SHARP Message #477

DATE: 12/10/2001
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SUBJECT: Payroll Schedule Changes Due to 12/24 Holiday
MESSAGE TEXT:

As a result of Governor Graves declaring Monday, December 24, 2001 as an additional state holiday for 2001, the following changes are being made to the December payroll processing schedule:

- the check date for the 'B' off-cycle for the payroll period ending 12/08/2001 scheduled to be generated on Wednesday, 12/19 will be changed from 12/24 to 12/26;

- the 'C' off-cycle for the period ending 12/08/2001 will continue to be scheduled for processing on Monday, 12/24; however, the creation of paysheets and the first preliminary payroll calculation for the on-cycle payroll for the period ending 12/22/2001 will be delayed until Wednesday, 12/26. This delay will allow agencies to continue to have one working day after the end of the payroll period to enter job actions effective for the period ending 12/22 and have the job changes reflected in the paysheets. The final calculation and confirm for the on-cycle payroll for the period ending 12/22/2001 is not changing and will still occur on Friday, 12/28.

The December 24th holiday credit earnings code (HDC or HDE) and hours will automatically default into employee's 12/23/01-01/05/02 timesheets for employees attached to all of the holiday schedules, except PSTV.

The Division of Accounts and Reports will be issuing an informational circular to advise all state agencies of these changes to the SHaRP processing calendar for December.
Questions regarding the payroll processing changes should be directed to Payroll Services.

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