SHARP Customer Service Center

- SHARP Messages -

SHARP Message #588

DATE:	6/9/04
AUTHOR:	
SUBJECT:	**Friday, 06/11/2004 Declared Legal Holiday by Governor Sebelius: SHARP Updates/Notices**

MESSAGE
TEXT:

Governor Sebelius has declared Friday, June 11, 2004 as a Legal Holiday (National Day of Mourning). As a result, staff within the Department of Administration are updating Tables and Batch Jobs that need to be changed due to the announcement:

Payroll and 05/23/04 – 06/05/04 Timesheets:
* The final Pay calculation for the pay period ending 06/05/2004 is now
Thursday, June 10, 2004.
* All Time and leave must be entered and the Timesheet OK to Process
checkbox turned on by 6PM Thursday, June 10th, including the vacation leave conversion to sick leave (SLA on timesheets).
* Regents payroll system agencies will need to submit paydetail, DA-175
and STARS funding files for the on-cycle payroll for the period ending June 5, 2004 by 8:00 am on Thursday, June 10.

Time and Leave: 06/06/04 – 06/19/04 Timesheets and Time Documents
* Staff within the Department of Administration are updating the Holiday
Schedule Table to reflect the June 11, 2004 holiday.
* Programmers are in the process of deleting and re-generating the
06/06/04 – 06/19/04 timesheets so the holiday credit will default into the electronic timesheets based on employee's holiday schedule. Any time or leave entered into the 06/19/04 timesheets prior to this update (Entry that occurred on Sunday, 06/06; Monday, 06/07; or Tuesday, 06/08) will be replaced with the ee's default work schedule and the holiday credit earnings code and hours (if applicable) and will necessitate the re-entry of that data.
* If your agency has already printed the 06/06/04 – 06/19/04 paper time
document from SHARP, your employees may still use that document, but the holiday credit eligible employees should enter the holiday credit earnings code (such as HDC or HDE) and hours on Friday of Week 1 (06/11/04).

In addition, the following message is being placed on the Important Notices section of the State Employee Services

website:
http://www.kansas.gov/employee/

Executive Branch Benefits Eligible Employees: Governor Declares June 11, 2004 as a Legal Holiday

Governor Sebelius declared Friday, June 11, 2004 as a Legal Holiday (National Day of Mourning).

Most State offices will be closed on Friday, June 11, 2004 and if you are an Executive Branch benefits eligible employee, you will receive holiday credit.

For those Executive Branch benefits eligible employees who may be required to work on the holiday you will receive holiday compensation for working on the holiday, if applicable.

If you are an Executive Branch benefits eligible employee who previously scheduled leave for Friday, June 11, 2004 your leave will be replaced with holiday credit instead.

If you are unsure whether or not you are an “Executive Branch benefits eligible employee,” please contact your Human Resources Office.

Return to SHARP Message Page

Page last modified on: