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TO: Human Resource Directors and Information Technology Managers

FROM: Denise Moore, Director
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            Department of Administration

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            Division of Personnel Services
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DATE: August 30, 2005

SUBJECT: State-Wide Employee Communications

Governor Kathleen Sebelius announced the creation of a Statewide Employee E-Mail Directory and an internal web-based employee White Pages Communications Directory. Her memo informs agencies that beginning September 6, 2005 the Statewide Human Resource and Payroll System (SHaRP) will be used to store employee email addresses and phone numbers for these directories. Email addresses and phone numbers stored in SHaRP will be loaded into the new directories on a bi-weekly basis beginning October 30, 2005. This memo and the attached documents provide information and detailed instructions on the new process. Attachment A entitled the "State-Wide Employee Communications Directory Process" provides an overview of the business process and the technical components of the new directories.

The existing email address and phone number fields located in the Personal Data pages in SHaRP will store the data used to populate the new directories. The attached document entitled "State-Wide Employee Communications Directory Instructions" provides instructions on how to enter email addresses and phone numbers in SHaRP.   Employees with existing access to SHARP Personal Data pages will be able to enter and update this information for your agency employees.

The White Pages Communications Directory is for internal state use and will not be available to the public. The URL for the directory will be provided to agencies prior to implementation. The Statewide Employee E-mail Address Directory will be available to the Governor through her email system and to all participating agencies via a Lightweight Directory Access Protocol (LDAP) query. The attached Frequently Asked Questions document answers additional questions you may have about these new directories. This process will not affect the existing On-line Communications Directory containing only

phone numbers located on the Internet at http://da.state.ks.us/phonebook. The existing process for updating this directory will continue for a period of time.

We recognize that large state agencies may want to use a batch file process to initially load email addresses and phone numbers into SHaRP. A batch file process is available to assist agencies with this initial data load. Agencies interested in using the batch file process for their initial data load should contact Deb Harrop in DISC at 785-296-6983 debra.harrop@da.state.ks.us Attachment A is the file layout for agencies submitting batch files. Batch files will be accepted during the week of October 10 –14, 2005. All other agencies should enter the information directly in SHaRP beginning September 6, 2005. On-going maintenance of this information will be entered directly in SHaRP.

Entering email address and phone numbers in SHaRP will most likely affect existing business processes within your agency To help identify timelines and your business process decisions, we have attached an Agency Readiness Checklist (Attachment B) for you to track your agency progress towards implementing this new process.

If you still have questions about this new process in SHaRP, please contact Connie Guerrero in DPS at 785-296-0754 or connie.guerrero@da.state.ks.us. For all other technical questions related to this new process please contact John Jones in DISC Customer Support at 785-296-4999 or john.jones@da.state.ks.us.

Thank you for your assistance and participation in this effort to provide great efficiency in State government communications.