



Block 50 Processing Information



The Block 50 Worklist Notifications will not be generated until after the payroll is first run and released for corrections. When the payroll is released for corrections, the notifications will be delivered to worklists for processing. Payroll will be open for correction according to the current month's KHRIS Operations Calendar.

- Please process your Block 50 worklist notifications during the period while payroll is open for corrections so that Block 50 will be processed in the regular payroll. Practice should be that the Block 50 is processed on the regular payroll, while payroll is open for corrections.
- If a Block 50 worklist item is not worked while payroll is open for corrections and is held until after the final payroll is run for the pay period, it can be processed in the next off-cycle. Because off-cycle is a process which requires processing records individually by Pernr, we ask that you limit its use and pay Block 50s on the regular cycle whenever possible. In order for the Block 50 to be paid on off-cycle, a business request must be completed and submitted. The requester should select the option "Off-cycle Payroll Request" from the drop-down menu. The Payroll Branch will review these requests and have them processed in the next regular off-cycle.

In the event the Block 50 is not processed on regular or off-cycle payroll, it will carry to the following payroll. However, 101 KAR 2:102 Classified leave administrative regulations, Section 5 states that "The maximum amount of compensatory leave that may be carried forward from one (1) pay period to another shall be 240 hours," so the Block 50 should be paid against the pay period in which the employee hit 240 hours, either via regular or off-cycle payroll.

If agencies would like to run a report to see employees (to whose records they have security access) who are evaluated to be eligible and slated to receive a Block 50, they may run report PT_ERL00 and use variant 00_Block_50_P.