SHARP Customer Service Center

- SHARP Messages -

SHARP Message #667

DATE:	8/25/06
AUTHOR:	HR
SUBJECT:	On-Line Communications Directory to be populated from SHARP effective 10/1/2006

MESSAGE TEXT:

The Division of Information Systems and Communications (DISC) will begin populating the On-Line Communications directory located at http://www.da.ks.gov/phonebook from data stored in the Statewide Human Resource and Payroll System (SHARP) on a biweekly basis beginning October 1, 2006.

Updating the On-Line Communications directory from SHARP completes the initiative that started over a year ago with the implementation of the White Pages directory located at http://www.da.ks.gov/whitepages/ on the Intranet. The goal of this process change is to provide a mechanism to keep employee phone numbers included in the two on-line directories current. In addition, it provides a streamlined process for those agencies that are currently providing DISC quarterly updates for the one directory and entry into SHARP for the other directory. Effective with the implementation of this change on October 1, 2006 you will only need to enter the data in SHARP. However, if your agency does not populate data in SHARP you will need to continue providing the quarterly updates to DISC and your data will only be displayed in the On-Line Communications directory (http://www.da.ks.gov/phonebook).

The On-Line Communications directory will continue to display employee name, phone number, city, and agency. It does not include the employee's e-mail address. Only the white pages directory located on the Intranet (http://www.da.ks.gov/whitepages/) will display the employee's email address in addition to the employee's name, phone number, city, and agency.

When entering employee email addresses and phone numbers in SHARP, please be sure that you select your agency's 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 are entered correctly. The report is located at the following path: Home > Administer Workforce > Administer Workforce (GBL) > Report > Employee Email/Phone Listings.

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

Included below is a link to all of the initial documentation that provided detailed information about the process and

how employee phone numbers and email addresses in SHARP are used to populate the directory.

http://www.da.ks.gov/sharp/documents/GovEmplCommunicationDir_Info.htm

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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