SHARP Message #497

DATE: 09/26/02
AUTHOR: LISA KERWIN & CONNIE GUERRERO
SUBJECT: NEW LOCATION CODES IN SHARP
MESSAGE TEXT:

Effective immediately, new location codes are being added in SHARP. The purpose of these new location codes are to maintain an agency address in SHARP for use as the return address on Forms W-2 for calendar year 2002 as well as on employee paychecks and advices upon upgrading to PeopleSoft version 8.0 in June, 2003.

The first two characters of the location codes for return address purposes will be 'RA' (Return Address); the last three characters of the location code will be the agency identifier. Each agency's location code will be assigned to department ID's on the Department Table ending in '0000000'. For example, 'RA173' will be the location code assigned to department ID '1730000000'. The 'RAXXX' location code for each agency will ONLY be assigned to the department ID ending in '0000000'. All other Department ID's on the Department table will not be affected by this update. The Division of Accounts and Reports will be responsible for maintaining the accuracy of the 'RAXXX' location code data.

Please note that the 'RAXXX' location code will be the default value on the POSITION DATA 2 panel when adding any new positions or when changing the department number for an existing position to a department ID assigned to a department ID ending in '0000000'. In these instances, agencies will need to change the default location code to the appropriate value. The 'RAXXX' codes are for return address purposes only and are not valid values for POSITION DATA purposes.

If you have any questions regarding the Location Codes contact Patti Pearce at patti.pearce@da.state.ks.us.

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