

# SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 3, Issue 2

March, 1998

## Change Management for SHARP Upgrade

Part of the Change Management Team's function is to keep users informed of changes taking place, training to be performed and meeting times and places. Keeping in line with these functions, this and future issues of SHARP-SHOOTER will present specific changes taking place in the upgrade. The change described in this issue is Position Management and is a separate article under the same name.

Probably the first thing you observed on this page was the **NOTICE** about the upcoming End User Community Meetings. We encourage all active end users of SHARP, supervisors and managers

to attend the meetings. Users who only enter time and leave, or have display only, are also welcome to attend these meetings. Time and leave procedures will not change very much in the upgrade, so there will be little information presented on this process. Each meeting will be repeated in the same month to allow users and managers every opportunity to attend.

We have purchased a software package to assist in designing an interactive Computer Based Training (CBT) program. The training package will be available on agency servers and can be downloaded from the server to users' work stations. If it is

necessary, the package can be sent to users on floppy disks. The training will be administered at your site and is self-paced with a date issued for training to completed by. This training will be demonstrated at the July Policy & Systems Change Preview Meetings. After completing this part of the training, users will be able to sign onto a data base and complete a series of exercises utilizing the upgraded SHARP system. At this point, end users will be able to apply for their new operator ID to access SHARP. There will be formal classroom training for approximately 100 "Super Users" who will be the contact points for questions within an agency.

The Change Management Team and Training Development Team are excited about the CBT program and hope you will be too. One advantage to CBT is that agencies will not have to send people to Topeka for a week of training. Agencies can use the training as a refresher course to train new employees. Resources from several different publications show the learning curve is much higher for this type of training, and it improves retention of the material.

Remember to submit any and all questions to Dear Dead Eye at the phone number and address listed at the end of this newsletter.

### NOTICE !

ANNOUNCING the SHARP Policy & Systems Change Preview Meeting! Please plan to attend either the Wednesday, April 1 or the Thursday, April 16 meeting. The April meeting will be from 9:00 a.m. to 12:00 noon at the Ramada Inn Downtown. The April 16, meeting will be a repeat of the April 1 meeting to give end users a choice of dates to attend the meeting. Parking at Ramada Inn Downtown is limited, so plan to arrive in time to find a parking place. An additional set of meetings will be held in July. The agenda for the July meetings will be different from the April agenda so please plan to attend a meeting date in both April and July. The July meetings will be held at the Holiday Inn in Topeka.

LOOK inside this newsletter for hardware and software requirements for the SHARP Upgrade.

# Position Management

The SHARP system upgrade to the Position Management panels will reflect many of the Public Sector changes made by PeopleSoft to the base software package. These changes include the addition of new fields and functionality in the Position Management area. In addition, the Position Management panels will be accessed through the Develop Workforce\Manage Positions Window instead of the Position Management Window used in the current version.

Several fields that were added to the SHARP system by the State of Kansas are included in the delivered version of the software package. These fields include the "FTE" field, the "Classified Indicator" and the "Adds to FTE Actual Count?" checkbox. By using these delivered fields, the State of Kansas will be able to eliminate modifications that were

previously made to the software package. Currently, the FTE field label changes to display "% of Time" if the position is established as a Temporary position. After the upgrade, the field label will always display as "FTE" for both Temporary and Regular positions. The Classified Indicator field will replace the Classified/Unclassified Radio Buttons and the Adds to FTE Actual Count? checkbox replaces the Counts Toward FTE? checkbox. However, the functionality of these two fields remains the same.

A new feature included with the upgraded software package is the Populate Data push button. This push button will allow agencies, with access to add new positions, the ability to default the position data from an existing position into the new position being created. This will save agencies time and reduce data entry errors during the creation of new positions.

The delivered software package also includes the Department Budget/FTE table. This table will replace the

existing FTE and Funding Group tables currently found in SHARP. Another change is the deletion of the Funding Group field from the Manage Positions panels. Funding Group functionality has been replaced by the new Department Budget Earnings table. Agencies will be able to group positions with identical funding sources in different ways using the new Department Budget functionality. Additional information on the new Department Budget functionality will be provided in a future article.

A custom Position Data 4 panel will be developed as part of the SHARP system upgrade and will include fields that are not included in the delivered Position Data panels, but are needed to ensure compliance with Statutory and Regulatory requirements. Some fields that will be included are: Designated/Commercial Driver; Salary Authorized By and the Supervisory checkbox. Although these fields are included on various Position Data panels in the current SHARP system, they will all be located on the Position Data 4 panel after the upgrade.

## SHARP-SHOOTER

will be published monthly 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: I have heard the PeopleSoft upgrade is not compatible with Windows 95 but is only compatible with Windows NT, and that DISC will not support Windows 95. What information is correct and what do agencies need to do to be ready for the upgrade?*

*A.: PeopleSoft 7.0 upgrade is compatible with either Windows 95 or NT. According to the design specifications, PeopleSoft requires at least Windows 95 to operate. To be ready for the upgrade, agencies*

*should ensure their computers meet the minimum hardware requirements, as noted in this newsletter, and have Windows 95 or NT installed. Project technical staff have tested the procedures to run PeopleSoft 4.02 on Windows 95 so you can have 4.02 and 7.0 running simultaneously which would ensure a smooth transition to the upgrade, and it works well.*

*All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785)296-6804, GroupWise - Quinn, Douglas, or E-Mail - dougq@dabdas.wpo.state.ks.us All questions will be answered in the following issue of the newsletter.*

# SHARP Time and Leave Module

When the State of Kansas purchased the original PeopleSoft software package, a complete time and leave capture system was not available. The delivered software did however, include the Leave Accrual and Leave Plans panels that the State modified. To supplement the two panels, the State developed a custom module to capture time and leave.

The SHARP Time and Leave module will be changed very little with the upgrade. The State of Kansas will continue to use the custom Time and Leave panels as well as the delivered Leave Accrual and Leave Plans panels. Most of the

fields will remain as they appear today in our current system, except funding groups will be eliminated. Cosmetic changes will be made, such as adding a tool bar to each window and switching to drop down boxes in place of radio buttons. Minimal training will be required for timekeepers since there are few changes within Time and Leave.

Users will continue to enter time and leave by day. Edits that are present in the current version of the Time and Leave Module will remain. The SHARP system will continue to automatically enroll employees into leave plans. Users will continue to

have the capability to generate Time Documents for an entire department or for an individual employee. The generation of Blank Time Documents will no longer be available. If your agency uses Blank Time Documents, you may wish to print several and keep a master copy for your future needs.

Positive changes will occur for the entry of time information for the supplemental and adjustment processes. The adjustment and supplemental pay processes are being streamlined to reduce the number of steps an agency must complete to process either action. Additionally, new FMLA tracking functionality will be possible with the SHARP upgrade. Look for more information on these subjects in a future edition.

## Customer Service Improvements In Vacancy Announcements (To PeopleSoft 4.02)

A new program has been implemented allowing customers easy access to all job vacancy announcements statewide. The Vacancy Notice Master Program provides the capability to display or print:

- vacancies open to the public, state employees, internal agency, and right of first refusal
- requisitions by agency
- requisitions by county
- requisitions by job titles
- individual requisition numbers
- archived requisitions

An additional feature is the "text button" which saves the vacancy information to a text file. This feature allows the capability for agencies to forward vacancy information to satellite offices through various forms of electronic mail. At this time, Division of Personnel Services can install the Vacancy Notice Master Program and supply weekly updates of the vacancy lists for agencies through GroupWise and the Internet. If GroupWise or Internet access is not available, the program can be installed and updated by disk.

The Civil Service Employment Information office utilizes the Vacancy Notice Master Program and has two computers dedicated for public use. The program is also installed on a Laptop and is used by applicants at recruitment events and employment presentations.

If you would like additional information or have questions about the Vacancy Notice Master Program, please contact, Elizabeth Wong, Division of Personnel Services, at (785)-296-6895 or Lon Smelser, Division of Personnel Services, at (785)-296-3356.

## Minimum Hardware and Software Requirements

Personal computers (PC) that will access PeopleSoft 7.0 software that operates SHARP must meet minimum hardware and software standards. The minimum standard is a 486/66 computer with 16 megabytes of RAM with Windows 95 and no other programs running at the same time.

Users may also use PCs with Windows NT 4.0 installed if the PC is able to run NT adequately. Users must ensure their PCs meet this standard by July 15, 1998 to allow access to the training data base.

Dial-up users should use a 28.8kb modem to access SHARP.

**TRAINING** for Windows 95 or NT will be each agency's responsibility. Agencies can meet their Windows 95 training requirements through a variety of sources. These include Department of Administration training, training offered through a local vocational school, or training offered through a local college.



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