SHARP Customer Service Center

- SHARP Messages -

SHARP Message #618

DATE:	6/2/05
AUTHOR:	HR
SUBJECT:	Fiscal Year End 2005 And New FY2006 SHARP Procedures

MESSAGE TEXT:

FISCAL YEAR END 2005 AND NEW FY2006 SHARP PROCEDURES

Following is a summary of regulatory changes affecting SHARP that will be effective with the beginning of Fiscal Year (FY) 2006 or the ending of FY
2005 (Vacation Overage). Revised SHARP procedures and a brief explanation of the changes for classified employees, and unclassified employees who follow Executive Order 04-13, are below. We will do batch updates to existing SHARP data to implement a few of the regulation changes.
(Vacation Leave Overage is not a change, but a reminder of actions that may need to be performed during the crossover of fiscal years.) Please read each item carefully for instructions on how each change is being handled.

1. Reminder - Vacation Leave Overage Transferred to Sick Leave (K.A.R. 1-9-4):

* Transfer up to 40 hours of vacation that is over the maximum allowed by K.A.R. 1-9-4 to sick leave for Classified Executive Branch employees and Unclassified employees who follow Executive Order 04-13.

* Record the vacation transfer hours (up to 40 hours) using the Sick Leave Accrual (SLA) earnings code.

* Enter this code on the 05/22/05-06/04/05 SHARP timesheets.

* Refer to “Vacation Overage Conversion Detailed Instructions,” “Vacation Overage Conversion General Instructions,” and “Fiscal Year End Pay Periods” documents located on the SHARP Customer Service - Documents page for more information: http://da.ks.gov/sharp/documents/default.htm.

* Also refer to Bulletin 02-01 Vacation Leave Overage:
http://da.ks.gov/ps/documents/bulletins/default.htm

2. Shared Leave (regulation change):

* Clarification language in Kansas Administrative Regulation 1-9-23 makes it clear that all available leave should be

used prior to recording Shared Leave.
* “Available leave” includes:
  - vacation leave,
  - sick leave,
  - compensatory time,
  - holiday compensatory time, and
  - discretionary holiday.
* The maximum number of hours of shared leave that may be used by an employee shall be the total hours that the employee would regularly be scheduled to work during a six-month period.
* Exempt employees use shared leave in ½ or full day increments.
* Shared leave may be applied retroactively for a maximum of two pay periods preceding the date the employee signed the shared leave request form.
* If an employee is retiring from state service and receiving compensation for sick leave upon retirement, the donated sick leave cannot include those hours needed to reach the sick leave payout. For example, a retiring employee who has accumulated 1400 hours of sick leave and has 26 years of service may donate 200 hours to the shared leave program. Since the employee has accumulated the 1200 hours required to fulfill K.S.A. 75-5517 subsection (a)(3), the employee can donate all hours in excess of 1200.
http://www.kslegislature.org/legsrv-statutes/getStatuteInfo.do

3. Earnings Codes Definition (regulation change):

* The Relief from Duty (RFE/RFD) earnings codes should no longer be used by classified employees, and unclassified employees who follow Executive Order 04-13. The definition has been rolled into the Administrative Leave
(ADE/ADM) Regulation (K.A.R. 1-2-74) effective on and after June 5, 2005.
The RFE/RFD earnings codes will remain active for the Judicial and Legislative branches.
* The Administrative Leave (ADE/ADM) earnings code definition is now, “…leave with pay that is approved by the appointing authority for an employee pending the outcome of an investigation of that employee under K.A.R. 1-9-19 or for other situations in which the appointing authority determines that administrative leave with pay is in the best interests of the state. Administrative leave shall not be used as a reward.

Old Code(s)	Replacement Code
* RFE/RFD Relief from Duty with Pay	ADE/ADM Administrative Leave

4. Safety Sensitive Positions (batch job for regulation change):

The “Designated/Commerical Driver” field label located on the Kansas Information Page in Manage Positions will be changed to “Safety Sensitive/Commercial Driver” as a result of changes to K.A.R. 1-6-32 which are effective on and after June 5, 2005. All active positions in SHARP (excluding Regents Institutions) that have “Designated” value selected will have a new Position Data row inserted effective June 5, 2005 to update the value to “Safety Sensitive”. The batch job will run on Thursday, June 16, 2005 in order to give agencies time to make other position related changes that may also be effective June 5, 2005. Do not add any rows to Position Management dated greater than June 5, 2005 until after we run the batch job on Thursday June 16, 2005.

5. Supervisory Code Changes (batch job for regulation change):

The Lead worker and Manager supervisory codes in SHARP will no longer be used after the elimination of K.A.R. 1-2-84a (Lead worker) and K.A.R.
1-2-84b (Manager) effective on and after June 5, 2005. All active
positions in SHARP (excluding Regents Institutions) that have the “Lead Worker (L)” supervisory value selected will have a new Position Data row inserted effective June 5, 2005 to update the supervisory value to “No (N)”. All active positions in SHARP (excluding Regents Institutions) that have the “Manager (M)” supervisory value selected will have a new Position Data row inserted effective June 5, 2005 to update the supervisory value
to “Supervisor (S)”. The batch job will run on Thursday, June 16, 2005
in order to give agencies time to make other changes that may also be effective June 5, 2005. Do not add any rows to Position Management dated greater than June 5, 2005 until after we run the batch job on Thursday June 16, 2005.

Transfer with Increase in Pay:

Effective on and after June 5, 2005 agencies will be able to pay employees at a higher step of the pay grade if an employee transfers within the same agency and the appointing authority determines that the increase is in the best interest of the state pursuant to K.A.R. 1-5-14. This regulation change shall be effective on or after June 5, 2005. The following new action/reason code is being added to SHARP to enter these transactions:
Action/Reason Code XFR/HSP Transfer/ Higher Step (KAR 1-5-14).

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