******State of Kansas**

**Taskgroups**

***Statewide Human Resource and Payroll System***

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| **Date Created** | 1/6/2022 |
| **Version** | 1.0 |
| **Security** | * SHARP

Role: Agency Time and Labor Task Reporter |
| **Purpose** | To create or modify taskgroups. A taskgroup is a group of task profiles that will be available on an employee timesheet for an employee to report time to.  |
| **Navigation** | SHARP > Time and Labor Homepage > Time and Labor Funding |
| **1.** | Select Taskgroup |  |
|  |  |  |
| **2a.** | **Adding a New Taskgroup**Add a New Value**Taskgroup:** 10 character field- must start with the 3-digit agency numberAdd |  |
| **3a.** | **Effective Date:** MUST be a pay period begin date. (If this is not a pay period begin date, employees may not be able to view the taskgroup details on their timesheet until the following period.)**Description:** 30 character field**Task Template ID:** SOKDETAIL**Elapsed:** See Chart to the right – select from values available**Punch:** PSPCH\_NONE**Status:** Will default to Active**Commitment Accounting box must be checked ON** |  |
| **4a.** | Under the **Valid Task Profile section**, enter each task profile that should be included in this group.To add more than one task profile to the group, select + to add a new line for a new task profileEach taskgroup requires ONE default profile. Make sure to select a default prior to saving.Save |  |
|  | Taskgroup is ready to use. |
|  |  |
| **2b.** | **Update an Existing Taskgroup**Find an Existing Value**Taskgroup:** Enter the Taskgroup that is being updatedSearch |  |
| **3b.** | Add (+) a new Effective Dated Row**Effective Date:** Pay Period begin date (If this is not a pay period begin date, employees may not be able to view the taskgroup details on their timesheet until the following period.) |  |
| **4b.** | Under the Valid Task Profiles section:Add (+) a new row, select the Task Profile ID that needs to be addedSaveOn the row that corresponds to the profile that needs to be removed from the group, select the drop down under Status and select Inactive.Save | **Adding a Profile to the Group:****Removing a Profile from a Group:** |
|  | END OF PROCESS |