

Instructions for SHARP Agency Security Selection

- 1) Read the CBT which corresponds to the panels you need to access.*
- 2) **Complete the corresponding CBT Test(s)** in the Training Database.
- 3) Complete the top portion of the security form including your Full Name, Agency Name, Work Address, Phone Number, Email, SSN and Employee ID.
- 4) Circle the items on this form, which correspond to the CBT tests you are submitting.
All agencies may select from the non-shaded areas containing an "A".
Additionally, Regents agencies may select from the lightly shaded areas containing a "C".
NOTE: Tests are not required for Display ONLY access.
- 5) List the Department IDs that will be accessed. Department ID should be listed at the highest level you need. For example, a user in HR office for an agency will probably be at the 3-digit level (XXX0000000) while a timekeeper for a division or section may be at the 5-digit level (XXXXX000000). NOTE: Statewide Security is not available using this form. Please refer to the SHARP Statewide Security Selection Form for information regarding statewide access.
- 6) Obtain the signature of your Agency SHARP Security Administrator.
NOTE: Corrections, JJA and SRS umbrella agencies should send security requests through their *Central* HR Offices.
- 7) Collate this SHARP Security Form AND your CBT.
NOTE: If CBT tests are submitted separately, please include a new security form circling only the new items that you wish to add. CBTs submitted without security forms will be held until the corresponding security form is received.
- 8) Mail to:

**Kristine Scott
Department of Administration, DPS
Landon State Office Building, Room 951-S
Topeka, KS 66612.**

- 9) Allow 3 business days for processing.
- 10) Receive feedback on your CBT via phone call or E-mail.
- 11) Receive your Operator ID and password via email or phone call.
- 12) Inquiries regarding your Security access can be directed to Kristine Scott at 785-296-2626 or Kristine.scott@state.ks.us Please note that your SHARP Security Administrator must approve changes to your security access. "Fixes" to access that has already been approved may be sent directly to Kristine Scott via phone or email.
- 13) Please complete a form to delete access when you leave an agency or your job duties change and you no longer need access to SHARP.

* Use Attachment 3 in the Introduction to SHARP CBT, "SHARP Panels Subject Index," to assess which panels will best meet your needs. Furthermore, Introduction to SHARP Computer Based Training module, "Test Activities/Security Signon" chapter explains in detail about SHARP Security and CBT tests. Please read this now if you have not already done so.

SHARP Agency Security Selection

Operator ID: _____ Work Phone: _____ Security Action Requested: (check one)
 New User() Update() Remove()

Agency Number: _____ Agency Name: _____

Employee Name: _____
 (First) (MI) (Last)

Work Address: _____ Email Address: _____

Employee SSN: _____ - _____ - _____ Employee ID: _____

| Set up | Display ONLY | Use Display Add Update | Use Correct | Process | Reports | |
|--------|--------------|------------------------|-------------|---------|---------|---|
| D | A | A | C | X | A | Manage Positions |
| A | A | A | C | X | A | Define Budget/Encumbrance (US) |
| X | X | X | X | X | X | Manage Human Resources (US) central tables |
| D | A | D | X | X | X | <i>County Table</i> |
| D | A | D | D | X | X | <i>Department Table</i> |
| D | A | D | D | X | X | <i>Job Code Table</i> |
| D | A | D | D | X | X | <i>Location Table</i> |
| D | A | D | D | X | X | <i>Pay Group Table</i> |
| D | A | D | D | X | X | <i>PERB Unit Table</i> |
| D | A | D | D | X | X | <i>Department Group Table</i> |
| D | A | D | D | X | X | <i>Geographic Region County Table</i> |
| D | A | A | D | X | X | <i>Page Break Level by Agency</i> |
| D | A | A | C | X | A | Recruit Workforce (US) |
| D | A | A | C | X | A | <i>Applicant Hire/Personal Data</i> |
| D | A | A | C | X | A | <i>Job Requisition Data</i> |
| A | A | A | C | X | X | <i>Job Requirements</i> |
| D | A | A | C | X | A | Administer Workforce (US) |
| D | A | A | C | X | A | Time & Leave |
| D | A | D | X | X | X | <i>Work Schedule Table/Holiday Schedule</i> |
| A | A | A | C | X | X | Administer Training |
| D | A | X | X | X | A | Plan Salaries (GBL) |
| D | A | A | C | X | X | <i>Employee Review</i> |
| D | A | X | A | D | X | <i>Salary Plan Dept/Employee</i> |
| D | A | A | C | D | X | <i>Pay Increase/Longevity Bonus</i> |
| D | A | D | D | X | X | <i>Salary Grade Table</i> |
| | | | | | | |

| Set up | Display ONLY | Use Display Add Update | Use Correct | Process | Reports | |
|--------|--------------|------------------------|-------------|---------|---------|-------------------------------------|
| D | A | D | D | X | X | Administer Base Benefits |
| D | A | D | D | X | X | <i>FSA Benefits</i> |
| D | A | D | D | X | X | <i>Health Benefits</i> |
| D | A | D | D | X | X | <i>Life and AD/D Benefits</i> |
| D | A | A | D | X | X | <i>Retirement Plans</i> |
| D | A | D | D | X | X | <i>Savings Plans</i> |
| D | A | A | D | X | X | <i>Dependent/Beneficiary</i> |
| D | A | D | D | X | X | <i>Shared Leave Requests</i> |
| D | A | A | D | X | X | <i>Benefit Deduction Override</i> |
| X | A | D | C | X | A | Maintain Payroll Data (US) |
| X | A | A | C | X | X | <i>Additional Pay</i> |
| X | A | A | C | X | X | <i>Direct Deposit</i> |
| X | A | A | C | X | X | <i>Employee Tax Distribution</i> |
| X | A | A | C | X | X | <i>Employee Tax Data</i> |
| X | A | A | C | X | X | <i>General Deduction Data</i> |
| X | A | A | C | X | X | <i>General Deduction Override</i> |
| X | A | A | C | X | X | <i>Payroll Data 1</i> |
| X | A | A | C | X | X | <i>U.S. Savings Bond Spec</i> |
| X | A | A | C | X | X | <i>Adjust Arrears Balance</i> |
| D | A | C | C | D | A | Manage Payroll Process (US) |
| D | A | A | C | X | X | <i>Online Check</i> |
| D | A | X | C | A | X | <i>Paycheck Reprint</i> |
| D | A | X | C | A | X | <i>Paycheck Reversal/Adjustment</i> |

A = All Agencies (no shading)

C = Regent's Agencies (lightly shaded)

D = Department of Administration Only (dark shading)

X = Does not exist on this window or panel (dark shading)

| Department of Administration Use Only | | | | | |
|---------------------------------------|----------|--------------------------|-------------------|----------|--------------------------|
| CBT Title | CBT Code | Passed | CBT Title | CBT Code | Passed |
| Manage Positions | CBT002 | <input type="checkbox"/> | Recruit Workforce | CBT006 | <input type="checkbox"/> |
| Administer Workforce | CBT003 | <input type="checkbox"/> | Time and Leave | CBT007 | <input type="checkbox"/> |
| Administer Base Benefits | CBT004 | <input type="checkbox"/> | Payroll Books 1&2 | CBT008 | <input type="checkbox"/> |
| Administer Training | CBT005 | <input type="checkbox"/> | | | <input type="checkbox"/> |

Department ID to be accessed.

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Agency Signoff: _____ Date: _____

Title: _____ Phone: _____

DPS Signoff: _____ Date: _____

SHARP Signoff: _____ Date: _____

Return forms to:

**Kristine Scott
Division of Personnel Services
900 SW Jackson, Room 951-S
Landon State Office Building
Topeka, KS 66612-1251
(785) 296-2626
kristine.scott@state.ks.us**