SHARP Message #544

DATE: 9/12/03
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SUBJECT: Adjusting Length of Service When Hiring School District Employees
MESSAGE TEXT:

Adjusting Length of Service When Hiring School District Employees

When entering the Hire information in SHARP for a former School District employee who was participating in the State Group Health Insurance plan, remember to adjust the employee's Length of Service (LOS) field so time spent working for a school district is not reflected in the State LOS. These employees will most likely have a SHARP Employee ID that begins with the letter "U" and their Department ID starts with "150".

One way to adjust the LOS for these employees is to enter the hire date into the Service Date field of the Employment Dates page of the Employment Data component if the employee does not have any other valid State service. This will automatically populate the Length of Service Years, Months, and Days fields. If the employee has other state service you will need to adjust the LOS by using the Length of Service Adjustment fields on the Kansas Employment page (Administer Workforce > Administer Workforce (GBL) > Use > Job Data).

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