

DATE: October 5, 2020

SUBJECT: SHARP Bi-Weekly Payroll Schedule for 2021

EFFECTIVE DATE: Calendar Year 2021

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APPROVAL:

SUMMARY: SHARP On-cycle and Off-cycle Payroll Processing Schedules for 2021

Attached are the SHARP bi-weekly on-cycle and off-cycle schedules for calendar year 2021. The attached schedules provide important information regarding the critical payroll processing deadlines for each bi-weekly payroll period. Agency personnel responsible for payroll processing will need to ensure that all appropriate information is entered or submitted by the cutoff dates indicated on the schedules to ensure timely issuance of pay for their employees.

SHARP off-cycle payrolls will generally be processed each Monday and every other Wednesday night and will include all activity entered into SHARP since the last off-cycle payroll. If a holiday occurs on a Monday or Wednesday, the off-cycle payroll will normally be rescheduled to occur on the following business day. Payroll payments resulting from the first off-cycle for the payroll period (Run 'A') will normally be issued with the same paycheck/direct deposit date as the on-cycle pay date for the payroll period. Payroll payments resulting from the remaining off-cycles (Runs 'B' and 'C') will normally be dated three working days from the date the off-cycle is processed. Agencies generally have until 7:00 p.m. on Mondays and every other Wednesday to enter adjustments and/or supplemental data into SHARP for processing in that night's off-cycle payroll. Agencies have until 6:30 p.m. to submit/approve reported time so it is picked up by the Time Administration process. After Time Administration runs, the payable time must be approved by 7:00 p.m. so that the status is ready for payroll processing. Agencies are reminded that they must approve the timesheet (reported time) and payable time (after time administration runs) **before** requesting a paycheck adjustment in SHARP.

Off-cycle payrolls for Regents' institutions are also normally scheduled for each Monday and every other Wednesday night. Regents' institutions generally have until 4:00 p.m. on Fridays and every other Tuesday to submit off-cycle payroll interface files. The Office of Accounts and Reports must approve all interface files for processing by 5:00 p.m. on the following Monday or every other Wednesday for the files to be processed in that night's off-cycle payroll. Regents' off-cycle payrolls will be issued with the same check/advice date as the SHARP off-cycle processed the same night.

JG:NTR:abe
Attachments