SHARP Customer Service Center

- SHARP Messages -

SHARP Message #671

DATE:	10/20/06
AUTHOR:	Payroll
SUBJECT:	United Way/Community Health Charities Deduction Start and Stop Dates for 2007

MESSAGE TEXT:

The deduction END date on the general deduction panel for 2006 United Way contributions should be dated between December 17, 2006 and December 30, 2006 in order for the last 2006 deduction to be taken on the paycheck issued December 29, 2006. Agencies should verify the deduction end date for all employees enrolled in United Way to ensure deductions are taken correctly.

For calendar year 2007, agencies can enter a new row effective-dated between December 17, 2006 and December 30, 2006 in order for the first deduction for United Way or Community Health Charities for 2007 to be taken on the January 12, 2007 paycheck. If the deduction is to be taken over 26 pay periods, a deduction end date of December 16, 2007 should be entered. Please note that the code UTD100 for the Community Health Charities cannot be entered until December 17th or after. All other United Way codes can be entered earlier.

Questions regarding this message should be directed to Janice Wolfley in Accounts and Reports, Payroll Services at telephone no. 785-296-3699 or via e-mail to: janice.wolfley@da.state.ks.us.

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