SHARP Message #430

DATE: 01/19/01
AUTHOR: CONNIE GUERRERO
SUBJECT: GOVERNOR'S PAY PLAN IMPLEMENTATION INSTRUCTIONS
MESSAGE TEXT:

IMPORTANT: Due to the pay plan changes and the new time-on-step requirements, agencies should not add any Job Data rows dated greater than February 4, 2001 for any Classified employees until after February 3, 2001.

On Saturday, February 3, 2001 the Governor's 2001 Pay Plan adjustments will be updated in SHARP for all eligible Classified employees. Regents Institutions will be updating this information for their Classified employees.

Job Data Updates:
An effective dated row of February 4, 2001 will insert into job data for all active, Classified employees on Steps 1, 2 and 3. 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. The new job data row will show the action/reason code combination of PAY/SPM and update the Step field to Step 4 of the corresponding pay grade. The Date Next Increase field on the Employment panel will populate with August 4, 2001 for all affected Classified, Regular employees. This field will remain blank for Classified Temporary employees.

An effective dated row of February 4, 2001 will also insert for all Classified, Regular employees on Steps 4 and 5 with more than 6 months time on step. These employees will move to Steps 5 and 6 respectively. This row will show the action/reason code of PAY/SPM and the Date Next Increase field will populate with August 4, 2001 for employees moved to step 5 and February 4, 2002 for employees moved to step 6.

The Date Next Increase field will also update for employees on Steps 4 and 5 with less than six months service. This date will reflect the difference between the amount of time they have spent on their existing step and the new six month time-on-step requirement.

In order for this update to occur smoothly we are asking for your cooperation by cleaning up 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 February 2, 2001. The Division of Personnel Services will be sending out spreadsheets of these employees to the affected agencies so that the correct step can be inserted prior to the update occurring. Also, as you process any new reallocations in the next few weeks please ensure that you complete both steps of the process in a timely manner.

2) Employees with a blank Date Next Increase field: The Date Next Increase field is used to calculate the amount of time an employee has spent on Steps 4 and 5. This date must be accurate for all of your Classified, Regular employees. We will send spreadsheets identifying employees with a blank Date Next Increase field to affected agencies. These updates need to be made no later than February 2, 2001.

3) Additionally, if you have any employees that have not received step increases due to untimely performance evaluations, etc., please process them before Friday, February 2, 2001. If not, the compensation data for these employees will not update correctly.

4) Please ensure that all Job Data rows dated prior to or equal to February 4, 2001 are added no later than Friday, February 2, 2001. Do not enter any rows dated greater than February 4, 2001 for employees affected by the Governor's Pay Plan until after the update loads on February 3, 2001.

Step increases for employees who are eligible during the January 21 to February 3, 2001 pay period will be added to employees' job data on Monday, February 5, 2001. Staff in the Division of Personnel Services will monitor the data of all employees affected by this update and automatically correct any of the February 4, 2001 rows impacted by this step increase.

Position Date Updates:
An effective dated row of February 4, 2001 will be added on Saturday, February 3, 2001 for all active, Classified positions in SHARP. An action/reason code of POS/UPD will be inserted into this row. This update is due to the display of the hiring step at the bottom of the Position Data 1 panel. Without this update it would continue to display Step 1 until an effective dated row of February 4, 2001 or greater was added to the Position.

Please ensure that all Position Data rows dated prior to or equal to February 4, 2001 are added prior to Saturday, February 3, 2001. Agencies may enter Position Data rows equal to February 4, 2001. The update program will not change the action/reason code entered by agencies on this row. The Step field will display Step 4 correctly on these rows after the job code table has been updated. All rows dated greater than February 4, 2001 should not be entered until after this update has loaded on February 3, 2001.

If you have any questions regarding the SHARP update please contact Connie Guerrero at connie.guerrero@da.state.ks.us or Gina Vinyard at gina.vinyard@da.state.ks.us. If you have policy questions about the Governor's Pay Plan recommendations please contact Rodger Matthews or Lois Ryan at workforce.planning@da.state.ks.us.

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