SHARP Message #438

DATE:	03/06/01
AUTHOR:	LISA KERWIN
SUBJECT:	PAYROLL SCHEDULE CHANGE DUE TO WATER PROBLEM
MESSAGE TEXT:	

Due to a water main break which resulted in all mainframe computers in the Landon State Office Building being unavailable on Monday, March 5, 2001, the payroll off-cycle originally scheduled to be processed on Monday has been delayed until Tuesday, March 6, 2001. Agencies have until 5:00 p.m. on Tuesday, 3/6 to enter any paycheck adjustment or supplemental requests into SHARP for inclusion in the off-cycle payroll.

Agencies should note, however, that the first preliminary on-cycle payroll calculation for the period ending March 3, 2001 is NOT being delayed. The deadline for entering new hires, terminations and other job changes for the period ending 3/3/2001 remains at 5:00 p.m. on Tuesday, March 3.

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