SHARP Message #533

DATE: 6/06/03
AUTHOR: LISA KERWIN
SUBJECT: ON-CYCLE PAYROLL FOR THE PERIOD ENDING 6/7/03
MESSAGE TEXT:

REMINDER - Due to the SHaRP conversion to PeopleSoft version 8.0 which will begin on June 14th, 2003 the final calculation and confirm for the on-cycle payroll for the period ending June 7th will occur on Wednesday, June 11th. Please review your KPAY010, Employees Not Processed report to ensure that all employees are processed in this shortened calc week.

Once the conversion has occurred, agencies will not be able to enter on-line adjustment requests for any paychecks created in v7.02. After Friday, June 13th, any adjustments needed to v7.02 paychecks must be submitted to the Division of Accounts and Reports, Payroll Services using Form DA-180.

Agencies should refer to Informational Circulars 03-P-040 and 03-P-043 for more detailed information regarding payroll processing guidelines during the month of June and for the remainder of calendar year 2003.

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