SHARP Customer Service Center

- SHARP Messages -

SHARP Message #568

DATE:	12/16/03
AUTHOR:	
SUBJECT:	KPAY320 report and Earned Income Credit in 2003

MESSAGE TEXT:

As a reminder, as outlined in Accounts and Reports Informational Circular No. 04-P-019 issued December 4, 2003, the KPAY320 process has been generated to update the existing SHARP federal tax data records for all employees claiming the Earned Income Credit in 2003 in which the 'New W-5 Received' radio button was not checked. The update inserted a January 1, 2004 effective-dated row with an EIC status of 'Not applicable'. The KPAY320 process also updated all employees claiming exemption from withholding tax in 2003 in which the 'New W-4 Received' radio button was not checked. The update for exempt employees inserted a January 1, 2004 effective-dated row and updated the employee's marital status to 'single' with zero exemptions.

A KPAY320 report was generated which contains a list of all employees for whom the updates were generated. A copy of the KPAY320 report is available in the agency directory on the MVS. If no report is found, your agency does not employ any effected employees.

Agency personnel will need to enter the data for any Forms W-5 for EIC for 2004 (or Forms W-4 for 2004 for employees claiming exemption from withholding) received after December 15, 2003 with a January 2, 2004 effective date. The data will need to be entered into SHARP by 6:00 p.m. on Wednesday, December 24, 2003 in order to be reflected in the on-cycle paycheck dated January 2, 2004.

Return to SHARP Message Page

Page last modified on: