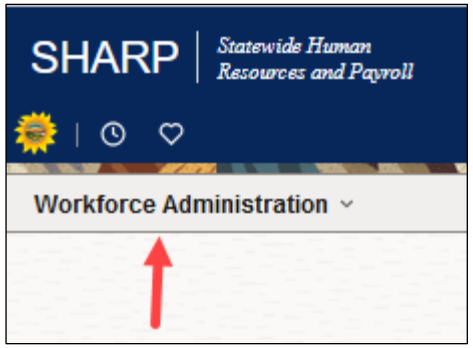
Add A Person / New To The State

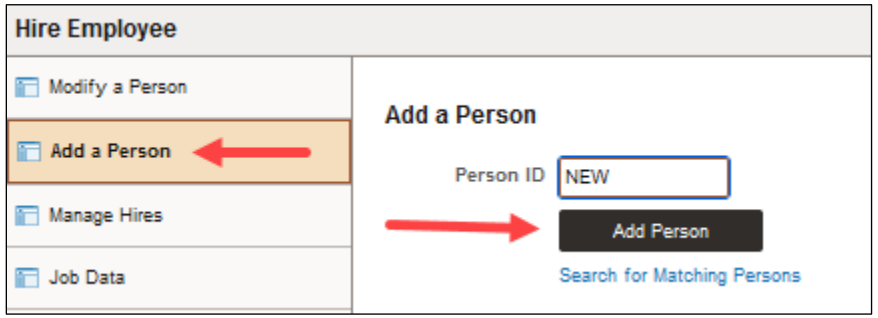
Prior to reading this job aid, please review the Position Management and Workforce Administration CBTs.

If the employee has never worked for the state before and has no Employee ID Number, and the recruiting process is not being used to appoint a person, you must ‘Add’ the person to SHARP before entering the hire in Job Data. Using the agency’s Statewide SHARP security access, users should verify the SSN is currently not being used in SHARP before proceeding.

Click on the ‘Add a Person’ page and then click on the ‘Add Person’ button to move to the Personal Information pages where you will enter the employee’s name, birth date, and other information. The Person ID will default to ‘NEW’, do not make changes to this field, the system will generate the new employee ID number (EEID) once all of the personal information has been entered.



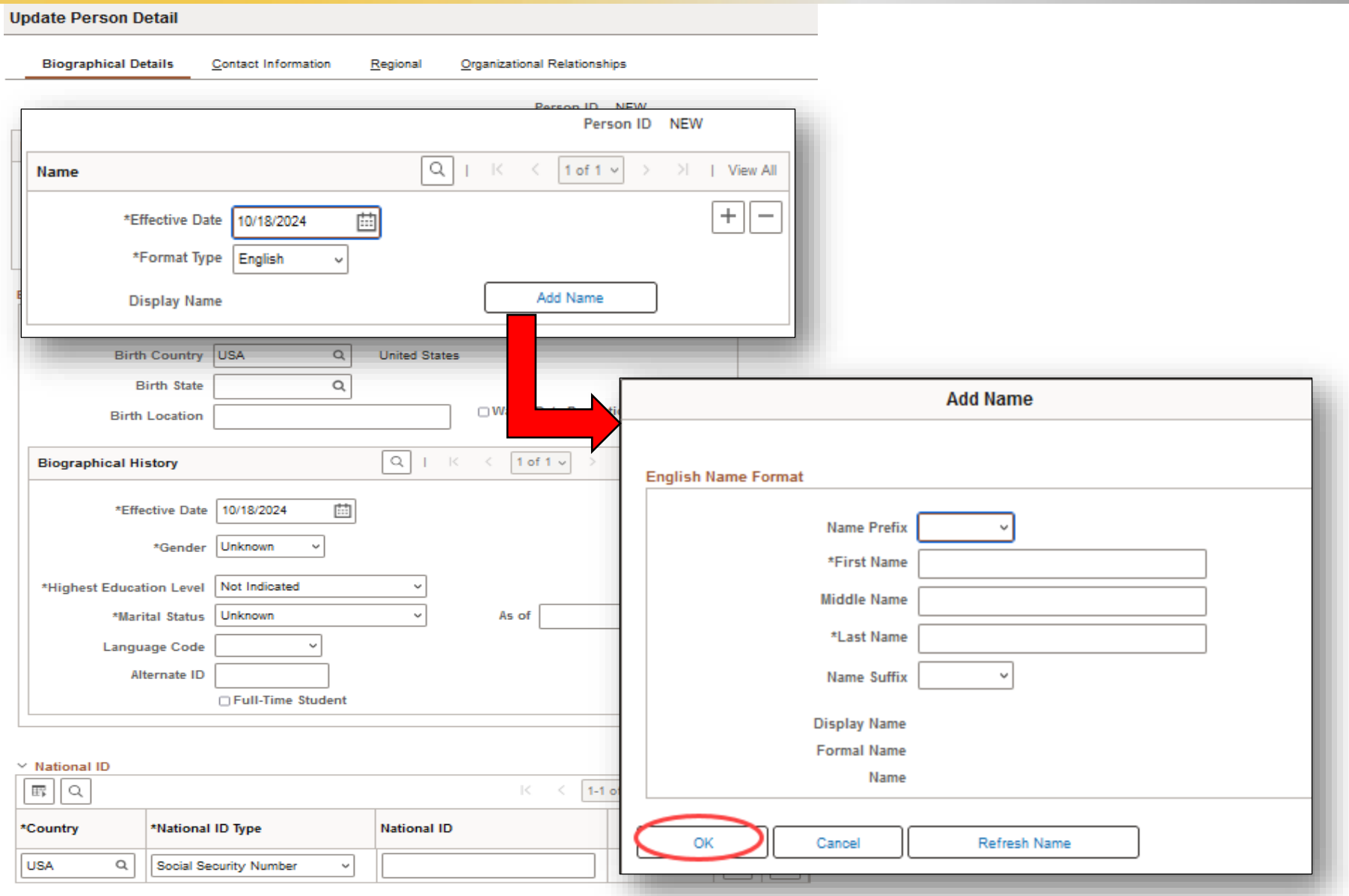




Add A Person / New To The State

Enter the Effective Date. **NOTE:** must be equal to or less than the Job Data effective date.

Click on ‘Add Name’ and enter the person’s legal name in the pop-up box. Click ‘OK’ to return to the Biographical Details page. Ensure to use the ‘Name Suffix’ field for Junior, Senior, MD, etc.

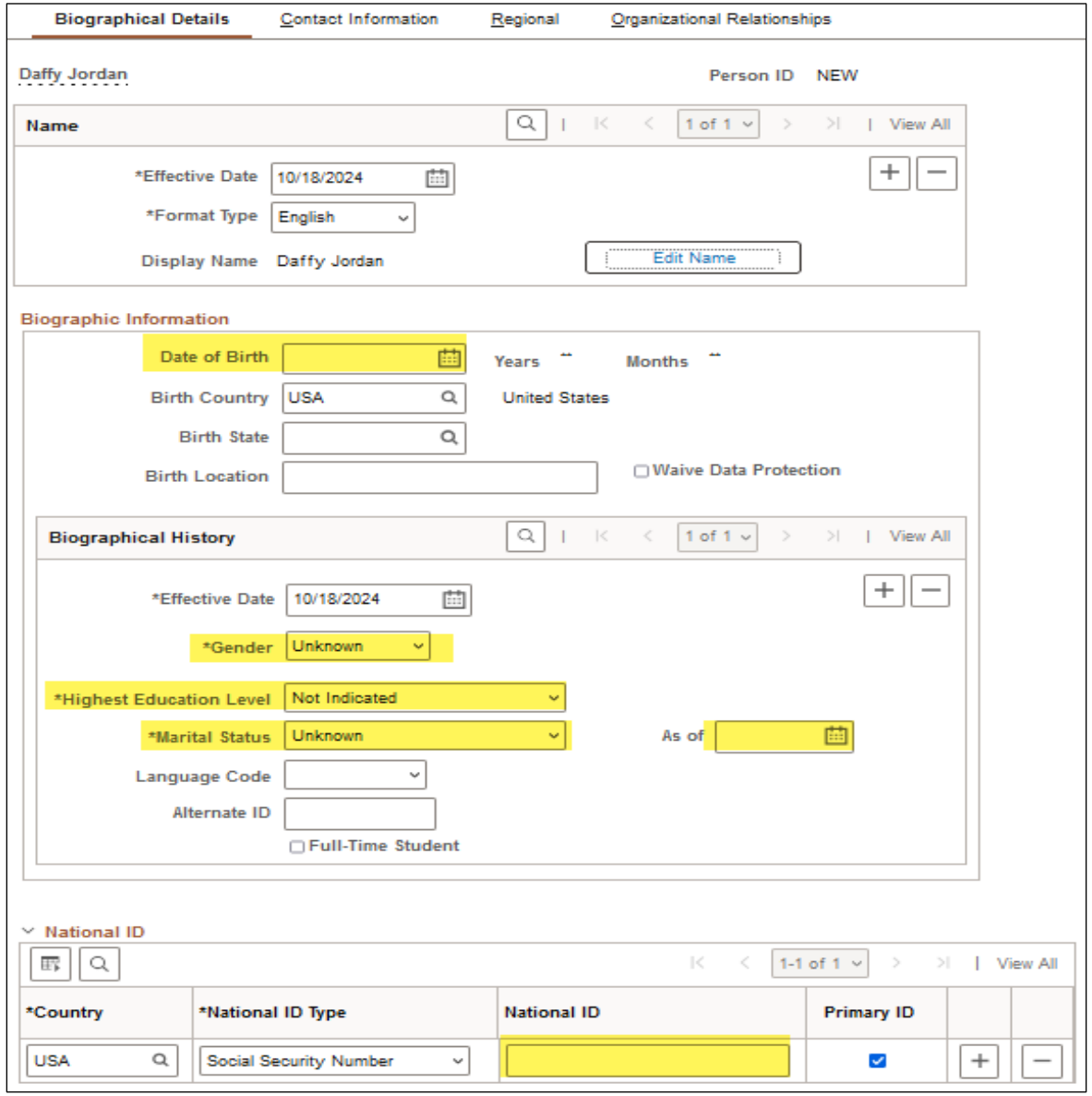


Add A Person / New To The State

Enter the remaining information (Date of Birth, Gender, Highest Education Level, Marital Status, and Social Security Number).

Click on the Contact Information page tab to continue.

NOTE: If the SSN (National ID) entered already exists in the system, the user will receive an error and will not be able to proceed. If that happens, use the agency's Statewide SHARP security access to search by SSN to obtain the EEID Number and enter the hire one of the other ways.

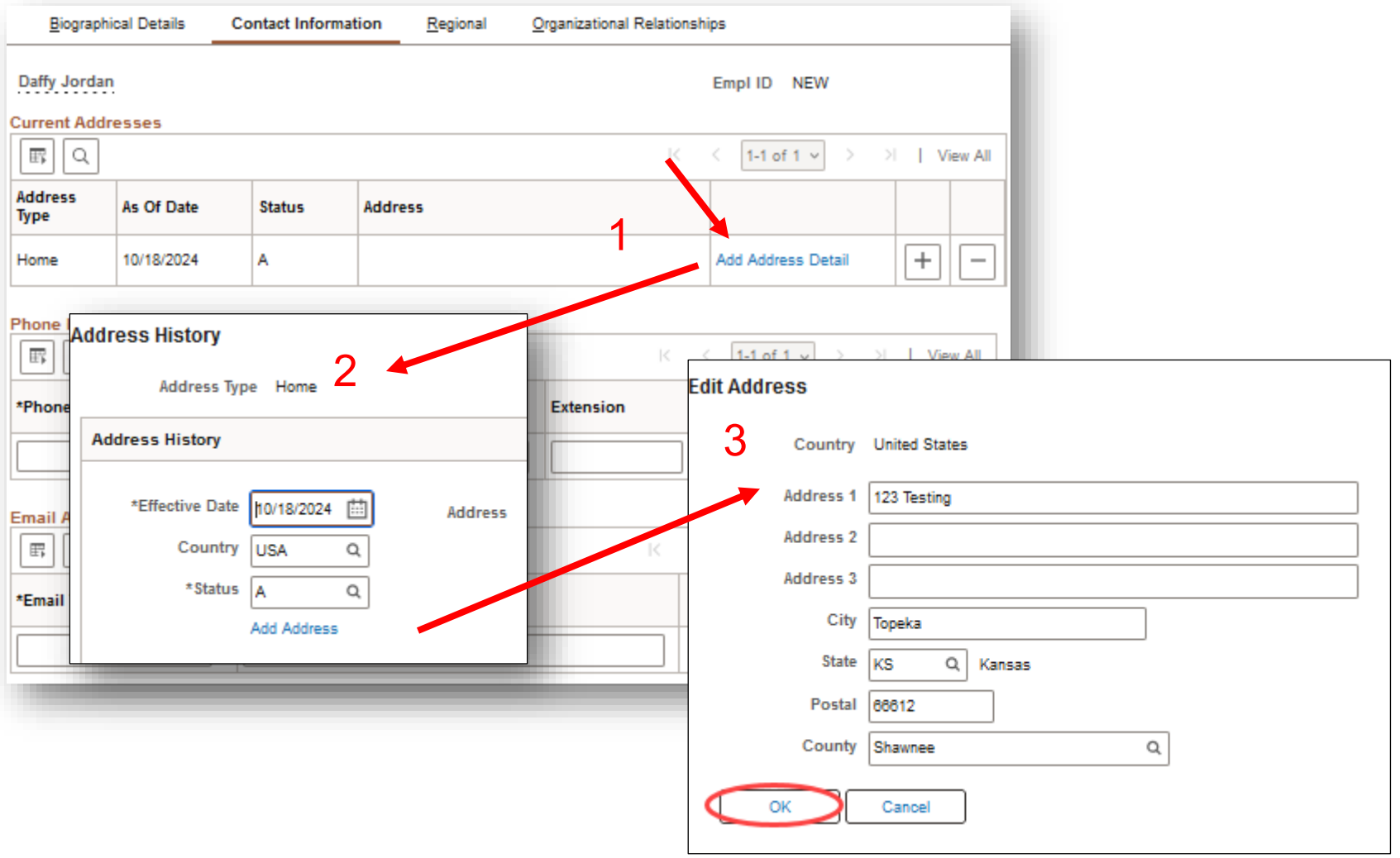


Add A Person / New To The State

Enter the new employee's home address by clicking on 'Add Address Detail'. This opens the 'Address History' box.

Click on the 'Add Address' link to open the 'Edit Address' box.

Enter the address information and click 'OK' until you return to the Contact Information page.

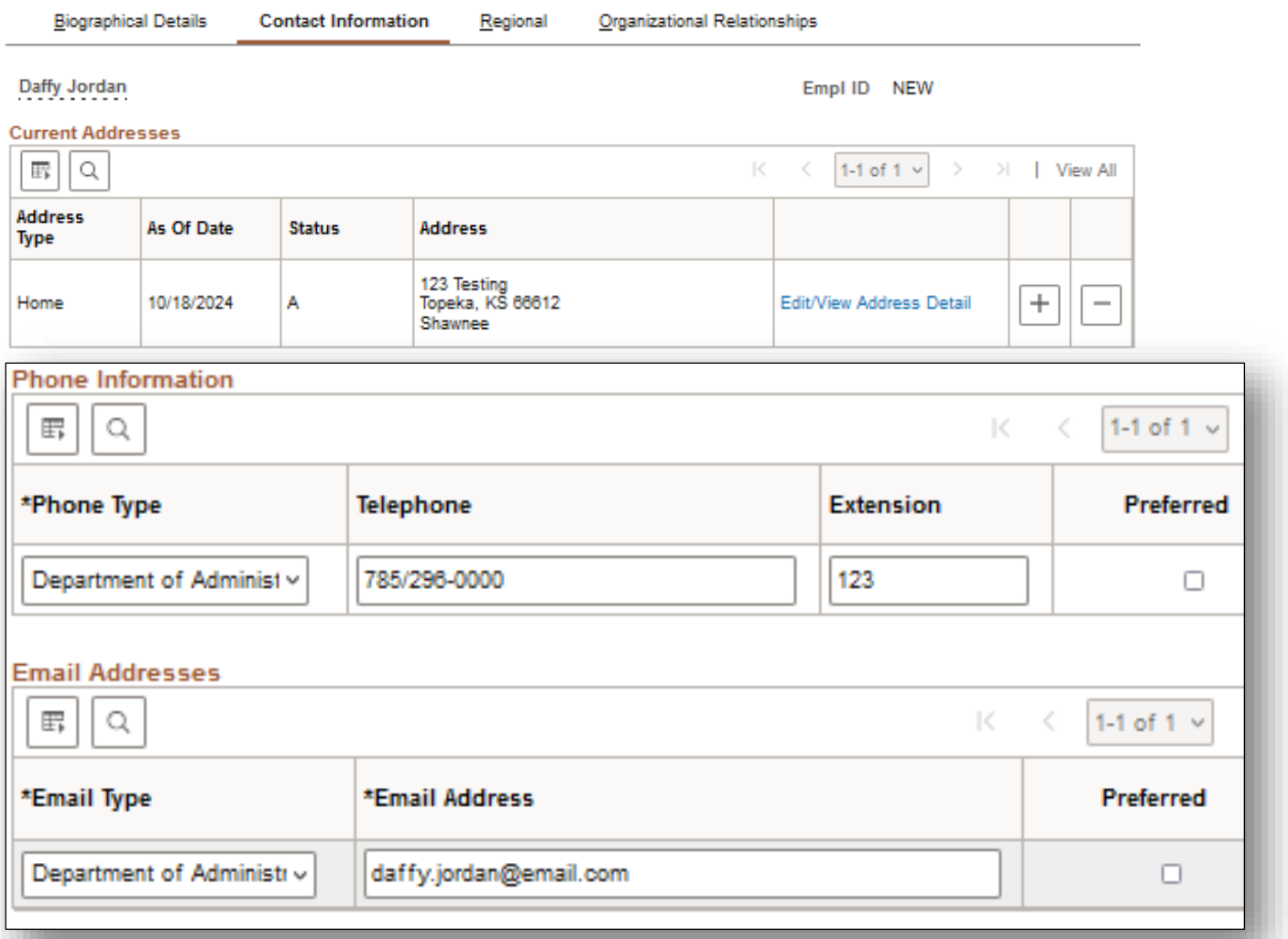


Add A Person / New To The State

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.

When entering the phone number, do not add formatting, SHARP will auto-format the number. For example, Daffy's phone number was entered as 7852960000. SHARP auto-formatted the number after tabbing out of the field. Enter the extension in the Extension field.

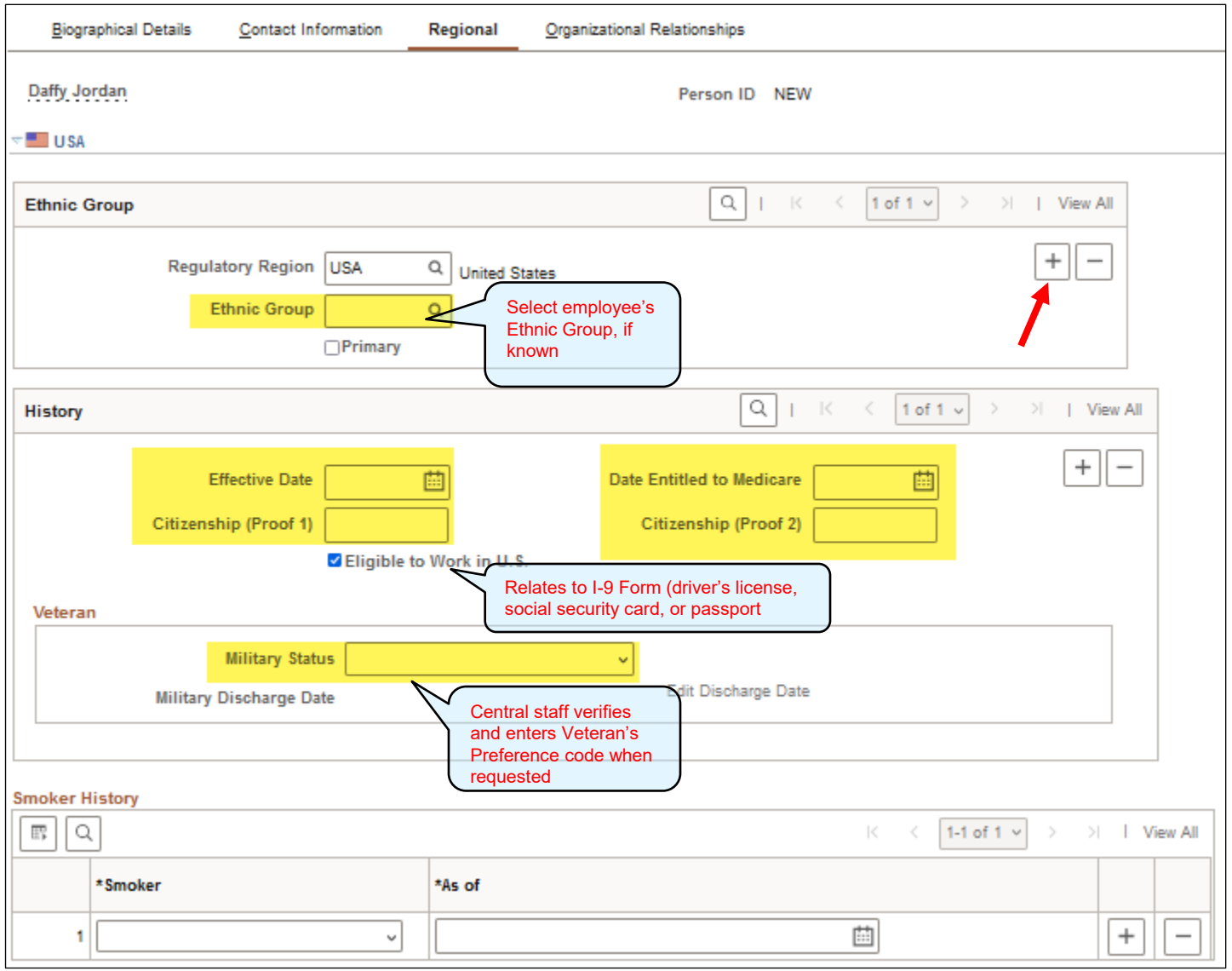
Enter the employee's email address along with your agency as the Email Type.



Add A Person / New To The State

Remember to click on the looking glass to see all of the options within each field.

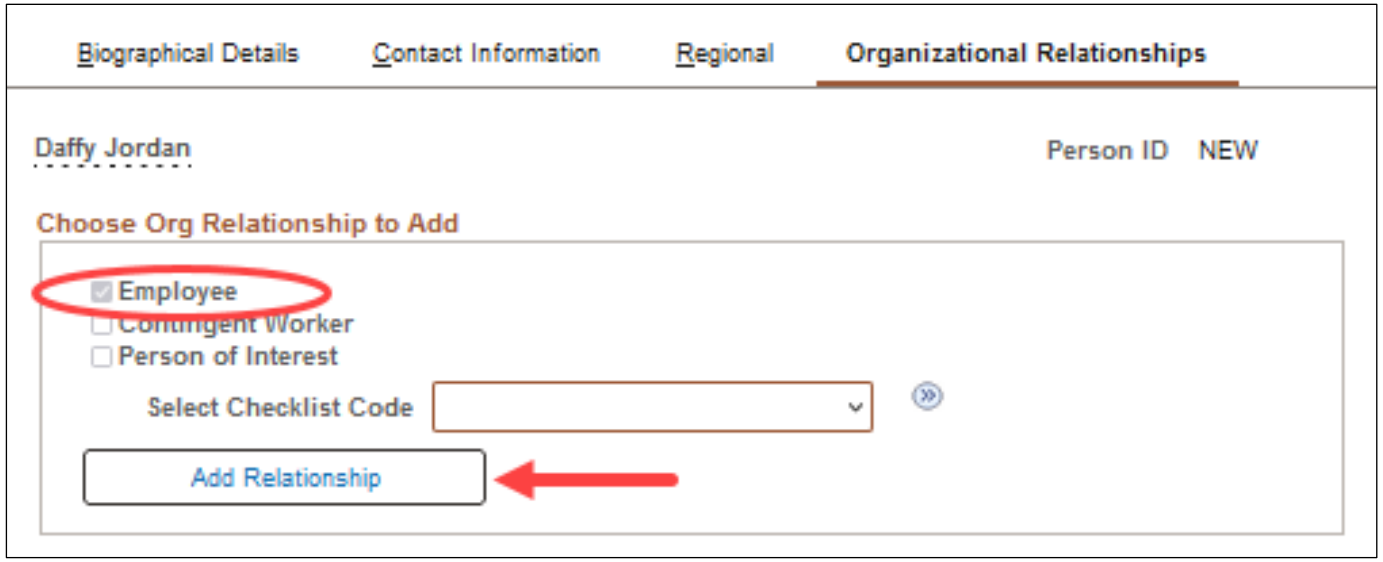
Multiple ethnicities can be entered by clicking the plus sign in the Ethnic Group section.



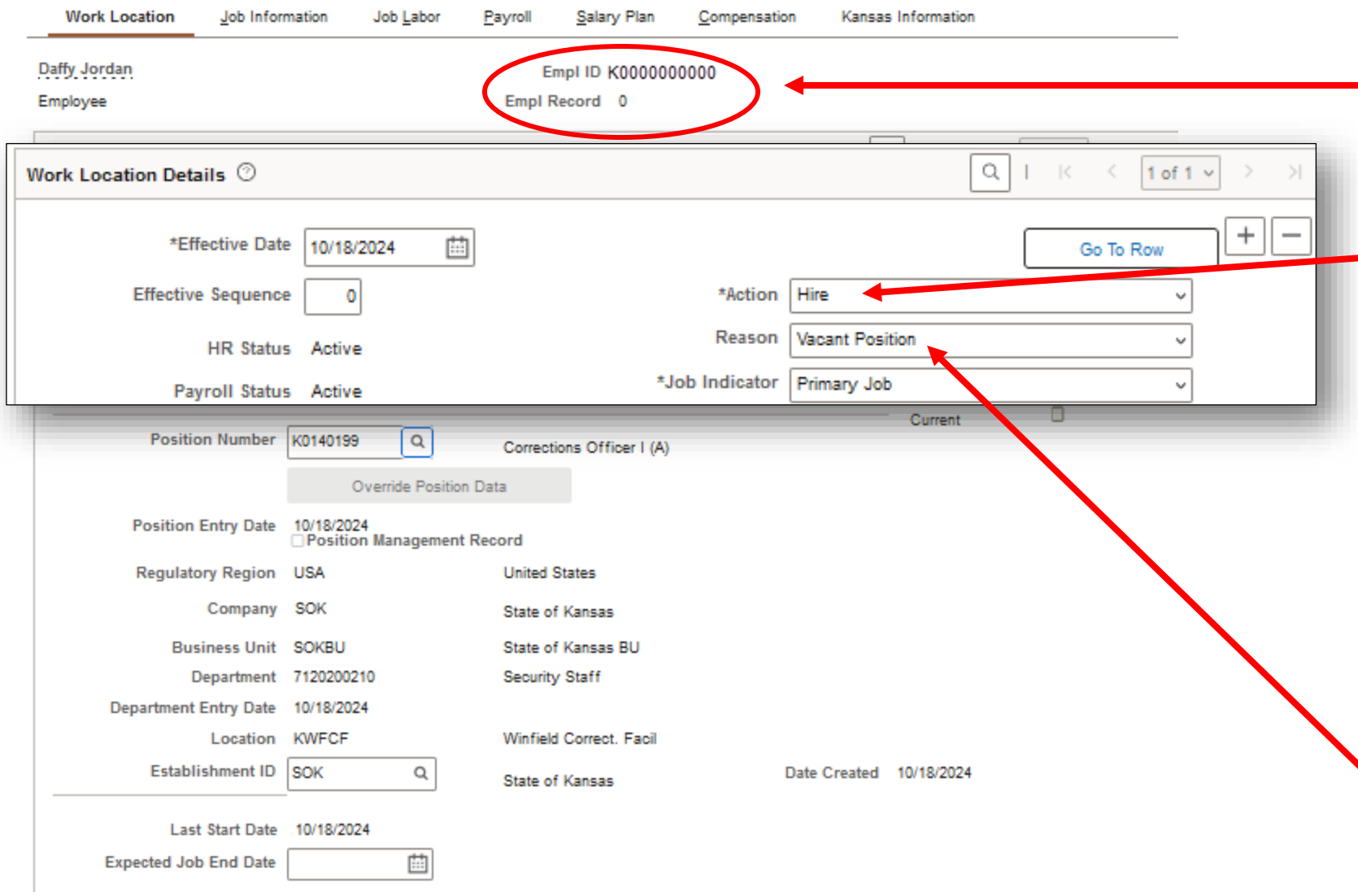
Add A Person / New To The State

'Employee' will default as relationship, do not change the selection. The Employee ID number will be created once you click 'Add Relationship' button to move to the Job Data pages to appoint the employee to their new position.

NOTE: Do not click the save button.



Add A Person / New To The State

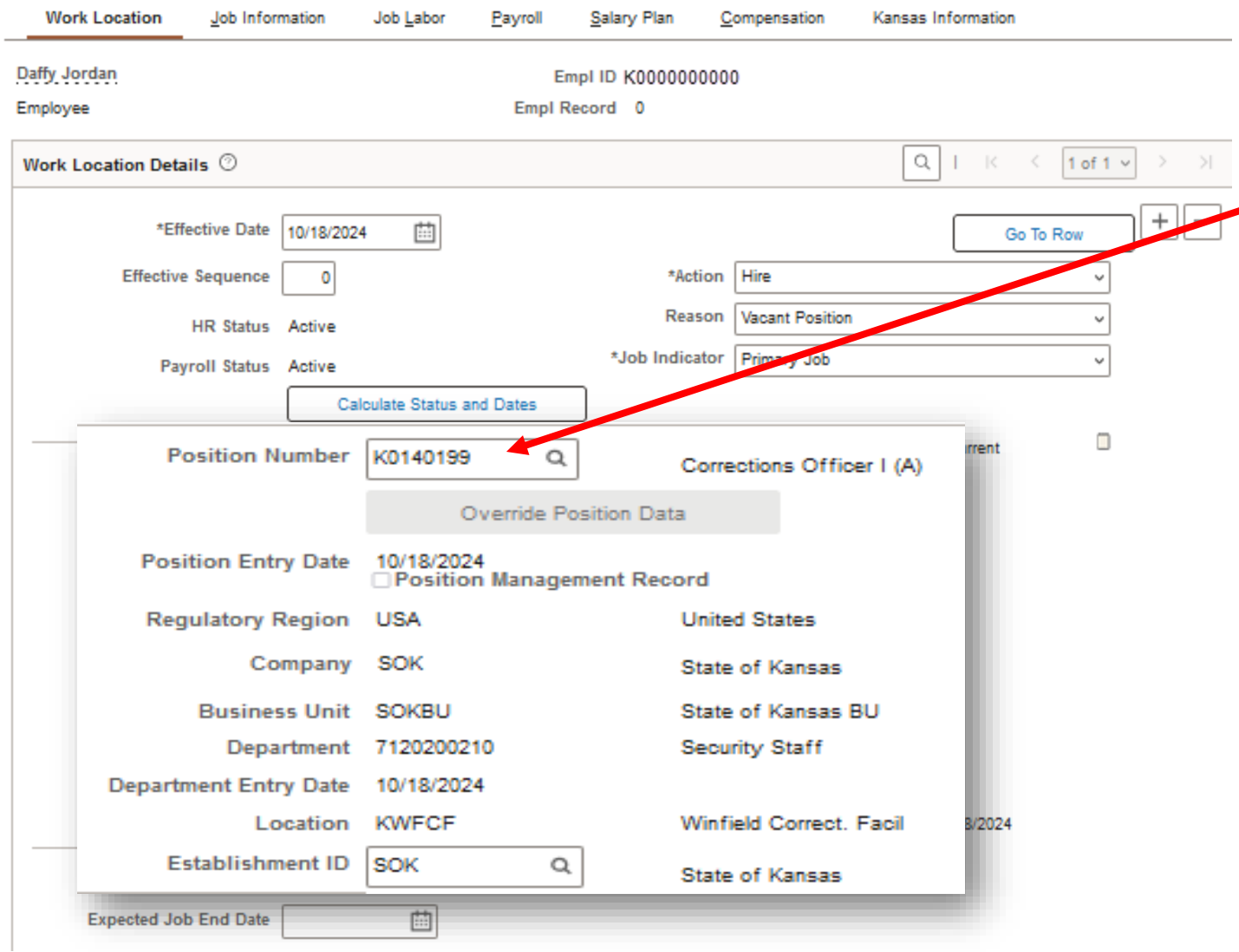


After clicking the 'Add Relationship' button, SHARP takes you right into Job Data and assigns an Employee ID number. The employee's name, ID, and Record # display. The action of 'Hire' defaults in.

The effective date of the Hire must be the same or greater than the effective date used to add the employee.

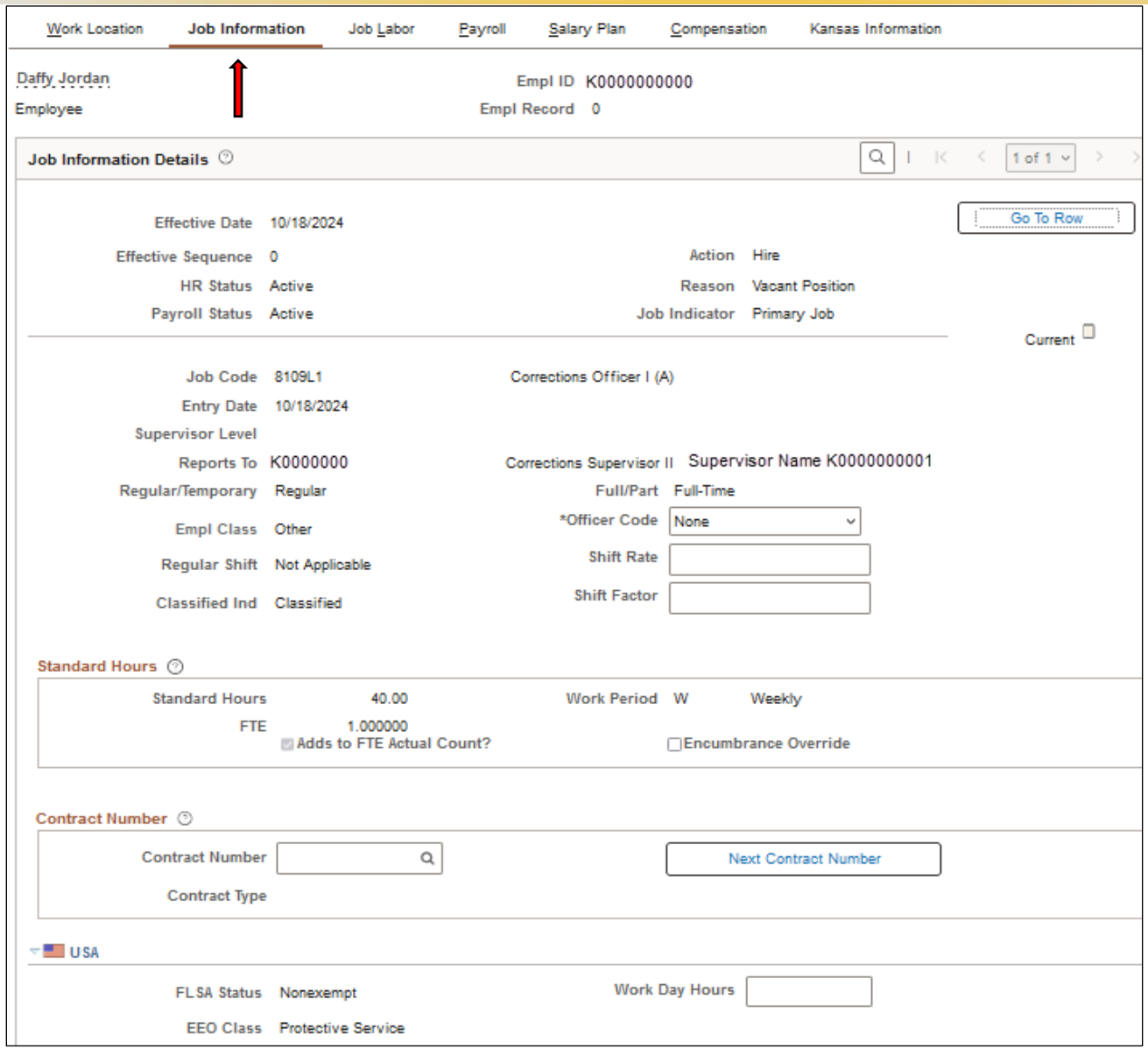
Select the appropriate Reason from the drop down list. The reason used is based on several factors. Be sure to review the SHARP Action/Reason User Guide for the appropriate Reason for this Hire action.

Add A Person / New To The State



Enter the position number. Department and Location data will default in from Position Data when you tab out of the Position Number field.

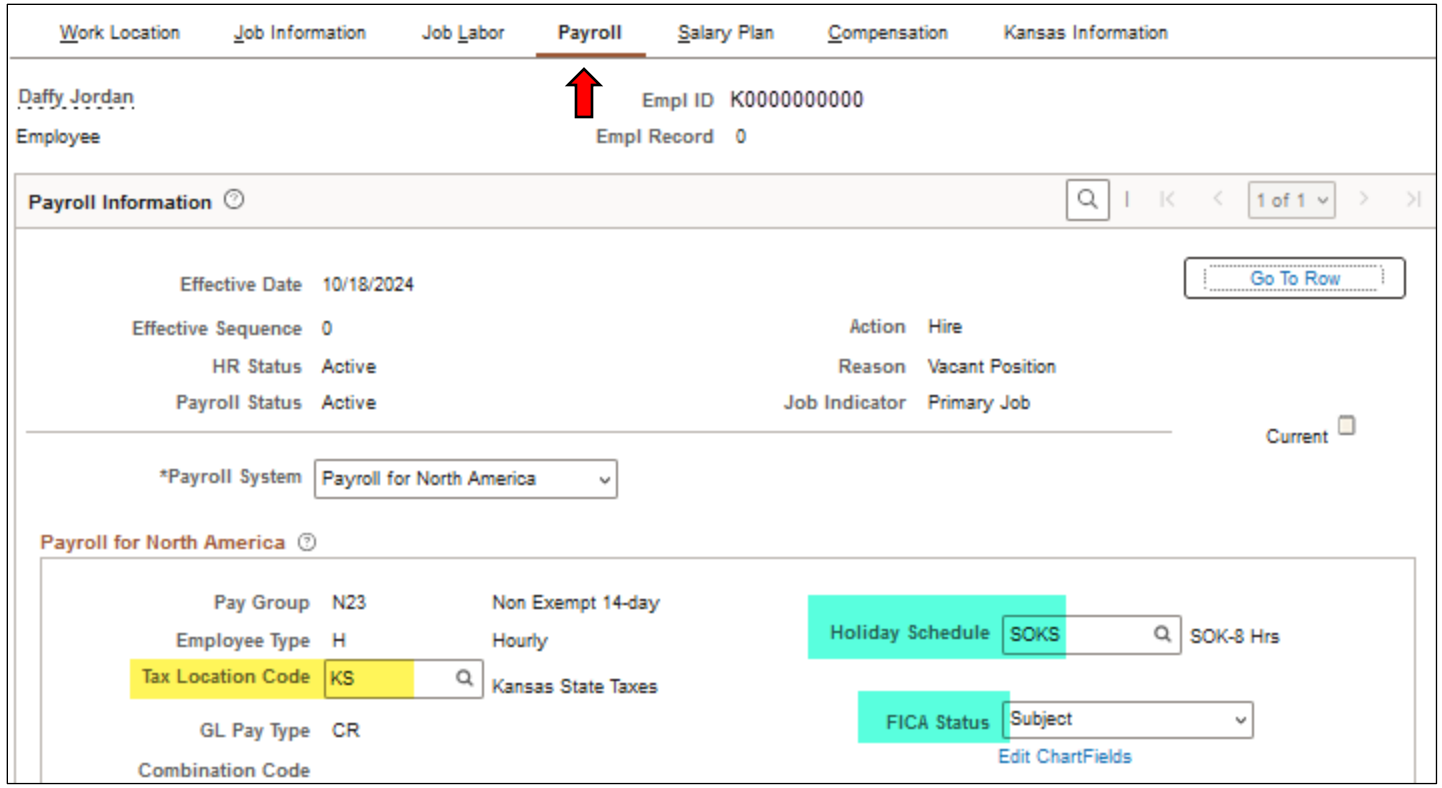
Add A Person / New To The State



Fields on the Job Information page default from Position Data.

Be sure to review everything to make sure the position is set up correctly.

Add A Person / New To The State



State of Kansas does not use the Job Labor page.

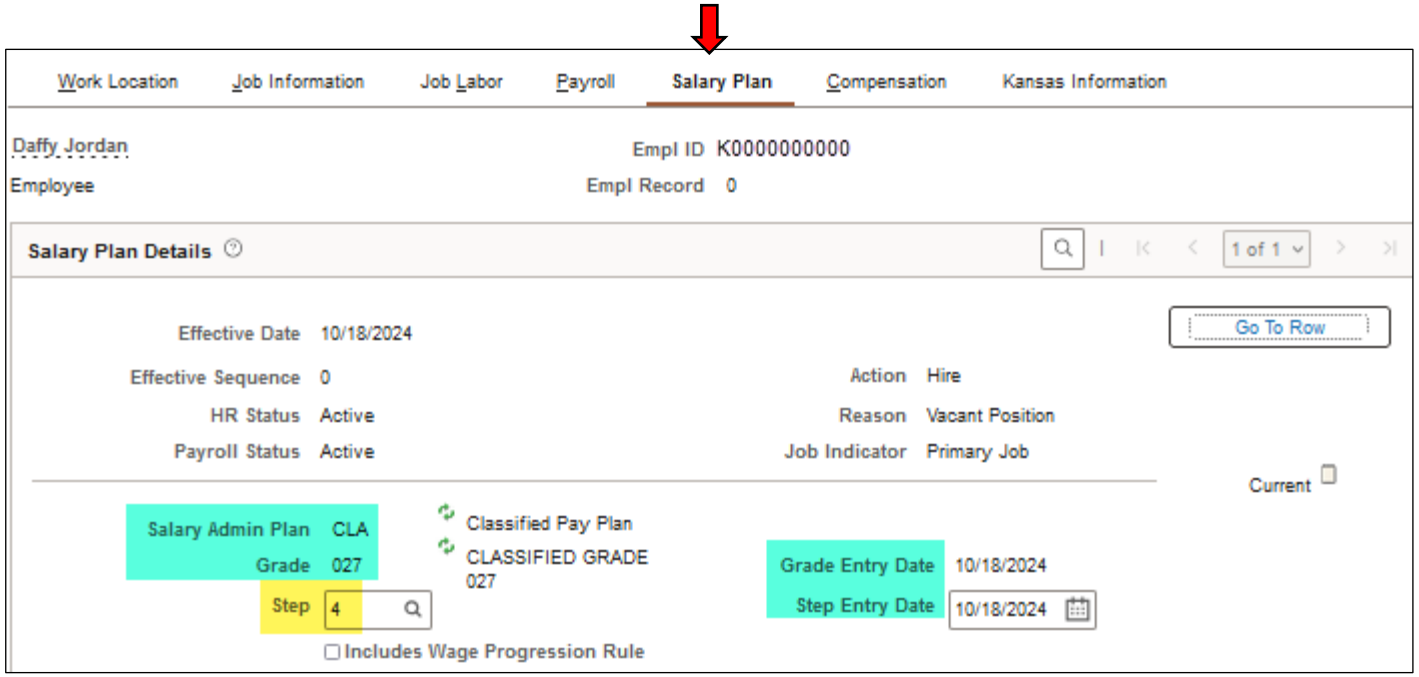
Select the Tax Location Code, which defaults in blank (state where the position is located; refer to Payroll Informational Circular 23-P-003 SHARP Employee Official Work Station), and update the Holiday schedule (if needed) which defaults in with SOKS.

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. Refer to Payroll Information Circular 25-P-003 Employing Foreign Nationals.

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.

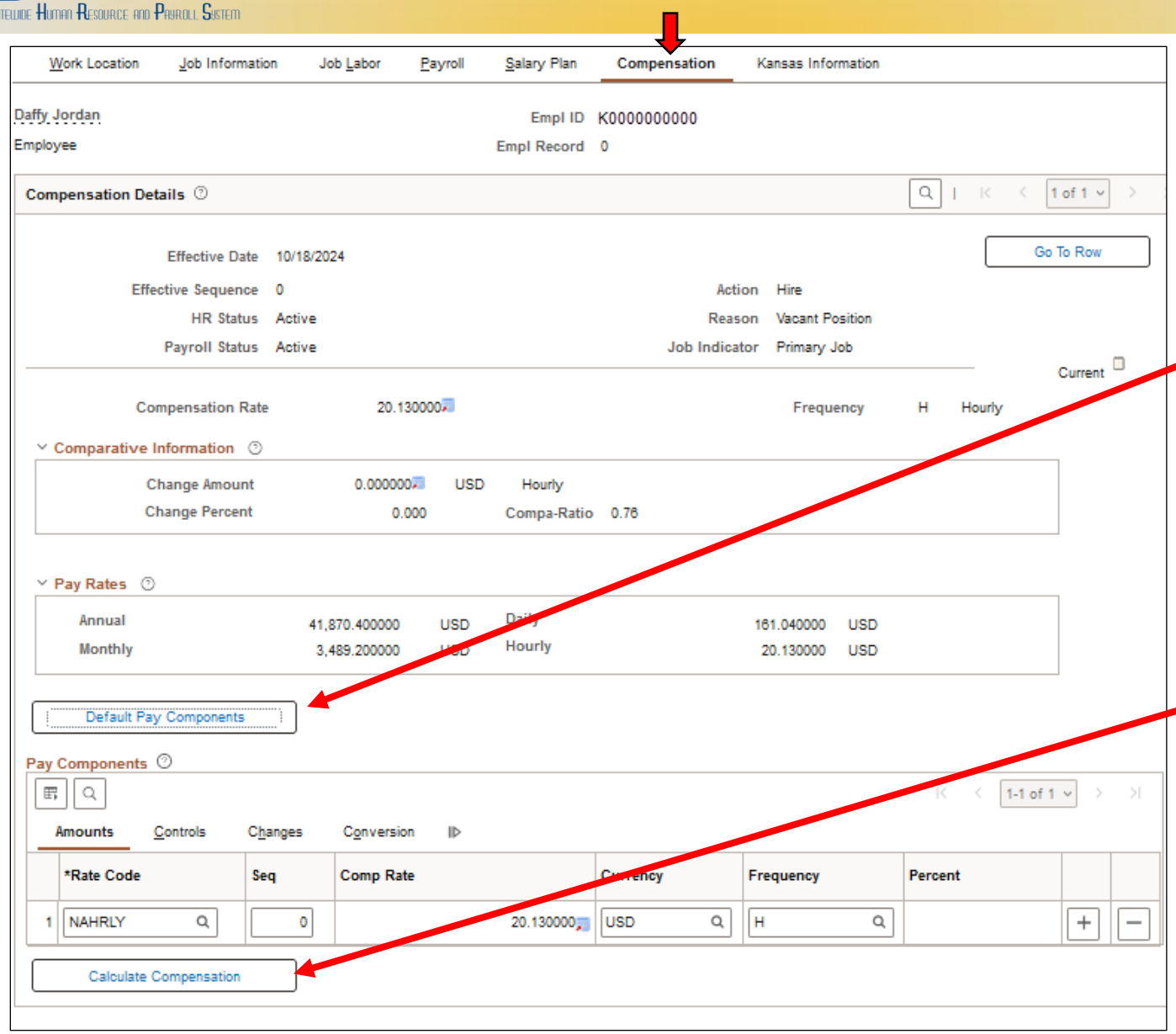
Please see Accounts and Reports Information Circular 05-P-025 for more information and a partial list of employees who are exempted.

Add A Person / New To The State



The **Salary Admin Plan and Grade** corresponding to the position's job code defaults in on the **Salary Plan page**. For classified employees, the **Step** defaults to 4. You can change the step if you are hiring the person above step 4 – be sure that you selected the correct Reason on the Work Location page if you appoint the employee at a higher step. The **Grade Entry Date** and **Step Entry Date** defaults as the date the employee first entered the Grade or Step.

Add A Person / New To The State



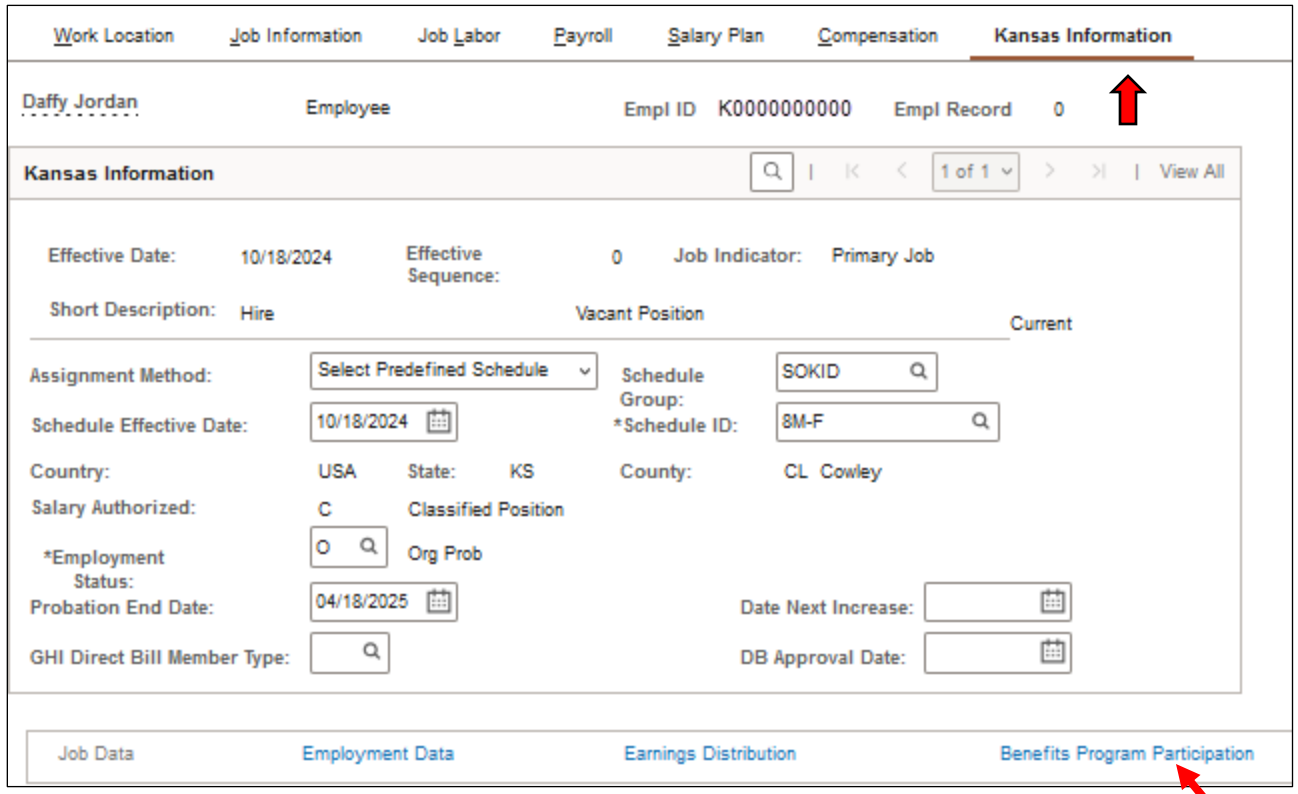
All of the compensation fields on the **Compensation** page will be blank.

For those positions tied to a pay matrix (salary plans CLA, WS, JDG, CWO), click on the **'Default Pay Components'** button to fill in the **Compensation Rate** and **pay rate fields** based on the Step entered on the Salary Plan page. The hourly comp rate for these plans must never be manually entered.

For employees whose pay is not tied to a pay matrix (such as Unclassified), **manually enter the hourly rate** in the Comp Rate field and click the **'Calculate Compensation'** button.

NOTE: The Rate Code is always 'NAHRLY'.

Add A Person / New To The State



Assignment Method defaults in as 'Select Predefined Schedule' and does not need to be updated. **Schedule Group** defaults in as SOKID and does not need to be updated.

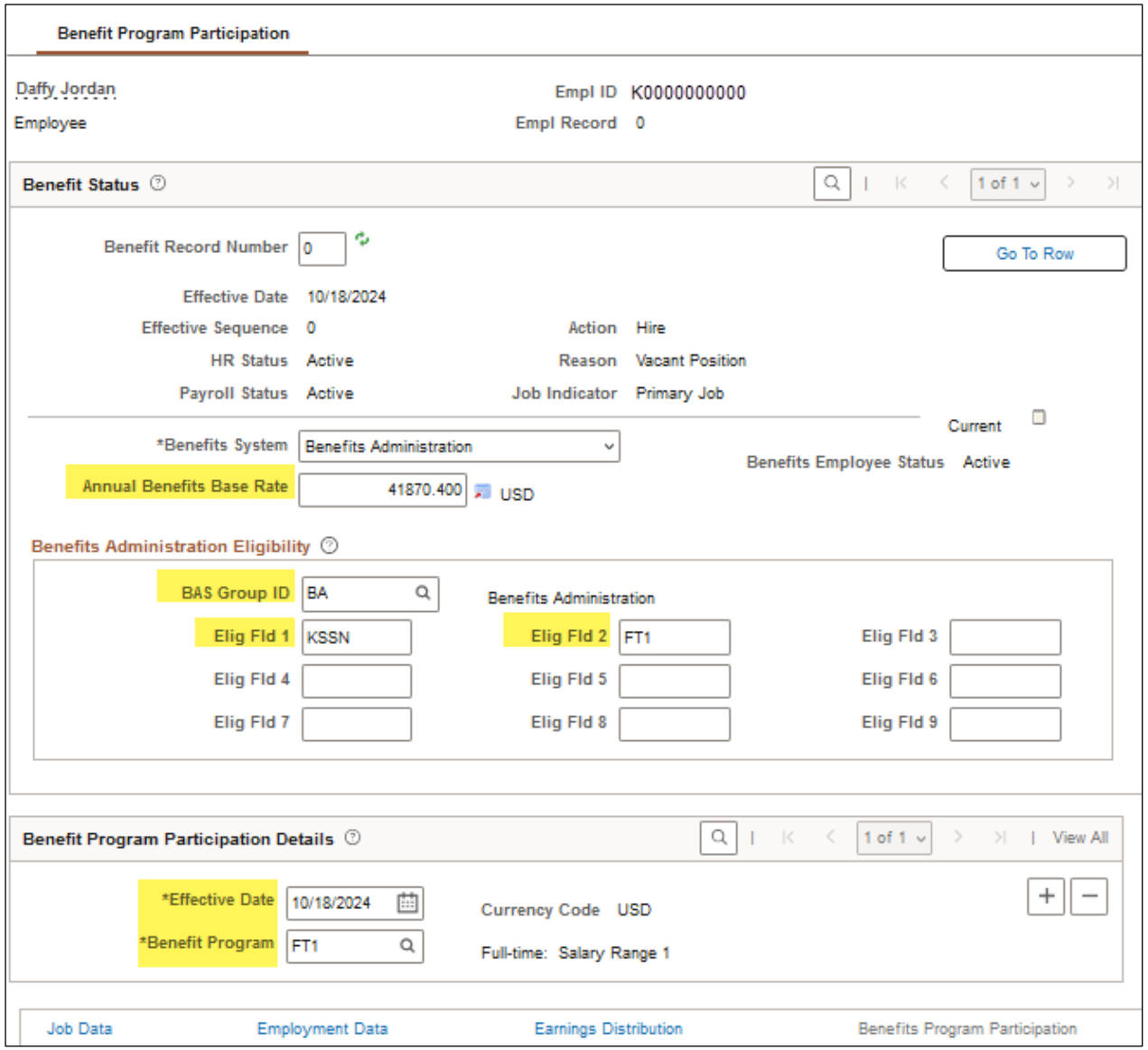
The **Schedule Effective Date** needs to be the same as the Hire date.

Enter the employee's **Work Schedule ID**, you can use the magnifying glass to search all available schedule IDs.

The **Employment Status** will default to 'Original Probation' for 6 months for newly hired employees to classified regular positions (KAR 1-7-3). For Unclassified positions, the Employment Status will default to 'N' for N/A with no probation end date.

Next: Click on the Benefit Program Participation link

Add A Person / New To The State



Annual Benefits Base Rate: Enter the amount, which is usually the same as the employee's Annual Rate. This field is used to calculate the employee's imputed income.

BAS Group ID: is always BA

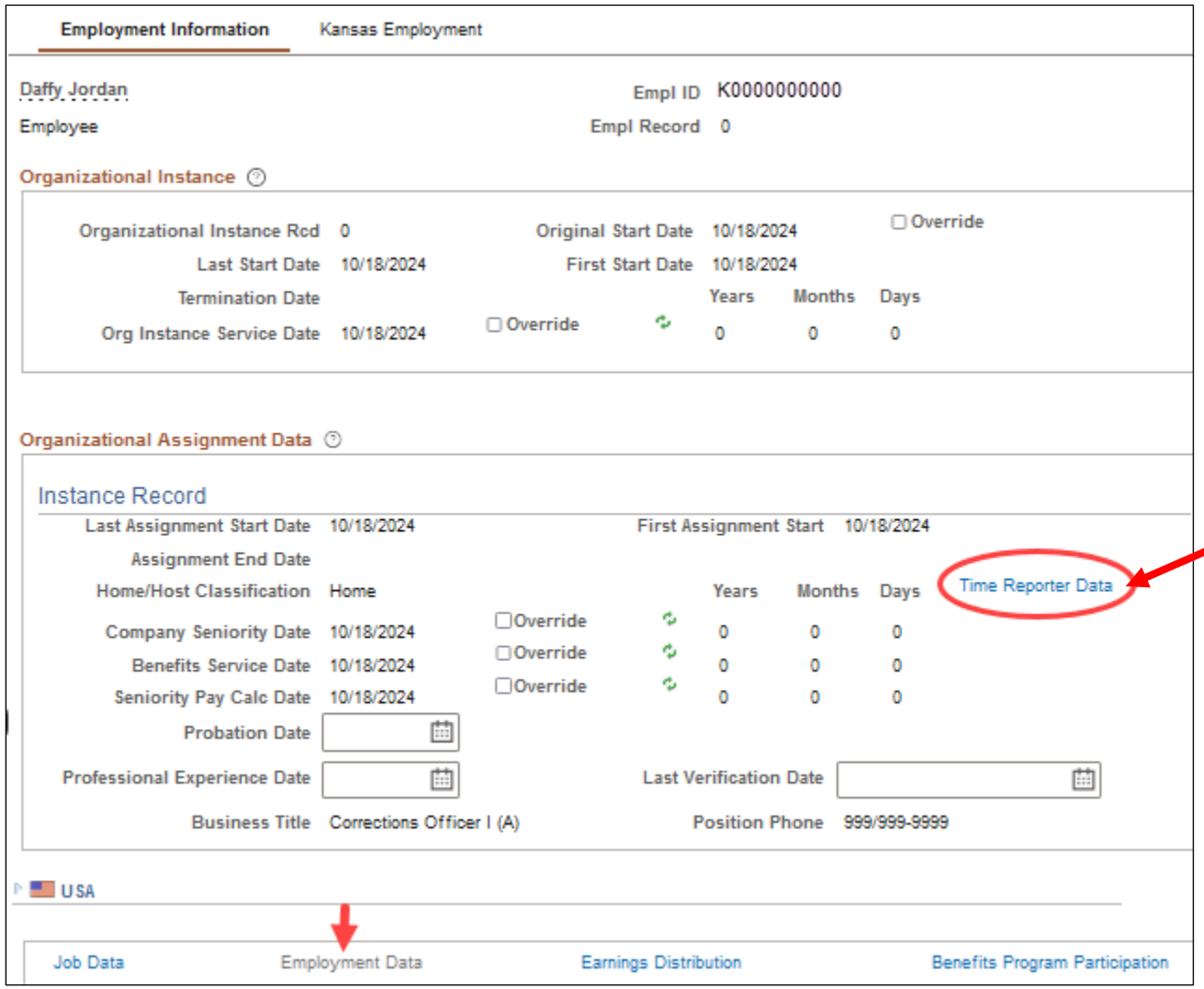
Elig Fld 1: Enter a 4-letter code related to the employee's home address (2-letter state abbreviation, 2-letter county abbreviation). For example, KSSN is Kansas, Shawnee County. For states other than KS, enter the state abbreviation and ZZ (All Other) for the county. For example, Texas would be TXZZ.

Elig Fld 2: Enter the employee's benefit administration code. GEN – not benefits eligible; FT1 – FTE .90 and above; PT1 – FTE is .50 to .89.

Benefit Program Participation Details
Effective Date: The effective date of the Hire.

Benefit Program: Same as the code used in Elig Fld 2.

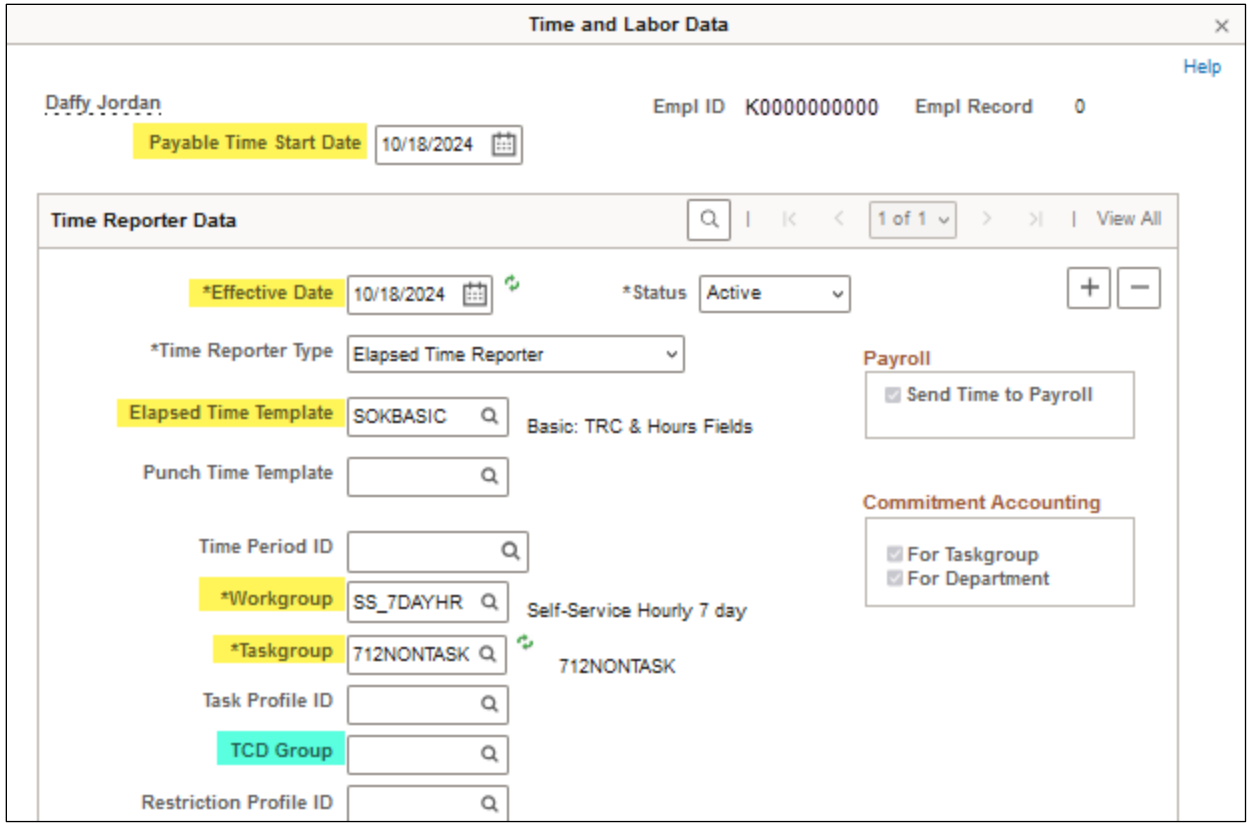
Add A Person / New To The State



Click on the Employment Data link which will take you to the 'Employment Information' page.

Click on the Time Reporter Data link.

Add A Person / New To The State



The **Payable Time Start Date must** match the Hire date.

The **Effective Date** must also match the Hire date and the Payable Time Start Date.

The **Time Reporter Type** defaults to 'Elapsed Time Reporter' and does not need to be updated.

Select the appropriate **Elapsed Time Template** based on your agency's needs.

Enter the appropriate **Workgroup**.

Enter the appropriate **TaskGroup**.

If your agency interfaces time from a custom time capture system to SHARP, enter the **TCD** (Time Control Device) **Group** for your agency, which is the 3-digit agency number + 00.

NOTE: Do not enter a Task Profile ID on this page. Doing so could cause any Task Profile ID entered on the timesheet to be overridden, causing time to be charged to incorrect funding.

Add A Person / New To The State

Press ‘OK’ when you are finished entering your data.



NOTE: If your session times out prior to you finishing entering your data and clicking the ‘OK’ button, the employee’s personal information and EEID will remain saved, but the agency will lose all the Job Data information. If that happens, the agency will not have access to finish hiring the EE since there is no departmental security (the EE was not attached to any certain agency through the hiring process) and will need to submit a request to sharp@ks.gov with all of the appointment information to have OPS enter the Hire in Job Data.