SHARP Customer Service Center

- SHARP Messages -

SHARP Message #663

DATE:	6/27/06
AUTHOR:	HR
SUBJECT:	July 3, 2006 Holiday - Payroll Processing & Holiday Credit Default / Hours Worked

MESSAGE TEXT:

Governor Kathleen Sebelius authorized Monday, July 3, 2006 as a State Holiday. A revised SHARP Payroll Processing Schedule will be instituted and the Holiday Schedule Table has been updated to include this day.

Holiday Payroll Processing Highlights Include:

The Monday, July 3rd Off-cycle is being moved to Wednesday, July 5th and the check issue date is being moved from Thursday to Friday, July 7th .

All Job and Position Data that affects the 06/18/06-07/01/06 pay period must be entered by 6PM Wednesday, July 5th .

There are only two preliminary payroll calculations for the 06/18/06-07/01/06 pay period. The first preliminary payroll calculation is Wednesday, July 5, 2006. The second is Thursday, July 6th . Final pay calculation remains Friday, July 7th .

Please refer to Information Circular 06-P-031 (Changes to July 2006 Payroll Processing Schedule) http://www.da.ks.gov/ar/infocirc/fy2006/ic06p031.htm for more information on the adjusted Payroll Processing Schedule.

Holiday Credit Default / Hours Worked:

Employees whose positions are currently attached to any of the SHARP Holiday Schedules (other than PSTV) will have the Holiday Credit earnings code (HDC or HDE) and applicable hours defaulted into the 07/02/06-07/15/06 timesheets and time documents for both Monday and Tuesday, July 3 and July 4, 2006.

Both July 3rd and July 4th are Legal holidays for 2006, so if an employee works both days, the employee is entitled to holiday compensation (Such as HDP) in addition to the holiday credit (such as HDC) for July 3rd and July 4th , 2006.

Please refer to Bulletin 05-03 (Clarification of Issues Regarding Holidays for State Employees) http://da.state.ks.us/ps/documents/bulletins/0503.htm for more information on Holiday timesheet entry.

For questions regarding the adjusted payroll holiday schedule, send an e-mail to kathy.ogle@da.state.ks.us .

For questions regarding holiday timesheet entry, send an e-mail to brent.smith@da.state.ks.us .

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