SHARP Customer Service Center

- SHARP Messages -

SHARP Message #644

DATE:	11/21/05
AUTHOR:	Payroll
SUBJECT:	Job Data Cutoff & First Payroll Pre-calc is Tonight, Monday, 11/21/05

MESSAGE TEXT:

Job Data Cutoff & First Payroll Pre-calc is Tonight, Monday, 11/21/05

Due to the Thanksgiving holiday, there is an important change to the payroll processing schedule for the payroll period ending 11/19/05.

Agencies should refer to Accounts and Reports Informational Circular No.
06-P-012 dated November 2, 2005 for important information regarding the key payroll processing deadlines which apply for the payroll period.
Copies of informational circulars can be obtained from the Accounts and Reports web site at http://da.state.ks.us/ar.

It is important to note that the first on-cycle preliminary pay calculation for the period will occur tonight, Monday, 11/21/05.
Therefore, all job data changes must be entered into SHARP by 6:00 PM tonight, Monday, 11/21/05; time and leave data should be entered into SHARP by 6:00 PM in order to view a calculated check on Tuesday and take advantage of all pay calculations.

Please note there is also an off-cycle tonight, Monday, 11/21/05.

SHARP on-cycle payroll calculations for the period ending 11/19/05 will be confirmed on Wednesday night, 11/23/05.

Return to SHARP Message Page

Page last modified on: