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

**DATE:** November 14, 2022

**SUBJECT:** Key Payroll Processing Dates due to Thanksgiving holiday

**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 Thanksgiving holiday

Due to the Thanksgiving 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**

**Tuesday, November 15, 2022**

Pay Period 10/30-11/12/2022

* Paysheets for the on-cycle payroll will be created
* All job actions (i.e., FLSA Status change) must be entered by 7:00 PM in order to be reflected on the paysheets for this period.
* All employees’ reported time must be entered (and approved if applicable) by 6:30 PM.
* Payable time must be approved by 7:00 PM, in order for a paycheck record to be created.
* Terminations and Retirements must be entered by 7:00 PM and reported time must be submitted (and approved if applicable) by 6:30 PM in order for leave payouts to be calculated correctly.
* The first on-cycle preliminary pay calculation will run.

**Wednesday, November 16, 2022**

Pay Period 10/30-11/12/2022

* Second on-cycle preliminary pay calculation

**Thursday, November 17, 2022**

Pay Period 10/30-11/12/2022

* Third on-cycle preliminary pay calculation

**Friday, November 18, 2022**

Pay Period 10/30-11/12/2022

* All employees’ 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 in order to be reflected in the final paycheck created for the employee
* Final pay confirmation for the on-cycle payroll
* Paychecks for the on-cycle will be dated November 23, 2022.

**Monday, November 21, 2022**

Pay Period 10/30-11/12/2022

* Run A off-cycle
* 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 23, 2022.
* Payroll Journal transactions for the SHARP on-cycle payroll for the period ending November 12, 2022 will be posted to SMART during Monday night's SMART batch processing cycle. (This process would normally occur Wednesday, November 23, 2022.)

**Tuesday, November 22, 2022**

Pay Period 10/30-11/12/2022

* Run B off-cycle
* 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 29, 2022**.

**Wednesday, November 23, 2022**

Pay Period 10/30-11/12/2022

**PAYDAY**

**Thursday, November 24, 2022**

Thanksgiving Holiday

**Friday, November 25, 2022**

Thanksgiving Holiday

**REGENTS**

**Wednesday, November 16, 2022**

Pay Period 10/30-11/12/2022

* On-cycle files must be received by the Department of Administration by 4:00 PM

**Friday, November 18, 2022**

Pay Period 10/30-11/12/2022

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

**Sunday, November 20, 2022**

Pay Period 10/30-11/12/2022

* On-cycle payroll files will be processed

**Monday, November 21, 2022**

Pay Period 10/30-11/12/2022

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

**Tuesday, November 22, 2022**

Pay Period 10/30-11/12/2022

* Run B off-cycle payroll files will be processed.
* Paychecks for the Run B off-cycle will be dated **November 29, 2022**.

**Wednesday, November 23, 2022**

Pay Period 10/30-11/12/2022

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

**Thursday, November 24, 2022**

Thanksgiving Holiday

**Friday, November 25, 2022**

Thanksgiving Holiday

Beginning Monday, November 28, 2022 batch jobs will return to the normal payroll processing schedule. Attached is a partial calendar for the month of November 2022, which highlights key payroll processing activity for the month.

NR:SGZ:had