SHARP Customer Service Center

- SHARP Messages -

SHARP Message #628

DATE:	8/2/05
AUTHOR:	HR
SUBJECT:	New SHARP Action Reason User Guide!

MESSAGE TEXT:

An updated SHARP Action Reason User Guide is posted at http://da.state.ks.us/sharp/documents on the SHARP Customer Service web site. The changes, which remove one code and clarify or expand usage of several codes, are listed below.

Demotion/Unclassified Demotion – Code is removed. Use a Transfer code as described below.
Demotion/Involuntary – Clarifies that the code is for classified employees.
Demotion/Unsatisfactory Performance – Clarifies that the code is for classified employees.
Demotion/Voluntary – Clarifies that the code is for classified employee.

Promotion/Unclassified Promotion – Expands this code to include instances when an unclassified employee's position has a job code or title change and the employee's pay increases.

Transfer/Employee Request and Employer Request – Expands these codes to include instances when an employee moves from either branch of service (Classified or Unclassified) to a position in the other branch of service at a similar or lower rate of pay.

If you have any questions, please contact Patti Pearce at 785/296-7232 or patti.pearce@da.state.ks.us

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