Workforce Administration WorkCenter

Accessing the Workforce Administration WorkCenter

From the SHARP homepage, go to the Workforce Administration homepage. Click the Workforce Administration WorkCenter tile.





WorkCenter Security

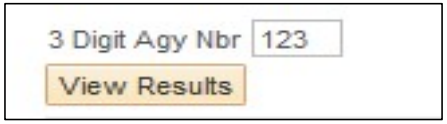
The Workforce Administration WorkCenter is available for employees with the following SHARP security roles:

- Agency HR Administration
- Agency HR Inquiry
- Agency Position Administration
- Agency Position Inquiry

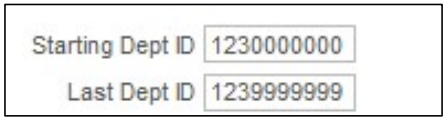
WorkCenter Departmental Security

WorkCenter security is then further based on the Department(s) to which you have access.

- Some queries will prompt a user for the 3 digit agency number. Results will be returned only for department IDs to which the user has access

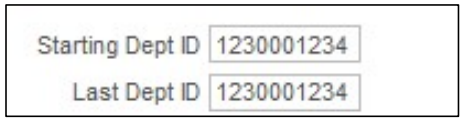


- Other queries will prompt for the entire 10 digit Dept ID. If a user has departmental access to the entire agency, then they will enter the Starting Dept ID parameters using the 3 digit agency number followed by all zeros and the Last Dept ID parameters using the 3 digit agency number followed by all 9's. For example, agency number 123 would enter 1230000000 for the Starting Dept ID and 1239999999 for the Last Dept ID

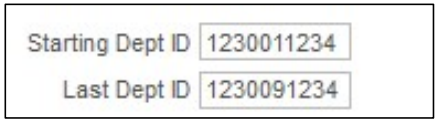


WorkCenter Departmental Security, Cont'd

- If a user has access to one department ID, 1230001234, then they will enter the Starting and Last Dept ID parameters with that one department ID

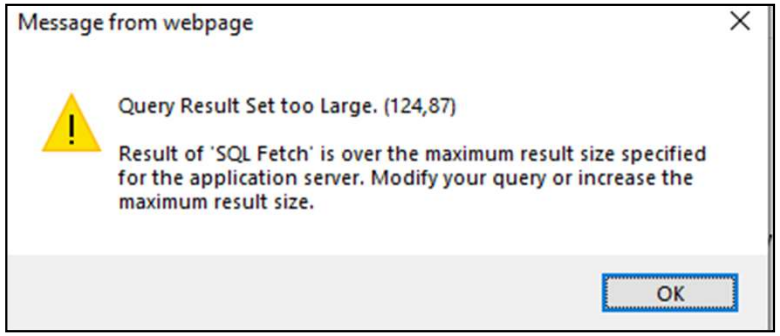


- If a user has access to a range of department IDs, 1230011234 through 1230091234, then they will enter the lowest department ID as the Starting Dept ID and the highest department ID as the Last Dept ID



WorkCenter Departmental Security, Cont'd

NOTE: There are file size limits. If the file size is too big, the user will receive the following message. If that happens, the user will need to reduce the parameters of their search, such as department ID or date range, and try running the query again.



WorkCenter Queries

Workforce Admin Queries Available:

Detailed Employee/Position Info

- Vacant/Filled Position report with Detailed Employee and Position information within the department ID parameters
  - Fields include: Filled/Vacant, Position, Name, ID, Dept ID, Dept Descr, Empl Rcd, Pay Status, Job Code, Job Code Title, Working Title, EEO-4 Cat, Grade, Step, Comp Rate, Comp Freq, Annual Rt, Ann Ben Rt, Sal Plan, Class/Uncl, Reg/Temp, Full/Part, Hourly/Salaried, FLSA, FTE, Service Date, Next Incr, Probation Dates, Empl Status, Reports To, Supvr Name, Supvr ID, Eff Date, Sequence, Action, Reason, Agency Use, Position State, Position County, Elig Fld 2, Hol Sched, Sal Auth, Emp Class, Confidentl, Supervisry, Pool ID, Add to FTE, Safety Sensitiv, Stnd Hrs/Wk, Work Period, Location, Location Desc, Pos Addr 1, Pos Addr 2, Pos City, Pos County, Pos State, Pos Postal, Age as of Report Date, Sex, Birthdate
  - Due to the amount of data, query may take several minutes to run

Length of Service

- Employee service dates and calculated length of service
  - Fields include: Name, ID, Empl Rcd, Service Dt, Month, Day, Year, Length of Service, Years of Service, Dept ID, Dept Descr, Position, Job Code, Job Title, Working Title, Sal Plan, Class/Uncl, Full/Part, FTE, Empl Class, Job Eff Date, Action, Reason, Location, State, County, Elig Fld 2

❑ WorkCenter Queries

Workforce Admin Queries Available Cont'd:

KPERS/GTL/TIAA Enrolled/Waived

- List of employees and their KPERS/GTL/TIAA status as of the date the report is run
  - Fields include: Name, Empl ID, Empl Rcd, Ben Record, Dept ID, Plan Type, Plan Type Descr, Dedctn Begin Date, Participation Election, Benefit Plan, Ben Plan Descr

Emergency Contacts

- Employee emergency contact names and phone numbers as of the date the report is run
  - Fields include: Empl Name, Empl ID, Empl Rcd, Dept ID, Dept Descr, Location Code, Location Descr, Job Code, Job Title, Working Title, Emergency Contact, Primary, Relationship, Phone Nbr, Ext, Additional Phone Nbrs

❑ WorkCenter Queries

Workforce Admin Queries Available Cont'd:

Work Location

- ❑ Location for each employee within the department ID parameters
  - ❑ Fields include: Empl ID, Empl Rcd, Empl Name, Eff Date, Dept ID, Job Code, Job Code Descr, Reg/Temp, Full/Part, Class/Uncl, Location, Location Descr, City, County, State

Employee Address

- ❑ List of all active addresses for each employee within the department ID parameters
  - ❑ Fields include: Name, Empl ID, Empl Rcd, Dept ID, Dept Name, Job Code, Job Title, Pay Status, Reg/Temp, Full/Part, Sal Plan, Addr Type, Addr Eff Date, Addr Line 1, Addr Line 2, Addr Line 3, City, County, State, Postal

WorkCenter Queries

Workforce Admin Queries Available Cont'd:

Employee Email/Phone

- List of all active email address and phone numbers listed on the Personal Information page in SHARP within the department ID parameters
  - Fields include: Name, Empl ID, Empl Rcd, Dept ID, Dept Name, Job Code, Job Title, Pay Status, Reg/Temp, Full/Part, Sal Plan, Email/Phone, Email/Phone Type, Email Address/Phone Number, Preferred

Employee Demographics

- Provides demographic information for active employees
  - Fields include: Empl ID, Name, Dept ID, Job Code Title, Working Title, EEO4-Cat Descr, Birthdate, Age as of Report Date, Sex, Ethnic Grp, Mil Status, Highest Education Level

WorkCenter Queries

Workforce Admin Queries Available Cont'd:

Driver's License Data

- List of driver's license data for employees for whom the agency is tracking such data
  - Fields include: Dept ID, Dept Description, Name, Empl ID, Empl Rcd, Position, Job Code, Job Code Title, Working Title, Reports To, Birthdate, Designated, License Nbr, State, Valid From, Expire Dt, Violations, Points, Suspended, Comment, Type, Type Descr

NA1PER Comp Rates

- List of all active employees with the additional NA1PER comp rate code
  - Fields include: Empl ID, Empl Rcd, Name, Dept ID, Job Code, Job Code Title, Working Title, JOB Eff Date, JOB Eff Seq, Action, Reason, Hourly/Biweekly, NAHRLY Comp Seq, Base NAHRLY Hourly Rate, Base NAHRLY Comp Rate, NA1PER Comp Seq, Base NA1PER Comp Rate, NA1PER Hourly/Biweekly, Combined Comp Rate, Annual Rt, Ann Ben Rt

WorkCenter Queries

Position Management Queries Available:

Detailed Position Information

- Details of active agency positions within department ID parameters
  - Fields include: Position Number, Effective Date of Last Row, Job Code, Job Code Description, Working Title, Department ID, Status, Confidential, Reports To Position Number, Standard Hours, Reg/Temp, Full/Part time, FLSA, Class/Unc, FTE, Pool ID, Salary Plan, Grade, Hourly/Bi-weekly, Supervisory, Agency Use, Position County, Position State, Empl Class, Salary Authorized By, Safety Sensitive, Location Code, Location Description, Location Address 1, Location Address 2, City, County

Location Codes

- List of all location codes available for all branches of government and regents
  - Fields include: Location, Eff Date, Status, Descr, Building, Floor Nbr, Address 1, Address 2, Address 3, City, County, State, Postal Code

WorkCenter Queries

Position Management Queries Available Cont'd

Unclassified Job Codes

- List of all Executive Branch unclassified job codes
  - Fields include: Job Code, Effective Date, Description, Status, Salary Plan, Grade, FLSA, Supervisory, Comp Frequency

Classified Job Codes

- List of all Executive Branch classified job codes
  - Fields include: Job Code, Effective Date, Status, Description, Salary Plan, Grade, Supervisory, FLSA, Step, Comp Frequency

WorkCenter Queries

Position Management Queries Available Cont'd

Judicial Job Codes

- List of all Judicial Branch job codes
  - Fields include: Job Code, Description, Effective Date, Status, Salary Plan, Grade, FLSA Status, Supervisory, Comp Frequency

DAY Job Codes

- List of all Executive Branch DAY job codes
  - Fields include: Job Code, Effective Date, Description, Salary Plan, Grade, Step, FLSA, Supervisory, Comp Frequency

Running a Query

- Some queries may prompt you to enter department ID and/or date parameters; refer to the previous departmental security slides in this training for reference.

- Once the user enters the needed parameters, click the 'View Results' button. When the query is finished running, the page will show as follows; the user can click the 'Excel Spreadsheet' link to open the report in Excel.

