**3 New HR Reports Available in SHARP**

Office of Personnel Services has created 3 new reports available in SHARP located on the Workforce Administration Homepage > Workforce Reports tile. Users with 'HR' security roles will be able to access and run the reports, exporting them into Excel.

The **All Entrants By Agency** report lists all hired/rehired employees for the agency including any that promoted, demoted, or transferred in directly from a different agency. This report is available only to users with agency-wide SHARP security access, who will enter their 3-digit agency number followed by all zeros as well as date parameters.

The **All Separations By Agency** report lists all termed/retired employees for the agency including any that promoted, demoted, or transferred directly to a different agency. This report is available only to users with agency-wide SHARP security access, who will enter their 3-digit agency number followed by all zeros as well as date parameters.

The **Effective Dated Filled/Vacant** report lists detailed employee and position information for positions that were filled and detailed position information for positions that were vacant as of the specified report date. This report is available only to users with agency-wide SHARP security access, who will enter their 3-digit agency number followed by all zeros as well as the 'As of Date' of the report. This report replaces the Effective Dated Salary Info report. Due to the amount of data in the report, it may take a few minutes to run to completion.

Once the parameters have been entered and the report has run to completion, click the 'View Log/Trace' link. The user can choose from a PDF option or, if they want to export the data into Excel, a .CSV option. If choosing the .CSV option, click the .CSV link and Excel will remove leading zeros with an option to 'Convert' or 'Don't forget. If you do not want to lose the leading zeros, click the 'Don't Convert' option.

**TIP**: There is a setting in Excel to preserve the leading zeros. If your agency IT staff allow, in Excel, go to File, Options, and then Data. Under the Automatic Data Conversion section, unclick the 'Remove leading zeros and convert to a number' box.

Questions regarding this report can be sent to sharp@ks.gov.

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