



DEPARTMENT OF ADMINISTRATION
Division of Accounts and Reports

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INFORMATIONAL CIRCULAR NO: 97-P-020

DATE: March 3, 1997

SUBJECT: Elimination of Reversals for SHARP ADJUSTMENT Paychecks

EFFECTIVE DATE: Immediately

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

APPROVAL:

SUMMARY: Agency Ability to Reverse Off-Cycle Adjustment Paychecks is Eliminated

Effective with the issuance of this informational circular, agencies will no longer have the ability to request reversals of adjustment paychecks in SHARP. This change in policy is due to the level of manual effort required by Payroll Services staff for intervention and correction of the employee's payroll data.

In the event a paycheck adjustment processed through SHARP results in an incorrect amount, the agency should submit a DA-180, Paycheck Adjustments form, to the Department of Administration, Division of Accounts and Reports, Payroll Services for processing. The form DA-180 should contain sufficient information indicating the correct amount of the paycheck (i.e., what the check **should have been**). A correcting adjustment will then be processed by Payroll Services staff to either set up an arrearage or calculate a check, depending upon the circumstances of the error. In all cases, the employee will **not** be required to return the erroneous adjustment check.

An edit has been added to the Paysheets, Process, Pay Reversals/Reprints panel in SHARP to prevent agencies from entering a reversal request for an adjustment check.

Questions regarding this Informational Circular should be directed to Accounts and Reports, Payroll Services at (913)296-3146.

SAM/JJM/CAW/co