**INFORMATIONAL CIRCULAR NO.** 15-P-015*Supersedes 13-P-008*

**DATE:** November 20, 2014

**SUBJECT:** Organization Dues Change for ORG050 and ORG051

**EFFECTIVE DATE:** Payroll Period Ending December 20, 2014

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**APPROVAL:**

**SUMMARY:** Change in Organization Dues Deduction for SEAK Members

The organization dues for the State Employees Association of Kansas (SEAK) will be increased from $6.50 to $7.50 for regular members (ORG050) and from $3.50 to $4.50 for single, head of household members (ORG051) per biweekly payroll period. The new rates will become effective with the payroll period beginning December 7, 2014 and ending December 20, 2014, paid January 2, 2015.

Currently, organization dues must be entered into SHARP as two separate deduction codes: one organizational dues deduction code and one corresponding fee deduction code. In this case, the new rate for deduction code ORG050 will increase from $6.44 to $7.44 and the fee (ORF050) will remain at $.06 (for a total of $7.50 per biweekly payroll period). The new rate for deduction code ORG051 will increase from $3.44 to $4.44 and the fee (ORF051) will remain at $.06 (for a total of $4.50 per biweekly payroll period).

The Office of Systems Management, Payroll Systems Team is responsible for making this change in the SHARP system. Regent’s institutions are responsible for ensuring this change is reflected in their individual systems effective with the payroll period noted above.

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