SHARP Customer Service Center

- SHARP Messages -

SHARP Message #564

DATE:	11/20/03
AUTHOR:	
SUBJECT:	Job Data Cutoff & First Payroll Pre-calc is Monday, 11/24/03. Final Calc is Wednesday.

MESSAGE TEXT:

Job Data Cutoff & First Payroll Pre-calc is Monday, 11/24/03. Final Calc is Wednesday.

Due to the Thanksgiving Day holiday, there is a modified payroll processing schedule for the payroll period ending 11/22/03.

Agencies should refer to Accounts and Reports Informational Circular No. 04-P-008 for important information regarding the key payroll processing deadlines that apply to the payroll period. Copies of 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 first on-cycle preliminary pay calculation for the period will occur Monday, 11/24/03. Therefore, all job data changes and time and leave data should be entered into SHaRP and designated "OK to process" by 6:00 PM, Monday, 11/24/03. Monday night is also an off-cycle night.

Please note SHaRP on-cycle final payroll calculations for the period ending 11/22/03 will be confirmed on Wednesday night, 11/26/03.

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