

**INFORMATIONAL CIRCULAR NO.:** 20-P-036

**DATE:** May 11, 2020

**SUBJECT:** Payroll/SMART Processing Date Changes in June 2020

**EFFECTIVE DATE:** June 2020

**OAR CONTACT:** Earl Brynds (785) 296-5376 ([Earl.Brynds@ks.gov](mailto:Earl.Brynds@ks.gov))

**APPROVAL:**

**SUMMARY:** Payroll/SMART processing schedule changes due to 2020 Fiscal Year End

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Due to the upcoming 2020 Fiscal Year End in SMART and the payroll pay check date occurring close to the last day of the fiscal year in SHARP, June 26, 2020, it is necessary to make a few changes to the normal payroll/SMART processing schedules to accommodate the early closing of SMART on Saturday, June 27, 2020.

**Regents/Agencies are asked to pay close attention to the changes noted below to file due dates and processing dates for payroll in SHARP and for budget checking and posting of payroll journals in SMART.**

**Wednesday, June 17, 2020**

Regents' on-cycle payroll files for the period ending June 13, 2020 must be received by the Department of Administration by 4:00 PM on June 17, 2020. (These files would normally be due on Thursday, June 18, 2020).

Regent file sets for the period ending June 13, 2020 'A' off-cycle may be submitted.

SHARP on-cycle payroll pre-calculation for the period ending June 13, 2020 will be processed as normal on this date.

**Thursday, June 18, 2020**

Regents' on-cycle files for the period ending June 13, 2020 will be processed on this date. (The Regent' on-cycle files would normally be processed on Monday, June 22, 2020).

SHARP on-cycle payroll pre-calculation for the period ending June 13, 2020 will be processed as normal on this date.

**Friday, June 19, 2020**

Regents' on-cycle payroll journals for the period ending June 13, 2020 will be budget checked and posted in SMART on this date. (These journals would normally be budget checked and posted in SMART on Wednesday, June 24, 2020).

Regents' Run A off-cycle payroll files for the period ending June 13, 2020 must be received by

the Department of Administration by 4:00 PM on June 19, 2020. NOTE: If necessary, Regents can work directly with Statewide Payroll to submit off-cycle 'A' payroll files for approval on Monday, June 22, 2020, but all files must be approved no later than 3pm on Monday, June 22, 2020 for processing in the 'A' off-cycle.

SHARP on-cycle final payroll calculation for the period ending June 13, 2020 will be processed as normal on this date.

### **Monday, June 22, 2020**

SHARP on-cycle payroll journals for the period ending June 13, 2020 will be budget checked and posted in SMART on this date. (These journals would normally be budget checked and posted in SMART on Wednesday, June 24, 2020).

NOTE: SHARP and Regents' off-cycle 'A' payroll for the period ending June 13, 2020 will be processed as normal on June 22, 2020.

### **Tuesday, June 23, 2020**

Regents' and SHARP off-cycle 'A' payroll journals for the period ending June 13, 2020 will be budget checked and posted in SMART on this date. (These journals would normally be budget checked and posted in SMART on Wednesday, June 24, 2020).

Regents' Run B off-cycle payroll files for the period ending June 13, 2020 must be received by the Department of Administration by 4:00 PM on June 23, 2020.

### **Wednesday, June 24, 2020**

SHARP and Regents' off-cycle 'B' payroll for the period ending June 13, 2020 will be processed as normal in SHARP on June 24, 2020. **This will be the last payroll cycle for fiscal year 2020.**

### **Thursday, June 25, 2020**

Regents' and SHARP off-cycle 'B' payroll journals for the period ending June 13, 2020 will be budget checked and posted in SMART on this date. (These journals would normally be budget checked and posted in SMART on Friday, June 26, 2020).

### **Friday, June 26, 2020**

Payday for the payroll period ending June 13, 2020.

First opportunity for Time and Labor interface agencies to have time and labor (INF42/KAGYTL42) files for the period ending June 27, 2020 submitted to the Department of Administration for processing by 5:00 PM on June 26, 2020. (These files would normally be due Monday, June 29, 2020.) Last opportunity to submit files will be noon on Monday, June 29, 2020.

Regents' Run C off-cycle payroll files for the period ending June 13, 2020 must be received by the Department of Administration by 4:00 PM on June 26, 2020.

**Monday, June 29, 2020**  
**SMART closed to Agencies.**

SHARP and Regents' off-cycle 'C' payroll for the period ending June 13, 2020 will be processed as normal on June 29, 2020. **This will be the first payroll cycle for fiscal year 2021.**

**NOTE:** Due to the July 4, 2020 holiday, paysheets for the SHARP on-cycle payroll for the period ending June 27, 2020 will be created on Monday, June 29, 2020. (Paysheets would normally be created on Tuesday, June 30, 2020.)

Time and Labor interface agencies can submit time and labor (INF42/KAGYTL42) files for the period ending June 27, 2020 to the Department of Administration for processing by noon to be processed at 12:30 p.m. on June 29, 2020.

**Terminations and Retirements must be entered by 6:00 PM on June 29, 2020 and reported time must be submitted (and approved if applicable) by 3:30 PM in order for leave payouts to be calculated correctly.**

The first on-cycle preliminary pay calculation for the period ending June 27, 2020 will also occur June 29, 2020. For SHARP agencies, all employees' reported time must be entered (and approved if applicable) into SHARP by 5:30 PM. After the final Time Administration runs at 5:30 PM, payable time must be approved by 6:00 PM. on June 29, 2020 in order for a paycheck record to be created.

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