

**INFORMATIONAL CIRCULAR NO.: 21-P-003**

**DATE:** September 18, 2020

**SUBJECT:** New Maintain Teleworkers Pages Added to SHARP

**EFFECTIVE DATE:** September 18, 2020

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**APPROVAL:**

**SUMMARY:** New Maintain Teleworkers Pages Added to SHARP to Assist in Tracking Teleworking Employees

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Informational Circular 21-P-001 issued August 10, 2020 provided guidance to agencies regarding the multi-state tax withholding setup required for individuals teleworking from a location outside of the state of Kansas. To assist agencies in tracking, managing and reporting information for employees who are teleworking on a regular basis, new 'Maintain Teleworkers' pages have been added to SHARP. The pages can be accessed using the navigation path Workforce Administration > Job Data > Maintain Telework. These pages will be added to navigation collections during a future upgrade.

To provide the data necessary to ensure accurate tax reporting, SHARP agencies are **required** to complete the Maintain Teleworkers pages in SHARP for any current or future employee teleworking outside of the state of Kansas. The data for current employees should be entered by Friday, October 2<sup>nd</sup>. Agencies are also responsible for updating the teleworking status when a teleworking employee returns to work full-time in Kansas or changes out-of-state teleworking locations so that the necessary updates to Employee Tax Data can be completed.

The use of the Maintain Teleworkers pages is **optional** for agencies as a tool to track information for employees teleworking from a location in the state of Kansas. In addition, the use of these pages is **optional** for Regent agencies as each regent is responsible for maintaining and reporting accurate tax data for regent employees.

Instructions for entering and maintaining teleworker data are attached to this circular and available at the payroll procedures website at [SHARP Telework Procedures](#).

JG:NTR