SHARP Message #508

DATE: 11/25/02
AUTHOR: LISA KERWIN
SUBJECT: THANKSGIVING HOLIDAY-PAYROLL SCHEDULE CHANGES
MESSAGE TEXT:

This is a reminder to state agencies that Friday, November 29, 2002 is a designated holiday for state service in 2002.

Due to the Thanksgiving holiday, the 'normal' payroll processing schedule does not apply to the payroll period ending 11/23/02. Agencies should refer to Accounts and Reports Informational Circular No. 03-P-016 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 on Monday, November 25, 2002. Therefore, all job data changes and time and leave data should be entered into SHaRP and designated 'OK to process' by 6:00 PM on the 25th. Please also note that there will be only two SHaRP on-cycle preliminary payroll calculations for the period ending November 23, 2002 as the payroll will be confirmed on Wednesday night, November 27, 2002.

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