

**DATE:** May 14, 2020

**SUBJECT:** Housing, Food Service and Other Employee Maintenance

**EFFECTIVE DATE:** July 1, 2020

**OAR CONTACT:** Carmen Waters (785) 296-7059 (carmen.waters@ks.gov)

**APPROVAL:**

**SUMMARY:** Annual review of housing, food service and other employee maintenance rates required under K.S.A. 75-2961A and K.A.R. 1-19-9

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Attached is form DA-171, Housing, Food Service and Other Maintenance Policy for your agency to complete. It is not necessary to return this form to the Office of Accounts and Reports. The completed form should be maintained at your agency. If the items that you provide have been determined to be taxable to the employee, any changes in rates for fiscal year 2021 will require entry into the SHARP system at the Payroll Homepage > Employee Payroll/Benefits Data Tile > Create Additional Pay for fringe benefit income. FY2021 rate changes for maintenance should be entered into SHARP by 6:00 pm on Monday June 29, 2020 in order to be reflected in the paychecks produced in the first preliminary on-cycle pay calculation for the payroll period ending June 27, 2020 (paychecks dated July 10, 2020).

Regent institutions should also complete the Form DA-171 and maintain the completed form at their agency. Regents' are responsible for updating any rate changes into their payroll system.

Attachment

JG:NTR:abe