

SHARP Maintain Bonus Pay Page Instructions August 13, 2025

The 2025 Legislature made several changes to the State of Kansas Employee Award and Recognition Program authorized by K.S.A. 75-37,105 during the session this year. While that statute was not amended, proviso language included in Senate Bill 125 authorized several changes to the current provisions of the program which will be in effect only for Fiscal Year (FY) 2026.

The following information is designed to assist SHARP Users in entering the three new non-discretionary bonus types for hiring, recruitment and retention.

Agencies will use the Maintain Bonus Pay page to enter the following bonus earnings codes for eligible employees:

BOS: Hiring Bonus

BOR: Recruitment Bonus

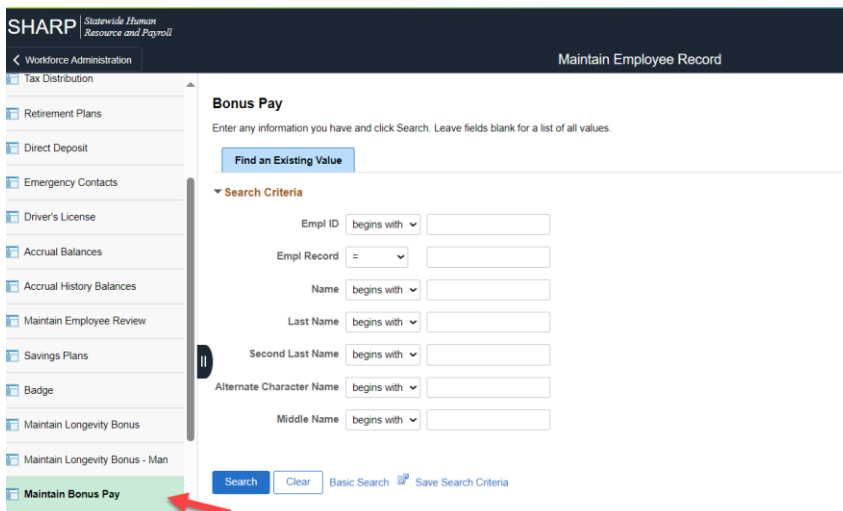
RET: Retention Bonus

What is the significance of entering the bonus on the Maintain Bonus Pay panel?

- It provides an automatic calculation of any overtime differential that may be due to the employee receiving the bonus.
- It serves as a historical record.

How do I access the Maintain Bonus Pay page?

- Select the Workforce Administration menu from the drop-down menu list.
- Click on the Maintain Employee Record tile.
- Select 'Maintain Bonus Pay' from the left-hand navigation.
- The following security roles have access to this page: Agency HR Admin and Agency HR Inquiry



How do I enter the bonus?

- If the first row on the panel has a date only, leave that date and tab to the Erncd field and enter the bonus earnings code.

Bonus Pay

Empl ID: _____ Empl Record: 0 [Add Row](#)

Pay End Date	*Erncd	Bonus Amount	Months Prior for OT Calc	Processed?
07/06/2024	BOR	500.000	12	<input type="checkbox"/>

[Save](#) [Return to Search](#) [Notify](#)

- If the panel has a prior period bonus row, click on the Add Row push button to open a new data entry row.
- Tab to the Bonus Amount field and enter the bonus amount. Enter the Months Prior for OT Calc if it is not grayed out. The value should always be '12'.
- Do not click on Processed?. An "X" should not display at this time.
- Save the panel.
- Do **not** add these earnings codes to the employee's timesheet. The system will automatically calculate any overtime differential due and put it on the employee's timesheet as well as the Bonus code and amount.

Bonus Pay

Empl ID: G000t Ch all Empl Record: 0 [Add Row](#)

Pay End Date	*Erncd	Bonus Amount	Months Prior for OT Calc	Processed?
06/22/2024	BOS	1000.000	12	<input checked="" type="checkbox"/>
07/06/2024				<input type="checkbox"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

When does the bonus earnings code and the overtime differential due earnings code (if applicable) default into the employee's timesheet?

- The morning after the
Preliminary-calculation,
Final pay calculation, or
Off cycle nights (whichever is first following the bonus pay panel entry).

Can I enter a bonus for a future date as well as current pay period date?

- Use the pay period end date that defaults.
- It is permissible to future date a pay period end date.
If the date is future dated, it will not automatically create a new timesheet at that time. The timesheet will be created on the first Sunday of the pay period.
The earnings code will default into the future dated timesheet on Day 2 of the Payroll Processing Schedule.