

## MEMORANDUM

**April 3, 2020**

**To: State Agency HR Contacts**

**From: Kraig Knowlton, Director of Personnel Services, Department of Administration**

**Subject: Office of Personnel Services Guidance**

Staffing in all agencies under the jurisdiction of the Governor will continue to operate on a reduced staffing plan for the upcoming pay period. All OPS staff will be teleworking, but it will still be necessary for certain staff members to report to work at different times during the pay period in order to complete specific tasks. Following are several reminders and points of clarification with respect to specific HR functions for you to consider while making plans for HR staff over the next two weeks.

- **OPS Office Hours/Schedule** – Official office hours will be limited to between 9:00 – 11:00 a.m. and 1:00 – 3:00 p.m. on Mondays, Wednesdays and Fridays. The main phone line will be forwarded to voice mail, which will be checked daily.
- **SHARP Availability** – The SHARP system will maintain normal hours, which are 7:00 a.m. – 6:00 p.m. Sunday through Friday, and 7:00 a.m. – 9:00 p.m. on Saturday except during weekends designated for Monthly Maintenance.

Please do not email SHARP team members directly for SHARP related corrections or entries. The SHARP inbox will be monitored, and action taken (as needed) on the afternoons of Monday, Tuesday, Wednesday and Friday.

- **Payroll** – Payroll should be processed as it would be during another pay period, and all applicable timelines and cutoffs remain in place. Staff performing such functions should be determined necessary in support of a PMEF for the time necessary to complete those tasks by the regular payroll cutoff deadline.

Employees who report time via ESS should continue to do so and agency HR staff will be responsible for entering and approving that information for all employees who do not report to work during the pay period or are otherwise unable to report their own time, as well as for approving payable time. OPS will only be performing these functions for those agencies for which OPS regularly processes payroll.

Please remember the new earnings code that was developed specifically for COVID-19. See the link to 20-P-031 at the bottom of the following page for more details: <https://www.admin.ks.gov/resources/informational-circulars/informational-circulars---payroll/fy2020---payroll-informational-circs>

- **Leave** – Leave should be recorded in accordance with Governor Kelly's memo dated April 2, 2020, which can be found at the following link: <https://admin.ks.gov/docs/default-source/coronavirus/operations-memo.pdf>. The guidance in this document includes part-time, non-benefits eligible temporary staff.

For the purposes of consistency and tracking, any employee who is not reporting to work, teleworking or using leave provided by the Families First Coronavirus Response Act (FFCRA) and is scheduled to be on pre-approved leave of any type during the pay period ending April 18, 2020 (sick, vacation, shared leave, etc.) should have such time entered as administrative leave for the pay period instead.

- **Recruitment** – Agencies may recruit for positions that are required to report for work or will be teleworking while the agency is operating on during the reduced staffing plan. Whenever possible, recruitment activities should be conducted remotely. This includes interviews, which may be conducted by phone or online communication service

such as Skype. If interviews must be conducted in person, they should be conducted with the minimum number of staff necessary and social distancing must be observed at all times.

- **Onboarding with limited staff** – Agencies may have employees begin employment with the agency during the pay period starting April 5, 2020. Whenever possible, onboarding activities should be conducted remotely. Agencies may email or mail the new employee sign-up documents to new employees and follow up via phone or online communication service to provide specific information or answer questions.

If remote activities are not possible, onboarding should be conducted with the minimum number of staff necessary. If group sessions must be conducted, they are not to exceed a total of 10 people – including staff – and social distancing must be observed at all times.

Questions regarding onboarding should be directed to Lois Ryan at [lois.ryan@ks.gov](mailto:lois.ryan@ks.gov).

- **Drug screens** – Drug Screens for applicants for Safety Sensitive positions will continue to be processed daily but should only be scheduled between the hours of 9:00 a.m. -11:00 a.m. and 2:00 p.m. – 4:00 p.m. Please continue to email both Sondra Albright and Danelle Harsin when scheduling drug screens and direct any questions to Danelle at (785) 296-4383.
- **SHARP Security Requests** – SHARP Security staff will monitor and process Security requests during the morning on Monday and Tuesday of payroll processing weeks and on Wednesday and Friday on the other week.
- **Veterans' Preference** – Staff will review Veterans Preference Requests and update applicant information in SHARP on Tuesday and Friday mornings.