******State of Kansas**

**Taskgroup Details WorkCenter Query**

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

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| **Date Created** | | 11/1/2022 |
| **Date Updated** | |  |
| **Security** | | * SHARP   KS\_HR\_WORKCENTER\_USER  KS\_PAYROLL\_WORKCENTER\_USER  KS\_TL\_WORKCENTER\_USER |
| **Purpose** | | Review the Task Profiles attached to each Taskgroup. |
| **Navigation** | | **SHARP > Payroll Homepage > U.S. Payroll WorkCenter > Payroll Queries > Taskgroup Details** |
|  | | |
| **1.** | Click on the Taskgroup Details Query Name  Enter three digit agency number. Select View Results. |  |
| **2.** | Download Results to Excel |  |