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To: Agency Fiscal Officers

From: Anna Haydon, Executive Director  
Office of Statewide Accounting Services  
Finance and Administration Cabinet

Date: September 29, 2023

Subject: PP18.2023 Payroll Posting

Payroll CA documents for pay period 18.2023 that posted on Monday, September 25, 2023 had a significant number of rejected documents and contained incorrect accounting information. After reviewing these transactions, a logic error had been uncovered in the program that creates these documents from the KHRIS system. Personnel Cabinet and Finance staff met and determined that the best action to correct the errors was to cancel the CA documents associated with this pay period and post corrected documents.

The following actions are being taken:

- CA documents for PP 18.2023 have been deleted/cancelled in eMars. (completed 9/28/2023)
- Personnel Cabinet will complete validation of the updated programming logic.
- Corrected CA documents for PP 18.2023 will be generated from KHRIS.
- Corrected CA documents will be uploaded and processed in eMars.
- Pay key: 1285 will be deleted to run Payroll Distribution Report for PP18.2023. New key will be generated

All CA documents associated with this payroll posting have been either discarded or cancelled in eMARS effective 9/28/2023. We are not anticipating any issues or data discrepancies with agency data, but agencies should be aware that postings and eMARS Reporting queries may show unusual results due to the cancellation of the CA documents that had posted to final and that were cancelled. Users may see multiple versions of the document in reports due to this cancellation document.

The Finance Cabinet will continue to work with Personnel to load the corrected CA documents as soon as the file is available today 9/29/2023. Agencies will need to work quickly to correct any rejected documents that may error out during the normal processing.

We apologize for the error and appreciate your patience as we work to correct the posting data.