❑ **Welcome**
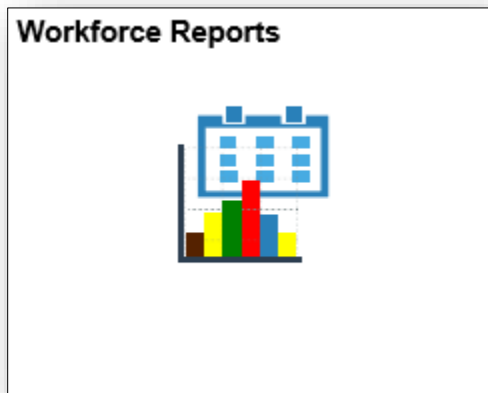
In lesson 4, you learned about various salary plans and their tie with job classifications. We also discussed the Longevity Bonus and who is eligible for the bonus.

Workforce Reports

Lesson 5 will describe some of the online reports in SHARP and the information they provide.

Click on the Workforce Reports tile to access the reports described in this lesson.

❑ Department Action Notices (KPER001)

Includes information on upcoming employee birthdays, upcoming employee reviews, leaves of absence, new hires, past due reviews, promotions, probations that are over the probation date and more.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kper001.pdf?sfvrsn=2 for a more detailed description of this report.

— -

❑ Employee Detail Profile (KCONVSUM)

Includes employee address, birth date, original hire date, and current employment information.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kconvsum.pdf?sfvrsn=2 for a more detailed description of this report.

❑ Employee Job Action History (KPER021)

A history of the employee's work history, such as position, department, and salary.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kper021.pdf?sfvrsn=2 for a more detailed description of this report.

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❑ Employee Job Code History (KPER238)

A history of the job codes and positions in which an employee has worked.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kper238.pdf?sfvrsn=2 for a more detailed description of this report.

❑ Employee Review History (KPER237)

A history of employees' review type, review rating, position, and employee status.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kper237.pdf?sfvrsn=2 for a more detailed description of this report.

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❑ Performance Reviews Due (KPER214)

Lists employees who are due for a performance review.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kper214.pdf?sfvrsn=2 for a more detailed description of this report.

❑ Supervisors with Overdue Employee Reviews (KPER217)

List supervisors and employees who are overdue for a performance review.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kper217.pdf?sfvrsn=2 for a more detailed description of this report.

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❑ Years of Service (PER003)

List of employees who have completed a certain number of years of service with the state. Users can specify the number of years and the report will include employees who have completed the specified number years of service or more.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/per003.pdf?sfvrsn=2 for a more detailed description of this report.

This report is located under the Maintain Employee Record Tile.

Maintain Employee Record
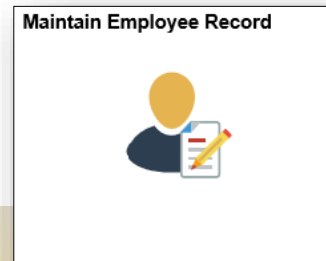
❑ **Total Compensation Statement (KBEN347)**

Displays both the employee's direct and indirect compensation, based on the employee ID and calendar year.

See https://www.admin.ks.gov/docs/default-source/ops/sharp-reports/kben347.pdf?sfvrsn=2 for a more detailed description of this report.

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You can also find a list of SHARP reports available on the SHARP Customer Service website at:

https://www.admin.ks.gov/offices/personnel-services/sharp/reports

❑ **Lesson Summary**

Agencies are able to run a variety of Workforce Administration reports from SHARP. It's a good idea for users to run each report for a department or employee in order to see the report contents.

Congratulations! You have now completed the Workforce Administration CBT.