SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

Volume 3, Issue 6 *September, 1998*

Agency Readiness

September is going to be a busy month for everyone involved in the SHARP upgrade, Agency technical staff will be installing and testing new software on each server and PC; while each SHARP user is becoming proficient in Windows 95 or Windows NT, completing the Computer Based Training (CBT) and applying for their user ID.

Windows 95 or Windows NT, and Word for Windows are the software packages each user agency needs to procure and install. As stated in the July SHARPSHOOTER, Windows 95 or Windows NT is required to access PeopleSoft version 7.0 which is the basis for the SHARP upgrade. Word for Windows is the required software to produce system-generated letters from SHARP. Rapid Filer, which is a part of LAN Workplace Pro, is required to download centrally run reports from the mainframe. DISC will provide LAN Workplace Pro at roll-out for those agencies who still need it. A Digital Trainer Reader and an Adobe Acrobat Reader, which are required for the CBT, will be provided with the downloading of training materials.

Agency users will have approximately 30 days to read the on-line manual and complete the test exercises in the training database. In case the time available is shorter, agencies should prioritize training to ensure that the primary, or key, users are familiar with the work processes at the time of conversion. Users will need 1-3 days to read the materials. Users only need to read the books that correspond to the work processes they will do in production (and to the signon that is requested). Since the Digital Trainer Reader and the Adobe Acrobat Reader reside on the user's PC, there will be no limit to the number of individuals reading the training materials at one time. This portion of the training may be done in segments over several days. Once the training manual is completed, the user will need to access the training database to complete test exercises.. There will be a limit of 200 users per day in the training database. An entire module of test exercises must be completed within a day time frame as the database will be refreshed nightly. Users may do separate test modules in the database on different days. Watch the SHARP message panel for the actual availability date of the training data base in mid- September. We anticipate that the training data base will be available from 7:00 AM to 7:00 PM Monday thru Saturday and possibly from 1:00 PM to 7:00 PM on Sunday. But this is subject to change.

We hope you find the CBT approach to training easy to use and flexible. We are able to offer the upgrade information "just in time" by using this new technology. It is also less expensive for everyone involved, and users expend less time and effort participating in this style of training.

The best way for agencies to be ready for the upgrade is to (1) monitor the Agency Readiness Checklist (2) comply with upgrade memos and (3) check the SHARP message panel daily. The message panel is a great tool for the Department of Administration to contact users quickly. Please return the checklists and respond to letters and memorandums rather than waiting for us to contact you seeking information or readiness reports.

The key milestones all agencies should have completed by now include:

- Provide DISC with an inventory of computers used for SHARP, including size, speed, RAM, and hard drive capacity;
- Procure additional hardware and software as needed;
- Install Windows 95 or Windows NT;
- Install Word for Windows as needed on workstations producing SHARP system-generated letters; and
- Review SHARP employee and position records and update or correct as needed so we have a "clean" database for conversion. You may use the KCONVSUM (Employee Detail Profile) report to help with this task.

Inside This Issue

This issue will focus on business process changes involving:

On-line Pay Computation

The On-line Check panel in Version 7.0 will replace the current On-Line Pay Computation panel for the computation of an employee's gross-to-net pay on-line. Functionality includes the ability to calculate and view a single employee check interactively on-line. A single check can be calculated on-line by entering hours or an amount and, if necessary, job data, taxes, deductions, or garnishment amounts can be overridden. This functionality can be used for check modeling to create 'what if' scenarios or preparing adjustment forms.

Major differences in functionality include:

- The On-line Check panel is located in the Compensate Employees/Manage Payroll Process U.S. window. The current On-Line Pay Computation panel is located in the Paysheet window.
- Several sub-panels, Job Data, One-Time Deductions, One-Time Taxes and One-Time Garnishments, are included on the On-line Check panel for the manipulation of data. These sub-panels are accessed by clicking on the appropriate push button when needed.
- In the current version, the W-4 parameters and deduction data are entered directly on the On-Line Pay Computation panels. In the upgraded system, the employee's current deductions and tax data will automatically default for the calculation of the on-line check. The One-Time Taxes sub-panel in Version 7.0 does not include fields for W-4 parameter changes and can only be used for flat amount changes. When modeling W-4 changes in the upgraded system, the user will need to first change the employee's tax data, future dating the data row used for modeling and, afterwards, deleting that data row to change the data back. For the modeling of deduction changes, only the changes to the employee's existing deductions will have to be entered on the One-Time Deductions sub-panel in Version 7.0.
- The On-line Check functionality does not calculate imputed income. Agencies will have to manually calculate imputed income for entry onto the panel as a one-time deduction.

Benefits Administration

Several enhancements will occur to the Benefits Administration process in the Statewide Human Resource and Payroll System (SHARP) with the upgrade to PeopleSoft version 7.0.

The State of Kansas will be using the automated Benefits Administration module in PeopleSoft version 7.0 for the Fall 1998 Open Enrollment cycle. Event Maintenance and COBRA processing using the automated Benefits Administration module will be implemented in early 1999. Agencies will receive additional information on the automated Benefits Administration module prior to the implementation in early 1999.

Customized enrollment forms for Group Health Insurance and Flexible Spending Accounts will be generated and sent to employees' home addresses for the fall 1998 open enrollment cycle. The employee should complete the custom enrollment form and return it to their agency human resource manager. Some agencies may choose to hold meetings with individual employees or groups of employees to assist in completing the forms. In addition, customized confirmation statements will be sent at the conclusion of the open enrollment cycle to confirm the employer selections or defaults for the 1999 plan year. Generic enrollment and change forms will continue to be used for new hires and event changes such as marriages and births. Generic forms will also be used as replacements for open enrollment forms as needed.

Employees will no longer pledge a paycheck amount for Flexible Spending Account Health Care or Dependent Care deductions. Instead, employees will pledge an annual amount for the fall 1998 open enrollment cycle.

Effective December 27, 1998 there will be separate employee, employer (agency) and provider rates for prescription drug coverage. During the conversion to PeopleSoft version 7.0, prescription drug plan enrollment will be added in SHARP to the records of all employees who are currently enrolled in medical coverage. However, there will be "zero" employee, employer and provider rates until the start of the new 1999 plan year.

Some benefits related fields will be located on a different panel in version 7.0. The PCP/Family Dentist Number for dependents will move to the Health Dependent panel. The Medicare Number, Medicare Part A Eff. Date and Medicare Part B Eff. Date field for employees will move to the Personal Data 2

continued on page four

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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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Employment Process

The Division of Personnel Services will be implementing a new employment process in coordination with the upgrade to the Statewide Human Resource and Payroll System (SHARP). The employment process will use qualitative measures rather than quantitative in the selection process. These qualitative measures will focus on how well an individual has performed a particular task.

Job Classification minimum qualifications have been revised to facilitate the implementation of a qualitative selection process. 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 existing 21 skill inventories are being replaced by seven new Kansas Employment Registration Forms that are designed to use Optical Charactor Recognition (OCR) technology. Agencies will need to obtain a supply of the new forms from the Division of Printing.

Additional changes to the Employment Process will occur as a result of the upgrade to PeopleSoft Version 7.0. These changes include the elimination of certain modifications to recruitment panels and terminology changes. The Recruitment Window has changed to Recruit Workforce located under the Develop Workforce window options in version 7.0. The term 'Skills' is being replaced by 'Competencies' throughout the Recruit Workforce panels in version 7.0.

The proficiency level field will no longer exist on the Job Requirements Table. Instead, the proficiency level is built into the compentency code. Additionally, the Right of First Refusal (ROFR) Notice of Vacancy Report will not be included in version 7.0. Agencies will continue to enter an opening statement on each job requisition that identifies that the job is open to ROFR candidates only through the dates indicated in the statement. Agencies may only consider ROFR candidates during the first six days of the vacancy posting.

In addition to the required competencies defaulting in for all Job Requisitions, an assortment of optional or preferred competencies that pertain to a specific job code will default in as 'Not Required'. Agencies will be able to simply apply points to those competencies they select as preferred for their specific job requisition. This will eliminate the need for an agency to look up the numeric code for the preferred competencies which will automatically be added to their Job Requisitions.

continued on page four

The table below shows some commonly used panels, the path you took in version 4.02 to access the panel, and the path you will take in version 7.0 for the same panel.

COMMONLY USED HR, BENEFITS AND PAYROLL PANELS

TOPIC	PANEL	4.02 PATH	7.0 PATH
Employee Info	Job Data	**Window:** Personnel Administration **PersData:** Personal Data, Job Data 1, 2, 3; Benefits Program Participation or Employment Data	**Go:** Administer Workforce, AdministerWorkforce (US) **Use:** Job Data, Job Data 1,2,3; Benefits Program Participation; or Employment Data
	Personal Data	**Window:** Personnel Administration **PersData:** Personal Data	**Go:** Administer Workforce, Administer Workforce (US) **Use:** Personal Data
	Employees Time Sheet	**Window:** Time and Leave **Time:** Employee, Daily	**Go:** Administer Workforce, Time and Leave **Use:** Employee, Time Entry Daily
	Leave Plans Employees Leave Accruals	**Window:** Time and Leave **Leave:** Leave Plans or Leave Accruals	**Go:** Administer Workforce, Time and Leave **Inquire:** Leave Plans or Leave Accruals
	Hire	**Window:** Personnel Administration Add Concurrent **Action:** Hire or Add Concurrent Job	**Go:** Administer Workforce, Administer Workforce (US) **Use:** Hire or Add Concurrent
	Employee Review	**Window:** Personnel Administration **PersData:** Employee Review	**Go:** Administer Workforce, Plan Salaries (GBL) **Use:** Employee Review
Position Info	Position Data	**Window:** Position Management **Position:** Position Data	**Go:** Develop Workforce, Manage Positions **Use:** Position Data
Benefits Info	Health Benefits Savings Plans	**Window:** Benefits Retirement Plans **Enroll:** Health Benefits, Retirement Plans or Savings Plans	**Go:** Compensate Employees, Administer Base Benefits **Use:** Health Benefits, Retirement Plans, or Savings Plans
Recruitment	Job Requisition Data	**Window:** Recruitment **Rqsn/Srch:** Job Requisition Data	**Go:** Develop Workforce, Recruit Workforce (US) **Use:** Job Requisition Data
Payroll	Employee Tax Data General Deduction Data Direct Deposit	**Window:** Employee Payroll Data **PayrlData:** Employee Tax Data, General Deduction Data or Direct Deposit	**Go:** Compensate Employees, Maintain Payroll Data (US) **Use:** Employee Tax Data, General Deduction Data or Direct Deposit
Training	Employee Training Summary	**Window:** Training Administration **Student:** Student Training Summary	**Go:** Develop Workforce, Administer Training **Inquire:** Student Training Summary

Benefits Administration

continued from page 2

panel. The following fields have been eliminated: Medicare Part A checkbox and Medicare Part B checkbox for employee and dependents, COB for employee and dependents and ESRD for employee and dependents.

You may call the Division of Personnel Services Benefits Unit at 785-296-6280 if you have specific questions not covered in this article or the training documentation for version 7.0.

Employment Processes

continued from page 3

There will be no major changes to the basic employment process in the SHARP system, including the Veterans Preference process. The majority of panels in the Recruit Workforce window will remain the same in version 7.0.

The Division of Personnel Services will share more on the enhanced employment process through memos and informational meetings with agency supervisors and employees.

Dear Dead Eye…

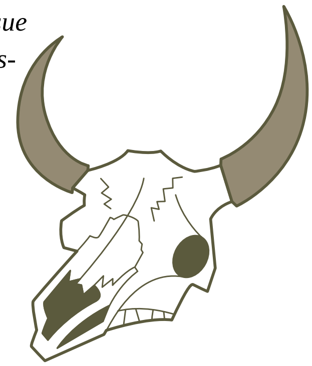
Q: *Will we still be able to print time sheets for individual employees? I understand we will no longer be able to print blank time sheets.*

A: You will be able to print time sheets for your entire department, or for an individual employee. If you want blank time sheets, now is the time to print them. You are correct that blank time sheets will not be available in version 7.0. For training purposes there will be examples of completed time sheets as attachments to the training.

Q: *There is an agency use field on the Position Data 2 panel in version 4.02, will this still be available for agencies?*

A: Yes it will be available, but it will now be on the Position Data 4 panel in version 7.0.

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.



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