SHARP Customer Service Center

- SHARP Messages -

SHARP Message #668

DATE:	8/31/06
AUTHOR:	HR
SUBJECT:	Step Increases Effective September 10, 2006

MESSAGE TEXT:

The following information explains implementation of the September 10, 2006, step increase in SHARP and agency actions needed to ensure that eligible employees receive the increase. The eligibility requirements are also summarized.

Late in the afternoon on September 8, 2006, we will run a program to create a list of employees in SHARP that meet the continuous employment criteria. You can access this list in SHARP at Administer Workforce>Plan Salaries>Use>Pay Increase. Employees are listed on two tabs – Active and Inactive (employees who are on leave). The 'Approved?' checkbox is automatically selected for employees who have a satisfactory or exceptional performance review in SHARP when the program runs and the review 'To Date' is dated on or after September 10, 2005. The 'Approved?' checkbox is blank if the employee has an unsatisfactory review, no review, the review 'To Date' is dated before September 10, 2005, or is on leave without pay. The review rating field shows the latest rating in SHARP, which may not meet the date requirements for a step increase. Also, employees will not be on the Pay Increase page if they don't meet the continuous employment criteria or are currently on step 16.

For employees whose checkbox is not clicked 'Approved' on the Pay Increase page, agencies have until 6:00 p.m. on Thursday, September 21 to enter performance reviews into SHARP and click the 'Approved?' checkbox so that they will receive the step increase. We will then run another program on Friday, September 22 to insert the step increases into employee job data using the PAY/SPM action/reason code.

Important: Please do not enter rows dated greater than September 10, 2006, until after the step increase has loaded on September 22. This includes promotions, demotions, transfers, terminations and any other transactions that require a job data row to insert into employee work history such as position data updates. Also, please add all job data rows that are effective dated on or before September 10, 2006, before September 22. You may enter rows dated September 10, 2006, since the step increase row will create effective sequence rows when needed.

Summary of Eligibility Requirements
• Employees hired on or before June 17, 2006 and have been continuously employed since that date. Employees hired on or after June 18, 2006, are not eligible.

• Employees in a regular classified position as of September 10, 2006.

• Classified employees who have a satisfactory or exceptional performance review rating dated on or after September 10, 2005.

• Employees on steps 4-15 will move one step.

Please contact Patti Pearce at patti.pearce@da.state.ks.us or 785-296-7232 if you have questions.

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