SHARP Customer Service Center

- SHARP Messages -

SHARP Message #622

DATE:	6/14/05
AUTHOR:	Payroll
SUBJECT:	Problem with On-cycle Paychecks for the Period Ending June 4, 2005

MESSAGE TEXT:

The Division of Accounts and Reports has identified a problem with KPERS employer contributions in the on-cycle payroll for the pay period ending 6/04/2005.

The problem resulted in erroneous employer contribution rates being used for all employees participating in KPERS retirement plans ‘P’, ‘C1’, ‘C2’, ‘F1’, ‘F2’, ‘H1’, ‘H2’, ‘J1’, ‘J2’, ‘J3’, ‘U’, ‘XA’, ‘XB’ or ‘XC’ and in incorrect employer contribution rates for Death and Disability insurance (GTL codes). Net pay on employee paychecks was not effected by the error so all paychecks and direct deposit amounts issued to employees for the June 17, 2005 pay date are correct.

To correct the employer contribution errors, the Department of Administration has begun initiating paycheck adjustment requests to correct the paychecks that contained an incorrect employer contribution amount for KPERS and/or Death and Disability insurance. Due to the volume of paychecks requiring adjustment, the processing will be divided among 3 separate off-cycle payrolls. In order for all processing to be completed by the close of transaction processing for payroll for FY05, the first group of paycheck adjustments processed in the ‘A’ off-cycle for the payroll period ending 6/04/05 processed on Monday, 6/13. The ‘A’ off-cycle included paycheck adjustments for all effected employees with employee ID’s ending in ‘0’ through ‘3’. Paycheck adjustment requests have also been automatically generated by DofA for employee ID’s ending in ‘4’ through ‘6’ for the ‘B’ off-cycle for the period ending 6/4 scheduled for Wednesday, 6/15. Adjustment requests for employee ID’s ending in ‘7’ through ‘9’ will be automatically generated for the ‘C’ off-cycle scheduled for Monday, 6/20.

The Division of Accounts and Reports will be manually correcting any paychecks that cannot be corrected using the automated paycheck adjustment process (ie., paychecks which contain earnings codes ‘P1P’, ‘P2P’, ‘P3P’, ‘S3P’ or ‘ADV’). No action is required by agencies to initiate the adjustment process for these paychecks. However, agencies should review their adjustments after the off-cycle transactions have processed to ensure that there were no other problems.

As a reminder, once an on-cycle paycheck has been adjusted, the paycheck is no longer available for viewing via employee self-service. Employees will only be able to see the paycheck resulting from the adjustment (which, in nearly all instances, will contain a net pay of zero). However, employees can still identify the net amount of their original on-cycle paycheck for the period by looking at the ‘NETPAY Adj’ deduction code amount which appears on the adjustment check under ‘After-Tax Deductions’.

Questions regarding this message should be directed to Payroll Services in the Division of Accounts and Reports.

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