SHARP Message #463

DATE:	10/16/01
AUTHOR:	LISA KERWIN
SUBJECT:	PAYROLL CHANGES DUE TO THANKSGIVING HOLIDAYS
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 advises will be mailed on Monday, November 19; paychecks will be mailed on Tuesday, November 20.

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. (Informational Circulars can be obtained from the Accounts and Reports web site at http://da.state.ks.us/ar.)
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.

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