SHARP Customer Service Center

- SHARP Messages -

SHARP Message #599

DATE:	10/25/04
AUTHOR:	Payroll
SUBJECT:	United Way Deduction Start and Stop Dates

MESSAGE TEXT:

The deduction END date on the general deduction panel for 2004 United Way contributions should be dated between December 19, 2004 and January 1,
2005 in order for the last 2004 deduction to be taken on the paycheck issued December 30, 2004. Agencies should verify the deduction end date for all employees enrolled in United Way to ensure deductions are taken correctly.

For calendar year 2005, agencies can enter a new row effective-dated between December 19, 2004 and January 1, 2005 in order for the first deduction for 2005 to be taken on the January 14, 2005 paycheck. If the deduction is to be taken over 26 pay periods, a deduction end date of December 18, 2005 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 or via e-mail to:janice.wolfley@da.state.ks.us.

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