SHARP Customer Service Center

- SHARP Messages -

SHARP Message #659

DATE:	6/19/06
AUTHOR:	HR
SUBJECT:	Vacation Leave Overage Reminder

MESSAGE TEXT:

All entries to the June 4 - 17, 2006 timesheets that affect leave overage, for those employees covered by Kansas Administrative Regulation 1-9-4 or Executive Order 04-13, must be entered by 6PM on Friday, June 23, 2006 at the latest.

Agencies convert the vacation leave overage to sick leave manually by recording the SLA earnings code and corresponding hours (up to 40) on the June 4 – 17, 2006 timesheets.

Instructions on how to determine which employees are over the maximum and how to transfer the overage to sick leave are provided at the SHARP Customer Service Center Documents page http://www.da.ks.gov/sharp/documents/ at the following links:
http://da.state.ks.us/sharp/documents/VacationOvrgDetails.htm
http://da.state.ks.us/sharp/documents/VacationOvrgGeneral.htm

If you have any questions about this SHARP process, you may send an email to brent.smith@da.state.ks.us.

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