SHARP Customer Service Center

- SHARP Messages -

SHARP Message #632

DATE:	9/8/05
AUTHOR:	HR
SUBJECT:	State-Wide Employee Communications Directory Process in SHARP

MESSAGE TEXT:

Agency Heads, IT Directors and Human Resource Managers in Executive Branch agencies were recently provided information about the creation of a new State-Wide Employee E-mail Directory and an internal web-based employee White Pages Communications Directory.

Please refer to the three documents listed below for detailed information about the new process and how it will use employee phone numbers and email addresses in SHARP to populate the directory.

Memo from Governor Kathleen Sebelius announcing the creation of the State-Wide Employee Communications Directory.
http://www.da.state.ks.us/sharp/documents/Governor%20email.pdf

Memo from Denise Moore, Director of DISC and Jack Rickerson, Director of DPS providing key dates and additional detail about the State-Wide Employee Communications Directory Process.
http://www.da.state.ks.us/sharp/documents/Emailproject.pdf

Attachments which provide information on how the State-Wide Employee E-mail Directory and an internal web-based employee White Pages Communications Directory were designed and includes detailed instructions for entering phone numbers and email addresses in SHARP.
http://www.da.state.ks.us/sharp/documents/emailAttachments%20_2_.pdf

Key Dates for this project include:

September 2, 2005 – All email addresses and phone numbers in the Personal Data pages in SHARP were deleted.

September 6, 2005 – Agencies begin entering phone numbers and email addresses in SHARP. NOTE: Agencies that are going to send a batch file to do the initial update of existing employee's phone numbers and email addresses in their agency will send a file during the week of October 10-14, 2005. Please check with your agency IT staff and HR director to determine how this process will work in your agency.

November 1, 2005 – New Communications Directory is populated with data from SHARP.

On-going maintenance of email addresses and phone numbers will be entered directly in SHARP.

The Judicial Branch, Elected Officials and Regents Institutions are being provided this information to make you aware of the project timelines and implementation requirements so you can determine the ability for your agency to participate in this initial implementation.

If you have any questions about the information contained in these documents please contact Connie Guerrero at 785-296-0754 or connie.guerrero@da.ks.gov

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