SHARP Customer Service Center

- SHARP Messages -

SHARP Message #585

DATE:	5/19/04
AUTHOR:	
SUBJECT:	**3% General Increase Instructions**

MESSAGE TEXT:

All classified employees will receive a 3% general increase effective June 6, 2004. An effective dated row of June 6, 2004, will automatically be inserted into their job data on Sunday, June 13, 2004. The June 6, 2004 job data row will include the action/reason code combination of PAY/COL and the compensation rate for their current step adjusted by the general increase. This includes those employees who are on steps above range. This update does not include classified employees at Regents Institutions. These agencies will process their own employees. In addition, employees who are on an unpaid leave of absence will not be updated. These employees will be updated on a case by case basis when/if they return to active status at some point in the future.

Please ensure that all job data rows that are effective dated prior to or equal to June 6, 2004 are added before Sunday, June 13, 2004. This includes promotions, demotions, transfers, terminations and any other transactions that require a job data row to be inserted to employee work history. Do not enter rows dated greater than June 6, 2004 until after the general increase has been loaded on Sunday, June 13, 2004.

Please contact Patti Pearce at 785-296-7232 or at patti.pearce@da.state.ks if you have any questions!

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