INFORMATIONAL CIRCULAR NO.: 21-P-019 *Supersedes 20-P-039*

DATE:	June 16, 2021
SUBJECT:	Housing, Food Service and Other Employee Maintenance
EFFECTIVE DATE:	July 1, 2021
OAR CONTACT:	Carmen Pearson (785) 296-7059 (carmen.pearson@ks.gov)
APPROVAL:	
SUMMARY:	Annual review of housing, food service and other employee maintenance rates required under K.S.A. 75-2961A and K.A.R. 1-19-9

Attached is form DA-171, Housing, Food Service and Other Maintenance Policy for your agency to complete. It is not necessary to return this form to the Office of Accounts and Reports. The completed form should be maintained at your agency. If the items that you provide have been determined to be taxable to the employee, any changes in rates for fiscal year 2022 will require entry into the SHARP system at the Payroll Homepage > Employee Payroll/Benefits Data Tile > Create Additional Pay for fringe benefit income. FY2022 rate changes for maintenance must be entered into SHARP by 7:00 pm on Tuesday June 29, 2021 in order to be reflected in the paychecks produced in the on-cycle pay calculation for the payroll period ending June 26, 2021 (paychecks dated July 9, 2021).

Regent institutions should also complete the Form DA-171 and maintain the completed form at their agency. Regents are responsible for updating any rate changes into their payroll system.

Attachment

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