

SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 7, Issue 5

August, 2002

PeopleSoft Pre-Class Tutorial

Do you want to see what the new SHARP will look like on the Internet? PeopleSoft, the software we use for SHARP, offers pre-class tutorials that users can either view on the Internet or download FOR FREE!

Just paste the following hyperlink in your browser, click on Go and it will pull up the page containing the FREE PRE-CLASS TUTORIALS!:

<http://www.psknowledgecenter.com/af/peoplesoft/my/free.html>

Once the page pulls up, select either the download or the online Internet version:

- ***PeopleSoft 8.0 Pre-Class Tutorial (English, Deutsch, Francais du Canada) – Free**
- ***PeopleSoft 8.0 Pre-Class Tutorial (English) – Free (Download Version)**

If you decided to install the downloaded version, check with your Human Resources office to ensure a policy doesn't exist that forbids you from downloading software to your hard drive.

Once you start the tutorial, you will answer a few questions and then choose from the following topics:

- Pre-Test
- Navigating Overview
- Using Menus

Each topic contains the following:

- Lesson Overview
- Sub topics
- Lesson Review
- Lesson Quiz

Continued on page 2

Inside this issue:

SHARP Upgrade Survey	2
Agency Readiness	3

SHARP Documents Web Page

<http://da.state.ks.us/SHARP/documents/default.htm>

Click on SHARP-Shooter Newsletters for current and past newsletters

PeopleSoft Tutorial continued...

This tutorial is interactive! For instance, to sign into PeopleSoft, it will ask you to, “Type **PTRN** as the **User ID** and press the **Tab** key.” It will then give you instructions on typing the password (which is case sensitive).

You will learn how to navigate within PeopleSoft. For example, it may ask you to “Click Administer Workforce in the main column.” At that time you will use your mouse to click on Administer Workforce, it will then take you to the next PeopleSoft page and ask you to “Click Administer Workforce (GBL)” in the second level. Once you are within a PeopleSoft page, it might ask you to click in different areas of a page (formerly known as a panel) to find out more information about the sections of the page.

You have the option to take a Pre-test as well as a Lesson Quiz for each Lesson. The Pre-test is geared more for users who are already somewhat familiar with PeopleSoft Version 8.0, so you may decide to skip the Pre-test.

The PeopleSoft pages shown in this tutorial may change somewhat in SHARP due to PeopleSoft Software changes or State of Kansas customizations.

This pre-class tutorial does not take the place of our custom introduction to SHARP online training. However, we wanted to make this tutorial available so users can become familiar with how the new version of SHARP will look on the Internet as well as to become familiar with navigation between pages. 

SHARP Upgrade and Employee Self-Service Survey

We sent each state agency a survey to gather information to help us identify issues related to the SHARP upgrade, implementation of new self-service and workflow functionality, and group health insurance open enrollment. The survey covered topics such as browser levels, PC configurations, and employee access to computers, the Internet, and email at work. The SHARP Upgrade Project Team needs information from **all** agencies to evaluate what new functionality can be implemented or the approach that should be undertaken in implementing the functionality. Because of the potential impact on project decisions, this information is needed now.

A big thank you to the seventy-one agencies that have responded to the survey! If your agency has not yet responded, please do so immediately. If you have questions, please contact Mary Adkins at (785) 296-3800 (email: Mary.Adkins@state.ks.us) or Cecil Stout at (785) 296-2130. (email: Cecil.Stout@state.ks.us). 

SHARP

Statewide Human Resource and Payroll Project

Agency Readiness

The Change Management Team is developing an Agency Readiness Checklist for the SHARP 8.0 Upgrade to be distributed during September 2002. The checklist is similar to one used during the original SHARP implementation and upgrade, and for the Automated Kansas State Employee Self Service (AKSESS). It contains a series of actions agencies need to perform to be ready for the June 2003 implementation and recommended target completion dates. Examples include: communications with employees, review PC hardware and software minimums, prepare staff for Computer Based Training (CBT), etc. HR, Payroll and IT will need to work together to complete the checklist for their agency. The checklist will be mailed to the agency contacts identified in the recent agency upgrade survey. It is important that agencies meet the target dates so that SHARP system users and employees will be properly prepared for the upgrade and employee self-service.



SHARP-SHOOTER

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

Project Director
Duncan Friend

Sponsors:
Bobbi Mariani, Director DPS
Dale Brunton, Director A&R
Bruce Roberts, Director DISC

Contributors:
Mary Adkins
Connie Guerrero
Brent Smith
Cecil Stout

Comments and articles should be directed to :
Doug Quinn
SHARP Project
Landon State Office Building
900 SW Jackson St.
Suite 751-S
Topeka, KS 66612-1234
(785) 296-4886
Fax (785) 296-1168
Email: douglas.quinn@state.ks.us

**SHARP Upgrade To
PeopleSoft Version 8.0**

**User Meetings Will Be
Scheduled For November
2002 and April 2003.**

**Watch For Schedules In The
Near Future**