

SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 3, Issue 7

October, 1998

SHARP Version 7.0 Goes Live

By the time you receive this newsletter, PeopleSoft version 7.0 will have replaced version 4.02 as the current SHARP system. The original implementation of SHARP occurred in December 1995. At that time, users experienced major changes in the way human resources transactions were handled and payroll was processed. This time, the changes will be less dramatic. Many users will see differences in the way panels look and will also find new fields on several panels. In some cases, panels will be completely different than the old system.

Over the past few weeks, you should have been informed about the changes in processes and completed the training which is required to acquire access to the new system. One of the important changes with this upgrade is the utilization of computer based training (CBT). The approach to training, which includes CBT courses, test booklets associated with the training database, and the PeopleSoft 7.0 Tutorial, have all been designed to reduce the amount of time necessary for users to become familiar and proficient in the use of the up-

graded system. It is expected that the CBT will be very useful for new employees to learn about the system and for experienced users to “brush up” on areas for which new skills are needed. It is not necessary to attend classroom-training sessions to learn about the new system.

It is important to note that the upgraded version includes some new functionality. For those of you who work with benefits, you will soon be using features that are included in the base software, which will help you process the work associated with benefits administration. There are other enhanced features as well. We can expect future upgrades to bring additional features as well as improving existing processes. One thing is certain — we will always be faced with new challenges in the way we process our work, and we will always find new ways to address the issues in a changing work environment.

A memo from the Secretary of Administration, Dan Stanley, was distributed on September 17, 1998, explaining the key events and dates related to the version 7.0

implementation. These included events continuing through November, and the first pay day from version 7.0. If you would like to see this memo, contact your HR or Payroll manager.

The Department of Administration wishes to thank each of you for your cooperation and participation in making this upgrade successful. The cooperative nature displayed by the technical and functional staff members, in agencies as well as the Department of Administration, associated with this project was instrumental to the success we are experiencing today.

Inside This Issue

This issue will focus on business process changes involving:

- ◆ Time line for Applicant & Benefits implementation dates
- ◆ Applicants Process Transition
- ◆ SHARP Help Desk

Timeline for Applicant and Benefit Implementation Dates

The following time line provides implementation dates for key Human Resource and Benefits processing related to the upgrade of the State- wide Human Resource and Payroll System (SHARP). This time line should be used to help transition your recruitment and benefits activities during the upgrade to version 7.0.

October 1-30 Open enrollment period for employees.

October 5-7 Run last 4.2 confirmation and acknowledgment letters to applicants before conversion. The last day to pull a pool of candidates from the current (4.02) version of SHARP for job requisitions with current MQ's.

October 14 First time applicant scanner data is loaded in version 7.0.

October 14 First day agencies will have access to version 7.0.

October 14 The first day agencies may enter new job requisitions in version 7.0 for vacancies and reenter requisitions for previous vacancies listed in 4.2 without a certified list (new MQ's in effect).* Open date will be October 16, 1998, and the earliest closing date will be October 23, 1998. These reports will then normally be

available each Wednesday with the exception of Veterans' Day in November.

October 16 Friday The first Notice of Vacancy reports from the new (7.0) version of SHARP will be available to agencies.

October 21 Wednesday The next set of Notice of Vacancy reports will be available to agencies.

October 27 First day to pull a pool of employment candidates in 7.0.

November 16 Confirmation statements for open enrollment will be mailed to employee home addresses, for those employees who made open enrollment changes.

* For vacancies that have been posted but not filled, at the time of 7.0 implementation, the agency may complete the hiring process in 7.0. For vacancies that need re-posting in 7.0, agencies must enter a new job requisition. New minimum requirements are in effect.

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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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Applicant Process Transition - DPS Holds Agency HR Informational Meetings and Employee Open Houses

Recently, the Division of Personnel Services (DPS) conducted four informational sessions for agency HR representatives and two employee Open Houses to answer any questions about the change in the applicant process supported by the SHARP upgrade to 7.0. The upgrade will coincide with a change in focus for the application selection process from a quantitative to a qualitative system of assessment. Length of work experience and amount of education have been replaced by qualitative descriptions of the level of work performance, job knowledge (a combination of education or experience) or abilities defined in qualitative terms.

The informational meetings for the agency HR representatives included a step-by-step walkthrough of the seven new Employee Registration Forms, which replace the twenty-one skill inventories. Agencies were briefed on the development of the upgraded design, how the registration forms are best used in the applicant process, and how the new qualitative system fits into the overall applicant selection process. The HR representatives were also provided their initial supply of Employment Registration Forms.

The employee Open Houses focused on what each current state employee's responsibilities are in the new process. The Open Houses were held in the Docking and Landon State Office Buildings. Civil Service Employment Infor-

mation Office (CSEI) staff were available to answer questions, and to provide State of Kansas Registration forms and informational materials.

CSEI remains the key source for any information state employ-

ees or applicants may need during the transition. They are located in the Landon State Office Building, Room 105N and are open 8:00 a.m. until 4:30 p.m. daily. The CSEI staff may be reached at (785) 296-5390 and TDD (785) 296-4798.

SHARP Help Desk

SHARP 7.0 is live and we are here to help! As you begin to complete your business activities in this new database, please feel free to utilize the enhanced SHARP User Help Desk for your questions and concerns. Staffed by a rotating shift of Department of Administration employees, the Help Desk is available to callers from 8:00 a.m. - 12:00

p.m. and from 1:00 p.m. - 5:00 p.m. Monday through Friday. Voice mail messages can be left during the hours that Help Desk is not staffed. A special bulletin board of frequently asked questions (F.A.Q.s) and their answers is also available to users. Access the board via the World Wide Web at <http://da.state.ks.us/sharp>

To Access the SHARP Help Desk:

- ◆ Dial **785-368-8000**
- ◆ Select **1** for SHARP
- ◆ Select from the following options:
 - 1** – Payroll Questions
 - 2** – HR and Benefits Questions
 - 3** – Technical Questions

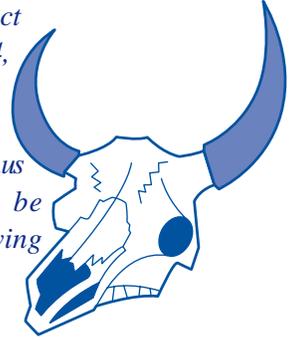
Dear Dead Eye...

Q: I was going through the Time and Leave Computer Based Training (CBT) material on line and saw something about new leave earnings codes for exempt employees. When do I start using these new leave earnings codes? Are there any new earnings codes for non-exempt employees?

A: You are correct, there are new leave earnings codes for salaried employees (both exempt and salaried non-covered employees). The list is located in the Time Documents chapter of the Time and Leave CBT (page 45).

There are a few new earnings codes for hourly employees (both non-exempt and hourly non-covered employees). Hourly employees who work overtime may continue to use the Compensatory Time Earned (CME) earnings code or the new Overtime Version 7.0 (OTP). For a comprehensive list of the new earnings codes, refer to Attachment #2 (SHARP Earnings Types). The new earnings codes are listed in **bold** font. The new earnings codes should be used beginning with the first pay period paid out of the new version of SHARP.

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 - dougg@dabdas.wpo.state.ks.us All questions will be answered in the following issue of the newsletter.



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