SHARP Customer Service Center

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SHARP Message #639

DATE:	11/1/05
AUTHOR:	Payroll
SUBJECT:	Learn Quest Enrollment Information Clarification

MESSAGE TEXT:

Learn Quest Enrollment Information Clarification

We have been advised by American Century that there has been a change to the one page form that they were previously using as a confirmation of the future account allocations and authorized Payroll Deduction Form. This one page document has now been expanded to a two page document. For the purpose of starting a new Payroll Deduction Learn Quest amount, only the second page should be provided to your Human Resource personnel for entry into the SHaRP system. The employee should retain the original two page document for their files. The procedure to enroll in the program has not changed. The employee must contact American Century to request an enrollment packet. Please see Informational Circular No. 01-P-003 dated July 11, 2000 for instructions.

If an employee wishes to change their existing Learn Quest account allocation, they must contact Learning Quest at 1-800-579-2203.

If an employee wishes to change or cancel an existing Learn Quest payroll deduction, the employee will need to complete the Payroll Deduction Change form. This form is available on the Department of Administration, Division of Accounts and Reports website at www.da.state.ks.us/ar/forms/.

Questions regarding the State of Kansas Learn Quest Program should be directed to Scott Gates, State Treasurer's Office at 785-296-5317.

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