

DATE: October 30, 2020

SUBJECT: Key Payroll Processing Dates in November 2020

EFFECTIVE DATE: November 2020

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APPROVAL:

SUMMARY: Payroll processing schedule changes due to the November 2020 holidays.

Wednesday, November 11, 2020 (Veterans' Day), Thursday, November 26, 2020 and Friday, November 27, 2020 (Thanksgiving Holiday) are designated as officially observed holidays and therefore no batch jobs are scheduled for those nights.

Due to the holidays in November, changes are required to the 'normal' payroll processing schedule. **Agencies are asked to note the payroll processing schedule due dates, some of which are occurring on a different day of the week than normally scheduled. Please review carefully the information contained in this circular and in the attached partial calendar.**

Wednesday, November 4, 2020

The second on-cycle preliminary pay calculation for the period ending October 31, 2020 will occur November 4, 2020.

Regents' on-cycle files for the period ending October 31, 2020 must be received by the Department of Administration by 4:00 PM on November 4, 2020. (These files would normally be due Thursday, November 5, 2020.)

Thursday, November 5, 2020

The third on-cycle preliminary pay calculation for the period ending October 31, 2020 will occur November 5, 2020.

Friday, November 6, 2020

Final pay confirmation for the on-cycle payroll for the period ending October 31, 2020 will occur November 6, 2020. For SHARP agencies, all employees' reported time must be entered (and approved if applicable) into SHARP by 6:30 PM. After Time Administration runs at 6:30 PM, payable time must be approved by 7:00 PM, in order for a paycheck record to be created. All deduction and tax data changes must be entered by 7:00 PM on November 6, 2020 in order to be reflected in the final paycheck created for the employee. Paychecks for the on-cycle will be dated November 13, 2020.

Regents' Run A off-cycle payroll files for the period ending October 31, 2020 must be received by the Department of Administration by 4:00 PM on November 6, 2020.

Sunday, November 8, 2020

Regents' on-cycle payroll files for the period ending October 31, 2020 will be processed on this

date.

Monday, November 9, 2020

The Run A off-cycle for the period ending October 31, 2020 will be processed November 9, 2020. SHARP agencies have until 7:00 PM on this date to enter supplemental and/or adjustment run controls for the Run A off-cycle. All employees' reported time must be entered (and approved if applicable) by 6:30 PM. Payable time must be approved by 7:00 PM. Paychecks for the Run A off-cycle will be dated November 13, 2020.

The Regents' Run A off-cycle payroll files for the period ending October 31, 2020 will also be processed on this date.

Regents' Run B off-cycle payroll files for the period ending October 31, 2020 must be received by the Department of Administration by 4:00 PM on November 9, 2020.

Tuesday, November 10, 2019

The Run B off-cycle for the period ending October 31, 2020 will be processed November 10, 2020. SHARP agencies have until 7:00 PM on this date to enter supplemental and/or adjustment run controls for the Run B off-cycle. All employees' reported time must be entered (and approved if applicable) by 6:30 PM. Payable time must be approved by 7:00 PM. Paychecks for the Run B off-cycle will be dated November 16, 2020.

The Regents' Run B off-cycle payroll files for the period ending October 31, 2020 will also be processed on this date.

Wednesday, November 11, 2020

Veterans' Day Holiday

Time Administration runs hourly from 7:30 AM – 6:30 PM

Friday, November 13, 2020

Payday for the payroll period ending October 31, 2020.

Regents' Run C off-cycle payroll files for the period ending October 31, 2020 must be received by the Department of Administration by 4:00 PM on November 13, 2020.

Monday, November 16, 2020

The Run C off-cycle for the period ending October 31, 2020 will be processed November 16, 2020. SHARP agencies have until 7:00 PM on this date to enter supplemental and/or adjustment run controls for the Run C off-cycle. All employees' reported time must be entered (and approved if applicable) by 6:30 PM. Payable time must be approved by 7:00 PM. Paychecks for the Run C off-cycle will be dated November 19, 2020.

Time and Labor interface agencies can submit time and labor (INF42/KAGYTL42) files for the period ending November 14, 2020 to the Department of Administration by 6:00 PM.

The Regents' Run C off-cycle payroll files for the period ending October 31, 2020 will also be processed on this date.

Tuesday, November 17, 2020

Paysheets for the on-cycle payroll for the period ending November 14, 2020 will be created on Tuesday, November 17, 2020. For SHARP agencies, all job actions (i.e., FLSA Status change) must be entered by 7:00 PM on November 17, 2020 in order to be reflected on the paysheets for this period.

The first on-cycle preliminary pay calculation for the period ending November 14, 2020 will also occur November 17, 2020. For SHARP agencies, all employees' reported time must be entered (and approved if applicable) into SHARP by 6:30 PM. After Time Administration runs at 6:30 PM, payable time must be approved by 7:00 PM, in order for a paycheck record to be created.

NOTE: Terminations and Retirements must be entered by 7:00 PM on November 17, 2020 and reported time must be submitted (and approved if applicable) by 6:30 PM in order for leave payouts to be calculated correctly.

Wednesday, November 18, 2020

The second on-cycle preliminary pay calculation for the period ending November 14, 2020 will occur November 18, 2020.

Regents' on-cycle files for the period ending November 14, 2020 must be received by the Department of Administration by 4:00 PM on November 18, 2020. (These files would normally be due Thursday, November 19, 2020.)

Thursday, November 19, 2020

The third on-cycle preliminary pay calculation for the period ending November 14, 2020 will occur November 19, 2020.

Friday, November 20, 2020

Final pay confirmation for the on-cycle payroll for the period ending November 14, 2020 will occur November 20, 2020. For SHARP agencies, all employees' reported time must be entered (and approved if applicable) into SHARP by 6:30 PM. After Time Administration runs at 6:30 PM, payable time must be approved by 7:00 PM, in order for a paycheck record to be created. All deduction and tax data changes must be entered by 7:00 PM on November 20, 2020 in order to be reflected in the final paycheck created for the employee. Paychecks for the on-cycle will be dated November 25, 2020.

Regents' Run A off-cycle payroll files for the period ending November 14, 2020 must be received by the Department of Administration by 4:00 PM on November 20, 2020.

Sunday, November 22, 2020

Regents' on-cycle payroll files for the period ending November 14, 2020 will be processed on this date.

Monday, November 23, 2020

The Run A off-cycle for the period ending November 14, 2020 will be processed November 23, 2020. SHARP agencies have until 7:00 PM on this date to enter supplemental and/or adjustment run controls for the Run A off-cycle. All employees' reported time must be entered (and approved if applicable) by 6:30 PM. Payable time must be approved by 7:00 PM. Paychecks for the Run A off-cycle will be dated November 25, 2020.

The Regents' Run A off-cycle payroll files for the period ending November 14, 2020 will also be processed on this date.

Payroll Journal transactions for the SHARP on-cycle payroll for the period ending November 14, 2020 will be posted to SMART during Monday night's SMART batch processing cycle. (This process would normally occur Wednesday, November 25, 2020.)

Regents' Run B off-cycle payroll files for the period ending November 14, 2020 must be received by the Department of Administration by 4:00 PM on November 23, 2020.

Tuesday, November 24, 2020

The Run B off-cycle for the period ending November 14, 2020 will be processed November 24, 2020. SHARP agencies have until 7:00 PM on this date to enter supplemental and/or adjustment run controls for the Run B off-cycle. All employees' reported time must be entered (and approved if applicable) by 6:30 PM. Payable time must be approved by 7:00 PM. Paychecks for the Run B off-cycle will be dated December 1, 2020. (It would normally be Monday, November 30, 2020.)

The Regents' Run B off-cycle payroll files for the period ending November 14, 2020 will also be processed on this date.

Wednesday, November 25, 2020

Payday for the payroll period ending November 14, 2020. (It would normally be Friday, November 27, 2020)

Regents' Run C off-cycle payroll files for the period ending November 14, 2020 must be received by the Department of Administration by 4:00 PM on November 25, 2020. (These files would normally be due Friday, November 27, 2020.)

Thursday, November 26, 2020

Thanksgiving Holiday

Time Administration runs hourly 7:30 AM – 6:30 PM

Friday, November 27, 2020

Thanksgiving Holiday

Time Administration runs hourly 7:30 AM – 6:30 PM

Beginning Sunday, November 29, 2020 batch jobs will return to the normal payroll processing schedule. Attached is a partial calendar for the month of November 2020, which highlights key payroll processing activity for the month. *The attached calendar is intended for use as a supplementary reference tool only; it does not contain the level of detail that is included in the narrative portion of this circular.*

Please note the changes to the payroll processing schedule and adjust your schedules accordingly. If it becomes necessary to change any of the payroll processing dates identified above, notification of the change will be provided to all subscribers of the SHARP Infolist. SHARP users interested in subscribing to the Infolist, but who have not yet done so, can subscribe at <https://admin.ks.gov/resources/listserv-signup>.

JG:NTR:abe

Attachment