

INFORMATIONAL CIRCULAR NO.: 21-P-017

DATE: April 9, 2021

SUBJECT: Payroll Processing Date Changes for the May 1, 2021 Pay Period
End Date Due to the SHARP Upgrade

EFFECTIVE DATE: April/May 2021

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APPROVAL:

SUMMARY: SHARP Upgrade and Impact on Payroll Processing Dates in
April/May 2021

The Department of Administration is pleased to announce that the SHARP system is being upgraded to a newer version. The SHARP upgrade is scheduled to begin Saturday, May 8, 2021 and will continue through Monday, May 10, 2021. The upgraded version of SHARP will look slightly different than the current version. The current version uses a dark blue background, dark blue header and black font titles on the individual tiles on the home pages. The upgraded version will have a light blue background, black header and blue font titles on the individual tiles on the home pages. However, the functionality of the SHARP pages (the actions you take when you reach a certain page) is not changing.

Also, a change to the View Paycheck tile in Employee Self-Service that employees will notice is the addition of summary paycheck information added to the front of the tile for the employee's most recent confirmed paycheck. The screen print below shows an example of how this tile will look.



This informational circular also covers the key dates and Payroll/Time and Labor and Job Data changes in SHARP as a result of the transition to the SHARP upgrade. **On-cycle and off-cycle dates have been changed in late April/early May in order to accommodate the transition to the new version of SHARP. Please review carefully the information contained in this circular.**

Due to the SHARP upgrade, scheduled to begin Saturday, May 8, 2021, 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.**

Friday, April 30, 2021

Payday for the payroll period ending April 17, 2021.

First opportunity for Time and Labor interface agencies to submit time and labor (INF42/KAGYTL42) files for the period ending May 1, 2021 to the Department of Administration for processing by 6:00 PM on April 30, 2021. (These files would normally be due Monday, May 3, 2021.) Last opportunity to submit files will be noon on Monday, May 3, 2021.

Regents' Run C off-cycle payroll files for the period ending April 17, 2021 must be received by the Department of Administration by 4:00 PM on April 30, 2021.

Monday, May 3, 2021

Time and Labor interface agencies can submit time and labor (INF42/KAGYTL42) files for the period ending May 1, 2021 to the Department of Administration by noon to be processed at 12:30 p.m. on May 3, 2021.

NOTE: Terminations and Retirements must be entered by 7:00 PM on May 3, 2021 and reported time must be submitted (and approved if applicable) by 6:30 PM in order for leave payouts to be calculated correctly.

Paysheets for the on-cycle payroll for the period ending May 1, 2021 will be created on Monday, May 3, 2021. (Paysheets would normally be created on Tuesday, May 4, 2021.) **For SHARP agencies, all job actions (i.e., FLSA Status change) must be entered by 7:00 PM on May 3, 2021 in order to be reflected on the paysheets for this period.**

The first on-cycle preliminary pay calculation for the period ending May 1, 2021 will also occur May 3, 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. **Please note that there will be only two SHARP on-cycle preliminary payroll calculations for the pay period ending May 1, 2021.**

The Run C off-cycle for the period ending April 17, 2021 will be processed May 3, 2021. SHARP agencies have until 7:00 PM on this date to enter supplementals 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 May 6, 2021.

Tuesday, May 4, 2021

The second on-cycle preliminary pay calculation for the period ending May 1, 2021 will occur May 4, 2021.

Regents' on-cycle files for the period ending May 1, 2021 must be received by the Department of Administration by 4:00 PM on May 4, 2021.

Wednesday, May 5, 2021

Final pay confirmation for the on-cycle payroll for the period ending May 1, 2021 will occur May 5, 2021. For SHARP agencies, all employees' payable time must be approved, by 7:00 PM on May 5, 2021 in order for a paycheck record to be created/confirmed. All deduction and tax data changes must be entered by 7:00 PM on May 5, 2021 in order to be reflected in the final paycheck created for the employee.

Thursday, May 6, 2021

The Regents' on-cycle payroll files for the period ending May 1, 2021 will be processed on this date. (This Regents' on-cycle would normally be scheduled for Monday, May 10, 2021.)

Regents' Run A off-cycle payroll files for the period ending May 1, 2021 must be received by the Department of Administration by 4:00 PM on May 6, 2021. (These files would normally be due Friday, May 7, 2021.)

Friday, May 7, 2021

The Run A off-cycle for the period ending May 1, 2021 will be processed May 7, 2021. (This off-cycle would normally be scheduled for Monday, May 10, 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 May 14, 2021. **NOTE: This off-cycle is the final payroll cycle run before the SHARP upgrade begins.**

The Regents' Run A off-cycle payroll files for the period ending May 1, 2021 will also be processed on this date.

Saturday, May 8, 2021

SHARP system and Employee Self Service shut down. SHARP upgrade begins.

Sunday, May 9, 2021

SHARP system and Employee Self Service closed. SHARP upgrade continues.

Monday, May 10, 2021

SHARP system and Employee Self Service open to core users only for validation.

No batch jobs processing.

Tuesday, May 11, 2021

SHARP system and Employee Self Service open to all users.

Beginning Tuesday, May 11, 2021 batch jobs will return to the normal payroll processing schedule. Attached is a partial calendar for the months of April/May 2021, which highlights key payroll processing activity for these months. *The attached partial 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.*

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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>.

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Attachment