

# SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 4, Issue 2

April, 1999

## SHARP System Upgrade to Version 7.01

Staff in the Department of Administration has begun work on implementing a minor upgrade to the SHARP system. The system will be upgraded from PeopleSoft Version 7.0 to Version 7.01. This upgrade includes installing some delivered fixes and tax updates provided by PeopleSoft. Department of Administration technical staff members began by identifying which fixes had already been implemented by the State of Kansas and then proceeded with installing the

remaining updates in a test environment. Functional users in the Division of Accounts and Reports and Division of Personnel Services are now in the process of testing the upgraded SHARP system in a separate test environment.

Some of the changes include new or revised field names on some on-line panels. The 'Reports To' field label on the Position Data 1 panel will change to 'Reports To Posn' in Version 7.01. The 'Date Last Worked' field on the Employ-

ment Data 1 panel will change to 'Last Date Worked' in Version 7.01. Other changes include an increase in the size of some fields (i.e. from 8 bytes to 10 bytes). **Overall, this upgrade should be fairly transparent to the user community and will require minimal effort by agency staff.** The upgrade should be completed before June, 1999. Agencies will receive additional information about the status of the upgrade via the SHARP Message panel or the SHARP Web Page as updated information becomes available. In addition, all Computer Based Training Materials which are affected by the upgrade will be revised. \*

### N O T I C E !

New material has been added to the SHARP Customer Support Web Site. It includes a Discussion Document and SHARP 7.0 FAQ pages (answers to commonly asked questions handled by SHARP support staff). The Internet address is: <http://da.state.ks.us/sharp>

C H E C K I T O U T !

### Inside This Issue

This issue will focus on business process changes involving:

- ◆ End of fiscal year vacation leave maximums
- ◆ SHARP CBT revision
- ◆ Retention period for time documents

# End of Fiscal Year Vacation Leave Maximums\_\_\_\_\_

It is not too early to begin notifying employees covered by Kansas Administrative Regulation (K.A.R.) 1-9-4 (Vacations) to be thinking about reducing their vacation leave overages. Vacation leave balances are reduced to the maximum accrual limit at the end of the fiscal year. The last pay date in June identifies the last pay period in the fiscal year. This year any vacation hours over the maximum not used by June 12, 1999 will be lost.

If an employee has a leave balance over the maximum allowed, that time will be lost if not used

by June 12, 1999 (this does not include the leave accrued for the June 12, 1999 pay period).

What is the maximum vacation leave balance an employee can have? If the employee is covered under K.A.R. 1-9-4, it depends on the employee's length of service. If the length of service is less than 5 years, the maximum is 144 hours. If it is at least 5 years but less than 10 years, the maximum is 176 hours. For 10 years and less than 15 years, it is 208 hours. An employee, who has 15 or more years of service, may retain 240 hours of vacation at the end of the

fiscal year.

How does the system reduce the vacation leave balance back to the maximum allowed? Following are the steps the leave maximum program performs when updating vacation leave balances (in exact order):

- (1) Reduce vacation leave balance by hours used during the pay period;
- (2) Reduce vacation leave balances to the maximum (if the employee is over the maximum);
- (3) Accrue vacation leave for the period (3.7, 4.7, 5.6 or 6.5 hours).

This means an employee could have an overage (the amount accrued that pay period) for the first check received during the next fiscal year.

If an employee moves from one vacation leave maximum category to another during this biweekly period, the employee's maximum accumulation is the "new" higher maximum, not the "old" lower maximum.

Employees are responsible for monitoring their own vacation leave overage. The easiest way to do this is to look at the pay stub each pay period. Vacation leave overage amounts are displayed on the employee's check stub or advice slip as 'AO.' Questions about the leave amounts should be directed to the agency Human Resource Manager. \*

## SHARP-SHOOTER

is published by the Statewide Human Resource and Payroll Project. This publication is designed to inform state agencies and their users of the status of the SHARP Project.

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## Dear Dead Eye...

*Q: What date do I enter in the From/To Date fields on the Employee Review I panel for an employee who is about to complete the original probationary period?*

*I have also just completed an annual employee review for another employee, what date do I enter for the Review Date?*

**A:** Enter the time period the performance review covers in the From/To Date fields. For a new hire or rehire, the “from” date is the date of hire and the next review date should be a full 6 or 12 months later. Note: The “from” day and the “to” day should be the same, i.e., 4/6/99 to 10/6/99. The next review date should also be the same day, i.e. 10/6/00.

Enter the date the employee’s performance review was completed in the Review Date field. The date

the review is completed is the date the supervisor and employee signed the form.

Prior to the end of the probationary period, the supervisor is to give the employee their performance review rating. If the performance review rating is unsatisfactory, the employee shall not be granted permanent status (Kansas Administrative Regulation 1-7-3).

For more information on Employee Review data, refer to the Employee Review section of the Administer Workforce/Plan Salaries SHARP 7.0 Computer Based Training material. Questions should be directed to the agency Human Resource Manager.

*Q: I am a classified full time employee. Where is the 8 hours for discretionary day listed on my check stub?*

*How long do I have to use my 1999 discretionary day?*

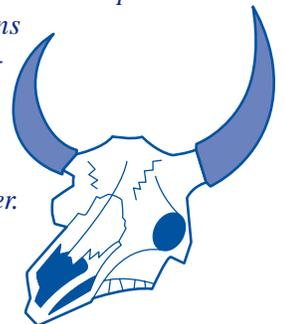
**A:** Look for “DD” on your check stub under the “Leave as of (date)” section. A “DD” indicates you have not used your 1999 discretionary day yet. Note: Hours do not display next to “DD” because some employees are eligible for less than 8 hours. The program is set up to reduce the discretionary day balance to zero regardless of the number of hours recorded on the time sheet under earnings code “DDE” or “DDY.”

The last day to use your 1999 discretionary holiday is Saturday, December 25, 1999. Since most employees do not work on Saturdays, and December 24, 1999 is an official holiday, we suggest you use your 1999 discretionary day in advance of the Christmas holiday week.

For more information on the Discretionary Day, refer to the Discretionary Day Policy section of the Time and Leave Computer Based Training material.

*All questions for Dear Dead Eye are welcomed and should be directed to “Dead Eye” at the project address, (785)296-4886, GroupWise - Quinn, Douglas, or E-Mail [dougq@dabdas.wpo.state.ks.us](mailto:dougq@dabdas.wpo.state.ks.us)*

*All questions will be answered in the following issue of the newsletter.*



## Retention Period for Employee Time Documents Changes

Agencies are now required to retain Employee Time Documents, Absence Reports, etc. for a period of five years in accordance with the General Retention and Disposition Schedule published by the Kansas State Historical Society.

The five year requirement was effective July 14, 1998 and is a change from the previous requirement of 3 years. The retention requirement for Employee Time Documents can also be found in the SHARP Time and Leave Computer Based Training (CBT) materials. The Time and Leave CBT also contains other important information on time documents generated from the SHARP system. For any other questions related to employee time documents, agencies may contact Brent Smith in the Division of Personnel Services at 785-296-1432. \*

# SHARP CBT Revision

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By: *Cindy Lo*

The SHARP CBTs have been revised to reflect the changes implemented and information discovered after SHARP 7.0 was placed in production. The revised SHARP CBTs were completed and became available to agencies on March 30, 1999. All books, as well as the training database, were thoroughly reviewed and updated to conform to the current production procedures.

The procedures to load the updated CBT files can be found in SHARP Message Panel #319 and on the SHARP Discussion Group Web Page (<http://da.state.ks.us/sharp/cusutoc.htm>). Agencies should inform their technical staff

of the location of the download procedures so that the old CBTs can be replaced by the updated versions as soon as possible. Please be sure that new users, as well as current users completing additional CBTs, have the newest version of CBTs before they begin reading and completing test booklets.

To assist users in identifying changes, a Summary of Revisions outlining significant changes is included as an attachment in each book. The Summary of Revisions lists the original page numbers that were changed and a brief description of the changes made to each page. Current users should

carefully review the Summary of Revisions to note any changes made to their areas of responsibility and thoroughly study the updated areas in the CBTs so that the new policies and procedures are understood and followed.

To ensure agencies are properly informed of the changes, the download procedures for the updated SHARP CBTs were also sent to agencies via e-mail prior to the rollout.

Paper copies of the updated SHARP CBT books can be obtained through the Customer Services Unit in the Division of Printing. \*



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