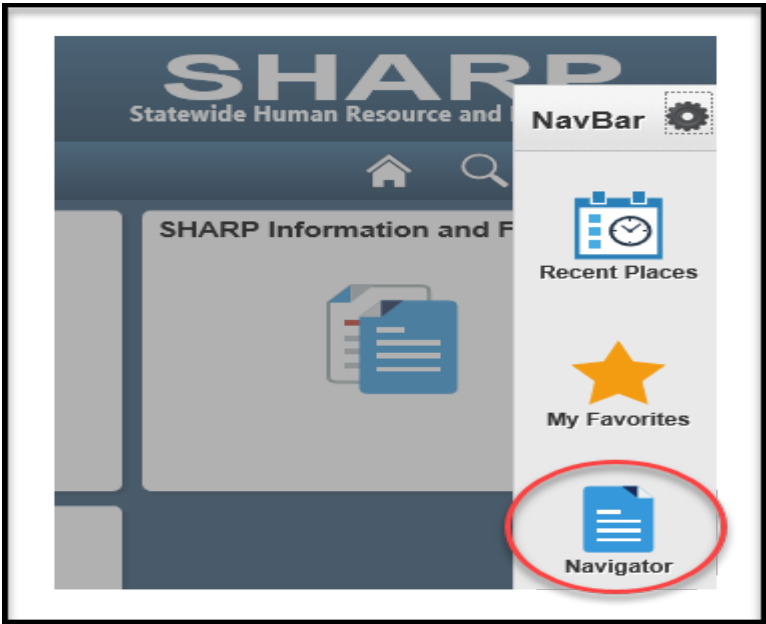
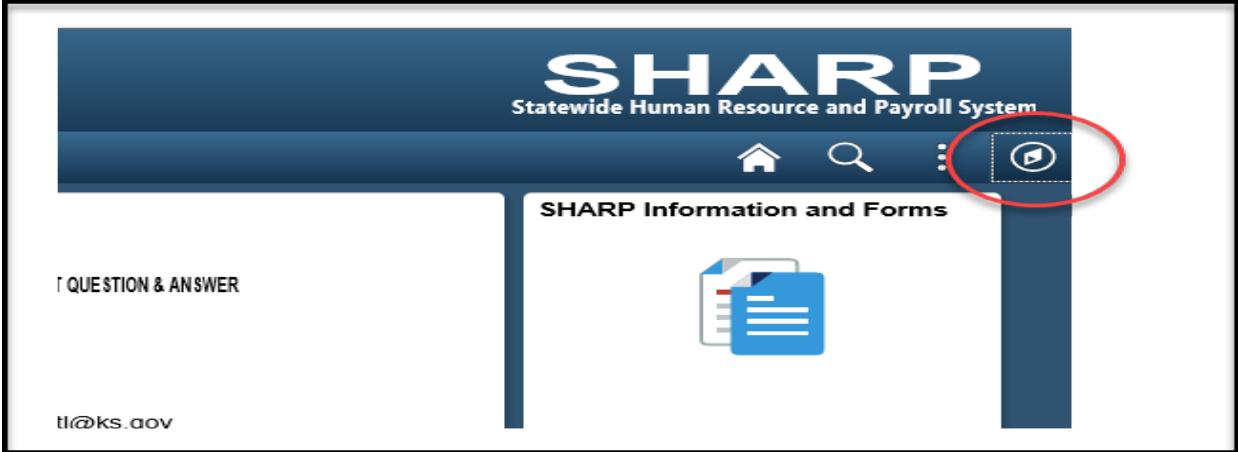
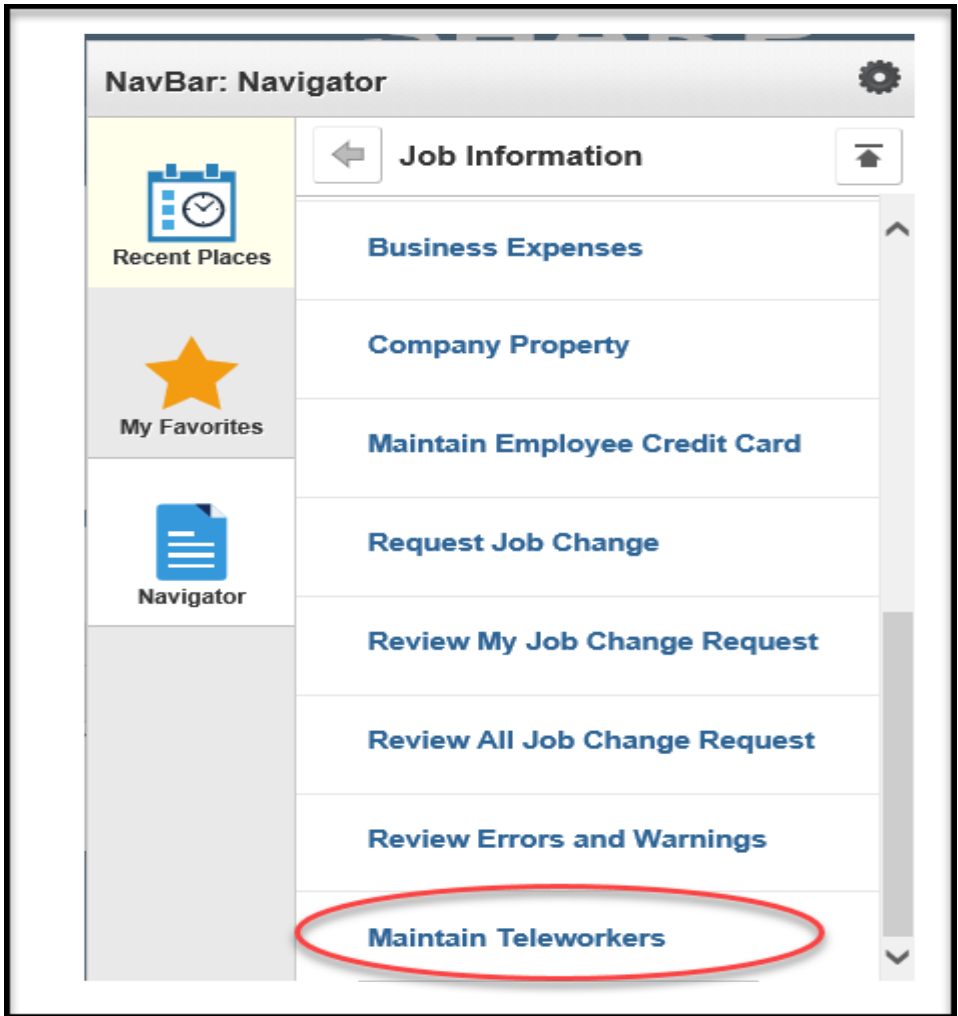
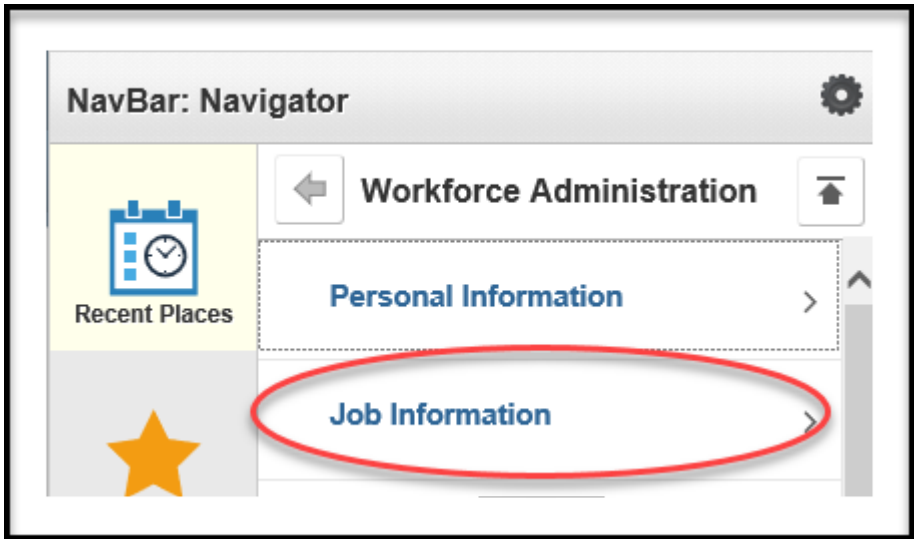


Procedures to Add/Maintain or Terminate Teleworker Information in SHARP

This page is only accessible through the Navigation Bar.

Workforce Administration > Job Information > Maintain Telework





PROCEDURES TO ADD A NEW TELEWORKER RECORD

Highlights identify fields to be entered or actions required.

The screenshot shows the top navigation bar with the Kansas logo and a 'Payroll' breadcrumb. The main title is 'Maintain Teleworkers'. Below the title, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted in yellow. Below these buttons, there is a search field for 'Empl ID' containing the text 'K0000' and a magnifying glass icon. Below the search field, there is a field for 'Empl Record' containing the number '0' and a magnifying glass icon. At the bottom left of this section, there is a green 'Add' button.

This section shows the 'Job Information' for a teleworker. At the top, there are three tabs: 'Telework Status' (highlighted in yellow), 'Location', and 'Agreement'. Below the tabs, there is a summary row: 'Employee', 'Empl ID', and 'Empl Record 0'. The 'Job Information' section contains the following details:

- Job Title: Official Court Reporter
- Position Title: Official Court Reporter
- Full/Part Time: Full-Time
- Regular/Temporary: Regular
- Job Eligible for Telework:
- Position Eligible for Telework:

This section shows the 'Telework Details' for a teleworker. At the top, there is a search bar and a 'View All' link. Below the search bar, there are two date pickers: '*Start Date' and 'End Date'. The '*Start Date' field is highlighted in yellow. Below the date pickers, there are two input fields: '*Recurring Days/Week' and '*Average Days/Month'. The '*Recurring Days/Week' and '*Average Days/Month' fields are highlighted in yellow. Below these fields, there is a section for 'Disability Arrangements' with three radio button options:

- Not Related to Disability
- Accommodates a permanent disability
- Accommodates a temporary disability

Red annotations are present in this section:

- 'Start date of the telework agreement. Does not have to be a pay period begin date.' (pointing to the *Start Date field)
- 'Recurring Days/Week and Average Days/Month are estimates. They do not have to be exact.' (pointing to the *Recurring Days/Week and *Average Days/Month fields)

Employee ID [REDACTED] Empl Record 0

Telework Data
1 of 1

Start Date 01/01/2020 End Date

Telework Location
1 of 1

Worksite **Home**

Country USA United States

Address Grain Valley, MO 64029
Jackson

Verify that this address is the correct telework address.

New Wind

Tina R St John Employee Empl ID K0000100657 Empl Record 0

Telework Location
1 of 1 View All

Start Date 01/01/2020 End Date

Equipment/Services Costs

No associated equipment/service costs incurred
 Organization provides/purchases all equipment/services
 Teleworker purchases all equipment/services
 Costs are shared or negotiated between organization and teleworker
 Other

For your tracking, you can utilize these features but they are not required.

Telework Agreement

Telework Agreement is in place
 Agreement Date [REDACTED]

Telework Agreement Status
1-1 of 1

*Status	*Status Date	Agreement Date		
1 Approved	[REDACTED]	[REDACTED]	+	-

Procedures to Terminate a Teleworker Agreement in SHARP

Note: For employees for whom multi-state tax withholding was required during the time of the telecommuting agreement, the termination of the agreement requires that all the steps below are completed to ensure time/tax reporting data is correct upon the return from telework.

Step 1: Inactivate the Telework Agreement through the Maintain Telework Page.

Maintain Teleworkers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ **Search Criteria**

Empl ID begins with []

Telework Status Location **Agreement**

Employee Empl ID Empl Record 0

Telework Location 1 of 1 View All

Start Date 08/09/2020 End Date

Equipment/Services Costs

- No associated equipment/service costs incurred
- Organization provides/purchases all equipment/services
- Teleworker purchases all equipment/services
- Costs are shared or negotiated between organization and teleworker
- Other

Telework Agreement

Telework Agreement is in place Agreement Date 08/09/2020

Telework Agreement Status

	*Status	*Status Date	Reason		
1	Approved	08/09/2020		+	-
2	Terminated By Manager	08/30/2020	Other	+	-

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Step 2: Update the employee Time Reporter Data, changing the Elapsed Time Template back to the typical template used by the agency.

SOKBASIC	Basic: TRC & Hours Fields
SOKDETAIL	Detailed Chartfield Fields
SOKTASK	Taskgroup/Task Profile No Req
SOKTASKREQ	Taskgroup/Task Profile Require

Step 3: Identify the required Employee Tax Data updates required by answering the following questions:

1. Was the employee working 100% in a state other than Kansas?
 - a. **Yes:** The employee must submit a new K-4 form (available in Employee Self Service)
 - i. Agency must enter a new effective dated row to Employee Tax Data, using the information from the new K-4 form
 - b. **No:** See #2
2. Did the employee split their hours between two states?
 - a. **Yes:** Agency must add a new effective dated row to Employee Tax Data and remove the state that is no longer needed. The employee is encouraged to review their state tax withholding form (i.e. K-4) and submit a new form if changes are needed.