SHARP Message #467

DATE: 10/30/01
AUTHOR: CONNIE GUERRERO
SUBJECT: IMPORTANT: ADMIN SPPRT/MAINT & TRADES UPDATE
MESSAGE TEXT:

On Saturday, November 3, 2001, classification structure updates for Administrative Support and Maintenance and Trades classes will be completed in SHARP (PeopleSoft) for all eligible Classified employees and positions. Regents' Institutions will update their own information.

Job Data Updates for New Classes:
An effective dated row of November 11, 2001, will insert into job data for all active, Classified employees in selected Administrative Support and Maintenance and Trade job classes. (However, the SHARP update will not include positions in the Equipment Operator class series. Agencies with employees and positions in these classes are responsible for entering these updates into SHARP before November 5, 2001.) For the purposes of this update, active employees are those employees who's current Employee Status is active, leave with pay or suspended. Employees on leave of absence without pay will not be updated. Agencies will need to handle these employees on a case by case basis as they return from leave or are terminated. For a list of the affected classes go to: http://da.state.ks.us/ps/documents/specs/maint.htm. Job classes with new six-digit job codes state "New Class" in the Action Column in the table displayed on this web site. The new job data row in SHARP will show the action/reason code combination of POS/RPJ and update the Job Code, Job Code Description and Step fields. The Date Next Increase field on the Employment panel will not change for Regular employees. This field will remain blank for Classified Temporary employees.

Job Data Updates for Title Changes Only:
An effective dated row of November 11, 2001 will insert into job data for all active, Classified employees in selected Administrative Support and Maintenance and Trades job classes. For the purposes of this update, active employees are those employees whose current Employee Status is active, leave with pay or suspended. Employees on leave of absence without pay will not be updated. Agencies will need to handle these employees on a case by case basis as they return from leave or are terminated. For a list of the affected classes to: http://da.state.ks.us/ps/documents/specs/maint.htm. Job classes with only a title change state "Class Title Change" in the Action Column in the table displayed on this web site. The new job data row in SHARP will show the action/reason code combination of POS/TTL and update the Job Code Description field.

In order for the job data update to occur smoothly we ask for your cooperation by cleaning up job data problems in the following areas:

1) Employees that do not have a valid step due to an unfinished reallocation of their position need to be updated no later than Friday, November 2, 2001.

2) Please ensure that all Job Data rows dated prior to or equal to November 11, 2001 are added no later than Friday, November 2, 2001. Do not enter any Job Data rows dated greater than November 11, 2001 for employees affected by the update until after the update loads on November 3, 2001.

Position Data Updates for New Classes:
An effective dated row of November 11, 2001 will be added on Saturday, November 3, 2001 for all active, Classified positions in SHARP in the affected job classes. An action/reason code of POS/RPJ,

new job code and job code description will be inserted into this row.

Position Data Updates for Title Changes Only:
An effective dated row of November 11, 2001 will be added on Saturday, November 3, 2001 for all active, Classified positions in SHARP in the affected job classes. An action/reason code of POS/TTL and the new job code description will be inserted into this row.

In order for this update to occur smoothly we ask for your cooperation by cleaning up position data problems in the following areas:

Please ensure that all Position Data rows dated prior to or equal to November 11, 2001 are added prior to Saturday, November 3, 2001.

Do not enter any Position Data rows dated greater than November 11, 2001 for positions affected by the update until after the update loads on November 3, 2001.

For additional information on this updates go to http://da.state.ks.us/ps/documents/structur.pdf to see the memo from Bobbi Mariani, Director of Personnel Services to Agency Human Resource Managers. If you have any questions regarding the SHARP update please contact Connie Guerrero at connie.guerrero@da.state.ks.us or Patti Pearce at patti.pearce@da.state.ks.us. If you have policy questions about the classification structure update please contact Rodger Matthews or Lois Ryan at workforce.planning@da.state.ks.us.

Return to SHARP Message Page

Page last modified on: