SHARP
All Agency Meeting

Department of Administration – Office of Personnel Services

April 24, 2024

Welcome

Kraig Knowlton, Deputy Secretary of Management
Department of Administration

Upcoming Projects

SHARP/SMART Upgrade

- New queries for the Workforce Admin WorkCenter
  - Length of service
  - Employee salary information (effective dated)
  - Location codes
  - KPERS/GTL enrollments, active and waived
  - Emergency contacts
- Job Data search results will include Dept. ID and payroll status
- CBTs will be updated and new, more detailed, job aids will be created
- Go live date of August 12th

Vacation Overage

- For those classified and unclassified employees who follow Executive Order 04-13, the last day to use vacation leave that is over the maximum is Saturday, June 8, 2024
- Hours accrued during the May 26, 2024 through June 8, 2024 pay period are not included in the overage calculations
- Up to 40 hours of vacation leave that is over the maximum allowed will be converted to sick leave by agency HR staff
- Instructions can be found at https://admin.ks.gov > 'For State Agencies' > SHARP > Documents and Forms > Time and Labor section



Checklists

- Checklists are now available located here: https://admin.ks.gov > 'For State Agencies' > SHARP > Fluid Training/Desk Aids > Human Resources > Desk Aids
  - Hire/Rehire
  - Termination/Retirement/Layoff
  - Transfer

Action/Reason User Guide

- Location: https://admin.ks.gov > 'For State Agencies' > SHARP > Documents and Forms > Human Resource section
- Provides descriptions of each action/reason
- Which component to use; such as Job Data or Position Data
- Guide for use, including Regulations and Statutes to review

Action/Reason Code User Guide					
Action	Description	Reason	Description	Component	When to Use

Action Reason User Guide – Cont'd
Why are accurate actions and reasons important?

- Some actions and reasons trigger movement in other fields
  - For example, using a reason code of 'Unclassified to Classified' in Job Data will automatically change a classified employee's (EE's) Employment Status to 'Original' and enter a 6-month probation end date as stated in regulation Kansas Administrative Regulation (KAR) 1-7-4 (h)
  - Another example is an 'End of Probation' reason code will automatically update the EE's Employment Status to 'Permanent' and remove the probation end date
- OPS runs reports for the legislature, governor's office, and open records requests
  - These requests could ask for all 'promotions', 'pay increases', or those classified EEs hired on a higher step, so the appropriate reason codes will determine which records are pulled

Action Reason User Guide – Cont'd
General Information

- Some reason codes are specifically used by 'Central Office' and some regents have their own codes as well
- Regulations and Statutes will dictate which reason codes are used
- In Position Data, the general 'UPD' (Position Data Update) reason code will typically only be used for FLSA, supervisor status (Supervisor or No), location changes, or Agency Use Field – all other changes will have a reason code that will be applicable

Action Reason User Guide – Cont'd
Higher Step Reason Codes

- The default step for a classified position entry is step 4
- If an agency hires an employee in at a step higher than 4, one of the higher step reason codes needs to be used, for example
  - Hire Higher Step – Excep Qual
  - Higher Step Rehire – Excep Qual
  - Higher Step Reinst – Excep Qual

Action Reason User Guide – Cont'd
Higher Step Reason Codes

- Some agencies have above step authority to hire employees in specified classified titles at a specified, approved higher base step
  - These are determined by Executive Directive or agency request through OPS for hard to fill positions
  - Reason code used is: Higher Step (KAR 1-5-8(b)(2))
- Higher step reason codes are only used for promotions when
  - New CLA step is higher than the previous CLA step
  - Step is higher than 4 when EE is moving from UNC to CLA

Empl Rcd

- Employees should be hired/rehired in on the lowest available Empl Rcd number
- Some EE's may not realize they have worked for the state before and already have an EEID number
  - Agency should use their statewide SHARP access to search by National ID
- When entering a rehire, if Empl Rcd '0' is not seen by your agency:
  - Stop and use your statewide SHARP access to verify what Empl Rcds are active/available or contact OPS directly to make the determination
- If an EE is rehired on a record higher than '0' when '0' was available for use, OPS then needs to merge the records in to one
- Depending on the situation, this can also cause issues with SMART when an EE files a travel reimbursement

Empl Rcd Continued

- The Employment Record Number and Benefit Record Number should always match in the following situations:
- Multiple non-benefits eligible positions (GEN).
- Multiple positions with different benefits eligibility. For example, if an employee is benefits eligible on Employment Record 0 (PT1), the Benefit Record Number should be 0. If the employee is not benefits eligible on Employment Record Number 1 (GEN), the Benefit Record Number should be 1.
- Multiple positions with different job status (active and terminated). For example, if a benefits eligible employee is active on Employment Record 0, then the Benefits Record Number is 0. If the same employee has terminated on Employment Record 1, then the corresponding Benefits Record Number is 1.
- If an employee is active on multiple positions in the same agency and both positions are benefits eligible, the Benefit Record Number can be lower than the Employment Record Number. For example, the Benefits Record Number could be 0 for Employment Record 1.
- Note: If each active employment record has a unique benefit record number, leave balances are stored for each Employment Record Number. Also, the automatic longevity bonus process splits the bonus into each timesheet for those employees.

KPERS Retirement Plans WAR Codes

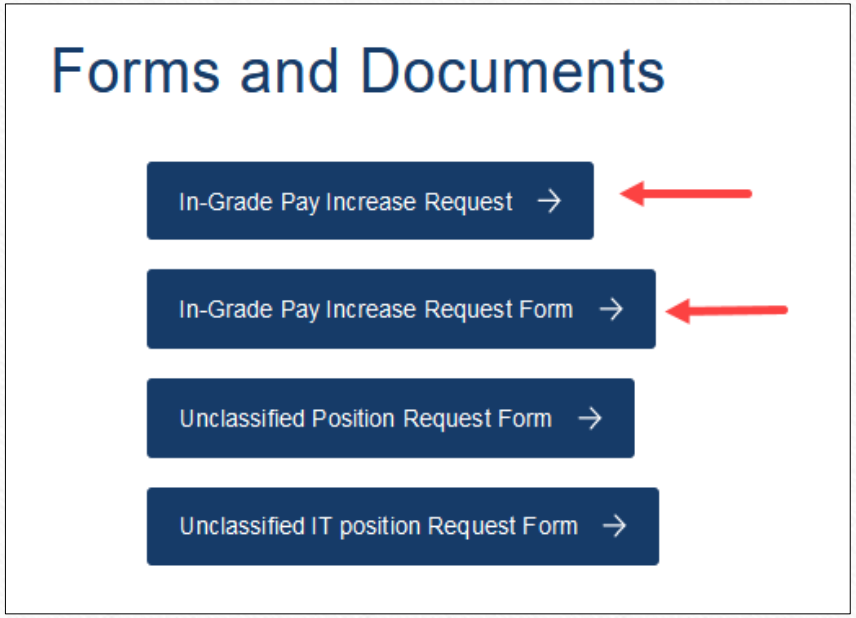
New rules for retirees Working After Retirement (WAR) went into effect January 1, 2018

- KPERS Retirement Benefit Plan Codes are based on whether the position is covered (benefit eligible) or non covered (non benefit eligible)
- The **non covered** position KPERS Retirement Benefit Plan WAR code is 'ANC' – GTL remains in terminated status from previous employment
- The **covered** position KPERS Retirement Benefit Plan WAR code starts as 'AC'
  - Once/If the EE earns $25,000, the agency enrolls the EE in the KPERS Retirement Benefit Plan WAR 'AXD' plan effective the first day of the following pay period after which the EE crossed the $25,000 threshold for the remainder of the calendar year
  - Beginning with the first day of the pay period paid in the following calendar year, the agency will change the KPERS Benefit Retirement Plan WAR EE's code back to 'AC'
  - GTL is waived

In-Grade Pay Increase Requests

- In-Grade Pay Increases are classified step increase requests
  - Not for classified reallocations or promotions
- Process is different than unclassified pay increase requests
- https://admin.ks.gov > 'For State Agencies' > SHARP > Forms and Documents > In-Grade Pay Increase Request
- If approved, agency enters the step increase in Job Data using the following action/reason code
  - Pay Rate Change/In-Grade Pay Increase

In-Grade Pay Increase Requests – Cont'd



In-Grade Pay Increase Request

In-Grade Pay Increases (IGPI's) offer appointing authorities the option to move classified regular employees in the Executive Branch from one step to another step on the same pay grade.

- Guidelines for In-Grade Pay Increases
- Online Request for In-Grade Pay Increase
- Executive Directive 04-353
- Unit Description
- PERB Unit Codes

Errors in SHARP

- If an agency finds an error in a SHARP entry, submit an email to the SHARP Corrections Desk – sharp@ks.gov asking for a correction to be made
  - The inbox is monitored by multiple staff; no need to email individual office staff
- Why should agencies not add a row to correct the error?
  - Extra rows take up space in the database
  - "Bad" data still exists
    - This data could be pulled into a report, even though it is corrected on the next effective date
    - Depending on the situation, the bad data could cause issues with payroll

Job Code Changes
Position Data

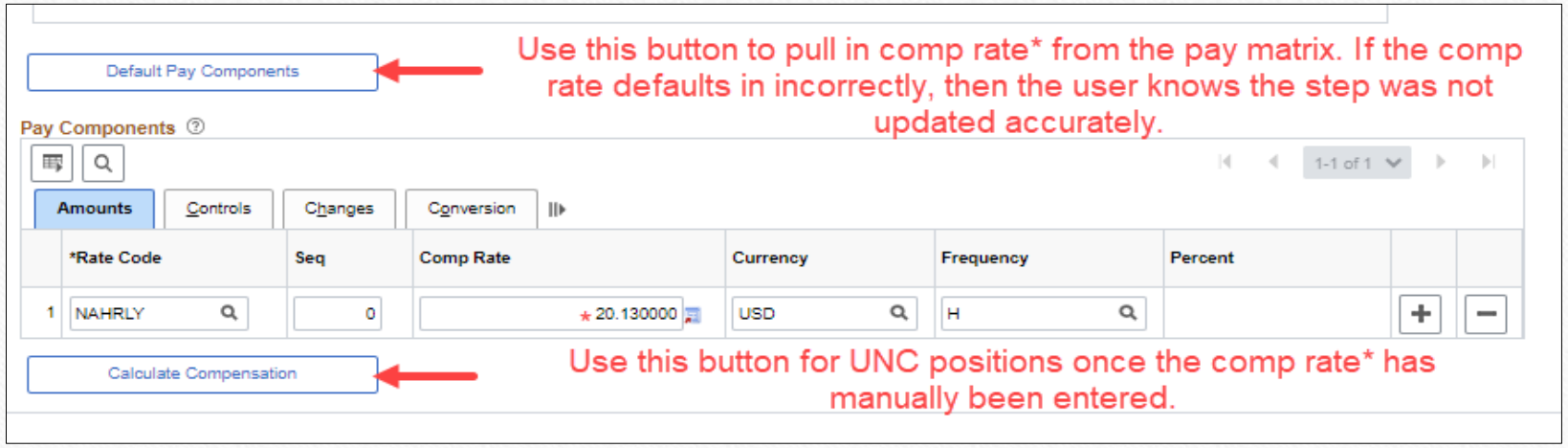
- When an agency updates a job code in position data, the new job code pulls in data from the job code table
- This could result in data changes to certain fields, even though the user made no changes to those fields
- Affected fields could be
  - Reg/Temp status
  - FLSA
  - Standard Hours
  - Supervisor status
  - Full-time/Part-time status
  - Working title
- Make sure to check these fields and update, if necessary, prior to saving

Classified Position Reminders

- EEs on probation; KAR 1-7-3
  - Use the 'Detailed Employee/Position Info' query from the Workforce Admin WorkCenter to track upcoming end of probation dates
  - Enter End of Probation row (Data Change/End of Probation) or Probation Extension row (Data Change/Extend Probation) in Job Data
  - If a probationary employee has not been notified prior to the end of any probationary period, the employee shall be deemed to have permanent status; KAR 1-7-6(b)
- Overdue probation end date cleanup in Job Data
  - Use the 'Detailed Employee/Position Info' query to make note of overdue probationary periods
  - If the agency is unable to enter the End of Probation (EOP) row in Job Data, due to a row with an effective date after the EOP date already existing, send a list of EE names, EEID numbers, and effective dates to sharp@ks.gov to have OPS enter the row and carry forward the permanent status as needed

Classified Position Reminders – Cont'd

- CLA pay is driven by the pay matrix – https://admin.ks.gov > 'For State Agencies' > SHARP > Compensation & Classification
  - For all hires, rehires, and transfers – enter step on 'Salary Plan' page of Job Data
    - Tip: Any time a new position number is entered, the step defaults to step 4
  - Click the 'Default Pay Components' button on the 'Compensation' page of Job Data; do not manually add hourly rate



Rehire Reminders

- Length of Service (LOS) must be reviewed and adjusted upon rehire
  - Inaccurate LOS could cause issues with
    - Leave accrual
    - Years of Service recognition
    - LOS for employees who retire through SHARP have their LOS returned to zero upon rehire – KAR 1-2-46(g)
    - LOS calculators available: https://admin.ks.gov > 'For State Agencies' > SHARP > Documents and Forms > Other Documents and Forms
- Review leave balances
  - KAR 1-9-5(h) - Each former employee who had unused sick leave at the time of separation, and who returns to state service… within a year shall have the unused sick leave returned to the employee's credit. This provision shall not apply to a person who has retired from state service
  - Remaining Discretionary Day also needs to be removed upon rehire if a balance still remains
    - Discretionary Holiday 2019 memo states an eligible EE is defined as an EE who is eligible for either GHI or KPERS and who has worked for the state in an eligible position for six continuous months
    - Only one Discretionary Holiday per year
  - Email sharp@ks.gov to have the hours removed

Time and Labor

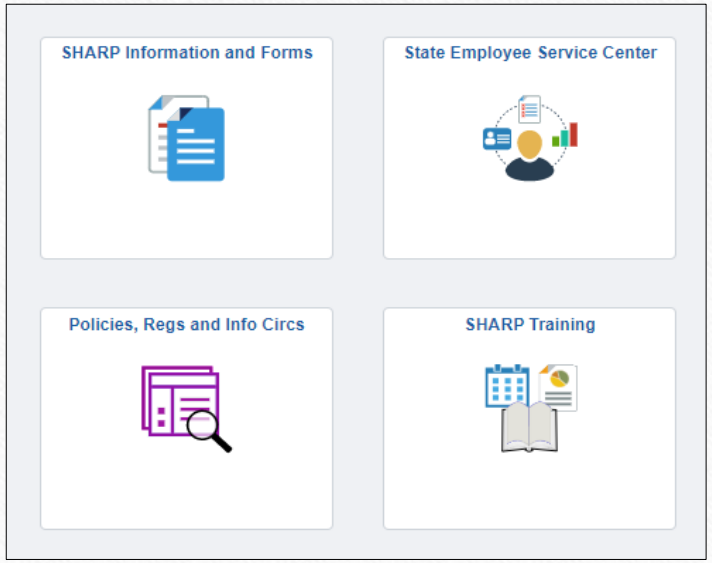
- Reminder regarding online timesheet adjustments for when terminations and retirements are entered after payroll has finalized
  - Leave accruals have already been added to the employee's balance, therefore the SLS, VLS, SLA, and VLA time reporting codes (TRC) do not need to be added to the timesheet
  - As needed, all other TRCs for payout dollars will need to be entered
    - For terminations that will be VLT (or VLN), CTK (or CTP), HTK (or HTP)
    - For retirements that will be VLK (or VLP), CTK (or CTP), HTK (or HTP), SLK (or SLP)
  - Agencies need to be mindful of the employee's KPERS membership date when using the preceding codes
    - Employees whose KPERS membership date is on or after July 1, 1994 will not have KPERS withheld from payouts
  - All TRCs needed to remove balance hours such as VLH, VLR, SLR, CTH, and HTH will need to be entered as needed
  - Refer to the Time Reporting Codes here: https://admin.ks.gov > 'For State Agencies' > SHARP > Documents and Forms > Time and Labor section

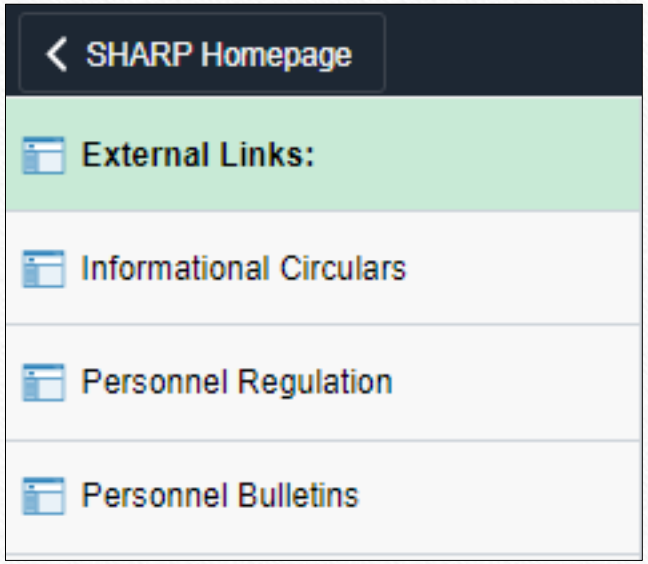
This and That…

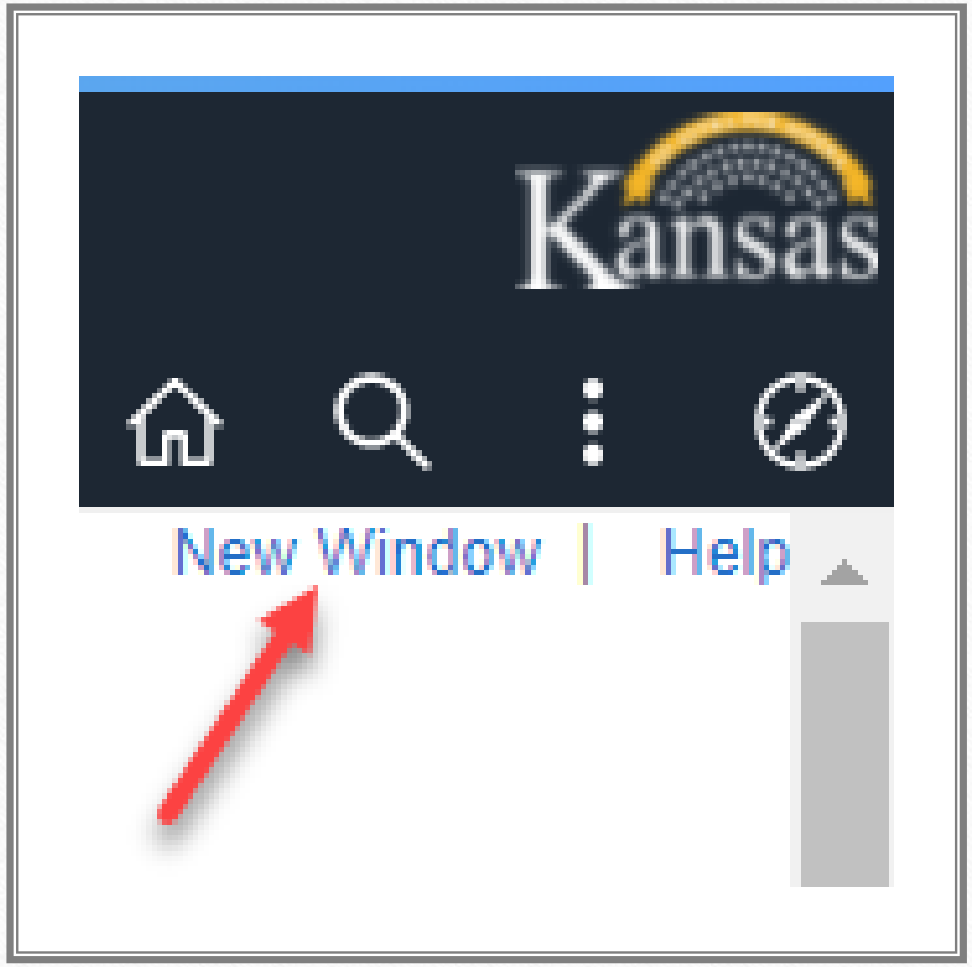
- For all new hires and rehires, work schedule effective date must match the hire/rehire date
  - Schedule will not be visible on future dated rows; agencies can verify and view the work schedule on the 'View Assign Work Schedule' page to ensure it has been entered correctly if needed
    - No need to add another work schedule effective date
- CBT's and desk aids
  - https://admin.ks.gov > 'For State Agencies' > SHARP > Fluid Training/Desk Aids
- Work with other agencies for transfer
  - Agencies should work with each other to coordinate transfers; they do not have to be processed through our office unless the other agency is a regent institution
  - Personnel Contacts Directory
    - Contact Vicki Lierz vicki.lierz@ks.gov if you do not have one

This and That…
Cont'd

- Did you know? Bulletins, Information Circulars, and Regulations links are accessible from SHARP homepage







This and That… Cont'd

- Navigation Collection
  - Group of pages that are frequently used together
    - Open multiple tiles, each in a new window, for quick movement between your frequently used pages in different modules

This and That…
Cont'd

- Agencies should update certain pages/fields when an employee terms/retires or transfers to another agency
  - KPERS and Group Term Life (GTL) – Terminations/Retirements and transfers to Regents
    - For applicable employees, effective date is the first day of the pay period in which the deduction should no longer be taken
  - General Deductions
    - WCI**XYZ** - Enter deduction termination for all transfers to new agencies or terminations/retirements. Effective Date and Deduction End Date is the first day of the pay period in which the deduction should no longer be taken
    - LEARNQ – Enter deduction termination only when the EE terminates/retires or transfers to regent. Effective Date and Deduction End Date is the first day of the pay period in which the deduction should no longer be taken
  - Agency specific email addresses and phone numbers - Terminations/Retirements and transfers to other agencies
    - Delete agency specific email address and phone number
    - 'DOMAIN' (if applicable) email address should not be deleted

This and That… Cont'd

- WorkCenters containing pre-set queries are available for the following modules; results can be exported into Excel
  - Recruiting
  - Workforce Administration
    - Manage Positions is combined with Workforce Administration
  - Time and Labor
  - Payroll
- 2023 Total Compensation Statements are now available in the ESSC for all benefits eligible employees who were active in SHARP on March 17, 2024 with 2023 wages
  - Select the Total Compensation Statement tile
  - Statement does not include regent earnings

This and That…
Cont'd

- Juneteenth National Independence Day
  - New state holiday – Wednesday, June 19, 2024
- Death of Employee
  - Enter termination in SHARP using the day after the employee's legal date of death as the effective date in SHARP, regardless of their last day in active status
  - SHARP will automatically update the date of death in Personal Data as the day before the termination date

Recruitment Updates

- **Job Opening Not Posting?**
  - The job opening must have an 'Open' status.
  - Select the value of 'I' in the Destination field in the Job Posting Destinations Section.
  - Choose External in the Posting Type field (only value).
  - Enter the date you wish the job posting to show on Careers in the Post Date field or select the number of days you would like your job posting to be displayed in the Relative Open Date field.

Recruitment Updates

- The Careers Portal is updated by an automated process every day of the week (Monday through Sunday).
- The process starts each day at 7:05am and runs every hour (:05 after the hour) with the last run at 5:05pm each day. All Job Openings with a status of Open, Posting Destination equal to 'I' and a Post Date equal to or prior to the current date will be displayed in the Careers Portal.
- Job Postings will be removed after the next index run following the date entered in the Remove Date field. The Job Posting will close at the end of the Close Date (11:59PM). Once a job opening is closed or a job posting is set to be removed, the applicant will not be able to apply for the job even if they can view it in Careers Job Search.
- If no end date is entered, the job posting will show "Open Until Filled" in the Careers Job Search until the next index run after the job opening status is set to "Closed".

Recruitment Updates

Careers Job Postings integration with KANSASWORKS.com

- An extract was developed to send State of Kansas job postings from Careers to KANSASWORKS.com.
- The KANSASWORKS extract runs every night except Saturday and on Holidays.
- Job Postings with images that are not added in accordance with our instructions will be removed from the extract file as they will not load correctly on the KANSASWORKS.com website.

Recruitment Updates

Careers Job Postings integration with KANSASWORKS.com

- To search for your job opening, you would go to www.kansasworks.com, in the "keyword" field under Find a Job, you would enter in KSCS+Job Opening ID (ie KSCS211421). If you are looking for those jobs isolated to a specific State Agency, you have a few options:
- You could enter in "keyword" your agencies name and click search, however, this will not be only state jobs returning, this will be all jobs from any employer that match your key words. You would then need to filter by county or something to refine the search.
- You could enter in "keyword" KSCS and click search, then set a filter for county or employer to refine search.
- Some agencies enter their own job orders on KANSASWORKS, these jobs will not have the prefix of KSCS, so you can apply the employer or the county filter, you can see a more manageable list of jobs.

Recruitment Updates

Senate Bill 333: Disability Preference

- AN ACT concerning persons with disabilities; relating to employment thereof; providing hiring, promotion and retention preferences for such persons for certain executive branch state government positions; extending the expiration provision for the state use law committee; amending K.S.A. 75-3322c and repealing the existing section.
- The Office of Personnel Services will develop the process for applicants to apply for this new preference.
- Modifications will be made to SHARP to provide a way for agency staff to determine if an applicant has been approved for either Veterans Preference or the new Disability preference and should be afforded an interview.

Questions?

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  - Deputy Director – Data Management section
- Michelle Huntsman michelle.huntsman@ks.gov 785-296-7232
  - Job Data, Position Data, and Benefits modules
- Michael Phillips michael.phillips@ks.gov 785-296-4710
  - Careers module, ad-hoc and open records reports
- Alan Sharp alan.sharp@ks.gov 785-296-2573
  - Statewide SHARP contact, ad-hoc and open records reports
- Joy Truax joy.truax@ks.gov 785-296-4132
  - Time and Labor module
- Jane Shelton 785-296-7871
  - SHARP Corrections Desk sharp@ks.gov