SHARP Customer Service Center

- SHARP Messages -

SHARP Message #620

DATE:	6/6/05
AUTHOR:	HR
SUBJECT:	Vacation Leave Overage Reminder

MESSAGE TEXT:

Vacation Leave Overage Reminder

We would like to remind you that all entries to the June 4, 2005 timesheets that affect leave overage, for those employees covered by Kansas Administrative Regulation 1-9-4 or Executive Order 04-13, must be entered by 6PM on Friday, June 10, 2005.

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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