SHARP Customer Service Center

- SHARP Messages -

SHARP Message #589

DATE:	6/9/04
AUTHOR:	
SUBJECT:	**Vacation Leave Overage Reminder**

MESSAGE TEXT:

We would like to remind you that all entries to the 06/05/04 timesheets that affect leave overage must be entered by 6PM on Thursday, June 10, 2004 (Friday is too late as final pay calculation is scheduled now for Thursday due to the additional Holiday).

Converting the vacation leave overage to sick leave is a manual process that is accomplished in SHARP by each agency through the time and leave process.

Instructions on how to determine which employees are over the maximum and how to transfer the overage to sick leave are provided at the SHARP Customer Service Center Documents page at the following links:
http://da.state.ks.us/sharp/documents/VacationOvrgDetails.htm
http://da.state.ks.us/sharp/documents/VacationOvrgGeneral.htm

If you have any questions about this SHARP process, you may send an email to brent.smith@da.state.ks.us

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