SHARP Customer Service Center

- SHARP Messages -

SHARP Message #559

DATE:	11/10/03
AUTHOR:	
SUBJECT:	Job Data Cutoff & First Payroll Pre-calc

MESSAGE TEXT:

Job Data Cutoff & First Payroll Pre-calc is Tonight, Monday, 11/10/03

Due to the Veterans Day holiday, there is a slight, but important, change to the payroll processing schedule for the payroll period ending 11/08/03.

Agencies should refer to Accounts and Reports Informational Circular No. 04-P-008 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 on-cycle preliminary pay calculation for the period will occur tonight, Monday, 11/10/03.

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, 11/10/03.

Please note there is also an off-cycle tonight, Monday, 11/10/03.

SHaRP on-cycle payroll calculations for the period ending 11/08/03 will be confirmed on Friday night, 11/14/03.

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