SHARP Message #468

DATE:	10/31/01
AUTHOR:	LIZ WONG AND CONNIE GUERRERO
SUBJECT:	CORRECTION: JOB REQS AFFECTED BY NEW CLASSES
MESSAGE TEXT:	

The Classification Structure Implementation Batch Update Run in SHARP (PeopleSoft) for the Administrative Support and Maintenance and Trades job codes will take place Saturday, November 3, 2001.

Notice of Vacancy Reports that are generated on Wednesday, November 7, 2001 will still reflect the existing job codes. Notice of Vacancy Reports that are generated on Wednesday, November 14, 2001 should reflect the new job codes. However, agencies will need to enter new requisitions for all job codes that have been reallocated for this to occur.

* Effective Sunday, November 11th all open requisitions with job codes that are reallocated to a new job code need to be closed and reopened under the new job code. For a list of the affected classes go to http://da.state.ks.us/ps/documents/specs/maint.htm. Refer to the November 2001 table. Job classes with new six-digit job codes will state "New Class" in the Action Column in the table displayed on this web site. These requisition changes must be made by 5:00 p.m. Tuesday, November 13th, in order for your agency to advertise these vacancies.
* Open requisitions with job codes that had title changes only do NOT need to be closed. For a list of classes with title changes go to http://da.state.ks.us/ps/documents/specs/maint.htm. Refer to the November 2001 table. Job classes with only a title change will state "Class Title Change" in the Action Column in the table displayed on this web site.
* If you have questions regarding these changes please call Jesse Maddox or Elizabeth Wong at (785) 296-4278.

Return to SHARP Message Page

Page last modified on: