

# SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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## New Award Codes Now Available

The new Award Earnings Codes are now in the SHARP system. These awards are authorized by L. 2002 Session Laws, Chapter 136 and are implemented by Kansas Administrative Regulation (K.S.A.) 1-29-1a. The new earnings codes include the following:

- DAA Distinguished Accomplishment Award
- INA Innovation Award
- KQA Kansas Quality Management Award
- LNA Length of Service Award
- MSA Meritorious Service Award
- NMA Non-monetary Award

Awards issued under this program may be either monetary or non-monetary. The total gross value of all monetary and non-monetary awards must not exceed \$3500.00 per individual employee per fiscal year. The award can be paid from the Kansas Savings Incentive Program (KSIP) and entered directly on employee timesheets.

Definitions, guidelines, documents and forms pertaining to these new earnings codes are available online at <http://da.state.ks.us/ps/subject/award/default.htm>

For an updated SHARP Earnings Code list, go to the SHARP Customer Service website and click on Documents and then Earnings Code List or use this direct link to the .pdf document:  
[http://da.state.ks.us/sharp/documents/Earn09\\_02.pdf](http://da.state.ks.us/sharp/documents/Earn09_02.pdf)

Additional information about these codes is addressed within Information Circular 03-P-012 and is located at <http://da.state.ks.us/ar/infocirc/fy03/ic03p012.htm>

### SHARP Upgrade User Meetings

**Topeka - Nov. 07 Memorial Hall Auditorium  
Nov. 19 Memorial Hall Auditorium**

**Salina - Nov. 14 Highway Patrol Training Center Auditorium**

**Wichita - Nov. 20 Wichita State Office Building  
SRS Conference Room 3080**

**Registration Procedures Will Be Coming Soon.**

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# SHARP Upgrade and Employee Self-Service Survey Results

The SHARP Upgrade and Employee Self-Service Survey was sent to each state agency to gather information to help assess initial agency readiness for the SHARP upgrade to PeopleSoft 8.0 (PS8). The survey focused on readiness for accessing the SHARP system, implementation of new self-service and workflow functionality, and the Fall online Benefits Open Enrollment.

The Change Management Team appreciates the time and thought that agencies put into their responses. The information is significant in preparing for the upgrade. The following is a summary of agency responses to the survey and how the information impacts each of these areas.

## Summary of Responses - 101 Agencies

- 80% of agencies have firewall hardware or software installed.
- 52% of agencies use Outlook/Exchange as their email software, 30% use GroupWise, 7% use Lotus Notes, and 11% use other software.
- 98% of agencies reported their browsers met the recommended level of Internet Explorer version 5.5 or Netscape version 4.7.
- 89% of agencies reported no restrictions on employees installing Adobe Acrobat Reader or Macromedia WebPlayer software. Other agencies either require technical support staff to install the software or want to investigate the software before installation.
- 68% of agencies connect to the Internet using a state network line, 9% using a leased line, 12% using a dial-up modem, and 11% connect using other methods which are generally high speed. Four agencies use multiple methods of connecting to the Internet.
- 99% of current SHARP users have Internet access and an email address at work. The other one percent is unknown.
- Most computers used by current SHARP users appear adequate for accessing PS8 and the computer based training.
- 82% of all employees have access to a computer and printer at work, 80% have access to the Internet, and 82% have a work email address. The most common groups that don't have access to these computer resources include employees who work in field locations, temporary employees, board members, and certain occupational groups that have no need for access or where work considerations restrict access.

## SHARP System Access

One of the most significant changes in PS8 is that it is Internet based and requires no client software other than a standard web browser. Training will also be provided by computer based training (CBT) located on the Internet. Survey results indicate that most agencies have adequate equipment, email access, and Internet access in place for their current SHARP users. Plans are being developed that will allow SHARP users to access a PS8 environment and a CBT demo prior to implementation that will allow users to test connectivity, browser compatibility, and response times.

## PeopleSoft 8.0 Self-Service and Workflow Functionality

The State of Kansas plans to implement new self-service and workflow functionality that allows employees to view or request information online. Employees will be able to view personal data, paycheck data, compensation history, benefits summary, training summary, and job postings. They will also be able to request certain tax-related changes or information.

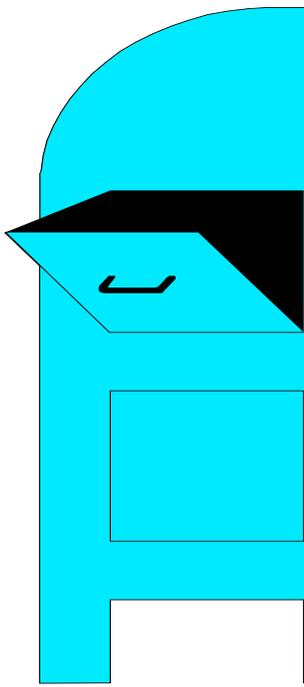
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# Survey Results continued

The self-service and workflow functionality is based on employees having access to computers with Internet and email access. The survey results noted that a significant number of employees don't have access to these resources. As a result, the Project Team is currently evaluating options on how this new functionality can best be utilized.

## Fall Benefits Open Enrollment

The Fall Benefits Open Enrollment in AKSESS (Automated Kansas State Employees Service System) will be the third year for this online service. The open enrollment process will be basically unchanged from last year. Because agencies are now experienced with this process, the survey results indicate that agencies should be able to successfully complete this process with their existing resources.



**If your computer is set up with the State Outlook e-mail, you can select SHARP Change Management from the Global Address Book and send any questions about the upgrade there. Otherwise send e-mail to [sharpcm@state.ks.us](mailto:sharpcm@state.ks.us)**



## **SHARP-SHOOTER**

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