SHARP Message #439

DATE: 03/12/01
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SUBJECT: OFF-CYCLE LEAVE ACCRUAL PROCESSING
MESSAGE TEXT:

A new leave accrual program has been developed and tested by State of Kansas personnel in Bureau of Department of Administration (BDAS) and the Division of Personnel Services (DPS) for off-cycle payroll leave accrual processing.

Beginning Monday, March 12, 2001 agencies will no longer need to request DPS to increase employee's leave accruals because of changes to accrual amounts for off-cycle pay affecting adjustments and supplementals. Please note, however, that the new off-cycle leave accrual process does not include manual paycheck adjustments/supplementals entered by the Division of Accounts and Reports.

When there is a change in the CTLA figure (Counts Toward Leave Accrual/In Pay Status) whether it is higher (or lower) than the original check, an employee's leave balance may be increased (or decreased) automatically based on the tables in Kansas Administrative Regulation 1-9-4 and 1-9-5. This will occur during off-cycle nights through a leave accrual batch program.

Because this is an all-new process, we ask that you pay particular attention to leave accrual balances when processing these adjustments and supplementals. We recommend you take panel prints of leave balances before and after entering supplementals and adjustments of checks that have a change from what was originally recorded under CTLA so that you may properly document the leave accrual changes that occur to leave balances following the off-cycle processing.

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