SHARP 9.1 High-Level
Changes & Important Reminders

Although many features, pages, and paths are the exact same as SHARP 8.9, there are a few things that you should pay particular attention too.

The # 1 thing to remember the First Time you Log-In to ESS or SHARP 9.1: Clear your browser cache first.

If you do not do this, you most likely will experience problems. See the end of this document for instructions for Internet Explorer, Firefox, and Chrome. If you are unable to clear your browser cache or have problems while doing so, please contact your agency technical support. If you cannot login – go to the SHARP Contacts and Go-Live Assistance section (near the end of this document.
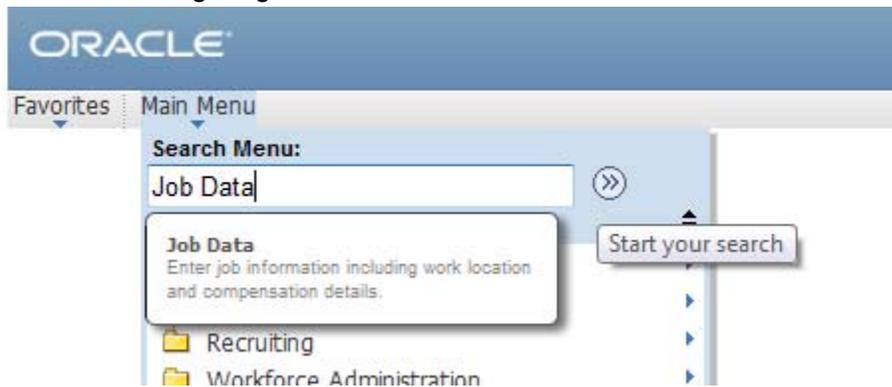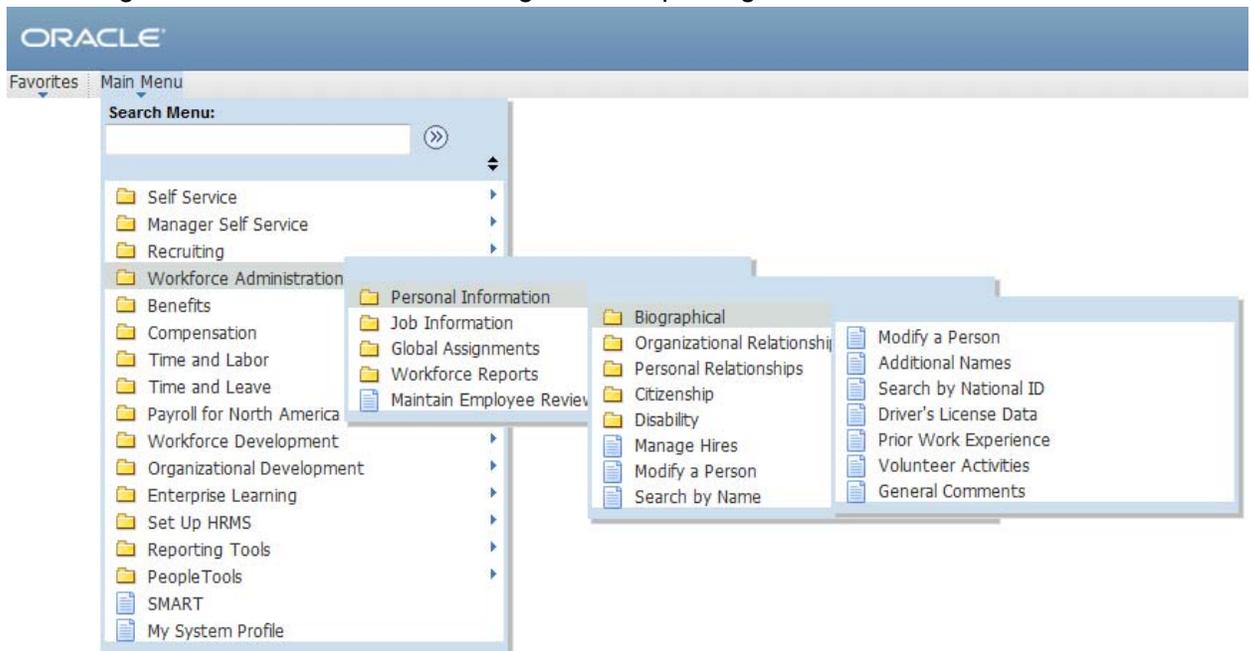
SHARP 9.1 Overview

- The look and feel is different.
- You will 'click-to-pick' now instead of hovering over menus in order to expand them.
- New! Recently Used section under Favorites. Your "Favorites" and Run Control ID's for running Online Reports will be the same. (Read the SHARP Reporting CBT for more information on running Online Reports and Adding Run Control Ids.) You can "Add to Favorites" using the link on the top-right of the top menu.


-

- Instead of navigating, use the Search Function!

ORACLE

Favorites | Main Menu

Search Menu:

Job Data

Job Data
Enter job information including work location and compensation details.

Start your search

📁 Recruiting

📁 Workforce Administration

- The navigation went from left-hand navigation to top navigation.

ORACLE

Favorites | Main Menu

Search Menu:

📁 Self Service
📁 Manager Self Service
📁 Recruiting
📁 Workforce Administration   📁 Personal Information   📁 Biographical
📁 Benefits   📁 Job Information   📁 Organizational Relationship   📄 Modify a Person
📁 Compensation   📁 Global Assignments   📁 Personal Relationships   📄 Additional Names
📁 Time and Labor   📁 Workforce Reports   📁 Citizenship   📄 Search by National ID
📁 Time and Leave   📄 Maintain Employee Review   📁 Disability   📄 Driver's License Data
📁 Payroll for North America   📄 Manage Hires   📄 Prior Work Experience
📁 Workforce Development   📄 Modify a Person   📄 Volunteer Activities
📁 Organizational Development   📄 Search by Name   📄 General Comments
📁 Enterprise Learning
📁 Set Up HRMS
📁 Reporting Tools
📁 PeopleTools
📄 SMART
📄 My System Profile

- This "bread-crumbs" type navigation allows you to move around in the navigation without starting back at the beginning. Just click the down arrow.
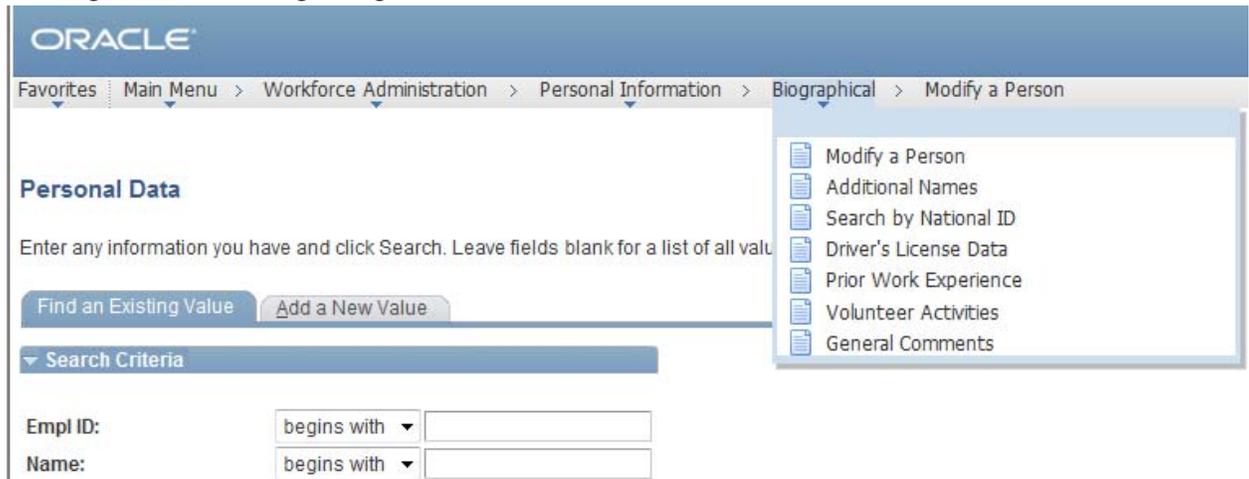
Time and Labor

For most agencies, Time and Labor is completely new, but for agencies who used Time and Leave in version 8.9, here are a few items you will want to pay attention too.

- It is highly suggested that Supervisors/Managers never **"Deny"** a Timesheet, but instead contact the Employee to have them log in and update it. If it is denied it will delete the timesheet entirely, the employee will have to complete the whole timesheet again.
- If you are "Entering Time for Employees Not Active the Entire Pay Period" you should look for a training document on our [training resources page](#).
- Funding has returned to Timesheets with Project Costing integration (integration is for those agencies who are using Project Costing module in SMART).
- Leave Balance information is on the Timesheet!
- Employee Self-Service is available for agencies opting to use it, making a manual process automated!
- Enhanced security with employees unable to approve their own time.
- Agencies enroll new employees in Time and Labor by accessing the Employment Information page in Job Data.
- Exempt and Non-Exempt use the same Time Reporting Codes to report leave – less codes to remember!
- Work schedules that are flexible to display different hours between 2 work weeks.
- Work schedules are now assigned on the Kansas Information page in Job Data.
- Compensation changes can be entered after Tuesday, 6pm cutoff for inclusion in the pay period calculation.
- Reported time should be approved by 3:30pm on cutoff so Payable Time can be approved by 6pm.
- No more Group ID in Core SHARP Time and Labor pages (it is still in ESS).

- Workflow emails will be sent periodically throughout the day – not immediately.
- Enter the Department ID and Name when searching.

Workforce Administration

You will be happy to know, there weren't many changes to Job Data, Personal Data, and other functions under Workforce Administration. Take note of these few.

- Work schedules are now assigned on the Kansas Information page in Job Data.
- Agencies will enroll new employees in Time and Labor by using the Time Reporter the Employment Information page in Job Data.

Payroll & Commitment Accounting

- View Regular and Overtime hours under Other Earnings
- KPAYGL5C replaced the KPAYWAGE
    - Includes detailed data for agencies including Employee, Position, Paycheck Info, Project Costing Chartfield's, and Journal Info; ability to sort; ability to accumulate reports throughout the year for Year-To-Date reporting.
- Employees will be able to use Employee Self-Service to reprint their 2012 W2's. Next year they will be able to print them instead of having them mailed (opt-in). Multiple years will become available after go-live.
- Payroll Error Messages – PAY011 is now a batch report available in your MVS mailbox after payroll calc.
- All Payable Time in Time and Labor **must** be Approved in order to be paid in Payroll

Manage Positions

- Work Schedules are no longer assigned in Position Data; they are assigned in Job Data.

Recruitment

Not much has changed in the Recruitment Module, but Recruiters, pay careful attention to this bullet points!

- If you add a new applicant without a SSN, you previously would enter all 9's. In 9.1 you will enter all 8's. "888-88-8888". Remember when *hiring* the applicant to update their SSN!

Training

- No changes at this time!

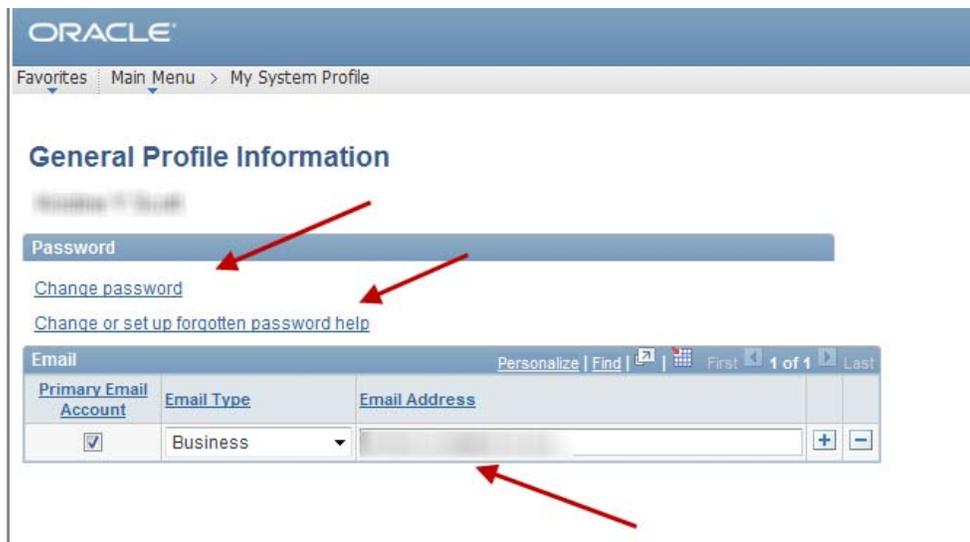## SHARP 9.1 Data Warehouse – 9.1 Data Available Soon!

The HR subject areas of the data warehouse will be updated with SHARP 9.1 data soon. At that time a notice will be sent out via the SHARP Infolist.

- Payroll Data for all agencies is available in one Subject Area - Payroll Other Earnings which is updated Biweekly.
- Time and Labor Payable Time can be reported on using the Time and Labor Subject Area.

SHARP Contacts and Go-Live Assistance

Password help and Forgot Password:

- **Core Users:** Use the Forgot Password link or call the Help Desk at 785-368-8000 (have your User Profile ID and Employee ID ready)
- **New Users:** When logging in for the first time, be sure to not only setup your new password, but update your email (if necessary) and *setup your Forgot Password help.* Go to Main Menu> My System Profile

SHARP Customer Service Website (Contact, CBTs, Security, Resources, Documents, Reports): http://www.da.ks.gov/sharp/default.htm

Sign up for the SHARP Infolist (the SHARP Team uses this as our primary communication tool): http://www.da.ks.gov/sharp/infolist.htm

Twice-Daily **SHARP Upgrade Transition Conference Calls** on Feb. 13-15 and Feb. 18-19, at 8:30am and 1:30pm will be hosted by Dept. of Administration HR/Payroll staff. Due to 150 limited dial-in lines, please gather your staff together in a conference room and share one line to call in and mute your line.

Questions should be submitted in advance of the meeting to **tlanalyst@da.ks.gov** , this will allow all questions to be addressed.

The conference call-in information is as follows:

1. Call the Intercall Toll Free Number   **1- 866-620-7326**

2. Enter Conference Code **5874132496** followed by the pound sign (#)
3.You will be asked to speak your name followed by the pound sign (#) – **NOTE:** we prefer that you do not say your name since this will be in a large group setting. Just wait a couple of seconds and press the pound sign (#) and you will join the meeting.
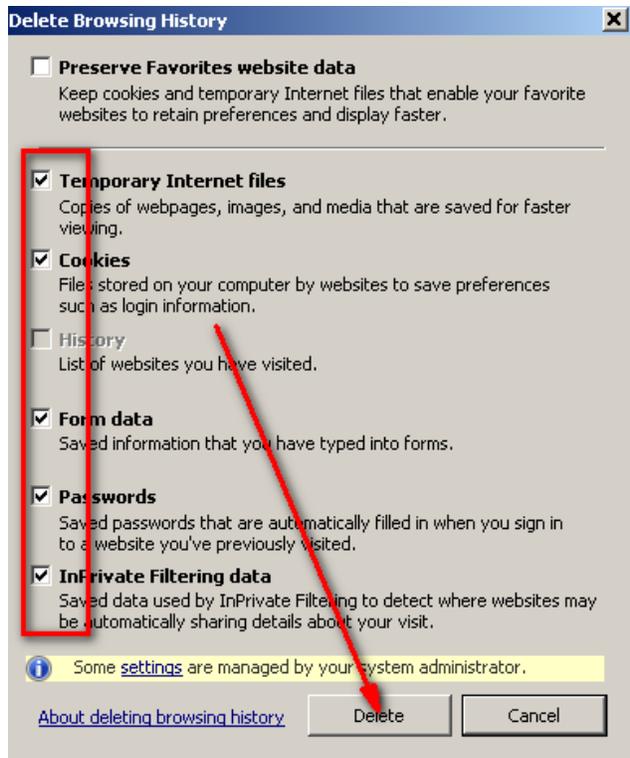
Internet Explorer - Delete your Browser Cache:

Close all Internet Explorer browsers.
Open IE and navigate to Tools -> Internet Options -> Enable "Delete browsing history on exit -> click Delete -> set setting per image 3 -> click Delete.
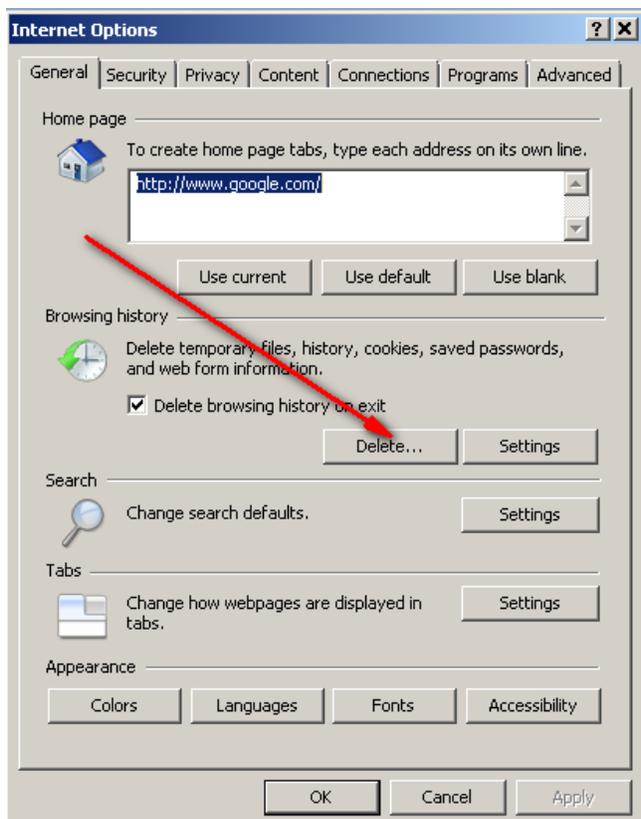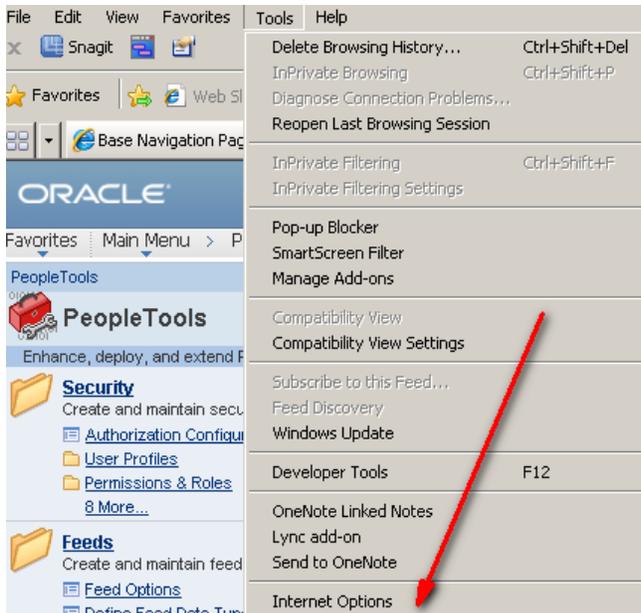

Click Delete

Close the Internet Explorer browser.
Open Internet Explorer and start using ESS or SHARP

After you have successfully logged into SHARP and ESS, you may go back into Tools> Internet Options and UNCHECK the "Delete browsing history on exit" checkbox. Many agency IT departments require this checkbox be checked on.

Firefox – Manually Clear Browser Cache

1. At the top of the Firefox window, click on the Firefox button and then click Options
2. Select the Advanced panel.
3. Click on the **Network** tab.
4. In the **Cached Web Content** section, click Clear Now .
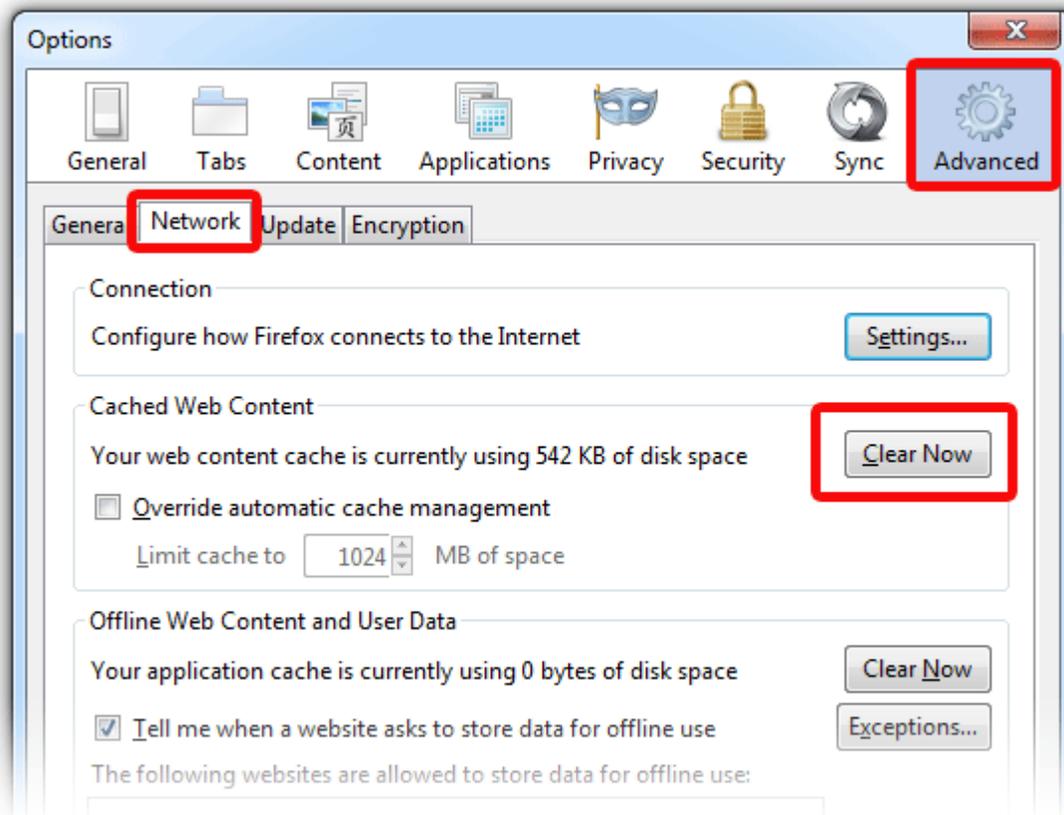
5. Click OK to close the Options window

Firefox - Automatically Clear Browser Cache

You can set Firefox to automatically clear the cache when Firefox closes:

1. At the top of the Firefox window, click on the Firefox button (Tools menu in Windows XP) and then click Options
2. Select the Privacy panel.
3. In the *History* section, set **Firefox will:** to **Use custom settings for history**.

4. Select the check box for **Clear history when Firefox closes**.
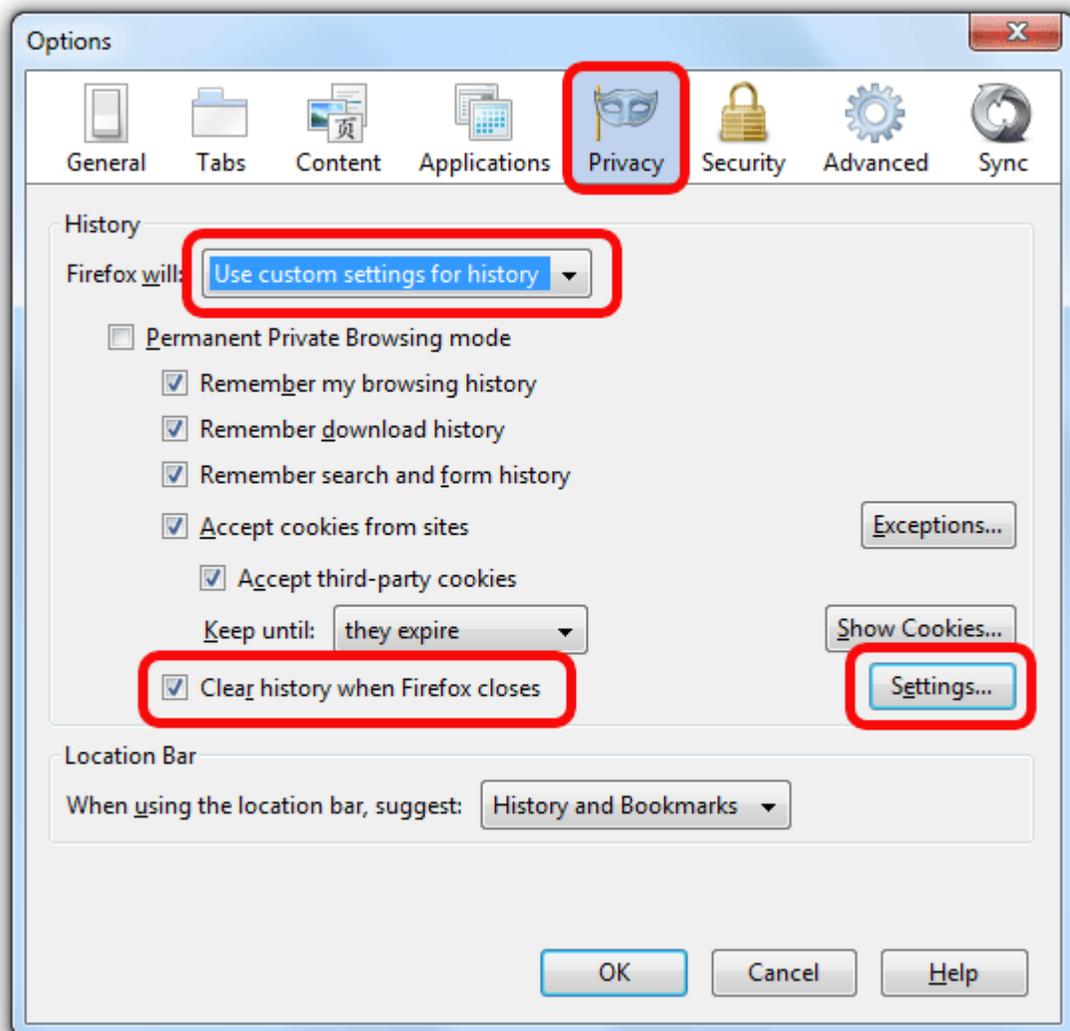
5. Beside *Clear history when Firefox closes*, click the Settings... button. The Settings for Clearing History window will open.

6. In the Settings for Clearing History window, click the check mark box next to **Cache**.
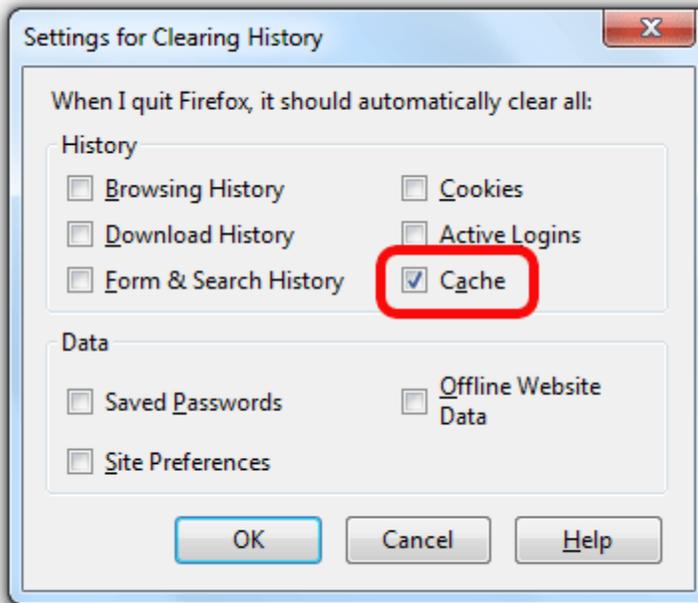
o For more information on the other options, see [Remove recent browsing, search and download history](#) .

7. Click OK to close the Settings for Clearing History window.

8. Click OK to close the Options window

Chrome - Delete your cache and other browser data

You have control over your browsing data. This data includes things like your browsing and download history and saved form data. Use the "Clear browsing data" dialogue to delete all your data or just a portion of your data, collected during a specific period of time.

Delete all your data

1. Click the Chrome menu ☰ on the browser toolbar.
2. Select **Tools**.
3. Select **Clear browsing data**.

New tab	Ctrl+T
New window	Ctrl+N
New incognito window	Ctrl+Shift+N
Bookmarks	▶

| Edit | Cut | Copy | Paste |

| Zoom | − | 100% | + | ⟦ ⟧ |

Save page as...	Ctrl+S
Find...	Ctrl+F
Print...	Ctrl+P

| Tools | ▶ |

| History | Ctrl+H |
| Downloads | Ctrl+J |

Signed in as gonzalez.chrissy@gmail.com...

Settings
About Google Chrome
View background pages (3)
Help
Exit

WSER   DEVICES   WEB STORE

Search Chrome help

like your browsing and download history and

Create application shortcuts...	
Extensions	
Task manager	Shift+Esc
Clear browsing data...	Ctrl+Shift+Del
Report an issue...	
Encoding	▶
View source	Ctrl+U
Developer tools	Ctrl+Shift+I
JavaScript console	Ctrl+Shift+J

4. In the dialogue that appears, select the tickboxes for the types of information that you want to remove.
5. Use the menu at the top to select the amount of data that you want to delete. Select **beginning of time** to delete everything.
6. Click **Clear browsing data**.

Rev: 1/12/2013