Course Overview

In this course, you will be introduced to two people. Kelly has recently been hired to the Kansas Department of Transportation as a Payroll Processor and has learned that she will be using SHARP in her daily tasks. The SHARP trainer, Hall, will provide the training.

In Lesson One, you will learn, along with Kelly, the basic fundamentals of SHARP and SHARP security.



Hall



Kelly

Lesson Objectives

After completing this lesson, you will be able to:

- List SHARP major functions and its mission
- Explain how security role(s) drive the user's view in SHARP
- Learn how to sign in and out of SHARP
- Describe the training program for SHARP and the training materials/help tools available for SHARP users

Lesson 1: Accessing SHARP

Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Ctrl+Click each topic name to navigate to that topic.



SHARP System Defined

The Statewide Human Resource and Payroll System(SHARP) is the system State of Kansas uses to maintain its human resources and payroll.

Built on the PeopleSoft software platform, SHARP integrates human resources, payroll, and benefits to provide data to the general ledger in the State's accounting system, SMART. SHARP also provides paycheck data to the Kansas Employee Self Service.

Benefits of the SHARP System

Benefits of the SHARP System include, but are not limited to:

- Self Service allows employees to view their personal paycheck, leave balances, training summary, reissue W-2, and update their W-4 and K-4 tax information on line.
- Up to 3 preliminary pay calculations allows errors to be corrected before paychecks are issued.
- Time and Labor is capable of capturing labor hours and costs by project.
- The SHARP system is available Sunday through Friday from 7:00 AM to 6:00 PM, Saturday from 7:00 AM to 9:00 PM for core SHARP users. Employee Self-Service will be available to all employees 24 hours a day, 7 days a week, except for nightly backups from 6:00 - 7:00 PM and periodic limited availability during the Sunday maintenance window from 8:00 AM - Noon. An information page will display when the system is not available.

Functionality of the SHARP System

Eight integrated major process areas are included in the SHARP System.

- **Recruiting:** Used to maintain job vacancies, process job applicants and the hiring process.
- **Enterprise Learning:** Used to enter new training, complete student enrollment in courses/sessions, cancel enrollments, and record completed student training.
- **Workforce Administration and Compensation:** Used to maintain employee personal, job, and compensation information.
- **Payroll:** Used to maintain and view employee payroll taxes, deductions, paychecks, adjustments, and arrearages information.
- **Position Management:** Used to set up and maintain positions.
- **Time and Labor:** Used to maintain employee time and leave information.
- **Benefits:** Used to view and enter employee benefits information.

SHARP Training

You can find all of the SHARP training courses on the SHARP training website at:
https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training

Help Resources

SHARP training helps prepare you to perform tasks, but once back at your agency, you may have questions as you learn to complete day-to-day tasks. Following are helpful resources that you can use to investigate your issues:

- Review the training materials.
- Check the SHARP Home page at https://www.admin.ks.gov/offices/personnel-services/SHARP , where SHARP documents, reports, updates, contacts, and more are listed.
- Ask the SHARP subject matter expert in your agency.
- Ask the central SHARP subject matter expert by calling the SHARP Help Desk at 785-368-8000, then select “Assistance with SHARP”. Or you can find the central subject matter expert’s contact information by following the SHARP Contact Information link on the SHARP Home page (link provided above) and contact the expert directly.

SHARP Security and Access - 1

SHARP uses security roles to group tasks. Your access and the menu items you see will depend on the security roles you are assigned.



Access to SHARP is controlled through the use of a **User ID** and **password**. Each person who uses SHARP has a unique User ID and password.

SHARP Security Access page at : https://www.admin.ks.gov/offices/personnel-services/SHARP/securityaccess provides guidelines for necessary roles, training requirements, and security form required to set up a user.

SHARP Security and Access - 2

Your internet browser is used to navigate through SHARP and complete your daily tasks. The starting point is a web page called a **portal**.

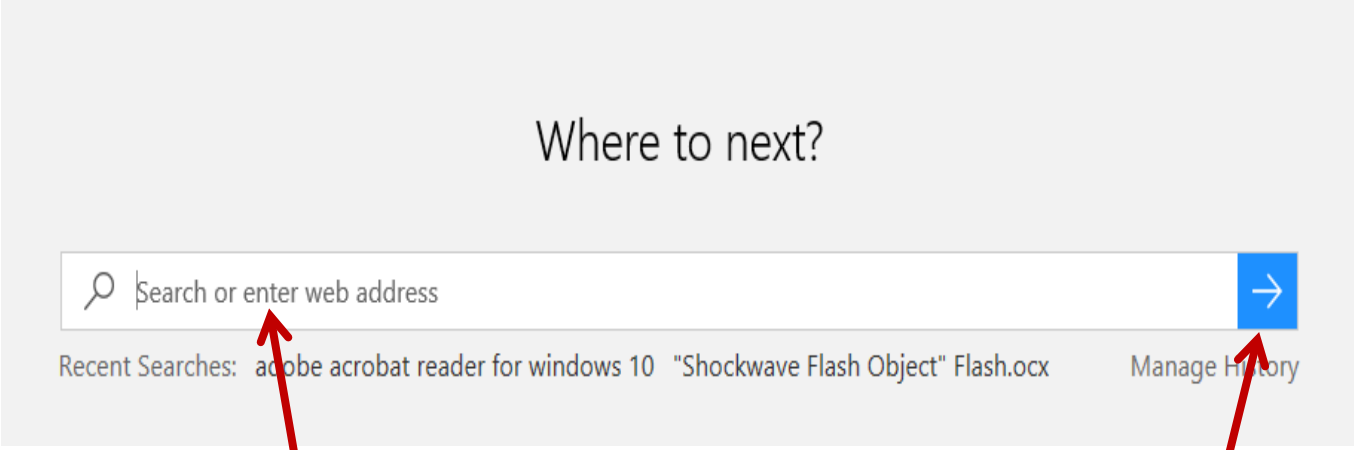
The Statewide Human Resource and Payroll system (SHARP), Data Warehouse, and SMART all use the same software, PeopleSoft. A portal is a place where you can sign in once to access all of the PeopleSoft systems that you have permission to use. If you have access to both SHARP and SMART, you will use the same user name and password, they will be synchronized.

TIP: If you already use SMART, you keep your User ID and password. Your SHARP access is added after you complete training.



Lesson 1: Accessing SHARP

Signing into SHARP - 1

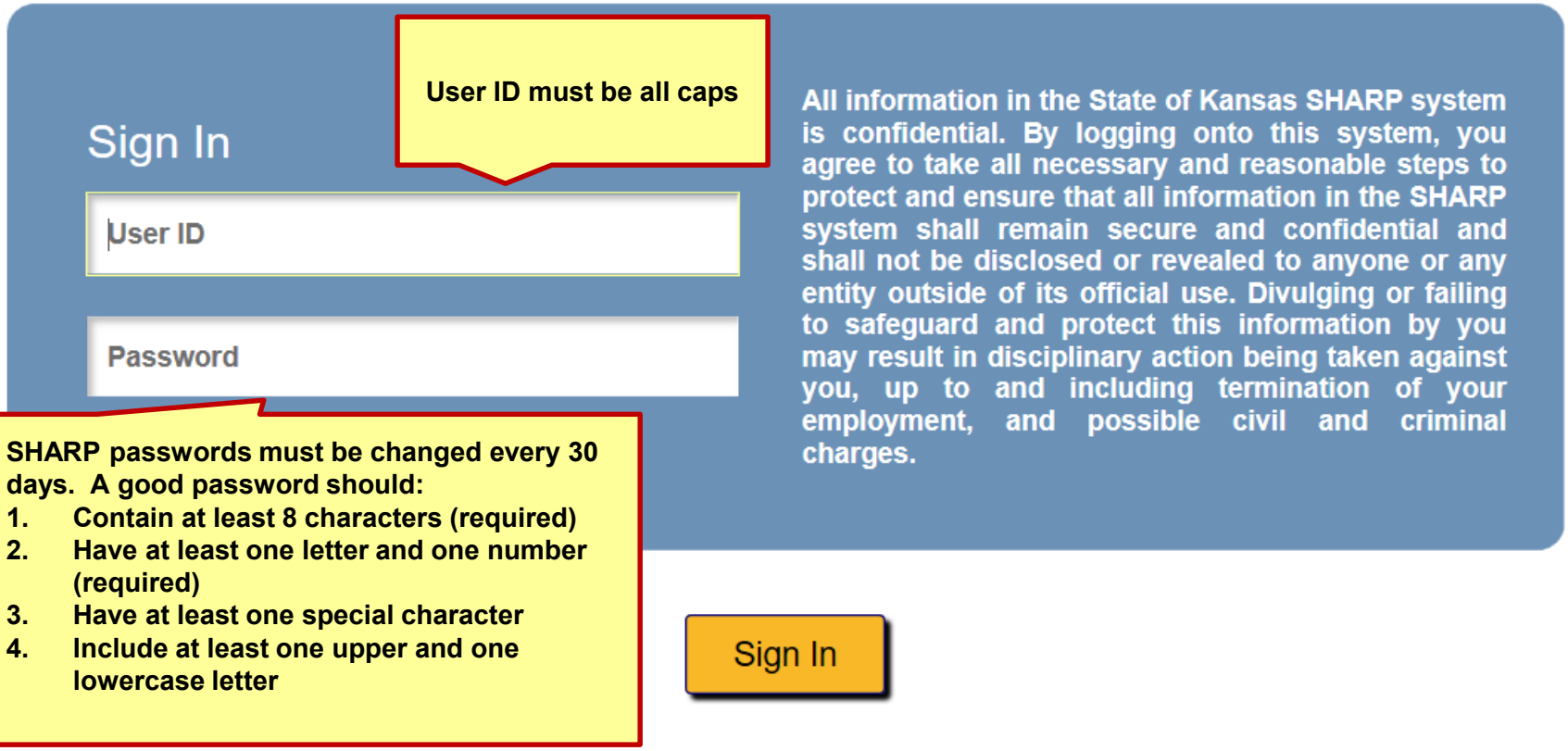


Enter the SHARP web address obtained from your supervisor here and click the arrow.

Step 1: Open your browser and navigate to the SHARP web site.

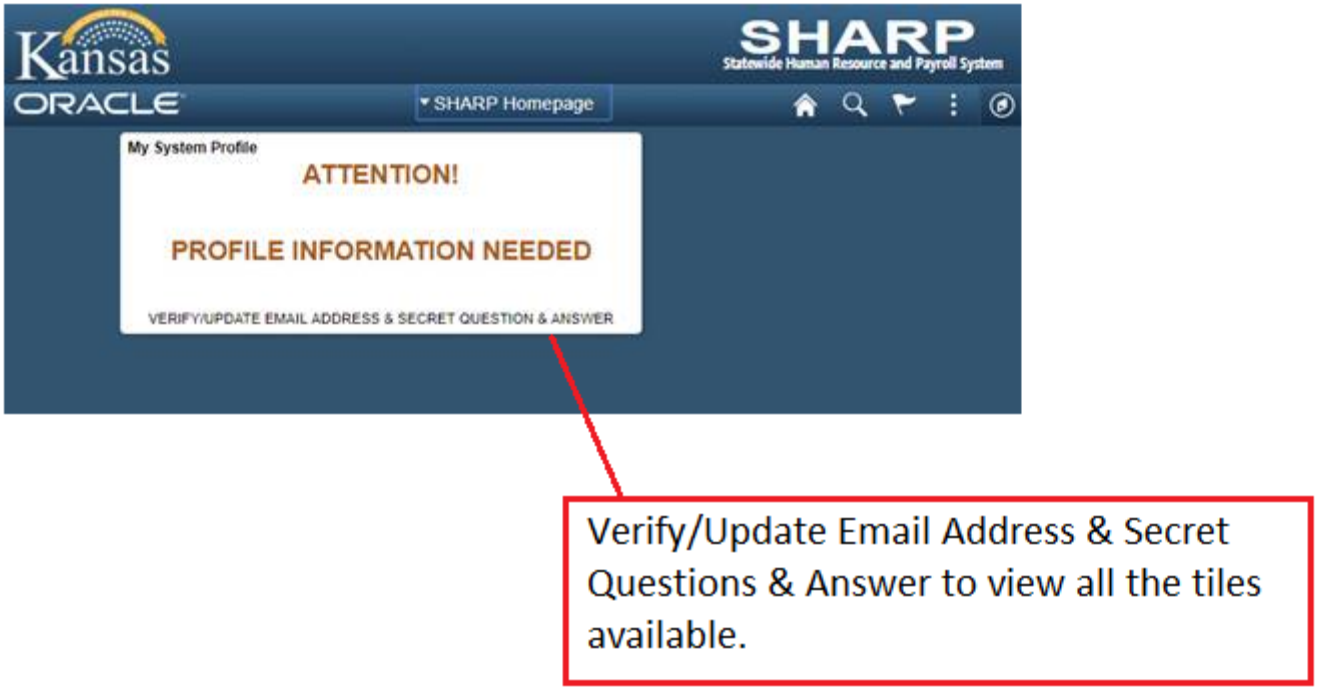


Signing into SHARP - 2



Step 2: Enter your **User ID** and **Password**, then click the **Sign In** button.

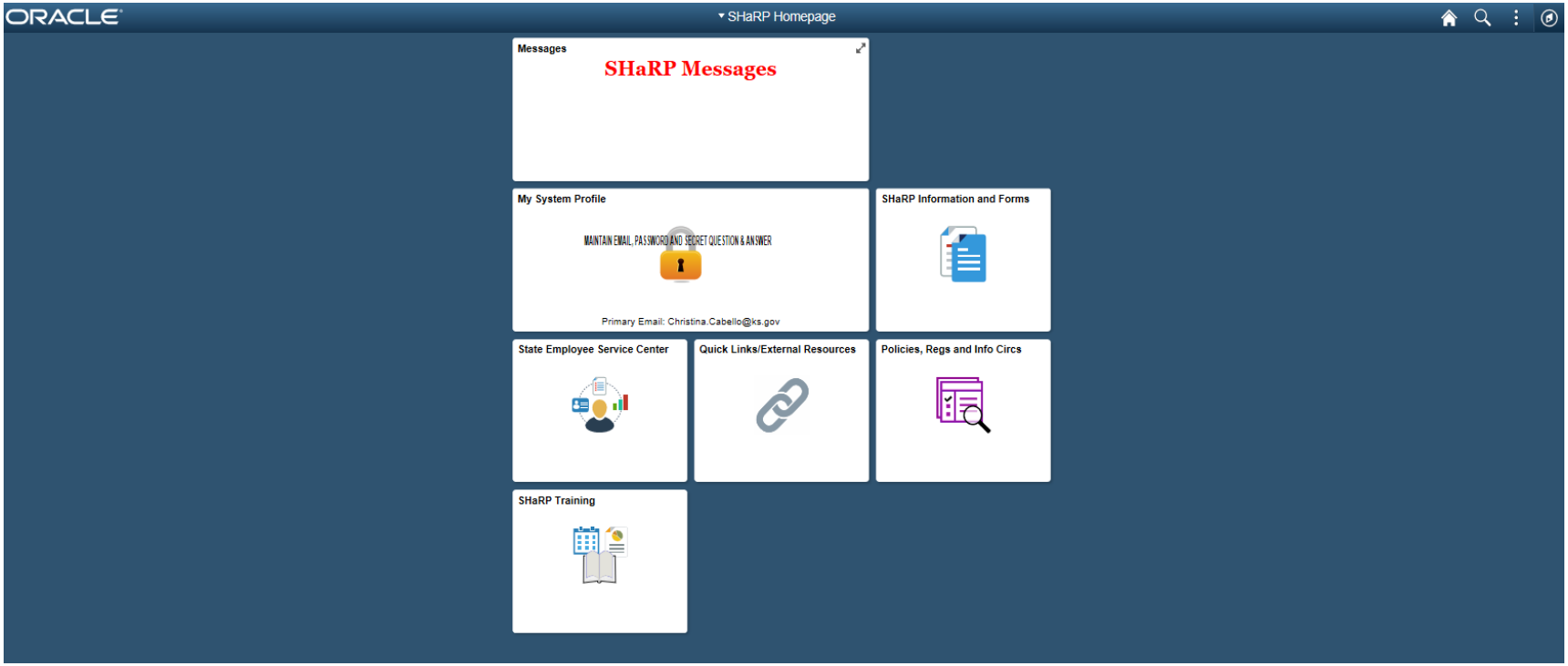
Introducing the New SHARP Homepage



The Fluid SHARP Homepage. The homepages are a collection of tiles that users tap to access transactions and useful information.

Lesson 1: Accessing SHARP

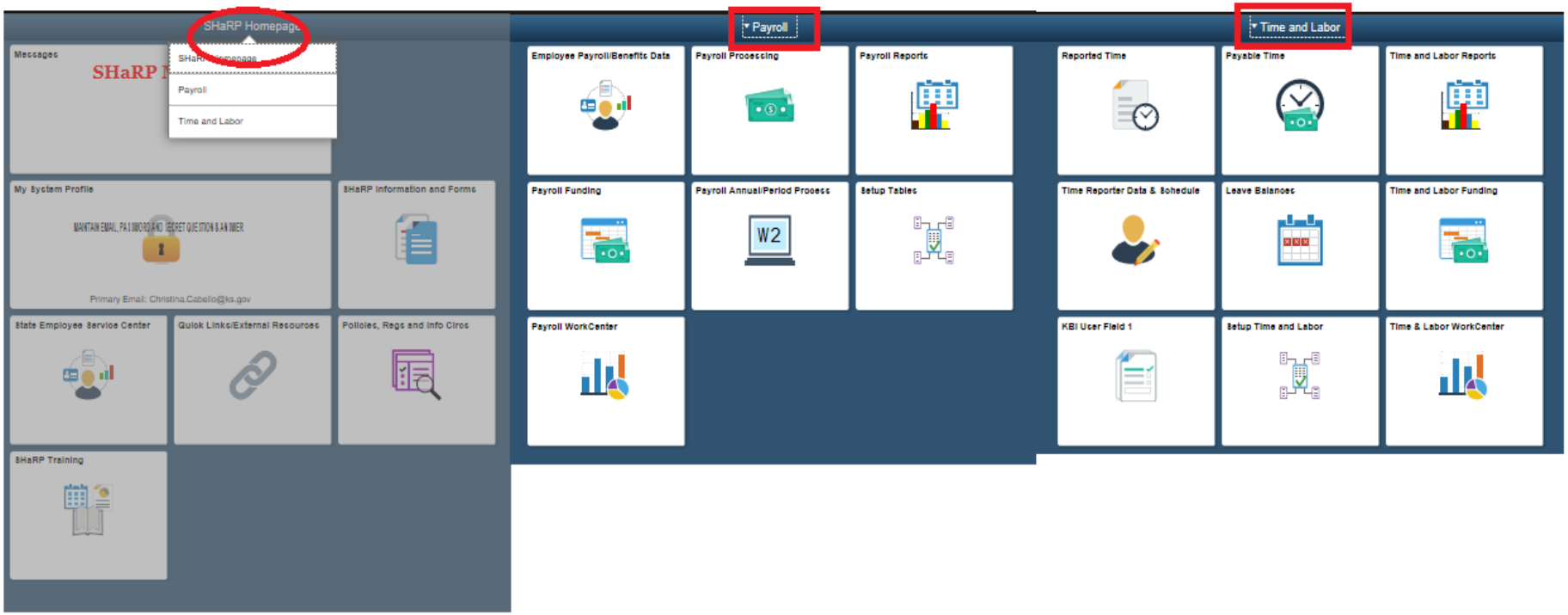
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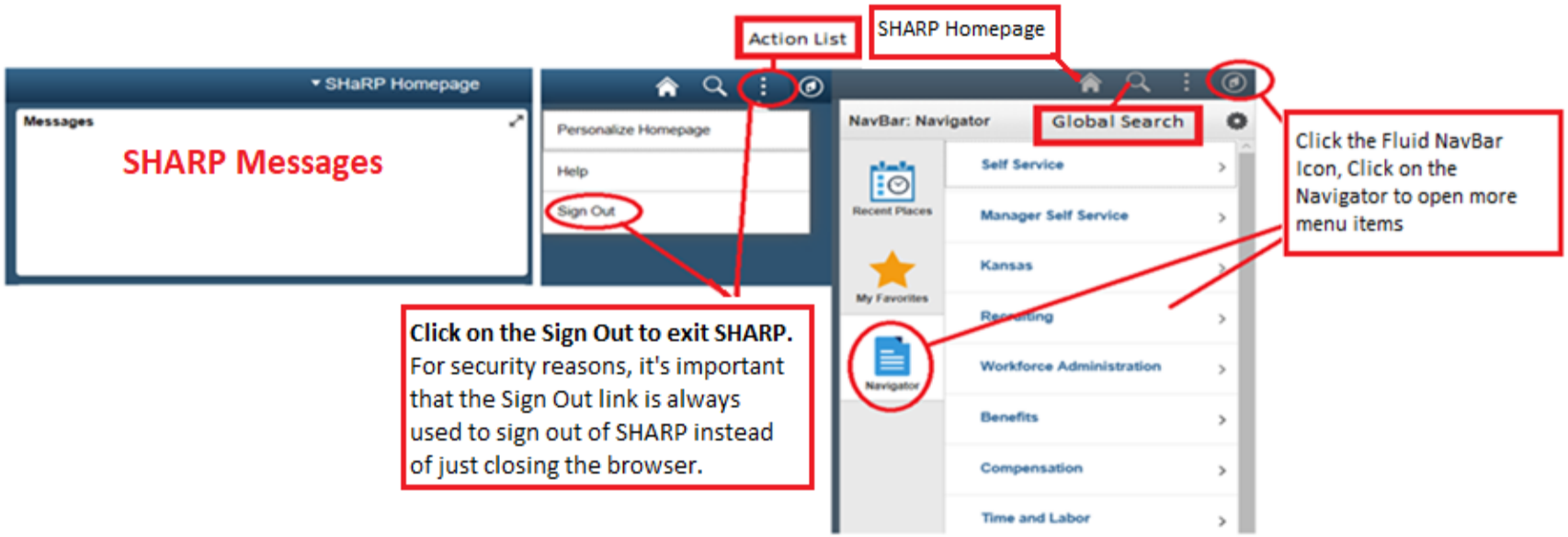
Fluid Homepages



Click on the drop down arrow to select the Payroll Homepage or Time and Labor Homepage. The homepages may look different, the security determines what tiles are available.

Lesson 1: Accessing SHARP

Signing Out of SHARP, Fluid NavBar and Navigator



Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. Following are some questions to test what you have learned in this lesson. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.

Lesson Checkpoint



True or False? If you have access to both SHARP and SMART, You will use the same User ID and Password for both.

- True
- False

The correct answer is True –SHARP and SMART access will be synchronized.

Lesson Checkpoint



How do you sign out of SHARP?

- Click the **Sign out** link in the navigation header
- Close your web browser
- Enter your User ID and password and click the Sign In button

Click the **Sign out** link in the navigation header

Lesson Checkpoint



True or False? SHARP passwords must be changed at least every 30 days.

- True
- False

The correct answer is True –SHARP passwords must be changed at least every 30 days.

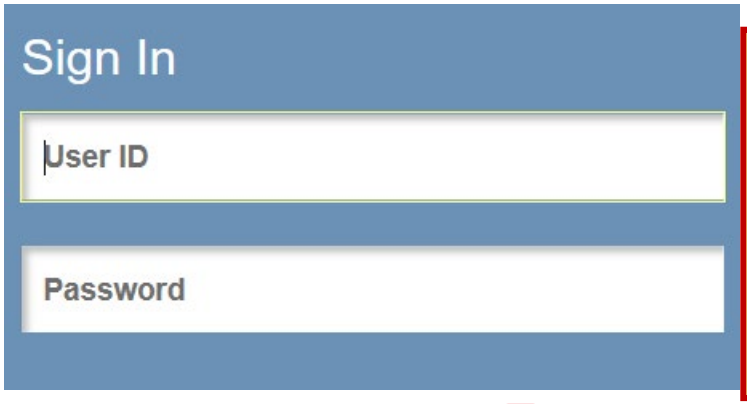


Lesson 1: Accessing SHARP

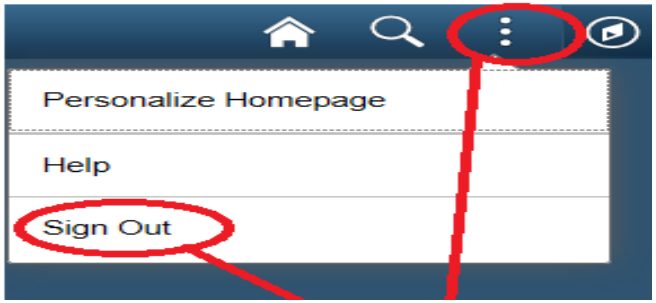
Lesson Summary



Security roles are assigned to your User ID and determine which tasks you can perform in SHARP.



SHARP password must contain 8 characters, have at least one letter, one number, and one special character; and be changed every 30 days.



You should always use the Sign Out link on the navigation header to sign out of SHARP.

In this lesson, I walked you through signing in and out of SHARP and covered some basic information on SHARP security. Listed on the left are some key concepts.



Lesson Completion

Congratulations! You have finished this lesson.

If you have another lesson to take, go back to the 9.2 Training Resources page to select the next lesson you want to take.

