SHARP Customer Service Center

- SHARP Messages -

SHARP Message #569

DATE:	12/22/03
AUTHOR:	
SUBJECT:	Important Payroll Processing Dates

MESSAGE TEXT:

Due to the Christmas holidays, there is an important change to the payroll processing schedule for the payroll period ending 12/20/03.

Agencies should refer to Accounts and Reports Informational Circular No. 04-P-017 for important information regarding the key payroll processing deadlines which apply for 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 SHARP on-cycle preliminary pay calculation for the period will occur tonight, Monday, 12/22/03. Therefore, all job data changes and time and leave data should be entered into SHARP and designated 'OK to process' by 6:00 PM tonight, Monday, 12/22/03.

Please note that the 'C' off-cycle for the period ending 12/06/03 will also be processed tonight, Monday, 12/22/03.

SHARP on-cycle payroll calculations for the period ending 12/20/03 will be confirmed on Wednesday night, 12/24/03.

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