**HR/Payroll Checklist for SHARP Upgrade to 9.1**

**Prior to 2/8/13 & for Go-Live and After 2/13/13**

**HR/Payroll Checklist for SHARP Prior to 2/8/13 - Time and Leave Agencies:**

* Verify all employees who will be reporting time via Employee Self Service have completed the Computer Based Training course TL370: Time and Labor for Self Service
* Verify appropriate agency staff have completed the following Computer Based Training Courses:
  + TL371: Time and Labor for Timekeepers (this role does timekeeping in Time and Labor)
  + TL372: Time and Labor for Human Resource Administrators (this role can complete timekeeping in Time and Labor plus enroll time reporters and approve payable time)
* Complete all project tasks assigned per the PeopleSoft 9.1 Upgrade Task List. Refer to Document PeopleSoft 9.1 Upgrade Task List (11/27/2012) which is located at the SHARP Upgrade page: <http://www.da.ks.gov/sharp/documents/SHARPUpgrade91/default.htm>
* Complete timesheet entry for on-cycle for Pay Period 1/20/13 - 2/2/13 by 6pm Monday, 2/4/13.
* Verify that all employees are ‘OK to Pay’ prior to final pay calc at 6pm on Wednesday, 2/6/13
* Review final payroll reports and request any off-cycle adjustments by 6pm on Friday, 2/8/13
* Because we will not be migrating the Time and Leave 2/3/13 – 2/16/13 electronic timesheets to Time and Labor, have employees track time on a Time and Leave paper time document, for the 2/3/13 – 2/16/13 time period so Timekeepers and employees who will be entering their own time via Employee Self Service can refer to it when entering their on-line timesheet in Time and Labor on or after 2/13/13.
* Communicate agency deadlines for time entry and approval to employees and supervisors for employees reporting time via Employee Self-Service in Time and Labor. Suggested deadlines are 10:30 or 11:00 AM on the last Friday of the pay period for employee timesheet ‘submits’ and by 3 PM on the last Friday of the pay period for managers to approve timesheets (You may have different due times and dates at your agency and for employees who work weekends)
* For employees who will be entering time via Employee Self Service, develop and communicate a schedule for employees to validate their default work schedule and enter/save time for the first time to their on-line timesheet. This will assist in ensuring an overload does not occur in Employee Self Service first thing on the morning of go-live. **For example,** 
  + Employees with last name A-F review/record initial time 2/13/13 AM;
  + Last Name G-L review/record initial time 2/13/13 PM;
  + Last Name M-Q review/record initial time 2/14/13 AM;
  + Last Name R-Z review/record initial time 2/14/13 PM

**HR/Payroll Checklist for SHARP Prior to 2/8/13 (continued)**

**Existing Time and Labor Agencies:**

* Have ESS employees enter time via Employee Self Service up through 2/8/13
* Ensure all reported time and payable time in Needs Approval (NA) status is Approved (AP) by the end of the day on 2/8/13
* Complete Payable Time Approvals for on-cycle for Pay Period End Date 2/2/13 by 6pm on Wed., 2/6/13
* Review final payroll reports and request any off-cycle adjustments by 6pm on Friday, 2/8/13

**\*\*\*\*\*\*\*\*\*Conversion Feb. 2/9/13 – 2/12/13 – NO SHARP ACCESS\*\*\*\*\*\*\*\*\***

**HR/Payroll Checklist for SHARP 9.1 Time and Labor**

**Go-Live and After - 2/13/13 and forward**

**Wed, 2/13/13 – Thurs. 2/14/13**

* Ensure employees reporting time via Employee Self Service are validating their default work schedule and entering/saving initial time according to agency communicated schedule
* Access and enter HR/Payroll transactions in SHARP as necessary. NOTE: All payroll adjustments for pped 2/2/13 and prior must be submitted on a DA-180 to Payroll Services
* Generate the Reported Time Extract to search for incorrect Time Reporting Codes (TRCs), such as SLA instead of SCK. Additional Time and Labor report information is located at: <http://www.da.ks.gov/sharp/reports/default.htm#timelabor>

**Friday, 2/15/13 – Sunday, 2/17/13**

* Ensure **EXEMPT** and **NON-EXEMPT** employees entering time via Employee Self Service enter time on their last work day and SUBMIT, based on agency-established time reporting deadlines. Recommendation for M-F employees is to ‘submit’ time by 10:30AM or 11AM. (You may have different due times and dates at your agency and for employees who work weekends). NOTE: Employees have access to on-line timesheets for pped 2/16/13 through Sunday, 2/17/13.
* Generate the Reported Time Extract to search for incorrect Time Reporting Codes (TRCs), such as SLA instead of SCK. Use a ‘filter’ on the Status or Status Description column to identify employees with a Timesheet Status that is not in Submitted or Needs Approval Status. **NOTE**: This extract should be generated throughout the time period to help identify incorrect time entry and to verify the Reported Time (Timesheet) Status.
* Notify, via e-mail or phone, employees who have not Submitted their timesheets (Status Description column of Reported Time Extract is in Saved status instead of Submitted or Needs Approval Status)
* Ensure supervisors review and approve employee time entered for **EXEMPT** and **NON-EXEMPT** employees based on agency-established time reporting deadlines. Recommendation for M-F employees is to have supervisors approve time by 3PM Friday in order to have reported time process through time administration which runs at 11AM and 3:30PM. NOTE: Supervisors have access to approve timesheets for pped 2/16/13 through Tuesday, 2/19/13

**Monday, 2/18/13 - Tuesday, 2/19/13**

* Ensure Time and Labor Timekeepers enter employee time for **EXEMPT** and **NON-EXEMPT** employees in Time and Labor based on agency-established time reporting deadlines. Recommendation is to have all employee time entered no later than end of day on Mon., 2/18/13
* Agency Time and Labor HR role – review and APPROVE all Payable Time by Tuesday, 2/19/13 at 6pm to have employee time included in the first payroll pre-calc
* Time and Labor Timekeeper and/or Agency Time and Labor HR role - verify that all employees have time **entered and approved** by Tuesday, 2/19/13 at 6pm using the following tools:
  + **Timesheet Search page:** For selected group of employees, enter the Department ID and sort on “Hours to be Approved” and review for the pay period. Be sure to search both Week 1 and Week 2 (only one week at a time displays on the search results page)
  + **Reported Time Extract:** *(Time and Labor>Reports>Reported Time Extract)* Provides a file that can be imported into a spreadsheet and includes all data from the timesheet (Reported Time) for review
  + **Review Unprocessed Reported Time Page:** *(Time and Labor>View Unprocessed Time>Unprocessed Reported Time)*Identifies time that has been entered on-line but is not yet in Payable Time status (i.e. has not run through Time Admin, has not been approved by supervisor/approver, contains exceptions, etc.)
  + **Review Unprocessed Payable Time Page:** *(Time and Labor>View Unprocessed Time>Unprocessed Payable Time)* Identifies payable time that has not been paid – i.e. in Needs Approval status as it has not been approved by the Agency HR Administrator
  + **Payable Hours Exception Report:** *(Time and Labor>Reports>Payable Hours Exception)* Identifies employees whose payable time is not equal to the hours equivalent to the employee’s FTE (benchmark hours)
  + **Payable Status Report:** *(Time and Labor>Reports>Payable Status)* Listing of all Payable time for a range of dates, sorted by the chosen Payable Statuses on the run control to provide a picture of processed and unprocessed time
  + **Payable Time Extract:** *(Time and Labor>Reports>Payable Time Extract)* Provides a file that can be imported into a spreadsheet and include all data from the Payable Time Table for review. Use this extract to ensure all Payable Time you want sent to payroll has a Status Description of Approved
* Send e-mails to managers who have not approved employee timesheets (Status Description column of Reported Time Extract is in Needs Approval status instead of Approved)

**Wednesday, 2/20/13 - Friday, 2/22/13**

* Following each payroll pre-calc:
  + Review PAY011 Payroll Error Messages report available in the agency MVS reporting directory and take action to correct any errors
  + Review PAY010 Employees Not Processed report available in the agency MVS reporting directory and review information to identify employees requiring action
  + Review PAY002 Payroll Register report available in the agency MVS reporting directory to confirm all employees have a calculated paycheck with the expected net pay
    - **NOTE:** If possible, compare the PAY002 report to the final report from the previous pay period to assist in identifying differences.
  + Review PAY008 Deductions Not Taken report to identify employees requiring action
* Confirm any employees hired in the payroll period being processed have a check with the correct amount of pay on the PAY002 Payroll Register report
* Generate the Workers Compensation Notification report. Update timesheets if warranted and approve Payable Time if needed
* For any errors identified in time reporting (missing hours, incorrect time reporting codes, etc.) the Agency Time and Labor Timekeeper and/or Agency Time and Labor HR role must make any necessary corrections to employee timesheets, clear exceptions that can be cleared, approve the corrections, and HR role must approve payable time to have corrected time picked up by payroll for the next payroll pre-calc
  + **NOTE:** A paper time document must be printed by the Timekeeper or Time and Labor HR staff and signed and dated by the employee to acknowledge any corrections made by the Supervisor, Timekeeper or HR role after employee loses access to make changes to the timesheet

**SHARP 9.1 Upgrade – Dept. of Administration HR/Payroll Contacts**

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