SHARP Message #552

DATE: 10/16/03

AUTHOR:

SUBJECT: United Way Deduction Start and Stop Dates

MESSAGE TEXT:

The deduction END date on the general deduction panel for 2003 United Way contributions should be dated between December 7, 2003 and December 20, 2003 in order for the last 2003 deduction to be taken on the paycheck issued December 19, 2003. Agencies should verify the deduction end date for all employees enrolled in United Way to ensure deductions are taken correctly.

For calendar year 2004, agencies can enter a new row effective-dated between December 7, 2003 and December 20, 2003 in order for the first deduction for 2004 to be taken on the January 2, 2004 paycheck. If the deduction is to be taken over 27 pay periods, a deduction end date of December 19, 2004 should be entered. If the deduction is to be taken over 26 pay periods, a deduction end date of December 5, 2004 should be entered.

Questions regarding this message should be directed to Janice Wolfley in Accounts and Reports, Payroll Services at telephone no. 785-296-3699 or via e-mail to: janice.wolfley@da.state.ks.us.

Return to SHARP Message Page

Page last modified on: