SHARP Message #503

DATE: 10/18/02
AUTHOR: LISA KERWIN
SUBJECT: UNITED WAY DEDUCTION START AND STOP DATES
MESSAGE TEXT:

The deduction END date on the general deduction panel for 2002 United Way contributions should be dated between December 08, 2002 and December 21, 2002 in order for the last 2002 deduction to be taken on the paycheck issued December 20, 2002. Agencies should verify the deduction end date for all employees enrolled in United Way to ensure deductions are taken correctly.

For calendar year 2003, agencies can enter a new row effective-dated between December 08, 2002 and December 21, 2002 in order for the first deduction for 2003 to be taken on the January 3, 2003 paycheck. If the deduction is to be taken over 26 pay periods, a deduction end date of December 7, 2003 should be entered.

Questions regarding this message should be directed to Janice Wolfley in Accounts and Reports, Payroll Services at telephone no. 785-296-3699.

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