SHARP Customer Service Center

- SHARP Messages -

SHARP Message #669.2

DATE:	9/20/06
AUTHOR:	HR
SUBJECT:	Suffix Field update in SHARP

MESSAGE TEXT:

As part of our effort to upgrade from our current version of PeopleSoft to version 8.9, we have identified a need to store suffixes separately from the Last Name field in SHARP. Effective Monday, September 25, 2006 we would like for you to start entering any names containing a suffix on the Personal Data, Dependent Beneficiary and Applicant Data pages in the new format. For example, John P Smith III would be entered as follows. John is entered in the First Name field, P is entered in the field labeled Middle, Smith will be entered in the Last Name field and III should be entered in the Suffix field. The Name field which contains the employee's full name including suffix and middle initial will continue to display the name in the standard PeopleSoft format of Smith III,John P

Currently the following values are available for use in the Suffix field in SHARP: CPA, ESQ, I, II, III, IV IX, Jr, MD, Sr, V, VI, VII, VIII and X. If you hire an employee or have an applicant that has a suffix not listed above please contact the Division of Personnel Services and we will determine if the suffix needs to be added to the values available in SHARP or we will have you keep the suffix as part of the last name.

During the weekend of September 23-24, 2006 a batch program will be generated that will update and convert all existing names in SHARP with a suffix to the new format.

If you have any questions, please feel free to contact Connie Guerrero at 785-296-0754 or at connie.guerrero@da.state.ks.us .

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