Workforce Administration

Welcome to the overview of the Workforce Administration module in SHARP. The data entered in Workforce Administration plays an important role in employee pay, how timesheets are created, longevity bonuses, and benefits deductions.

SHARP online resources can be found here:
https://admin.ks.gov/offices/personnel-services/sharp

- Action/Reason User Guide
- Kansas Administrative Regulations
- Documents/Forms



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The Action/Reason User Guide describes the Actions and Reasons to use when adding or updating positions or employee Job Data in SHARP. It explains when to use each one, the component (module) in which to use them, and references the appropriate Kansas Administrative Regulation (K.A.R.) Kansas Statute Annotated (K.S.A.) when applicable.

Action/Reason User Guide

Action/Reason Code User Guide

Action	Description	Reason	Description	Component	When to Use
CNV	Conversion	CNV	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
DEM	Demotion	DCN	Conversion	Central Use only	Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.
DEM	Demotion	INV	Involuntary	Job Data	Move a classified employee from a position in one class to a position in another class having a lower pay grade for disciplinary purposes or other good cause. K.A.R. 1-6-27; K.S.A. 75-2949

Workforce Administration

Since the actions and reasons on the Action/Reason User Guide are tied to the K.A.R. and K.S.A., you should read the regulation and statute for more information and details. This can help you determine which action and reason is appropriate for your data entry. Often, the Actions and Reasons trigger data to insert into other SHARP pages and fields so choosing the correct codes are important.

Kansas Administrative Regulations

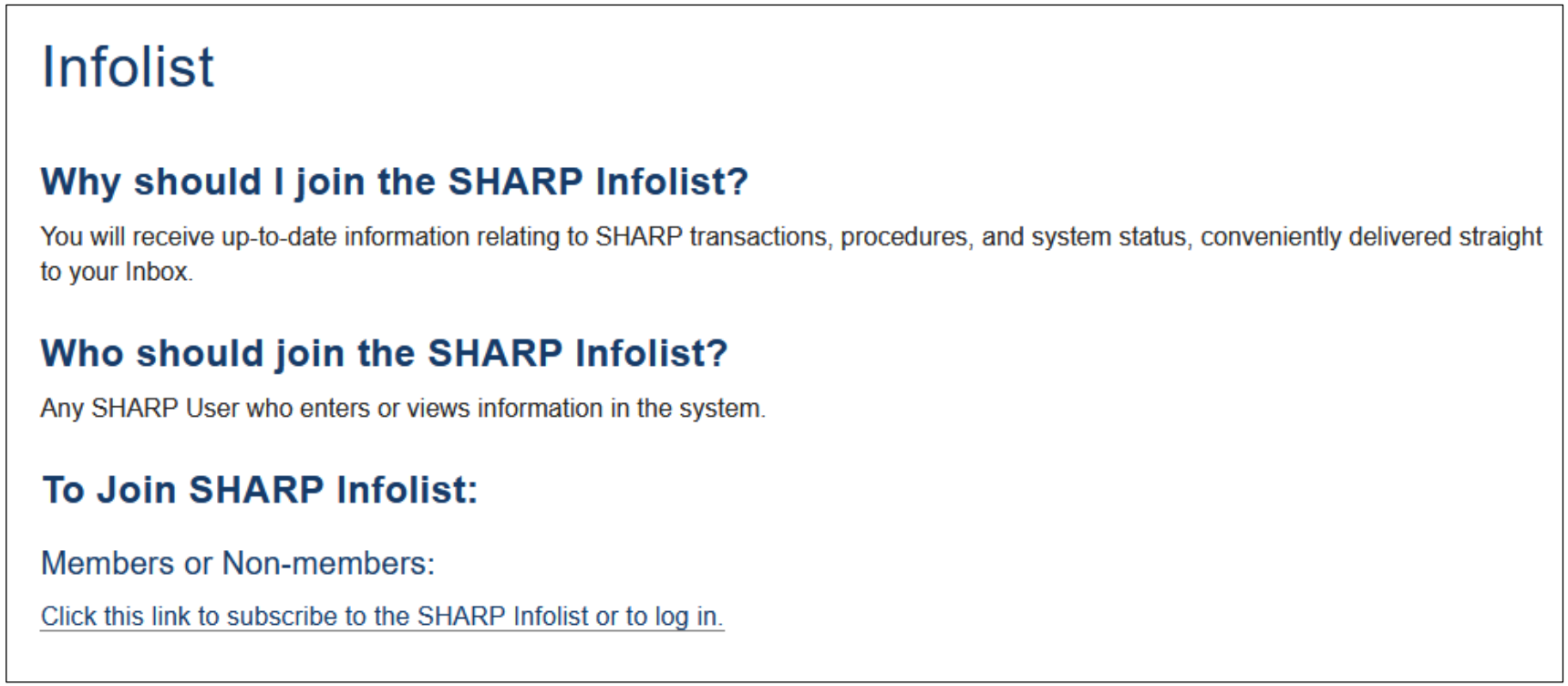
https://admin.ks.gov/offices/personnel-services/agency-information/personnel-regulations



Workforce Administration

Join the SHARP Infolist to receive up-to-date information relating to SHARP transactions, procedures, and system status, delivered to your email inbox.

Sign up by going to https://admin.ks.gov/offices/personnel-services/sharp/infolist and click on the link to subscribe.



Infolist

Why should I join the SHARP Infolist?

You will receive up-to-date information relating to SHARP transactions, procedures, and system status, conveniently delivered straight to your Inbox.

Who should join the SHARP Infolist?

Any SHARP User who enters or views information in the system.

To Join SHARP Infolist:

Members or Non-members:

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- Changes made to Position Data may automatically update Job Data if the position is filled.
- For example, if you enter a new department ID row in Position Data, SHARP inserts a row in Job Data with the same effective date and action/reason.
- It is important to check employee Job Data after entering changes to the position. You will need to manually add a row if Job Data didn't automatically update.

Some of the common Position Change data entries that also insert a Job Data row if the position is filled are:

Action	Reason	When to Use
Position Change	Percent/FTE Change	Change the FTE associated with the position, such as from 1.0 to .50
Position Change	Funding Change	Update funding information
Position Change	Position Data Update	Use for all situations not covered by other available reason codes, such as changing the position to a new location code or new department
Position Change	Reports To Change	Use when only the Reports To number is changed

Workforce Administration

- Some Position Data changes also require you to enter additional information in Job Data.
- For example, if you reallocate or change the job code for a filled position in Position Data, SHARP adds a corresponding row to Job Data. However, you must manually add another row in Job Data, using effective sequencing, to enter the employee's pay rate.

Action	Reason	When to Use
Position Change	Change in Duties	Assign a position to a different job classification due to a change in duties. K.A.R. 1-4-7
Position Change	Reallocation – Position Review	Assign position to a different job classification and new pay grade as the result of a position review conducted by the agency or OPS at the request of the employee or agency. K.A.R. 1-4-7
Position Change	Reallocation Per Ad Hoc Study	Assign position to a new job code and classification when the existing classification is abolished as the result of an ad hoc classification study conducted by OPS pursuant to K.S.A. 75-2938.
Position Change	Recruitment Purposes	Assign a position to a different job class and new pay grade for recruiting purposes due to a lack of qualified candidates and no training class exists. K.A.R. 1-4-7 and K.A.R. 1-4-2
Position Change	Training Purposes	Use in accordance with K.A.R. 1-4-2, K.A.R. 1-4-7, K.A.R. 1-4-8, K.A.R. 1-6-22a (Training Classes) and K.A.R. 1-6-31 (Governor's Training Program) to temporarily reallocate a position to the lowest level class in a series when it serves as a training class for training a new employee or to use the Governor's Trainee Program.
Position Change	Title Change	Use in accordance with K.A.R. 1-4-3 and K.A.R. 1-4-7 when a position is reviewed and the job classification changes to a new job classification on the same pay grade. Also use on unclassified job code changes to existing positions.

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When you select an action to change an employee's job data, the system may change the employee's HR or Payroll Status. HR Status indicates whether the employee is still active in the human resources system. The Payroll Status indicates the payroll or job status of the employee. A person can have an active HR Status but not currently receiving pay.

For example, if you select the Action of Suspension, the employee's HR Status is still active, but their Payroll Status has changed to 'Suspended'.





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Effective dates enable you to maintain a chronological history of all of your data – allowing you to scroll back to a particular time to look at information on Position Data or employee records. You can view History (past), Current (present), and Future information on positions and employees.

All Job Data pages (except Employment Data) use effective dated rows. When you insert a new row on the Work Location page, the new date displays on the other Job Data pages.

- Click on the + to insert a new row.
- Today's date is on the new row – change the effective date if needed.
- Data from the prior row copies up on to the new row. Change the Action/Reason and other data as appropriate.

Since Employment Data doesn't use effective dates, changes on the page overwrite existing data.



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Sometimes several actions are effective on the same date in Job Data. For example, two actions effective on the same date are needed when an employee's position is reallocated and the change results in a promotion and pay increase. The reallocation row will flow up from Position Data using effective sequence 0 or the next available in the case of a row already existing with the same effective date. The user will then need to add an effective sequence row using the next available sequence number.





OR, for example, an 8/1/24 row already exists in Job Data (effective sequence 0) for an employee and the agency reallocates the position in Position Data effective 8/1/24. The 8/1/24 Position Change row will default in to Job Data on effective sequence 1 since zero already exists. The agency will then use effective sequence 2 for the promotion row.

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How to enter two rows with the same effective date in Job Data.

- Add a row on the Work Location page. Effective Sequence defaults to zero.
- Enter Effective Date, Action/Reason and related data entry.
- Add another row on the Work Location page.
- Enter 1 in the Effective Sequence field.
- Enter the same Effective Date as on previous row.
- Enter the Action/Reason and related data entry.
- Save.

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There are different action types for viewing data in Job Data. The action type you select determines what information you can see and what you can enter on each row.

- For example, Update/Display only shows the top row of data, which may be current or future. No rows of history data will show.

Action	View	Change	Insert Row
Add			Create new record
Update/Display	Current, Future	Future Only	Effective date greater than or equal to current date
Include History	History, Current, Future	Future Only	Effective date greater than or equal to current date
Correct History (OPS Only)	History, Current, Future	All	Add or change rows with no restrictions

Only designated staff in the Office of Personnel Services, Department of Administration, can Correct History to add or change rows with no date restrictions.

- If you need to correct current or historical data, submit a request to the SHARP Corrections staff at sharp@ks.gov.

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Update/Display

All agencies have Update/Display access

- View current and future-dated rows (not history)
- Change future-dated rows (not current or history)
- Insert new rows with an effective date greater than or equal to the date of the current row

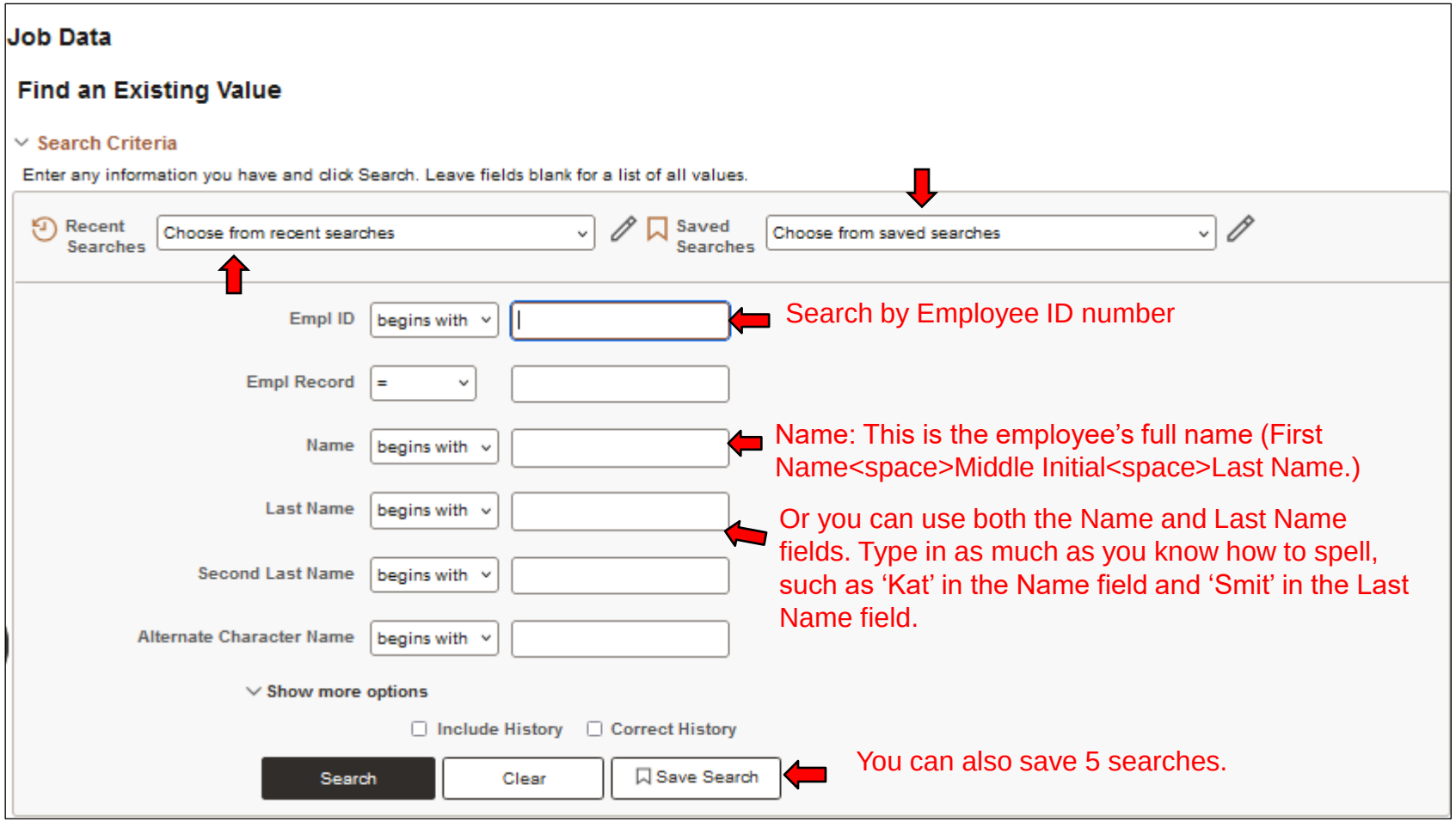
Include History

All agencies have Include History access

- View all Job Data – future, current and history
- Change future dated rows (not current or history)
- Insert new rows with an effective date greater than or equal to the date of the current row

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SHARP has several ways to search for employees. You can enter the information in fields on the Job Data search page.

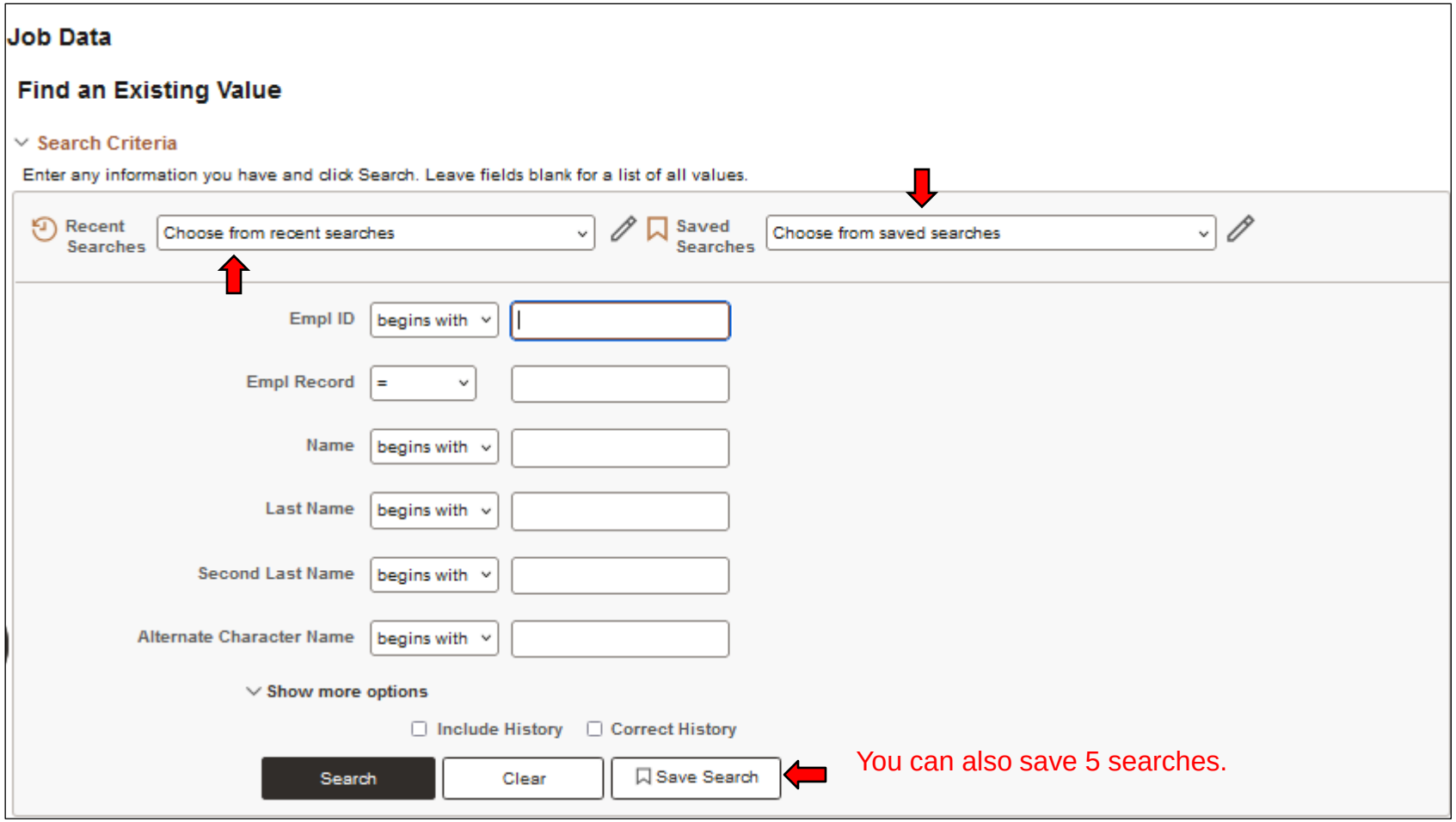


If you are unsure of the full name, you can use a wildcard %.

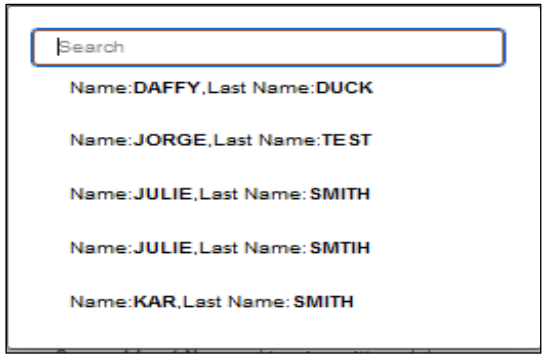
- Ka%
- Sm%

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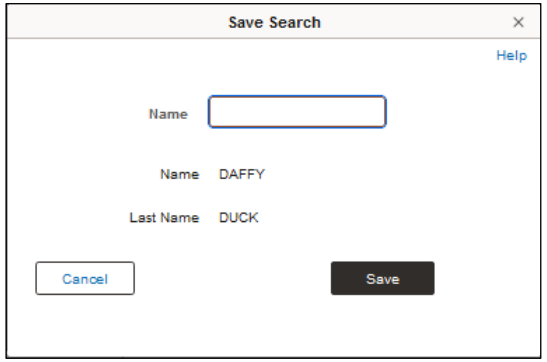
SHARP has several ways to search for employees. You can enter the information in fields on the Job Data search page.



You can also 'Choose from recent searches' which will show you the last 5 searches you have completed.

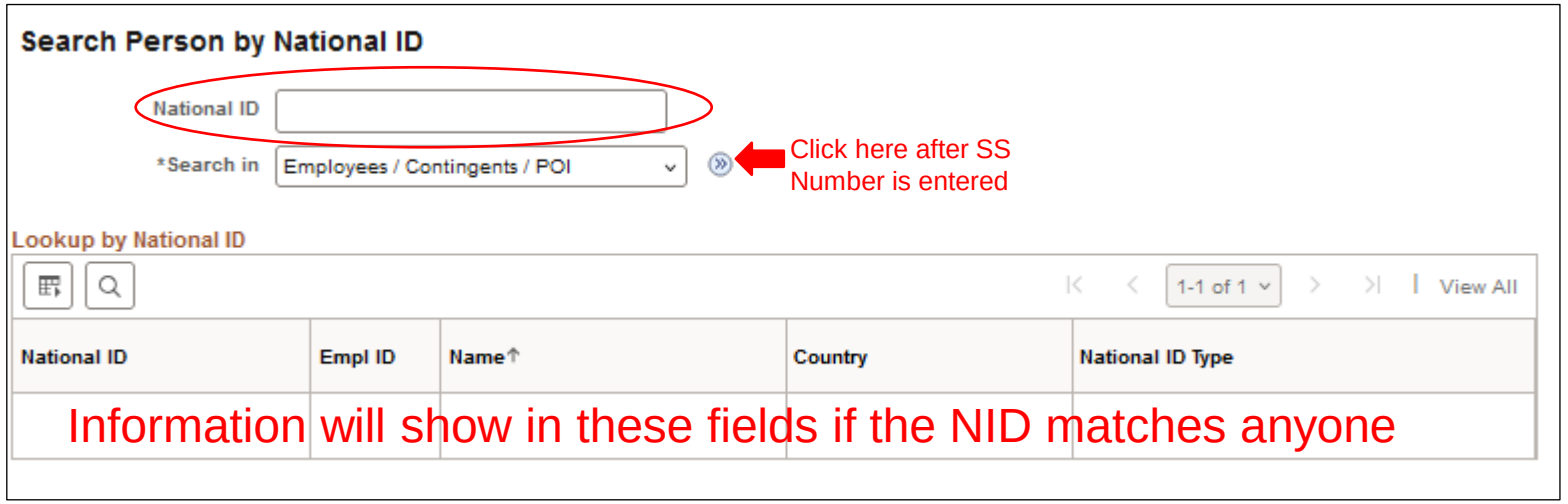


You are able to save frequent searches if you wish and choose from them later.



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To ensure you are hiring or searching for the correct person, you can search by National ID (Social Security Number). *Use your SHARP Statewide security access* to see all of the employee's records.



Many employees have multiple employment record numbers. The '0' employment record number is the only active employment record for most state employees. Other employment records usually represent terminations or separations from former positions the employee held.

Users need to determine if they can use an existing record or if they need to add a new employment instance.

Go to the Search Person by National ID page and enter the social security number. If the employee has multiple records, the search results will list the records the employee has been associated with over time.

If the employee has multiple records and is **not active on all of them**, then use the lowest record available for your appointment.

If the employee is **active on all of their records**, use 'Add Employment Instance' to add another record for your appointment using your agency user ID.

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All current and former state employees have an Employee ID number. This number stays the same all through the employee's service with the state, even if the employee moves to a new position or agency.

If the employee's last/current position was not in your agency, you will not have security access to enter a rehire/transfer/promotion etc. Contact the HR office at the employee's prior agency or the SHARP unit (sharp@ks.gov) in the Office of Personnel Services of the Department of Administration to enter the rehire/transfer/promotion, etc. for you. You will have access to the employee's record after the rehire/transfer/promotion is entered.

Many employees have multiple employment record numbers. The '0' employment record number is the only active employment record for most state employees. Other employment records usually represent terminations or separations from former positions the employee held.

Users need to determine if they can use an existing record or if they need to add a new employment instance.

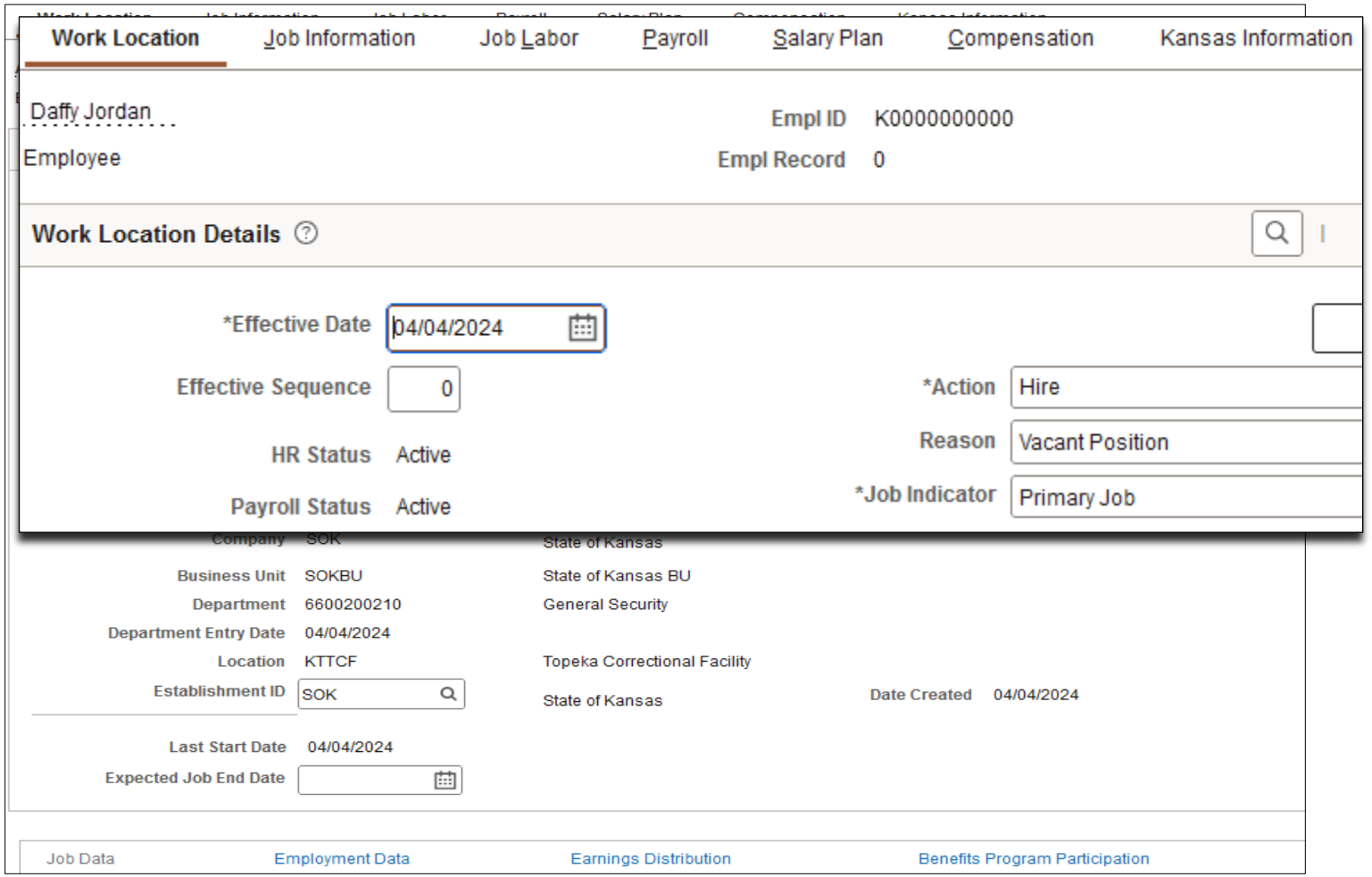
Use your SHARP Statewide security access to see if an employee has multiple records. Go to the Job Data search page and enter the Employee ID or go to the Search Person by National ID page and enter the social security number. If the employee has multiple records, the search results will list the records the employee has been associated with over time. If you have the appropriate security access, select the different records to see which one(s) the employee is active on.

If the employee has multiple records and is **not active on all of them**, then use the lowest record available for your appointment.

If the employee is **active on all of their records**, use 'Add Employment Instance' to add another record for your appointment.

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Job Data contains several pages and links. Here is where you'll view or enter a person's employment with the State of Kansas, such as promotions, transfers, and retirement.



Effective Date: Date the data goes into effect

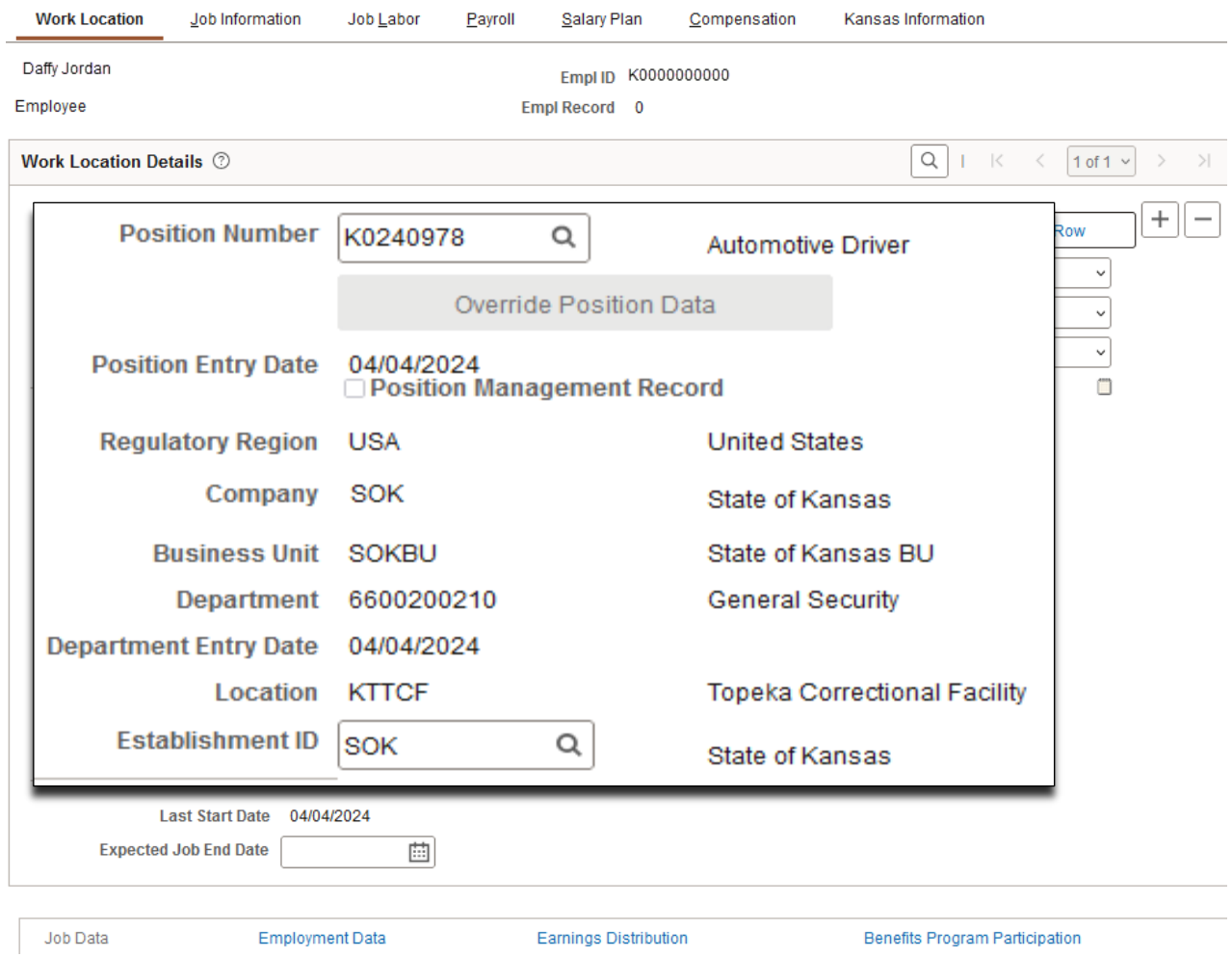
Sequence: Enter values 0-9 to create multiple job records on the same effective date

HR Status: Indicates if person is Active or Inactive

Payroll Status: Indicates if person is active, suspended, terminated, on leave, or retired

Action/Reason: Shows the action and reason for each row

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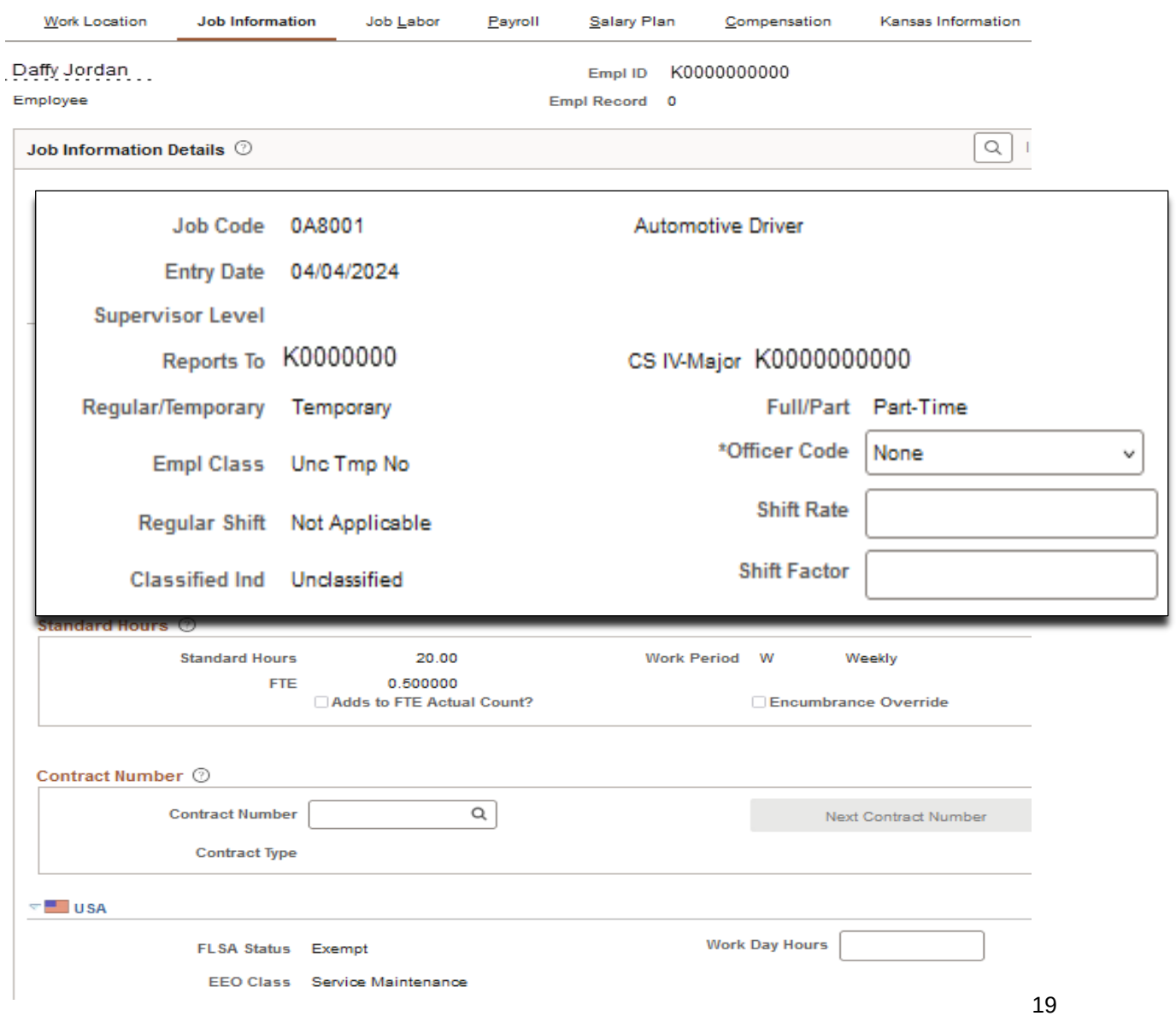
Position Number: Position to which the employee is assigned

Position Entry Date: Date in which the employee started in that particular position number

Department Entry Date: Date in which the employee started in that particular department number

Department and Location default from Position Data

Workforce Administration



All information on this page defaults from Position Data.

Job Code: Job Classification of the position

Entry Date: Date the employee began working in the job code

Reports To: Supervisor's position number, title, employee ID number, and name

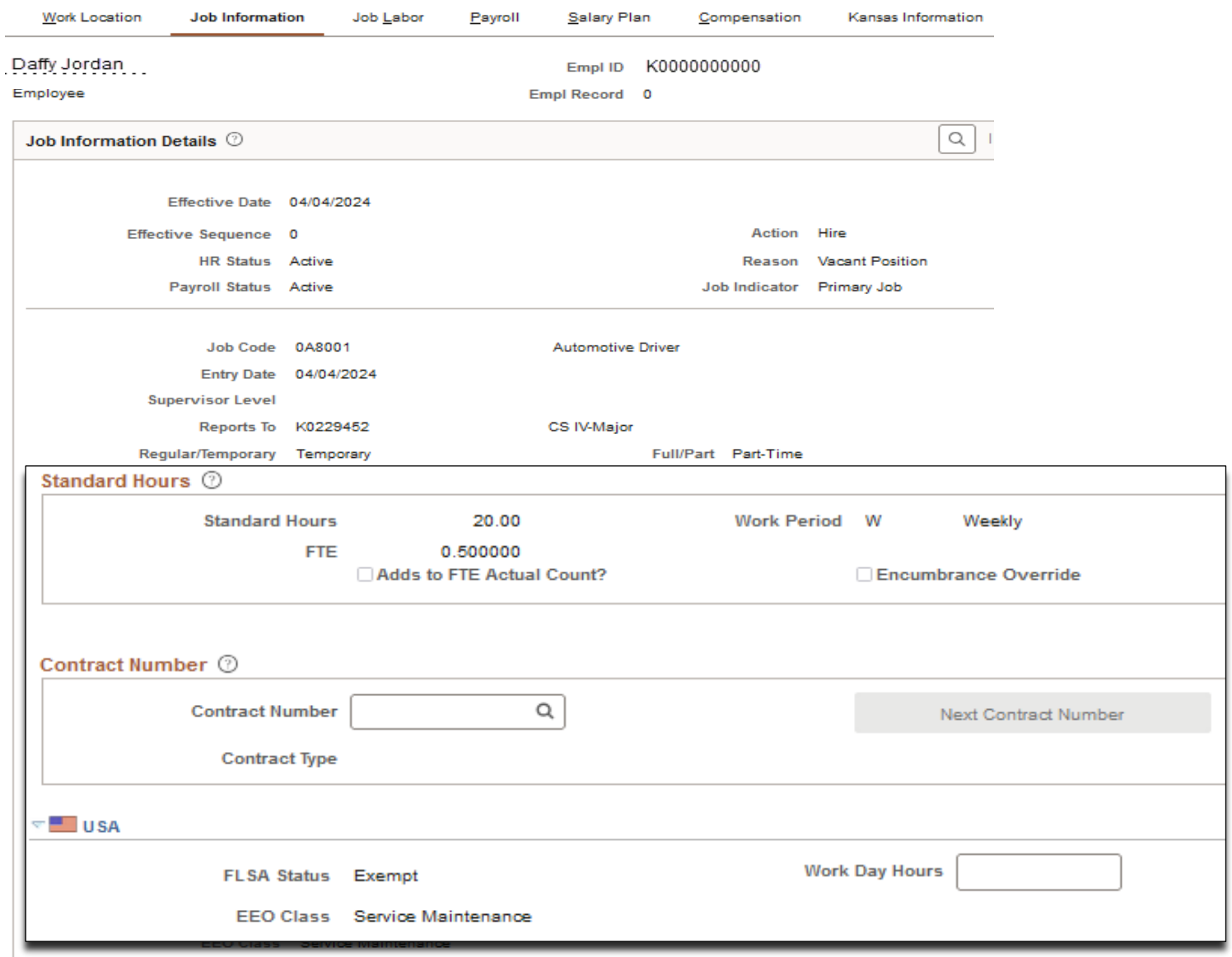
Regular/Temporary: Indicates if position is Regular or Temporary

Full/Part: Indicates if the position is Full Time or Part Time

Empl Class: Identifies general employee groups and may affect leave accrual

Classified Indicator: Indicates if the position is classified or unclassified

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Standard Hours: Number of hours an employee is scheduled to work each week and is used to determine employee annual salary

Work Period: Should always be Weekly

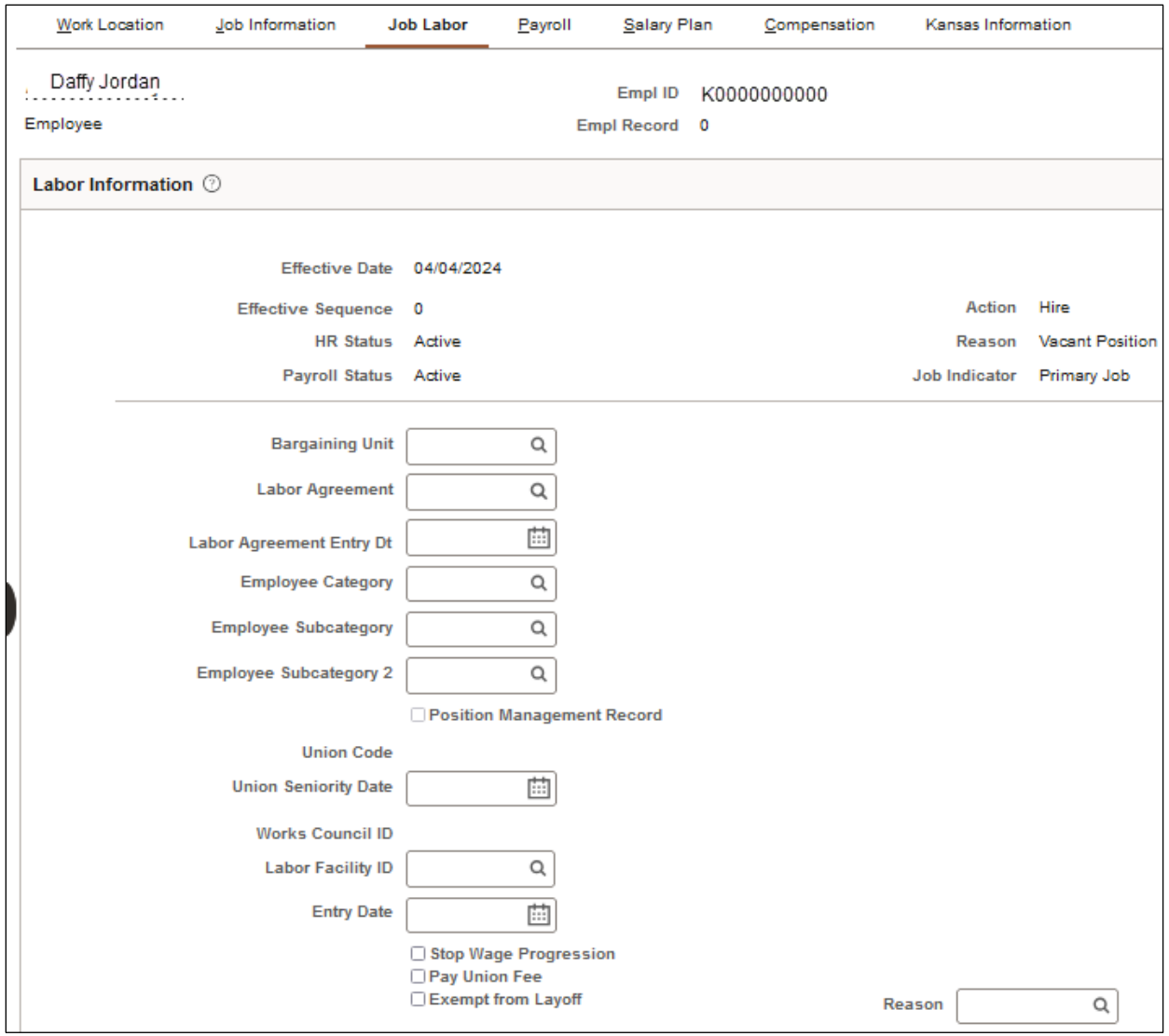
FTE: Full Time Equivalent of the position

Adds to FTE Actual Count?: Indicates if the position counts toward agency FTE totals

FLSA Status: Indicates if the position is exempt or nonexempt

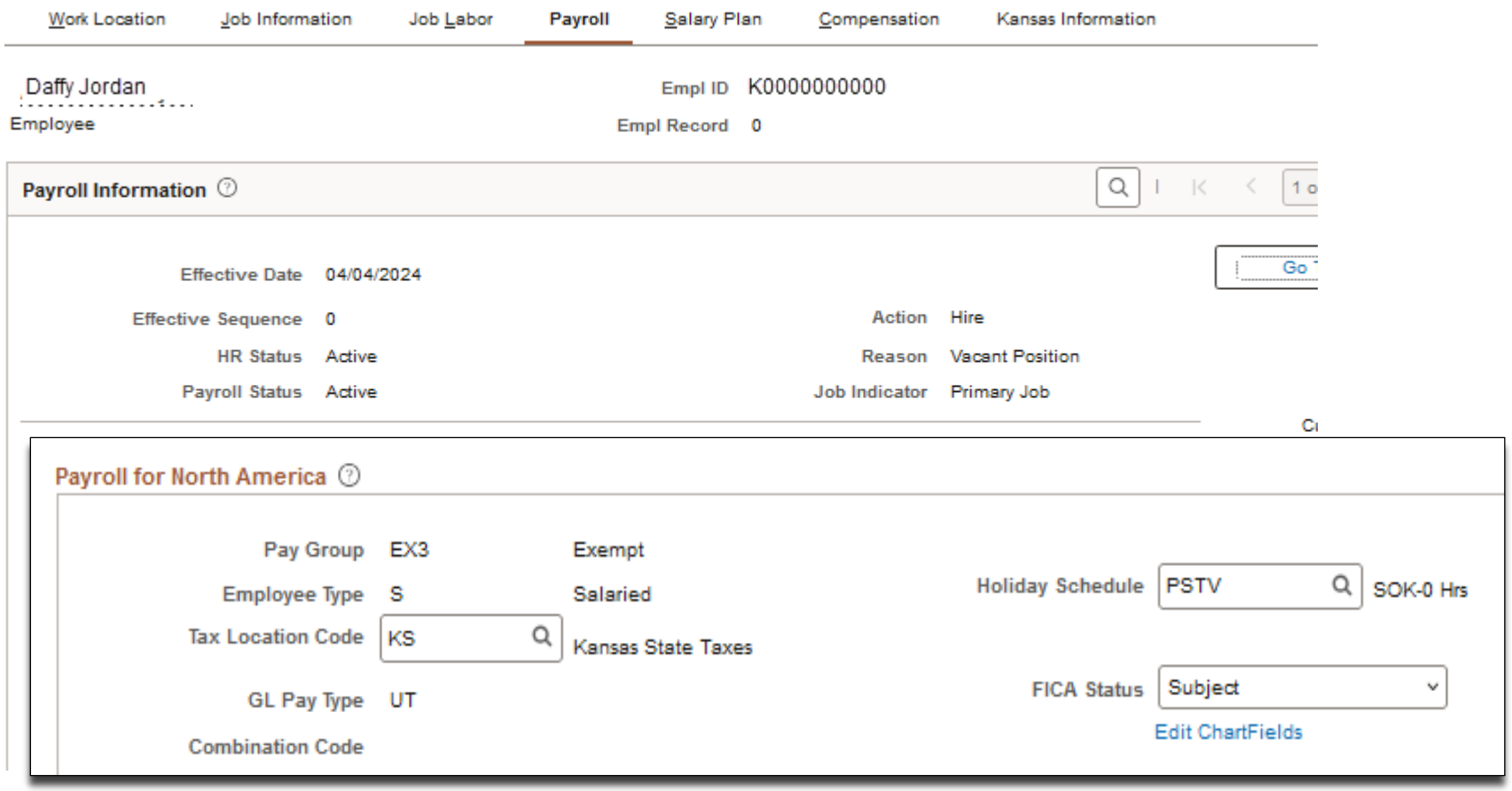
EEO Class: EEO category of the position's job code; defaults from Job Code Table

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State of Kansas does not use this page

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Pay Group: Payroll code assigned to employees based on the position's FLSA status

Holiday Schedule: Code that determines the number of hours of holiday credit auto-inserted on employee timesheets for each holiday

Employee Type: Salaried or hourly

Tax Location Code: Code is based on employee's work location

FICA Status: Determines Social Security and Medicare taxes; options are 'Subject', 'Exempt' and 'Medicare Only'; **see next page for specific guidelines**

GL Pay Type: Determines correct expenditure sub-object to charge payroll when general ledger transaction is charged; defaults from Position Data

Combination Code: Used for funding sources in Commitment Accounting

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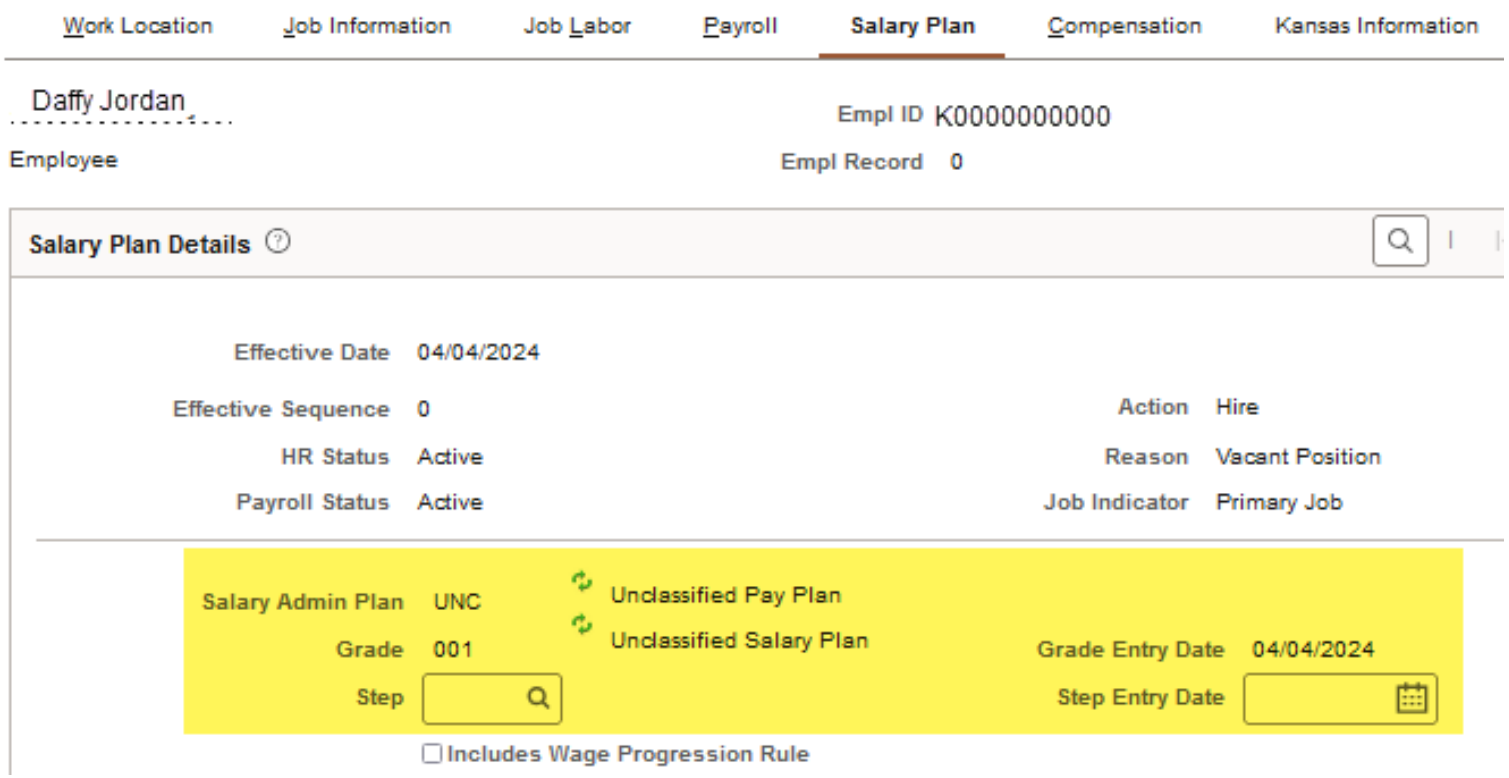
FICA – Most employees are subject to FICA, but the State's Section 218 Agreement with the Social Security Administration exempts some employees from Social Security (OASDI) and Medicare. Agencies are responsible for ensuring that employees are exempted as appropriate. If the employee is exempt only from Social Security, select 'Medicare Only' from the drop down list. Employees exempt from both, select 'Exempt'.

The following employees are exempted from FICA and/or Medicare:

Students: Exempt – Employed by educational institution while attending classes full-time
Kansas Police and Fireman's Retirement: (1) Exempt – Employees hired prior to April 1, 1986. (2) Medicare Only – Employees hired on or after April 1, 1986.
Members of the Federal Retirement System: Medicare Only – Employees hired prior to January 1, 1984
F-1 Visa: Exempt
J-1 Visa: Exempt
Foster Grandparent and Senior Companion: Exempt
Emergency Duty – National Guard – Agency 034: Exempt
Resident Worker: Exempt
Employees Receiving Disability Insurance Benefits: Exempt – Limited to 'such employee is entitled to disability insurance benefits under section 223(a) [42 USCS, 423(a)] and such entitlement commenced prior to the calendar year in which such payment is made, and if such employee did not perform services for such employer during the period for which such payment is made…' See Social Security Action, Section 209(a)(13)
Wages after death: Exempt – If payment will be issued in the year following death

Please see Accounts and Reports Information Circular No. 05-P-025 for more information and a partial list of employees who are exempted and 25-P-003 Employing Foreign Nationals.

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Salary Admin Plan: Salary Plan associated with the position's job code

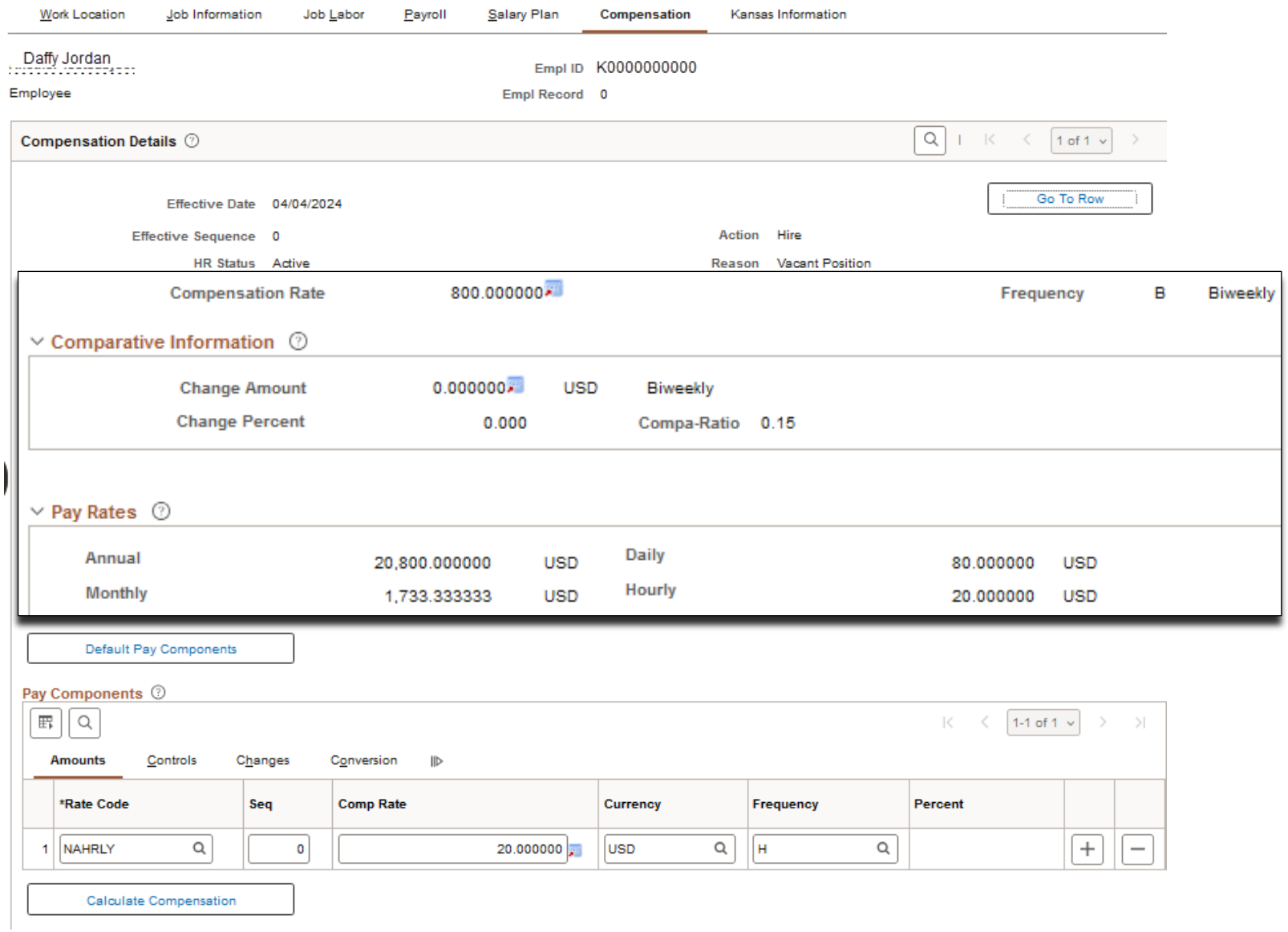
Grade: Pay grade on the salary plan

Grade Entry Date: Date on which the employee was first assigned to the pay grade

Step: Pay grade step of the employee (Required for classified, Judicial WS and JDG, and CWO salary plan employees); CLA and CWO default to step 4 while WS and JDG default to step 1

Step Entry Date: Defaults the date the employee entered this step of the pay grade

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Compensation Rate: Rate calculates based on the Comp Rate field on the bottom of the page; it is based on the Compensation Frequency of either Hourly or Biweekly

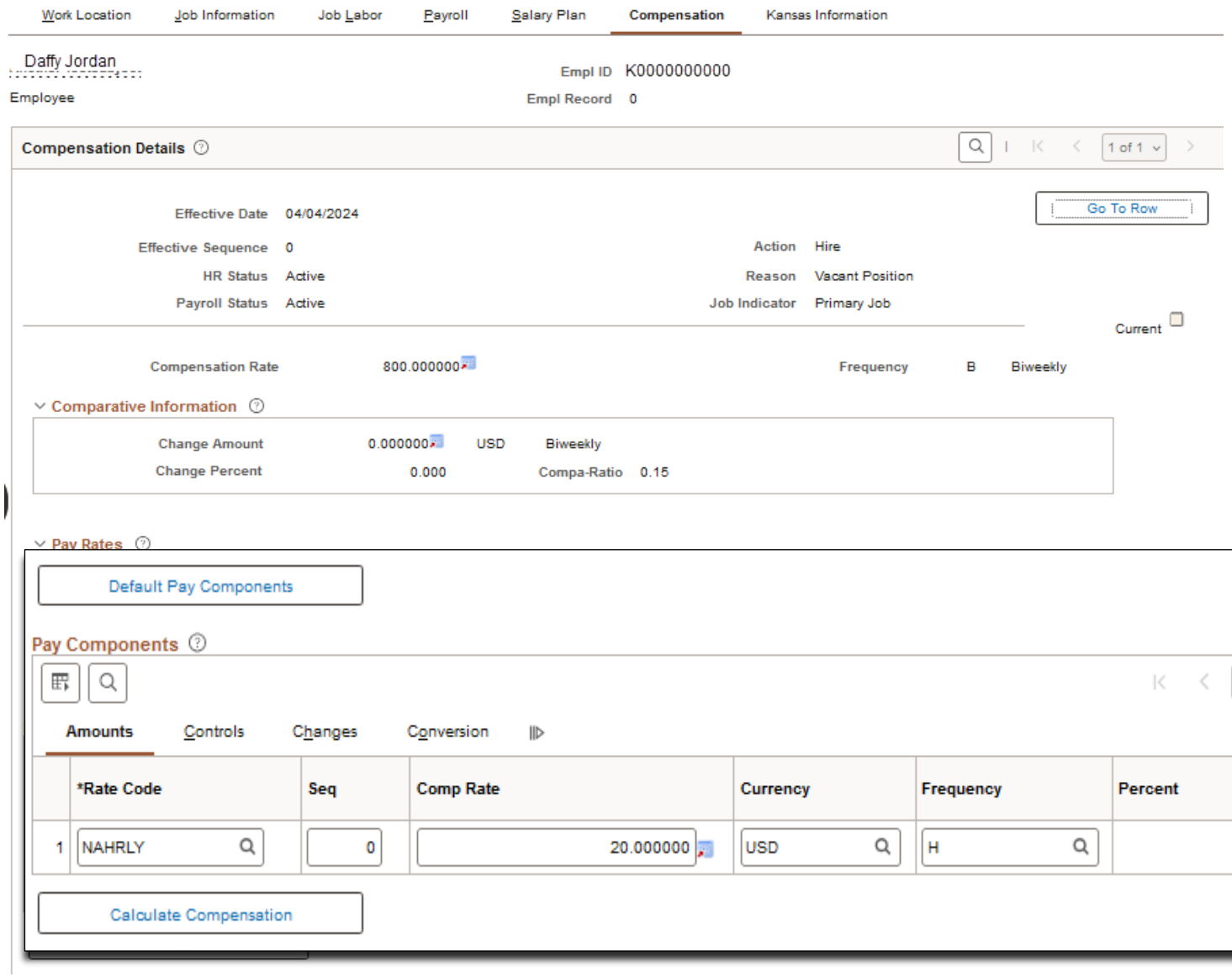
Frequency: Defaults in based on the position's FLSA Status and Employee Type

Change Amount: Amount of any changes in compensation rate between the current row and prior effective dated row

Change Percent: Percent of any changes in compensation rate between the current row and prior and effective dated row

Pay Rates of Hourly, Daily, Monthly, Annual: Calculated rates based on the comp rate and position's Standard Hours

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Rate Code: Most common is NAHRLY (North American Hourly)

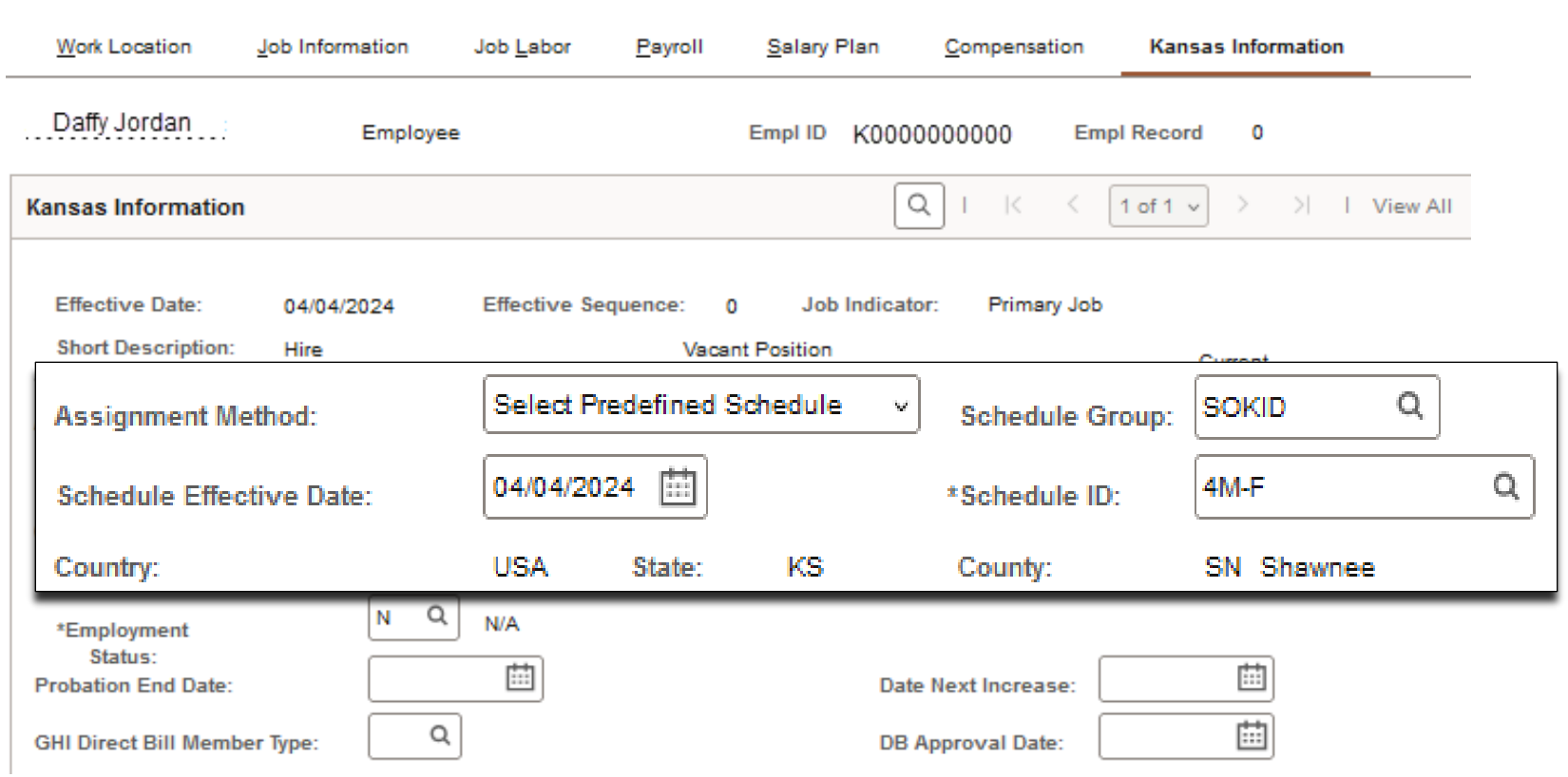
Seq: Sequence is most often 0

Comp Rate: The rate in this field calculates the rates in the Pay Rates area (Annual, Daily, etc.)

Press the **Default Pay Components button for employees who are on a pay grade/step (such as CLA, WS, JDG, CWO) to pull the hourly rate into this field from the pay matrix. Do not manually enter an hourly rate

For employees who are not on a pay grade/step (such as unclassified employees), enter an hourly rate and press the **Calculate Compensation button

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Assignment Method: Default “Select Predefined Schedule”

Schedule Group: Default “SOKID”

Schedule Effective Date: Same as Hire or Rehire date

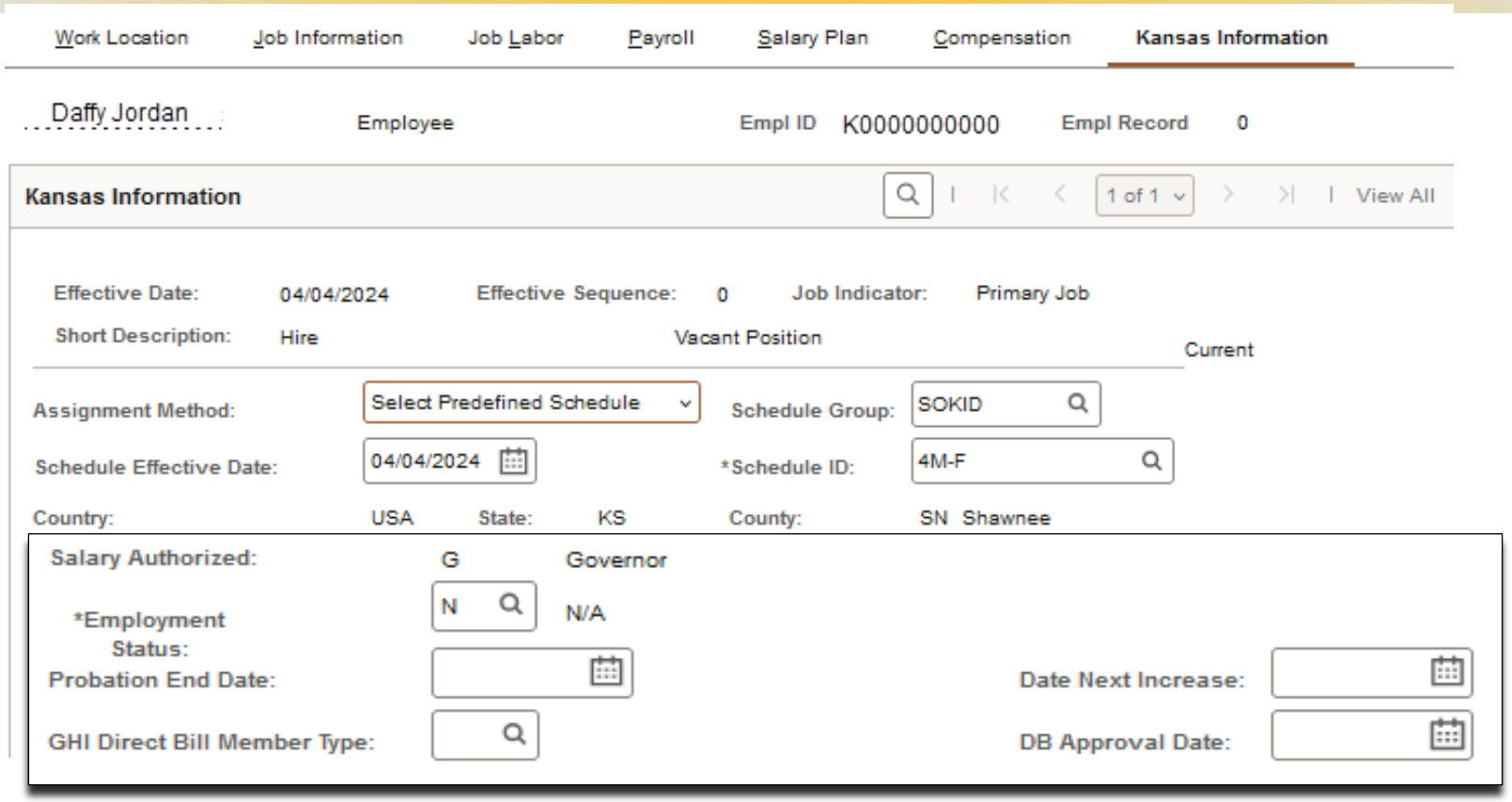
Schedule ID: Employee’s ‘Work Schedule’ code

Country: Defaults to USA

State: State where the position is located as indicated on the ‘Kansas Information’ tab in Position Data

County: County where the position is located as indicated on the ‘Kansas Information’ tab in Position Data

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Additional information on the original probationary period – A classified employee is to receive a performance review prior to the end of the probationary period. If the overall rating is unsatisfactory, the employee is not granted permanent status. An employee on original probation may be dismissed at any time during the probationary period. The probationary period may be extended for up to 6 more months if the action to extend probation is taken before the end of the original 6 month probationary period. Also, a probationary period of not more than 12 months be established by the appointing authority if specific training or certification requirements cannot be completed within 6 months.

Salary Authorized: Defaults from 'Kansas Information' tab from Position Data

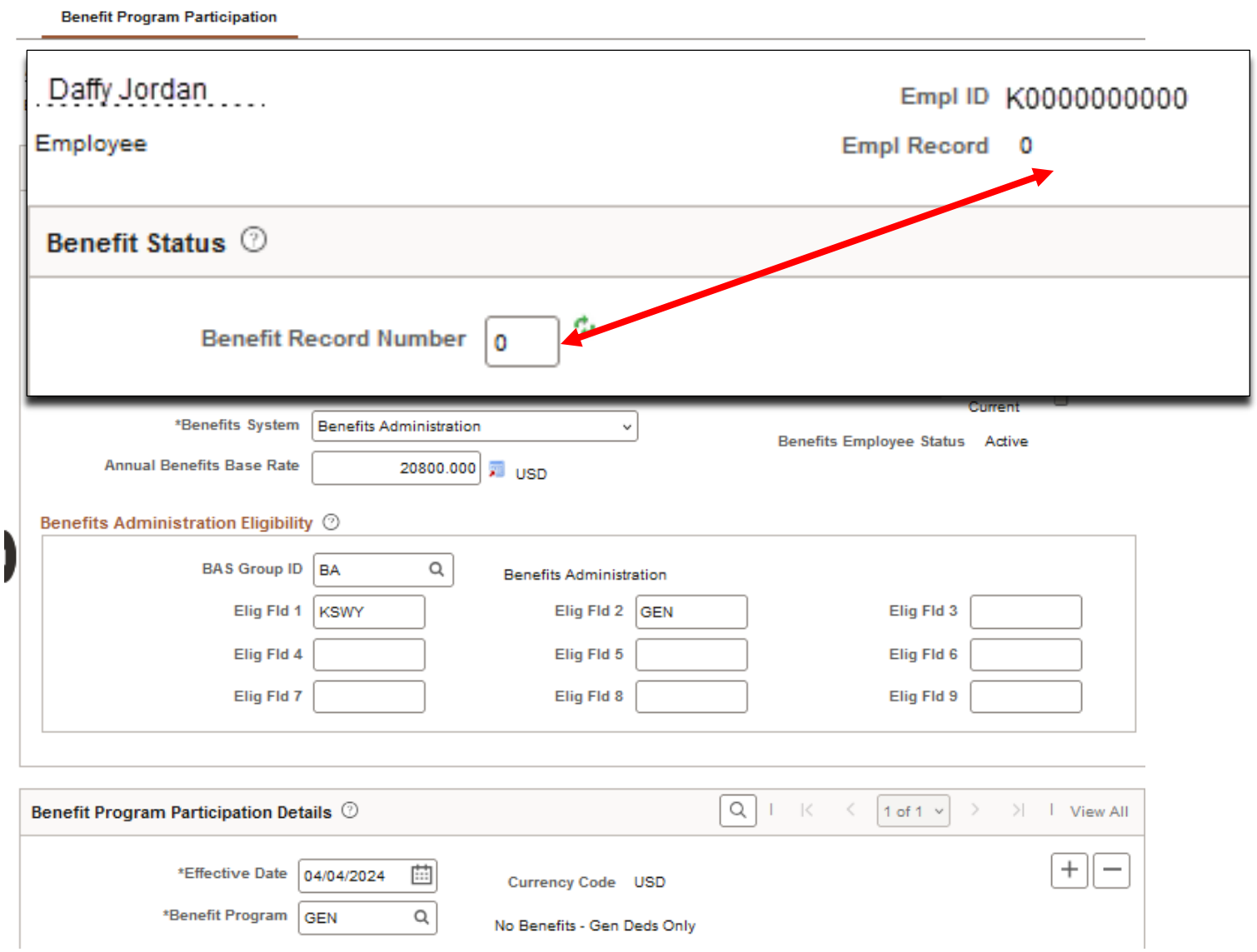
Employment Status: Status is Original Probation, Promotional Probation, Trainee, Permanent, or Not Applicable; 'Original Probation' for newly hired classified employees are subject to a 6 month probationary period (KAR 1-7-3)

Probation End Date: Date the employee's Original Probation or Promotional Probation ends

Date Next Increase: For eligible employees, the system calculates when they are to receive their next step increase based on when the employee started on the current step

GHI Direct Bill Member Type and DB Approval Date: Do not enter data into these fields

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The Benefit Record Number is used when an employee has more than one Empl Record.

The Benefit Record Number indicates which position is responsible for benefits.

The position with the matching Empl Record is responsible for benefits.

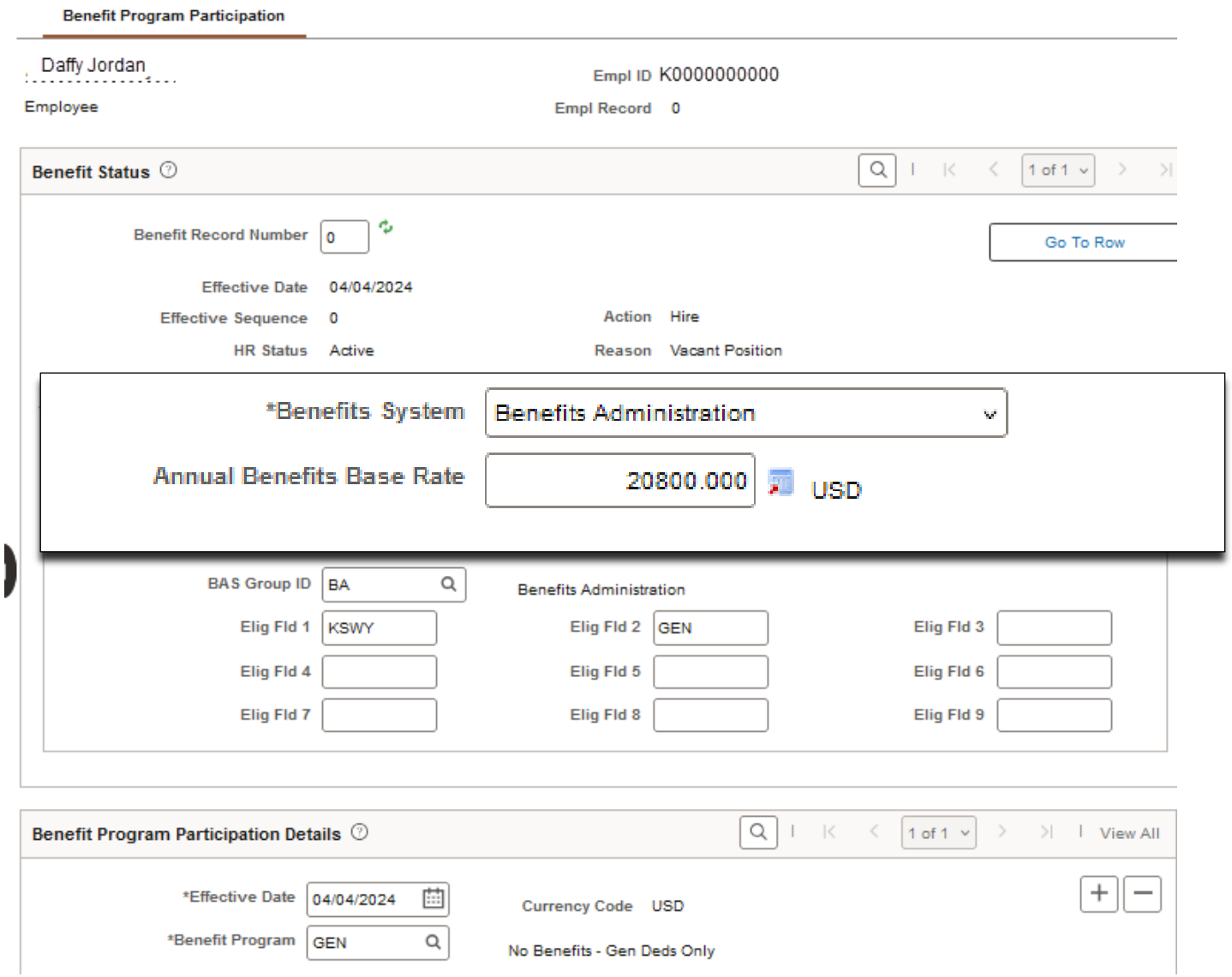
The Employment Record Number and Benefit Record Number should always match in the following situations:

- Multiple non-benefits eligible positions (GEN)
- Multiple positions with different benefits eligibility. For example, if an employee is benefits eligible on Empl Rcd 0 (PT1), the Benefit Record Number should be 0. If the employee is not benefits eligible on Empl Rcd 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 Empl Rcd 0, then the Benefits Record Number is 0. If the same employee has terminated on Empl Rcd 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 Rcd Number. For example, the Benefits Record Number could be 0 for Empl Rcd 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.

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Benefits System: is 'Benefits Administration' for non-Regents agencies.

Agencies must manually enter the Annual Benefits Base Rate (ABBR) amount, which is usually the same as the Annual Rate on the Compensation page.

ABBR is used to calculate the imputed income amount for employees enrolled in a Group Term Life (GTL) deduction code. If the ABBR is incorrect, the imputed income amount may be under or over reported as taxable wages on the employee's W2.

For additional information about imputed income, see next page and the Documents section on the SHARP Customer Service page.

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Annual Benefits Base Rate (ABBR)/Imputed Income

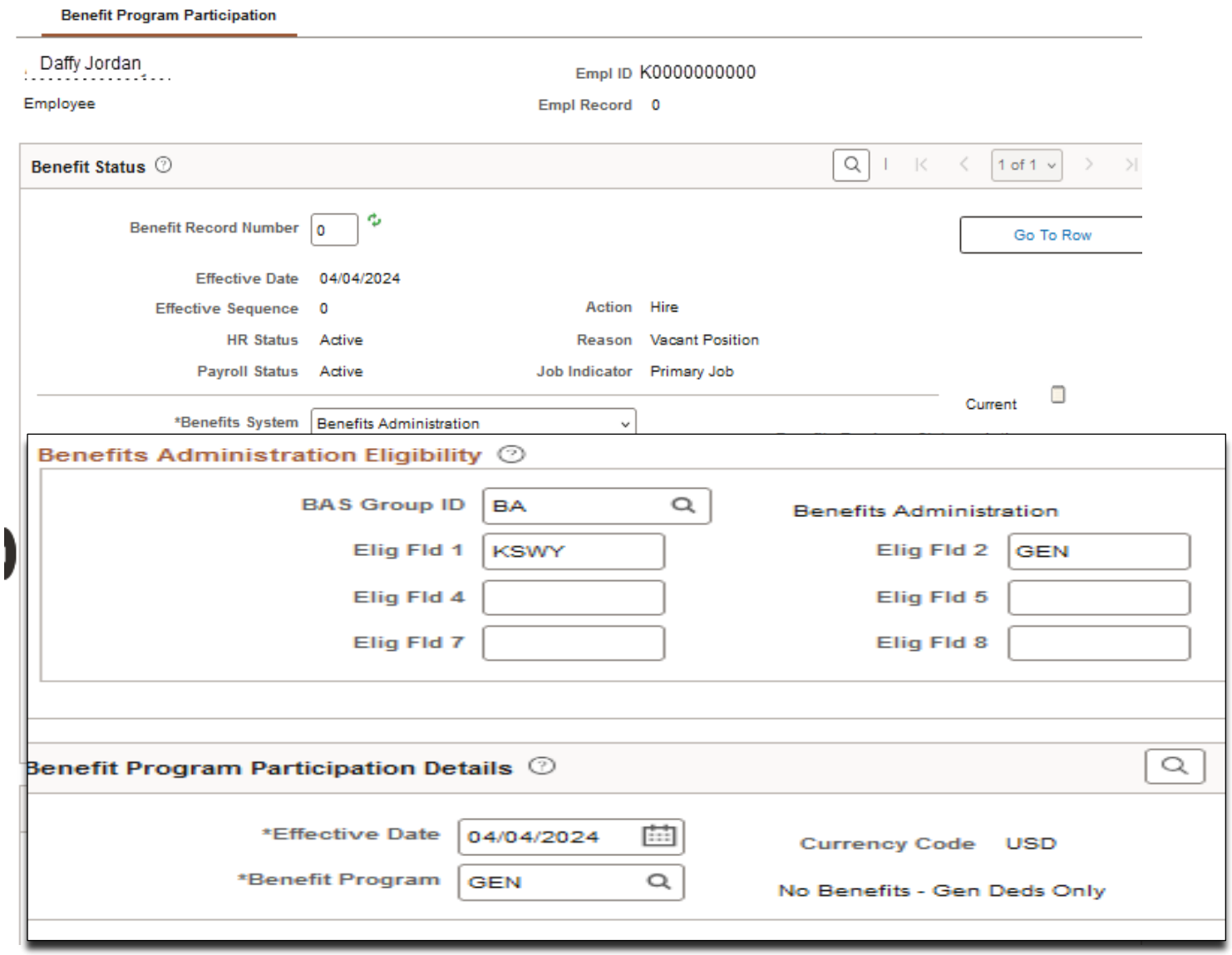
What is Imputed Income? Benefits eligible state employees have group term life insurance coverage which provides an insured death benefit of 150% of the employee's annual rate of compensation. The State of Kansas, as the employer, pays the entire cost of coverage.

'Imputed Income' is the value of this group term life insurance that is in excess of $50,000. IRS Code Section 79 requires that the cost of coverage in excess of $50,000 be included in the employee's taxable wages and reported on the W2. Imputed income is subject to Social Security and withholding taxes.

Agencies must manually enter or update the Annual Benefits Base Rate (ABBR) amount, which is usually the same as the annual rate. The rate is used to calculate imputed income for all employees enrolled in this Group Term Life insurance. A benefits eligible employee whose ABBR is more than $33,333.33 is subject. Therefore, if the ABBR is incorrect, the imputed income amount may be under- or over-reported as taxable wages on their W2.

Employment in Multiple Positions: Some employees are actively employed on more than one position but may not be benefits eligible on all of the positions. KPERS regulations require that if an employee has KPERS coverage in one position, all of the positions are considered for imputed income. However, a small group of employees or situations are exempt from this concept: Legislators (Legislative Group Term Life is not calculated on non-benefits eligible positions), Board Members, Foster Grandparents, National Guard, and Students.

Workforce Administration



BAS Group ID: always BA for Executive, Legislative, and Judicial branches

Elig Fld 1: Manually enter the code which starts with the EE's home state abbreviation and the 2 letter county abbreviation of residence. For states other than KS, ZZ can be used for the county code. For example, MOZZ or CAZZ

Elig Fld 2: Benefit Program Code; must match the Benefit Program code entered in the Benefit Program Participation Details section

Effective Date: Date the Benefit Program is effective; for new hires and rehires the date must match the hire/rehire date

Benefit Program: Code based on the FTE tier described earlier

Update the Benefit Program code, as needed, if the employee's FTE changes or moves to a non-benefits eligible position.

Workforce Administration

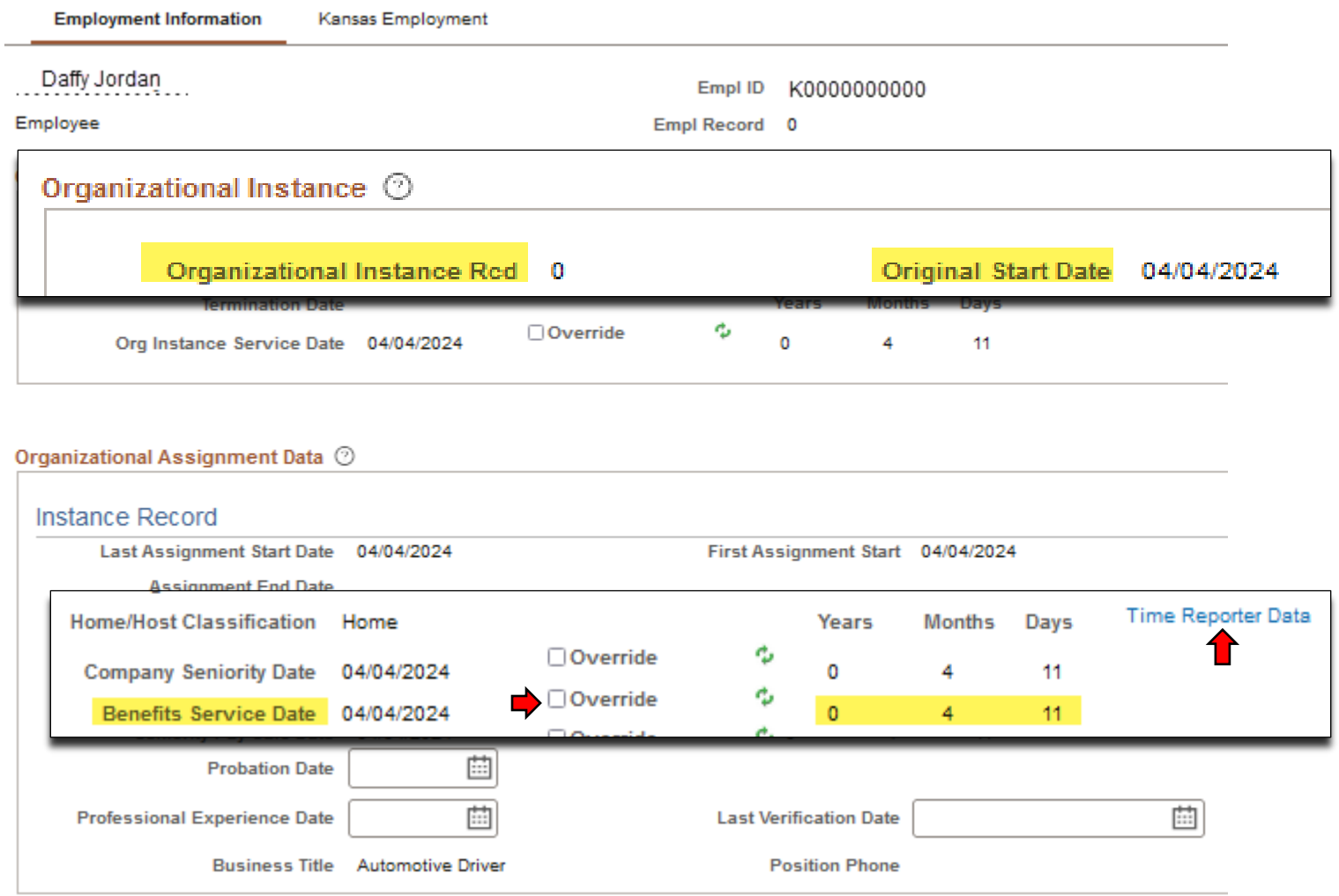
Use the benefit Program Participation page to view or update information relating to an employee's eligibility for benefits and to enter Annual Benefits Base Rate information used to calculate imputed income for the employee.

Employees in benefits eligible positions are:
Classified Regular
Unclassified Regular
Unclassified Temporary with an Empl Class of 'L' (Unclassified Temp Ben Elig) or 'P' (Special Project)

At the time this is posted, per the State Employee Health Plan manual, if an FTE is:
.75 or greater, the EE is eligible to pay full-time GHI premiums; Benefit program code is FT1
.50 - .74, the EE is eligible to pay part-time GHI premiums; Benefit program code is PT1
.49 or less, the position is not eligible for benefits for GHI or KPERS; Benefit program code is GEN

The GRT benefit program code is used on non-benefits eligible employee records if employee is also active on a benefits eligible position.

Workforce Administration



State of Kansas doesn't use many of the fields on the Employment Information page. Below are the ones used:

Organizational Instance Rcd: Same as the Employee Record #

Original Start Date: Employee's original hire date

Benefits Service Date: Employee's service date used to calculate length of service. The date can be adjusted to adjust length of service by manually checking the 'Override' box; the date field opens so the service date can be adjusted

Time Reporter Data: Clicking on the Time Reporter Data link moves you to the Time and Labor Data page to enter Time Reporter Data; see Time and Labor CBT and job aids

Workforce Administration



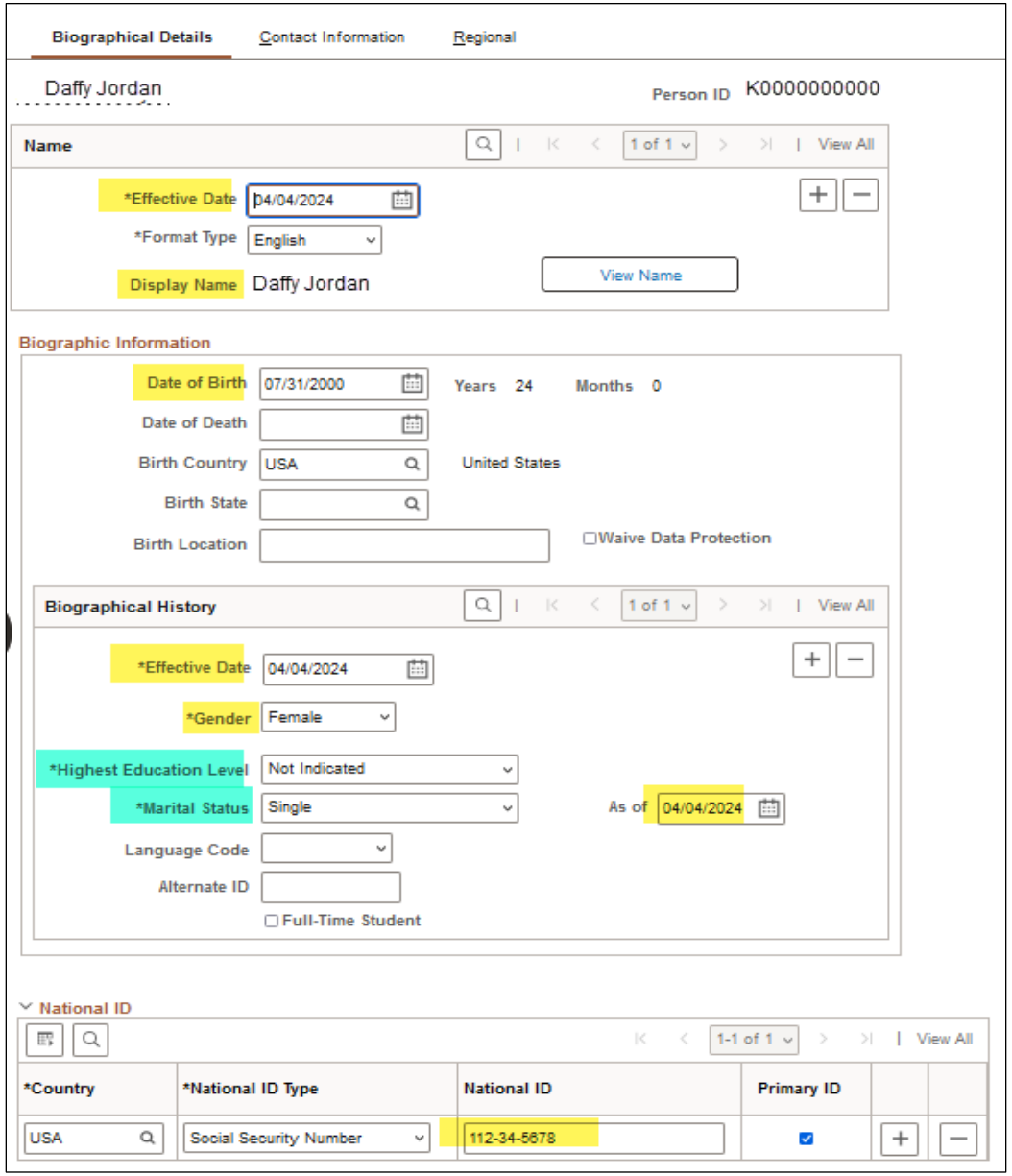
The Kansas Employment page can be used as one of the ways to adjust length of service.

Length of Service: Displays the current length of service which also shows on the Employment Information page

Length of Service Adjustment: One way to adjust the length of service by entering a positive number to increase and a negative number to decrease length of service. For example, to deduct one year enter -1 in the Years field. To deduct 20 days, enter -20 in the Days field. The amount entered will be deducted or added after you save

NOTE: Since SHARP continues to calculate length of service when an employee terminates, you must adjust the length of service if the employee is rehired more than 30 days after termination.

Workforce Administration



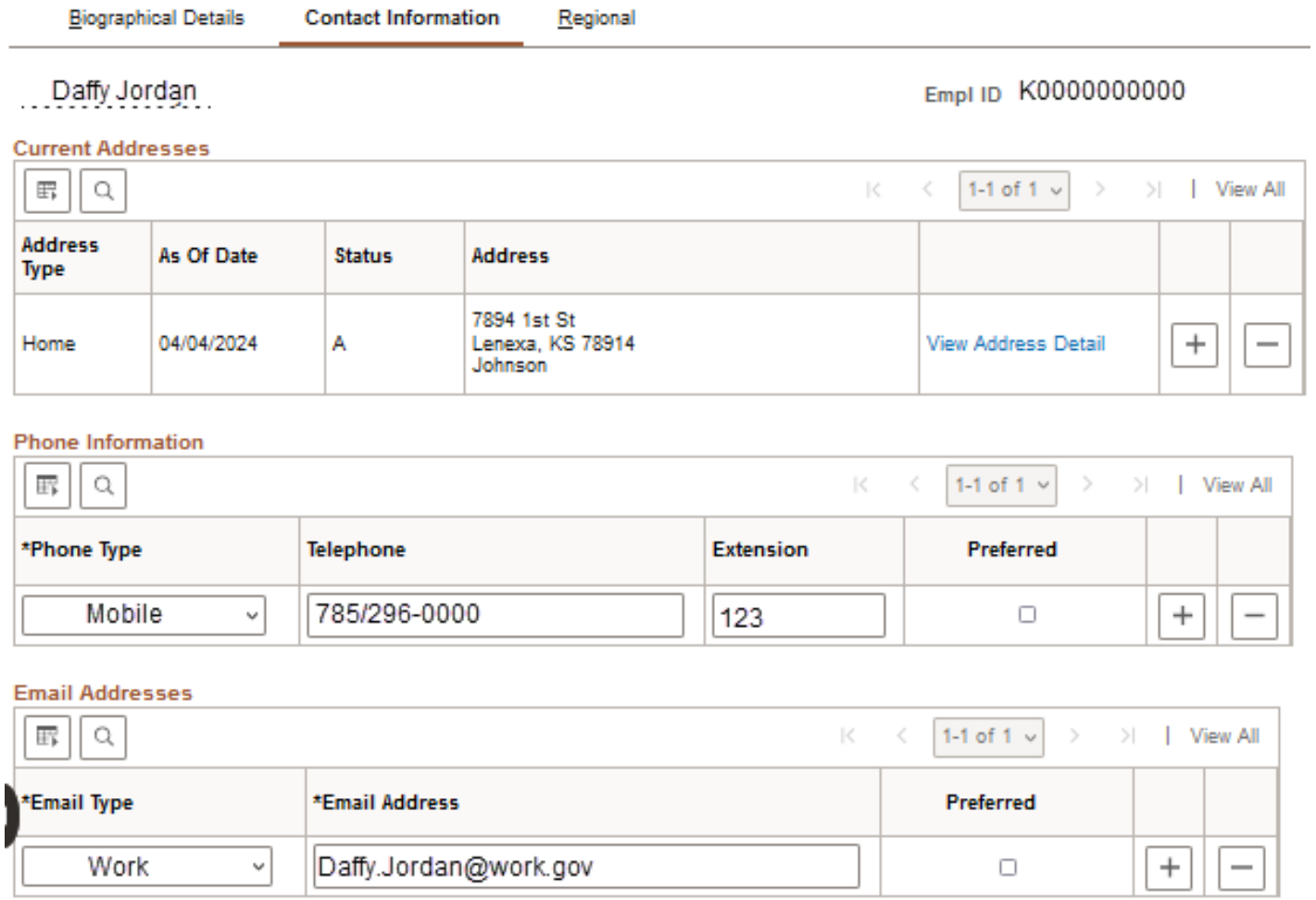
Personal information for each employee is found/entered on the Modify a Person page within Workforce Administration.

NOTE: The effective date must be equal to or less than the Job Data effective date.

All the fields highlighted in yellow are required, the fields highlighted in green are optional.

NOTE: Based on a user's security, the Date of Birth and National ID fields may be masked by an * or X for security purposes.

Workforce Administration



Current Addresses: An active Home or Mailing address is required for every employee

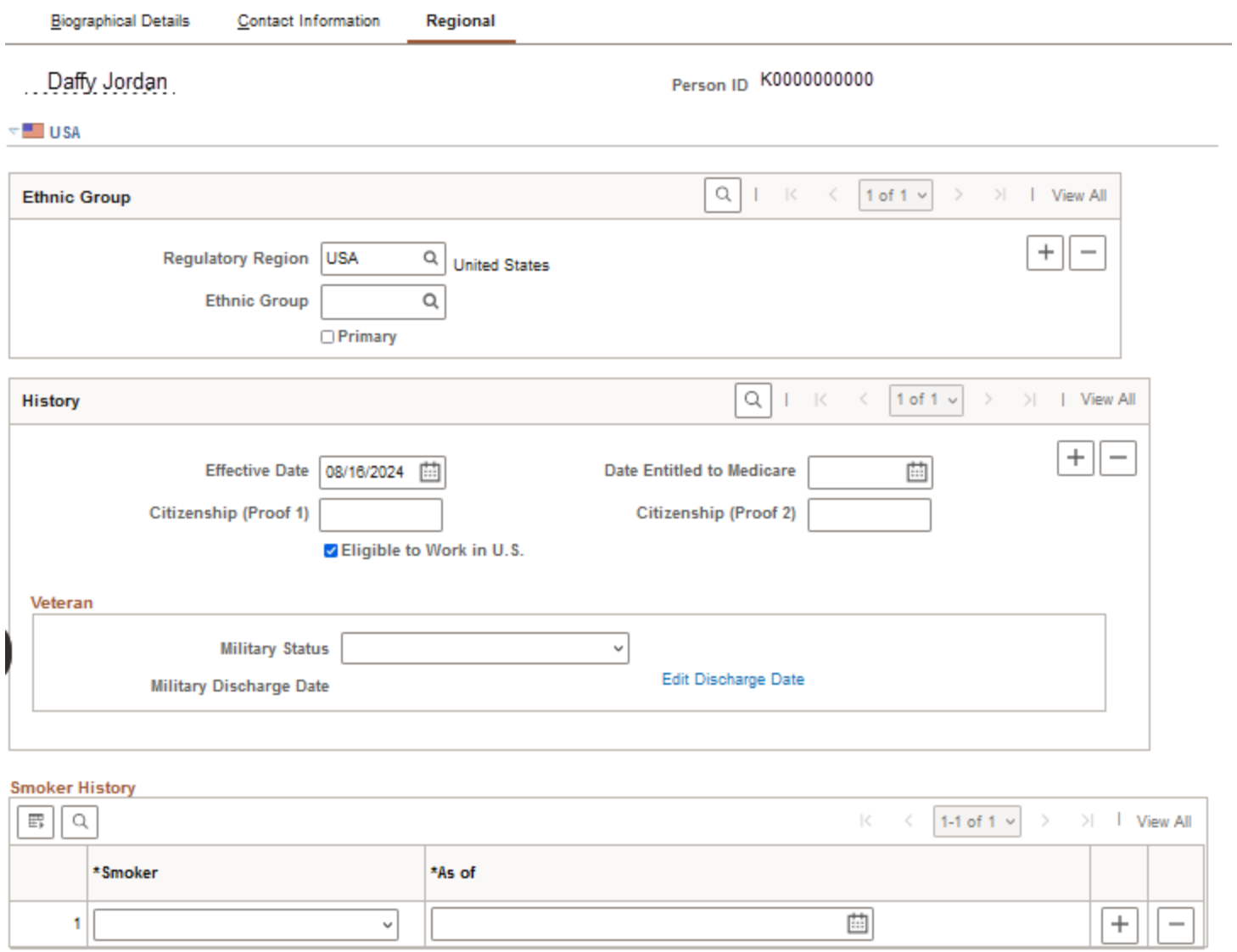
Phone Information: When entering the phone number, do not add formatting. SHARP will auto-format the number once the user tabs out of the field. For example, phone number 785-296-0000 will be entered as 7852960000. Enter the extension in the Extension field

Email Addresses: Enter all available email addresses

NOTE: Select your agency from the drop-down options for both the **Phone Type** and **Email Type**. The types enable the employee's information to appear in the online Communication Directory.

Click the + button to add multiple types of addresses, phone, or email.

Workforce Administration



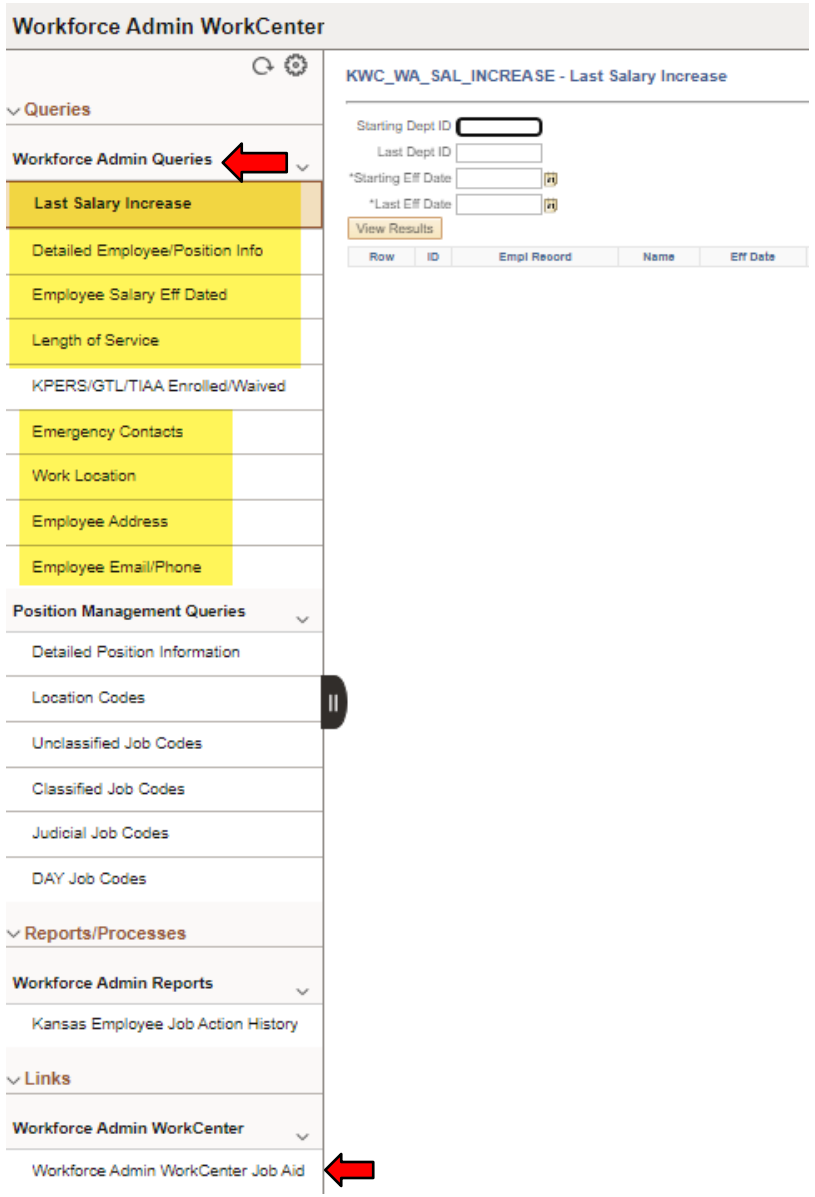
Data on this page is not required.

Ethnic Group: Select employee's ethnic group, if known. Click the + sign to add multiple ethnicities. Only one can be marked primary

Citizenship (Proof 1 & 2): These fields can be used if the agency chooses to show which documents were used for I-9 purposes; such as passport, DL, SS card
*DO NOT use document numbers as these fields are not masked for security

Military Status: If the employee has submitted a request or documentation, OPS will indicate whether the employee's request was denied or verified

Workforce Administration



Those users with Agency HR Administrator and Agency HR Inquiry roles will have access to the Workforce Admin Queries section of the Workforce Admin WorkCenter. The queries highlighted in yellow pertain to Workforce Admin data. Each query can have the results exported into Excel for data analysis.