

## SHARP ENTRY GUIDE

Type of Entry	SHARP Location	Data Entry
Additional Pay	Payroll for N. America> Employee Pay Data USA>Create Additional Pay	Agency
Arrearage		
Check Arrearage Bal	Payroll for North America>Periodic Payroll Events USA>Balance Reviews>Arrears	Agency
Maximum Arrs Paybacks	Payroll for North America>EE Pay Data USA>Deductions>Override General Deductions	Agency
Adjust Arrears Balance	Payroll for North America>Periodic Payroll Events USA>Balance Adjustments>Arrears OGS	
Enter Personal Reimb.	Manager Self Service>Report Time>Timesheet	Agency
Court Ordered Withholdings		
Set Up Receipt	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Payroll
Set Up Deduction	Same as above	Payroll
Set Up Specifications	Same as above	Payroll
Deferred Compensation	Benefits>Enroll in Benefits>Savings Plans	ING
Direct Deposit	Payroll for North America>Employee Pay Data USA>Request Direct Deposit	Agency
Group Health Insurance <sup>1</sup>		
Set Up Dependent/Ben	Benefits>Employee/Dependent Information>Update Dependent/Beneficiary	HRIS*
Set Up Deduction	Benefits>Enroll in Benefits>Health Benefits	HRIS*
Flex Spending Accounts <sup>1</sup>	Benefits>Enroll in Benefits>Spending Accounts	HRIS*
Fringe Benefit Income	Payroll for North America>EE Pay Data USA>Create Additional Pay	Agency
Health Savings Accounts <sup>1</sup>	Benefits>Enroll in Benefits>Spending Accounts	HRIS*
<b>KPERS</b>		
Retirement		
Non-Legislators	Benefits>Enroll in Benefits>Retirement Plans	Agency
Legislators	Benefits>Enroll in Benefits>Savings Plans	Agency
Group Term Life		
Non-Legislators	Benefits>Enroll in Benefits>Retirement Plans	Agency
Legislators	Benefits>Enroll in Benefits>Life & AD/D Benefits	Agency
Buybacks		
Non-Legislators	Benefits>Enroll in Benefits>Savings Plans	KPERS
Legislators	Benefits>Enroll in Benefits>Life and AD/D Benefits	KPERS
Prior Years Service	Benefits>Enroll in Benefits>Retirement Plans	Agency
Learning Quest	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency
Longevity Bonus		
Enter Employee Review	Workforce Administration>Maintain Employee Review	Agency
Approve Bonus	Main Menu>Compensation>Maintain Longevity Bonus	Agency

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Maintenance	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency
Medicare	Workforce Administration>Job Information>Job Data (Payroll Tab)	Agency
OASDI	Workforce Administration>Job Information>Job Data (Payroll Tab)	Agency
Optional Group Life <sup>2</sup>	Enroll in Benefits>Life and AD/D Benefits	KPERS
Organization Dues	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency
Parking	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Parking*
Paycheck Reprint	Payroll for North America>Payroll Processing USA>Reprint Paychecks	Agency
Paycheck Reversal	Payroll for North America>Payroll Processing USA>Reverse/Adjust Paychecks	Agency
Paycheck Adjustment		
- Non Pay Affecting Time and Leave Adjustment	Manager Self Service>Time Management>Reported Time>Timesheet	Agency
- Pay Affecting T & L/Deduction/Benefit Adjustment (First make corrections on the timesheet, deduction, or benefit page as appropriate)		Agency
Request Adjustment	Payroll for N. America>Payroll Processing USA>Reverse/Adjust Paychecks	Agency
- Earnings Adjustment Due to Pay Rate Change (Calculate the amount due/owe, then enter on timesheet)	Manager Self Service>Time Management>Reported Time>Timesheet	Agency
Set Up Position Funding		
Add Position Pool ID	Set Up HRMS>Product Related>Commitment Accounting>Budget Information>Position Pool Table	Agency
Add Combination Code	Submit INF46.XXX to Payroll Services	Agency
Assign Pos Pool to Earns	Set Up HRMS>Product Related>Commitment Accounting>Budget Information>/Deductions/Taxes	Agency
Link Position to Pool ID	Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info (Specific Information tab)	Agency
Educational Institutions Retirement		
Tax Sheltered Annuity	Benefits>Enroll in Benefits>Retirement Plans	Agency
Voluntary Tax Shelter	Benefits>Enroll in Benefits>Savings Plans	Agency

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St. Leave Pymnt Assmnt	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	System
Step Increase		
Enter Employee Review	Workforce Administration> Maintain Employee Review	Agency
Approve Increase	Workforce Administration>Job Information>Job Data (Compensation tab)	Agency
Supplemental	Manager Self Service>Time Management>Report Time>Timesheet	Agency
Taxes		
Federal Tax/Arbitry	Payroll for North America>Employee Pay Data USA>Tax Information>Update Employee Tax Data	Agency
State Tax/Arbitrary	Payroll for North America>Employee Pay Data USA>Tax Information>Update Employee Tax Data	Agency
Local Tax	Payroll for North America>Employee Pay Data USA>Tax Information>Update Employee Tax Data	Agency
Tax Distribution	Payroll for North America>Employee Pay Data USA>Tax Information>Update Tax Distribution	System
Unempl Comp Insurance	Payroll for North America>Employee Pay Data USA>Tax Information>Update Employee Tax Data	Agency
United Way	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	Agency
Workers Compensation	Payroll for North America>Employee Pay Data USA>Deductions>Create General Deductions	System

HRIS\* - Human Resources Information Services in the Office of General Services

Parking\* - Parking Administration in the Office of General Services

Payroll\* – Payroll Services in the Office of General Services

All deductions are biweekly except:

1. Semi-monthly, deducted on the first and second pay dates of the month.
2. Monthly, deducted on the second pay date of the month.