SHARP Security Role Guide

Agency Security Contacts have access to the forms inside of SHARP to request these roles. To find out who your contact is, contact your agency HR office. If you are a Contact and have questions, contact alan.sharp@ks.gov . Security reserves 3-5 business days to process forms.

Agency Inquiry/View Only Roles

The roles below allow the user to view data and run reports in the system. Training is not required.

Agency Benefits Inquiry • View employee benefits records and dependent beneficiary data.	**Agency HR Inquiry** • View employee HR data records and run HR reports
Agency Payroll Inquiry • View payroll data, job data and accounting data for funding and position pools	**Agency Payroll Manager** • View payroll data, job data, online check, and additional reports (e.g. Year to Date Balances and Other Earnings Register)
Agency Position Inquiry • View position data records, FTE Table and run position reports	**Agency Recruitment Inquiry** • View recruitment records and run recruitment reports
Agency Time and Labor Inquiry • View employee timesheets	**Agency Training Inquiry** • View training records and run training reports
Agency Time and Labor KBI Field 1 • Maintain case numbers • This role may only be selected by employees of Kansas Bureau of Investigation	**[WF] Agency Payroll Administrator** • Workflow role that sends the employee email notifications from Payroll. • W-4 employee change requests.

Statewide Inquiry/View Only Roles

This role requires a separate User ID from all other access. Training is not required. Access is limited to a small number of people per agency.

Statewide View Only Role Access to view employee current job information and run the Employee Job Action History Report statewide.

Agency Update Roles

The roles below allow the user to add data, update data, and run reports in the system. Training is required. Prerequisite courses are listed for each role. Link: 9.2 Training & Resources Page (http://www.admin.ks.gov/offices/personnel-services/sharp/9-2-training-desk-aids)

Agency Benefits Administrator • Update information for employee retirement benefits and group term life eligibility. • View benefits records. • Run benefit reports. Prerequisite: Benefits	**Agency Commitment Accounting Specialist** • Set up Account Code, Dept Budget, & Position Pool Tables • Generate Dept FTE & FTE Rollup Reports Prerequisite: Commitment Accounting
Agency HR Administrator • Enter employee data changes including personal and job data • Hire applicants and employees. • Process unclassified merit, bonus pay, step increases and longevity bonuses. • Run HR reports. Prerequisite: Workforce Administration & Compensation	**Agency Payroll Specialist** • View and maintain payroll data • View position and job data • Run payroll reports • Access ESS Paychecks Prerequisite: Payroll

Agency Position Administrator

- Add positions and makes updates to position information
- View FTE Table
- Run Position reports.

Prerequisite: Position Management

Agency Recruiter

- Add job postings
- Maintain applicant's information
- Associate applicants
- Run Recruitment reports

Prerequisite: Recruitment

Agency Time and Labor Timekeeper

- Enter and adjust time for non self-service employees
- View Shared Leave
- Enter Pay Affecting Adjustments, Supplementals & Non-pay Affecting Adjustments for all employees (self-service and non-self-service)
- Generate TL Reports
- Approve reported time

Prerequisite: TL371 Time and Labor for Timekeepers

Agency Time and Labor HR

- Perform all functions available to the Agency Time & Labor Time Keeper role
- Enroll employees as Time Reporters
- Update Time Reporter information
- Approve payable time

Prerequisite:

- TL372 Time and Labor for HR Administration
- Workforce Administration & Compensation

Agency Time and Labor Interface HR

- Perform all functions available to the Agency Time and Labor HR role
- View and correct errors from Time Entry interface (INF42)
- Update the data loaded via interface

Prerequisite:

- TL372 Time and Labor for HR Admin
- Workforce Administration & Compensation

Agency Time and Labor Task Reporter

- Enter and maintain Task Groups and Task Profiles
- Enter Paid Time Adjustments

Prerequisite: TL373 Time and Labor for Finance Maintenance

Agency Training Administrator

- Set up new courses and sessions
- Enroll students
- Enters student training
- Run Training reports

Prerequisite: Training

Regents Roles

These roles are limited to Regents Institutions only. The roles below allow the user to view or add/update data, and run reports in the system. Training is required so the prerequisite courses are listed for each role.

Regents HR Administrator • Access to this role is limited to selected Regents HR/Payroll employees. • Ability to update employee and position data due to errors associated with the Regents Management Reporting Interface. Prerequisite: Workforce Administration & Compensation	**Regents Payroll Administrator** • View Payroll Balances • View All to employee payroll data, Year to Date Balances Report • View Payroll Process tables and Payroll Tax Tables. Prerequisite: Payroll
Regents Payroll Tax Specialist • View Payroll Balances • View All to employee payroll tax data, Year to Date Balances Report • View Define Payroll Tax Tables. Prerequisite: Payroll	**Regents Payroll Savings Bond Specialist** • View Payroll Balances and the Savings Bond Log Edit Prerequisite: Payroll
Regents Payroll Inquiry • View Maintain Payroll Data Inquire and Use bars and ability to run Report Year To Date Balances. • View Define Payroll Process and Define Payroll Taxes. Prerequisite: None	

Roles not listed here can be requested by typing the Role Name in the Notes section of the form.

Updated: 2/1/2021 AKS