SHARP Customer Service Center

- SHARP Messages -

SHARP Message #630

DATE:	8/16/05
AUTHOR:	HR
SUBJECT:	Page Break Level – Batch Leave Accrual Report (BEN007)

MESSAGE TEXT:

We've recently discovered the Page Break Level designation is not working properly for the centrally run batch Leave Accrual report (BEN007). This report is generated typically every other Friday, during final pay calculation, and is deposited into agency MVS mailboxes. Your designated agency personnel then retrieve the report using software such as WS_FTP, Rapid Filer, or CoreFTP Pro.

The report can be set up so there are subtotals based on when there is a change in the first 3 digits; first 5; first 7; or all 10 digits of the Department ID. Regardless of what was set up for each agency, the report was not listing the subtotals.

Programming staff have updated the code, so the August 13, 2005 Leave Accrual Report will be generated using the agency specified Page Break Level that is listed for the BEN007 Leave Accrual Report in SHARP. Please check the Page Break Level for the BEN007 prior to 6PM, Friday, August 19,
2005 (final pay calculation) to ensure it is set up as you'd like.

You may view existing, or set up new, Page Break Levels for centrally run batch reports you retrieve from the MVS (Most agencies use WS_FTP or Rapid Filer to access these reports) using the following breadcrumbs in SHARP:

Home > Define Business Rules > Manage Human Resources (GBL) > Setup > Page Break Level by Agency (Enter your 3 digit Department ID and click on
"Search")

Page Break Level Options* are:
Level 3: Breaks by agency
Level 5: Breaks by division or bureau
Level 7: Breaks by section
Level 10: Breaks by unit
*The description of the Page Break Levels may differ per agency depending on the numbering schema used to set up unique Agency Department IDs.

Page Break Level / MVS information is located within the Centrally Run Reports section of the Introduction to CBT and SHARP Computer Based Training Material which is located at http://da.state.ks.us/sharp/CBT-intro.htm

If you have any questions, you may contact Brent Smith at brent.smith@da.state.ks.us or 785-296-1432.

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