INFORMATIONAL CIRCULAR NO.:   22-P-007   *Supersedes 21-P-008*

DATE:	November 5, 2021
SUBJECT:	Key Payroll Processing Dates in November 2021
EFFECTIVE DATE:	November 2021
OAR CONTACT:	Joyce Dickerson (785) 296-3979 joyce.dickerson@ks.gov
APPROVAL:	Sunni Zentner (original signature on file)
SUMMARY:	Payroll processing schedule changes due to the November 2021 holidays.

Thursday, November 11, 2021 (Veterans' Day), Thursday, November 25, 2021 and Friday, November 26, 2021 (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 some of the days on 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.**

Sunday, November 7, 2021
Regents' on-cycle payroll files for the period ending October 30, 2021 will be processed on this date. (The Regent on-cycle would normally process on Monday, November 8, 2021.)

Monday, November 8, 2021
The Run A off-cycle for the period ending October 30, 2021 will be processed November 8, 2021. 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 12, 2021.

The Regents' Run A off-cycle payroll files for the period ending October 30, 2021 will also be processed on this date.

Tuesday, November 9, 2021
Regents' Run B off-cycle payroll files for the period ending October 30, 2021 must be received by the Department of Administration by 4:00 PM on November 9, 2021.

Wednesday, November 10, 2021
The Run B off-cycle for the period ending October 30, 2021 will be processed November 10, 2021. 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, 2021. (The paychecks would normally be dated Monday, November 15, 2021.)

The Regents' Run B off-cycle payroll files for the period ending October 30, 2021 will also be processed on this date.

Thursday, November 11, 2021
Veterans Day Holiday
Time Administration runs hourly from 7:30 AM – 6:30 PM.

Friday, November 12, 2021
Payday for the payroll period ending October 30, 2021.

Regents' Run C off-cycle payroll files for the period ending October 30, 2021 must be received by the Department of Administration by 4:00 PM on November 12, 2021.

Monday, November 15, 2021
The Run C off-cycle for the period ending October 30, 2021 will be processed November 15, 2021. 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 18, 2021.

Time and Labor interface agencies can submit time and labor (INF42/KAGYTL42) files for the period ending November 13, 2021 to the Department of Administration by 6:00 PM.

The Regents' Run C off-cycle payroll files for the period ending October 30, 2021 will also be processed on this date.

Tuesday, November 16, 2021
Paysheets for the on-cycle payroll for the period ending November 13, 2021 will be created on Tuesday, November 16, 2021. For SHARP agencies, all job actions (i.e., FLSA Status change) must be entered by 7:00 PM on November 16, 2021 in order to be reflected on the paysheets for this period.

The first on-cycle preliminary pay calculation for the period ending November 13, 2021 will also occur November 16, 2021. 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 16, 2021 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 17, 2021
The second on-cycle preliminary pay calculation for the period ending November 13, 2021 will occur November 17, 2021.

Regents' on-cycle files for the period ending November 13, 2021 must be received by the Department of Administration by 4:00 PM on November 17, 2021. (These files would normally be due on Thursday, November 18, 2021.)

Thursday, November 18, 2021
The third on-cycle preliminary pay calculation for the period ending November 13, 2021 will occur November 18, 2021.

Friday, November 19, 2021
Final pay confirmation for the on-cycle payroll for the period ending November 13, 2021 will occur November 19, 2021. All employees' payable time must be approved, by 7:00 PM on November 19, 2021 in order for a paycheck record to be created. All deduction and tax data changes must be entered by 7:00 PM on November 19, 2021 in order to be reflected in the final paycheck created for the employee. Paychecks for the on-cycle will be dated November 24, 2021.

Regents' Run A off-cycle payroll files for the period ending November 13, 2021 must be received by the Department of Administration by 4:00 PM on November 19, 2021.

Sunday, November 21, 2021
Regents' on-cycle payroll files for the period ending November 13, 2021 will be processed on this date. (The Regent on-cycle would normally process on Monday, November 22, 2021.)

Monday, November 22, 2021
The Run A off-cycle for the period ending November 13, 2021 will be processed November 22, 2021. 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 24, 2021.

The Regents' Run A off-cycle payroll files for the period ending November 13, 2021 will also be processed on this date.

Payroll Journal transactions for the SHARP on-cycle payroll for the period ending November 13, 2021 will be posted to SMART during Monday night's SMART batch processing cycle. (This process would normally occur Wednesday, November 24, 2021.)

Regents' Run B off-cycle payroll files for the period ending November 13, 2021 must be received by the Department of Administration by 4:00 PM on November 22, 2021.

Tuesday, November 23, 2021
The Run B off-cycle for the period ending November 13, 2021 will be processed November 23,

2021. 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 30, 2021. (It would normally be Monday, November 29, 2021.)

The Regents' Run B off-cycle payroll files for the period ending November 13, 2021 will also be processed on this date.

Wednesday, November 24, 2021
Payday for the payroll period ending November 13, 2021. (It would normally be Friday, November 26, 2021)

Regents' Run C off-cycle payroll files for the period ending November 13, 2021 must be received by the Department of Administration by 4:00 PM on November 24, 2021. (These files would normally be due Friday, November 26, 2021.)

Thursday, November 25, 2021
Thanksgiving Holiday
Time Administration runs hourly 7:30 AM – 6:30 PM.

Friday, November 26, 2021
Thanksgiving Holiday
Time Administration runs hourly 7:30 AM – 6:30 PM.

Beginning Monday, November 29, 2021 batch jobs will return to the normal payroll processing schedule. Attached is a **partial** calendar for the month of November 2021, 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://www.admin.ks.gov/resources/informational-circulars.

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Attachment