SHARP Customer Service Center

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SHARP Message #594

DATE:	9/30/04
AUTHOR:	Payroll
SUBJECT:	Important Information Regarding the KPAY286B - Outbound MRI – Payroll

MESSAGE TEXT:

Important Information Regarding the KPAY286B - Outbound MRI – Payroll

Beginning with the pay period ended September 25, 2004 there will be a change to the run schedule of the KPAY286B, Outbound Management Reporting File - Payroll Specific Information. This file is currently created twice per payroll period: 1) immediately following the on-cycle pay confirmation (contains only information for that on-cycle); and, 2) on the day following the third off-cycle for the pay period (contains only information for that pay period's three off-cycles). The KPAY286B is only created for agencies who have requested the file and the output files are put into the agency mailbox on the MVS system.

With this change, the creation of the KPAY286B file containing the off-cycle information will occur at the end of the batch cycle on the same day as the third off-cycle for the period (ie., the off-cycle KPAY286B file will be created one day sooner). The creation of the KPAY286B file containing the confirmed on-cycle information will remain unchanged.

This change is being made to accommodate the creation of additional KPAY286B files. As the result of an agency request, effective with the payroll period ending September 25, 2004, agencies can elect to begin receiving a KPAY286B file containing preliminary on-cycle information immediately following each preliminary payroll calculation. Agencies currently receiving the KPAY286B output files will NOT automatically begin receiving the output files from the preliminary pay calculations. Only those agencies specifically requesting the preliminary information will receive the files. Upon request, the preliminary files will be placed in the agency's mailbox after each on-cycle pre-calculation run.

There are two unique differences between the existing KPAY286B files currently being created for the on- and off-cycle information and the files which will be created from the preliminary pay calculations: 1) because check/advice numbers are assigned after pay confirmation, the preliminary files will not contain a value in the check/advice number fields; and 2) the SSN field on the preliminary files will not contain a value.

The first off-cycle KPAY286B created under the new schedule will be generated on October 11, 2004 and will be available in the agency MVS mailboxes October 12, 2004 (under the 'old' schedule, the KPAY286B for the off-cycle payroll for the period ending September 25, 2004 would not have been created until October 12, 2004 and would not have been available in the agency MVS mailbox until October 13).

Agencies with questions regarding this change or wishing to begin receiving the KPAY286B files run for each preliminary pay calculation should contact Kathy Ogle in Payroll Services in the Division of Accounts and Reports at kathy.ogle@da.state.ks.us or by telephone at (785) 296-2290.

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