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Division of Accounts and Reports

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INFORMATIONAL CIRCULAR NO: 97-P-010

DATE: December 2, 1996

SUBJECT: SHARP Bi-Weekly Payroll Schedule for Calendar Year 1997

EFFECTIVE DATE: Calendar Year 1997

A & R CONTACT: Payroll Services - (913) 296-3146

APPROVAL:

SUMMARY: SHARP On-Cycle and Off-Cycle Payroll Processing Schedules

Attached is the finalized SHARP bi-weekly on-cycle and off-cycle payroll schedules applicable to your agency for calendar year 1997.

The attached schedules provide important information regarding the critical payroll processing deadlines for each bi-weekly payroll period. Agency personnel responsible for payroll processing will need to ensure that all appropriate information is entered/submitted by the cutoff dates indicated on the schedules in order to ensure the timely issuance of pay for their employees.

SHARP off-cycle payrolls will generally be processed each Monday and Wednesday night and will include all activity entered into SHARP since the last off-cycle payroll. If a holiday occurs on a Monday or Wednesday, the off-cycle payroll will normally be changed to the following business day. Any payroll payments resulting from an off-cycle payroll will usually be dated three working days from the date the off-cycle was processed (ie., payments resulting from a Monday off-cycle will almost always be dated the following Thursday; payments from a Wednesday off-cycle will almost always be dated the following Monday). Please note, however, that payments generated in the first off-cycle payroll for a payroll period (ie., KA1 off-cycle) will be issued with the same paycheck/direct deposit date as the regular on-cycle pay date for that period. Agencies have until 5:00 pm on Mondays and Wednesdays to enter adjustment and/or supplemental data into SHARP for processing in that night's off-cycle payroll.

Off-cycle payrolls for Regents' institutions are also regularly scheduled for each Monday and Wednesday night. Regents' institutions generally have until 5:00 pm on Fridays and Tuesdays to

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submit off-cycle payroll interface files. All interface files must then be approved by the Division of Accounts and Reports for processing by 5:00 pm on the following Monday or Wednesday to be included in that night's off-cycle payroll. Regents' off-cycle payrolls will be issued with the same check/advise date as the SHARP off-cycle processed that same night.

SAM:JJM:sj

Attachments