SHARP Customer Service Center

- SHARP Messages -

SHARP Message #593

DATE:	9/14/04
AUTHOR:	Payroll
SUBJECT:	Additional withholding tax amounts on adjustment paychecks.

MESSAGE TEXT:

In order to correct a problem with adjustment paycheck calculations, a change was included in our last software update from PeopleSoft that will affect adjustment paychecks where the original paycheck had additional federal, state, or local tax withholding taken.

Beginning September 8, 2004, additional federal, state, and local tax withholding will no longer be applied to adjustment paychecks and will be refunded to the employee as a part of the adjustment. Agency personnel should advise employees when this situation occurs and inform them that they may submit a new W-4 or DA-186 (Authorization for State of Kansas Additional Withholding Tax Deduction) to compensate on the ensuing on-cycle paychecks for the amount not taken on the adjustment paycheck.

Questions regarding this change can be directed to Joyce Dickerson in Payroll Services at 785-296-3979 or joyce.dickerson@da.state.ks.us

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