**INFORMATIONAL CIRCULAR NO.:** 23-P-006 *Supersedes 22-P-007*

**DATE:** November 2, 2022

**SUBJECT:** Key Payroll Processing Dates due to Veterans Day

**EFFECTIVE DATE:** November 2022

**OAR CONTACTS:** doa\_payroll@ks.gov

**APPROVAL:** Sunni Zentner (original signature on file)

**SUMMARY:** Payroll processing schedule changes due to the Veterans Day holiday

Due to the Veterans Day holiday, some changes have been made to the regular payroll processing schedule. Agencies are asked to note the payroll processing schedule due dates that are listed in this informational circular.

**SHARP**

**Monday, November 7, 2022**

Pay Period 10/16-10/29/2022

* Run A off-cycle will be processed.
* SHARP agencies have until 7:00 PM 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 10, 2022.

**Tuesday, November 8, 2022**

Pay Period 10/16-10/29/2022

* Run B off-cycle will be processed.
* SHARP agencies have until 7:00 PM 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 14, 2022.

**Thursday, November 10, 2022**

Pay Period 10/16-10/29/2022

**PAYDAY**

**Friday, November 11, 2022**

Veterans Day Holiday

**Monday, November 14, 2022**

Pay Period 10/16-10/29/2022

* Run C off-cycle will be processed.
* SHARP agencies have until 7:00 PM 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 17, 2022.
* Time and Labor interface agencies can submit time and labor files for the period ending November 12, 2022 by 6:00 PM.

**REGENTS**

**Friday, November 4, 2022**

Pay Period 10/16-10/29/2022

* Run A off-cycle payroll files must be received by the Department of Administration by 4:00 PM.

**Sunday, November 6, 2022**

Pay Period 10/16-10/29/2022

* On-cycle payroll files will be processed.

**Monday, November 7, 2022**

Pay Period 10/16-10/29/2022

* Run A off-cycle payroll files will be processed.
* Paychecks for the Run A off-cycle will be dated November 10, 2022.

**Tuesday, November 8, 2022**

Pay Period 10/16-10/29/2022

* Run B off-cycle payroll files must be received by the Department of Administration by 4:00 PM.
* Run B off-cycle payroll files will also be processed on this date.
* Paychecks for the Run B off-cycle will be dated November 14, 2022.

**Thursday, November 10, 2022**

Pay Period 10/16-10/29/2022

**PAYDAY**

* Run C off-cycle payroll files must be received by the Department of Administration by 4:00 PM.

**Friday, November 11, 2022**

Veterans Day Holiday

**Monday, November 14, 2022**

* Run C off-cycle payroll files will be processed.
* Paychecks for the Run C off-cycle will be dated November 17, 2022.

NR:SGZ:had

Attachment