SHARP Customer Service Center

- SHARP Messages -

SHARP Message #681

DATE:	12/29/06
AUTHOR:	HR
SUBJECT:	Tuesday, 01/02/2007, Declared Legal Holiday by Governor Sebelius: SHARP Updates/Notices

MESSAGE TEXT:

Governor Sebelius has declared Tuesday, January 2, 2007 as a Legal Holiday (National Day of Mourning). As a result, staff within the Department of Administration are updating Tables and Batch Jobs that need to be changed due to the announcement:

Payroll Schedule Changes:

· The cutoff for on-line users to enter Job Data, Position Data, and Time and Leave data that affects payouts for the 12/17/06 – 12/30/06 pay period, is Wednesday, January 3, 2007.

· The first pay calculation for the pay period ending 12/30/2006 is Wednesday, January 3, 2007. Please note that there will only be two preliminary payroll calculations for the payroll period ending 12/30/2006. Final Pay calculation will remain Friday, 01/05/07.

· SHARP Off-cycle Run “C” for pay-affecting adjustments and supplementals is Wednesday, January 3, 2007.

Time and Leave: 12/31/06 - 01/13/07 Timesheets and Time Documents

· Staff within the Department of Administration have updated the Holiday Schedule Table to reflect the January 2, 2007 holiday.

· Holiday Credit will default into the 12/31/06 - 01/13/07 Timesheets for Tuesday, January 2, 2007 for employees attached to all Holiday Schedules (except for the PSTV “State of Kansas Holiday 0 Hrs” schedule). The holiday credit code and hours will be reflected in the printed time documents.

In addition, the following message is being placed on the Important Notices section of the State Employee Services website: http://www.accesskansas.org/employee/ .

Benefits Eligible Employees: Governor Declares January 2, 2007 as a Legal Holiday

Governor Sebelius declared Tuesday, January 2, 2007 as a Legal Holiday (National Day of Mourning).

Most State offices will be closed on Tuesday, January 2, 2007 and if you are a benefits eligible employee, you may receive holiday credit in accordance with Kansas Administrative Regulation 1-9-2: Holidays.*

For those benefits eligible employees who may be required to work on the holiday you will receive holiday compensation for working on the holiday, if applicable.*

If you are a benefits eligible employee who previously scheduled leave for Tuesday, January 2, 2007, your leave will be replaced with holiday credit instead.*

*If you are unsure whether or not you are a “benefits eligible employee” who is eligible for holiday credit in this situation, please contact your Human Resources Office.

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