SHARP Message #469

DATE:	11/07/01
AUTHOR:	Carla Johnston
SUBJECT:	Thanksgiving Holiday Payroll Schedule Changes
MESSAGE TEXT:	

This is a reminder to state agencies that Friday, November 23, 2001 is a designated holiday for state service in 2001; therefore, the pay date for the payroll period ending 11/10/2001 is WEDNESDAY, NOVEMBER 21, 2001. Direct deposit advices will be mailed on Monday, November 19th; paychecks will be mailed on Tuesday, November 20th.

Due to the Thanksgiving schedule the 'normal' payroll processing schedule does not apply to the payroll period ending 11/10/01. Agencies should refer to Accounts and Reports Informational Circular No. 02-P-010 for important information regarding the key payroll processing deadlines which apply for the payroll period. It is important to note that the SHaRP system will not be available to on-line users on Thursday, 11/15/01 due to the batch processing which must occur to ensure the timely issuance of pay on Wednesday, 11/21. Also, the Run 'A' off cycle for payroll period ending 11/10/01 will be processed on FRIDAY, NOVEMBER 16, 2001, with checks dated 11/21/2001.

Return to SHARP Message Page

Page last modified on: