

DPS has received several requests for information regarding the procedures that agencies are required to follow when an employee with the Kansas Employee Preference Program (KEPP) applies for a job at their agency. I have attached a document that provides information on the screens in SHaRP that agencies need to use when a KEPP applicant applies for a position within their organization, as well it provides information on what an agency needs to do once they hire that individual.

If you have any questions regarding this material please contact me at Danelle.harsin@da.ks.gov or at (785)296-6895.

Thank you,
Danelle Harsin
Div. of Personnel Services

Kansas Employee Preference Program SHARP Screen Guidelines

1. Agency sends the Division of Personnel Services a copy of the Employee Preference Letter.
2. An Employee with preference applies for a vacancy within your agency. Associate the applicant to your job requisition using the Mass Applicants Page in Recruit Workforce. Make sure you turn on (check) the KEPP – Preference Flag field when the employee is using their preference.

To access the Mass Applicants Page Go to: Home > Develop Workforce> Recruit Workforce (GBL) > Use > Mass Applicants

The screenshot shows a web browser window with a Windows taskbar at the top. The browser address bar displays the URL: [Home > Develop Workforce > Recruit Workforce \(GBL\) > Use > Mass Applicants](#). The page header includes the PeopleSoft logo and a navigation bar with links for Home, Worklist, Help, and Sign Out. Below the header, the page title is "Mass Applicants".

The main content area contains a form with the following fields:

Job Requisition #:	144235
Job Code:	1792P1
Position Number:	K0214674 Information Resource Mgr III

Below the form is a table with the following columns:

Applicant/Employee ID	Name	SSN
<input type="text"/>		

At the bottom of the table, there is a checked checkbox labeled "KEPP - Preference Flag".

At the bottom left of the page, there is a "Save" button.

3. Verify the employee's Preference Request status has been updated to Preference Requested for your Job Requisition by viewing their status on the new KEPP – Preference page.

To access the KEPP – Preference page Go to: Home > Develop Workforce > Recruit Workforce (GBL) > Setup > KEPP – Preference

Type in the Employee ID, SSN or Name of the Employee requesting to use their preference.

PeopleSoft. SYS8 System Test

Home Worklist Help Sign Out

Home > Develop Workforce > Recruit Workforce (GBL) > Setup > KEPP - Preference [New Window](#)

KEPP - Preference

Find an Existing Value

EmpID:

Name:

National ID:

Include History Correct History

[Basic Search](#)

[Add a New Value](#)

4. The top portion of the page will show the date you associated the employee to your requisition and their KEPP Indicator field displays R- Preference Requested.

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Home Worklist Help Sign Out

KEPP - Preference

EmpID: K0000001548 Name: Kusson, Bruce K

Scroll Area View All First 1 of 1 Last

Kansas Employee Preference Process

Effective Date: 04/03/2003 New Hire Dt:
New Job Requisition #: Date Offer Refused:
KEPP-Indicator: R Preference Requested
New Position Number:
New Deptid:
New Salary Grade:

Old Position Info

Layoff Date:
KEPP Letter Date: 04/03/2003
Old Position Number: K0072578 Office Assistant
Old Deptid: 2887011000 General Administration
Old Salary Grade: 011

Save Return to Search Next in List Previous in List Add Update/Display Include History Correct History

5. Notify the Division of Personnel Services when you complete the appointment of this employee to your Job Requisition so their preference can be updated to U – Preference Used. You should also notify the Division of Personnel Services is this Employee is not selected for your vacancy.