SHARP Customer Service Center

- SHARP Messages -

SHARP Message #635

DATE:	9/30/05
AUTHOR:	HR
SUBJECT:	State-Wide Employee Communications Directory Update

MESSAGE TEXT:

SHARP Message #632 provided information about the State-Wide Employee Communications Directory process in SHARP. As agencies are entering employee phone numbers in SHARP Personal Data, we have noticed a few data entry issues.

Please be sure that you select the correct agency name from the E-Mail and Phone Type drop-down lists. Many agency names have the word 'Kansas' or
other similar words, so be careful to select the correct agency. We
recommend you run the new Employee Email/Phone Listings (KPER265) Report in SHARP upon completion of your data entry as a way to verify all of your employees were entered correctly.

Also, when entering an employee transaction that moves the employee to a different agency be sure to delete the rows for the old agency name, phone number and email. You may enter the information for the new agency if available.

As a reminder, entry of area codes is required. Phone numbers should be entered as all numbers with no spaces or special characters. Phone numbers with extensions should be entered as all numbers with no spaces.
Example: 12345678901234

Thank you for your prompt entry of this information. Please feel free to contact Connie Guerrero at 785-296-0754 or connie.guerrero@da.state.ks.us if you have any questions.

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