

SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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2000 Discretionary Day

Effective 12/26/1999, Kansas Administrative Regulation (K.A.R.) 1-9-2 concerning holidays was revised. Prior to 12/26/99, the maximum discretionary holiday credit an employee could receive was 8 hours. Employees who were regularly scheduled to work more than 8 hours that day were required to use leave or adjust hours. Now, eligible non-exempt employees shall receive hours equal to the number of hours they are regularly scheduled to work for the discretionary holiday.

The batch program, which loads the discretionary holiday balances for all employees, was modified to comply with the revised regulation. The program will increase the 2000 discretionary holiday balance for all employees eligible to receive a discretionary holiday to 24 hours in order to cover those eligible employees whose workday is longer than 8 hours. Balances will be increased during the 12/26/1999-01/08/2000 pay period.

This does not mean employees have three 8-hour discretionary days. The change means that if an employee is normally scheduled to work 12 hours on Monday; and the employee chooses to take the discretionary day on that day, the employee will report 12 hours dis-

cretionary day on his or her time document.

An employee is still limited to using the discretionary day on only one day. The employee's check stub will still display a "DD" if the employee has a balance. Once the "day" has been used, whether it is a 4, 8, 10, 12, or any amount up to a 24-hour day, the "DD" is removed from the check stub and the balance in the SHARP system is reduced to zero.

SHARP Data Standards

An employee who changed residences may not receive mail delivery of pay advices and open enrollment information if the home address is not updated in SHARP. A misspelled name in Personal Data 1 defaults to Job Data, Position Data, and GHI carrier files. These are just two examples of how data errors in SHARP affect employees.

In order to help improve and maintain data integrity, the Division of Personnel Services is designing *Data Standards* for four major activities – Recruitment, Benefits, Employee and Position. Step-by-step, the *Data Standards* describe the information required in panel fields for a process and the impact of an error if data is entered incorrectly or untimely. The first in the series, Recruitment, was

Inside This Issue

This issue will focus on business process changes involving:

- ◆ SHARP Data Standards
- ◆ Leave Accrual Schedule 2000
- ◆ Year 2000 Readiness

distributed late last summer and offers concise data entry instructions on recruitment activities such as:

- ◆ Creating a New Job Requisition
- ◆ Defining Selection Criteria for a Vacant Position
- ◆ Hiring an Applicant

Data Standards complement the CBT modules, SHARP Tips, and SHARP-Shooter with succinct data entry steps for both on-line users and those who interface information into SHARP. If you did not receive the *Data Standards* for recruitment activities, you may print them from the SHARP Documents web page at www.da.state.ks.us/sharp/documents. Look for *Data Standards* for benefits, employee and position activities in the near future.

Leave Accrual Schedule for 2000

The chart displayed here is an updated version of the Leave Accrual Schedule for 2000. The chart lists the following: beginning and ending pay period dates; leave accrual job run date; final pay calculation date; the last day to correct time and leave entry in the current pay period; and the pay day for each corresponding pay period. This document can be printed from the SHARP Web Site: <http://da.state.ks.us/sharp/>. Look for 'Leave Accrual Schedule 2000 (Attachment 8 Time and Leave CBT)' under the Documents section.

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LEAVE ACCRUALSCHEDULE 2000

Pay Period	Begin Date	End Date	Leave Accrual, Pay Calculation, & Last Day for T&L Corrections*/**	Pay Day**
26	12/12/99	12/25/99	12/29/99	01/07/00
1	12/26/99	01/08/00	01/14/00	01/21/00
	01/09/00	01/22/00	01/28/00	02/04/00
3	01/23/00	02/05/00	02/11/00	02/18/00
	02/06/00	02/19/00	02/25/00	03/03/00
5	02/20/00	03/04/00	03/10/00	03/17/00
	03/05/00	03/18/00	03/24/00	03/31/00
7	03/19/00	04/01/00	04/07/00	04/14/00
	04/02/00	04/15/00	04/21/00	04/28/00
9	04/16/00	04/29/00	05/05/00	05/12/00
	04/30/00	05/13/00	05/19/00	05/26/00
11	05/14/00	05/27/00	06/02/00	06/09/00
	05/28/00	06/10/00	06/16/00	06/23/00
13	06/11/00	06/24/00	06/30/00	07/07/00
	06/25/00	07/08/00	07/14/00	07/21/00
15	07/09/00	07/22/00	07/28/00	08/04/00
	07/23/00	08/05/00	08/11/00	08/18/00
17	08/06/00	08/19/00	08/25/00	09/01/00
	08/20/00	09/02/00	09/08/00	09/15/00
19	09/03/00	09/16/00	09/22/00	09/29/00
	09/17/00	09/30/00	10/06/00	10/13/00
21	10/01/00	10/14/00	10/20/00	10/27/00
	10/15/00	10/28/00	11/03/00	11/09/00
23	10/29/00	11/11/00	11/15/00	11/22/00
	11/12/00	11/25/00	12/01/00	12/08/00
25	11/26/00	12/09/00	12/15/00	12/22/00
	12/10/00	12/23/00	12/29/00	01/05/01

*In current pay period

**Dates are subject to change

Personal Readiness for Y2K

There is less than one month left before the Year 2000 gets here, whether we are ready for it or not. The state agencies of Kansas are working steadily to prepare for the new year. Of all the state's Mission Critical Applications, 99% are completely ready for Y2K.

The Division of Information Systems and Communications (DISC) has been actively involved in an Outreach Program to local communities. Part of their endeavor to inform communities has been to acquire information from the various utilities about their readiness status. The major electric utilities have assured us that there will be electricity available on January 1, 2000. Other utilities have informed DISC they will be prepared as well. They include Southwestern Bell, natural gas companies, along with many water and waste companies. All these utilities have designed contingency, or back-up, plans in case of any emergency. They are more concerned about a winter storm than the Y2K problem.

The advice from the Federal Emergency Management Agency (FEMA) and other similar emergency agencies is to treat this like you would any type of perceived emergency, for instance, a winter storm or tornado. The big difference is that we have plenty of warning. So do not wait until December 30, 1999 to buy supplies for that weekend. Here is a common sense checklist everyone can use to prepare for the infamous date change from 1999 to 2000:

- ◆ Have flashlights, lanterns and radios available, along with fresh batteries.
- ◆ Make sure there is plenty of gas in your vehicle.
- ◆ Stock enough groceries for 3 or 4 days.
- ◆ Acquire the amount of cash you would for any other holiday weekend.
- ◆ Please do not call 911 for information. This number is for actual emergencies only! (Like serious injuries, fires or accidents)
- ◆ Listen to your radio for information and updates in case of power outages or other problems.

As you can see, this is no more than you would do for a winter storm warning.

If you are concerned about your local community government, utility, bank or other service type facility, contact their Y2K coordinator and ask for their readiness status.

A quick check you can make on a personal computer is to change the date and time to Dec. 31, 1999 and 11:55 pm. Then wait a few minutes to see if the date changes to 2000. If it does not, try manually changing the date to see if it will register as 2000.

TIP: Some pre-1994 VCRs will not be able to utilize the program recording function. If after the 2000

date change it does not, change the date to 1972 because the days of the year are the same as 2000.

Information concerning Y2K readiness of state agencies, and other pertinent items, is available at our Web site: <http://y2k.state.ks.us>.

Please see the October issue of the SHARP-SHOOTER for PeopleSoft Y2K readiness.

REMINDER:

DISCRETIONARY HOLIDAY FOR 1999

Agencies should remind eligible employees who have not yet used the 1999 Discretionary Holiday they have until December 25, 1999 to use it. For most employees, the last day to use this holiday is Thursday, December 23, 1999.

Dear Dead Eye...

Q. How do I determine whether to pay an employee on the officially observed or on the legal holiday?

A. Following are examples of how to determine whether to pay an employee on the officially observed holiday or on the legal holiday. In reviewing Article 9 of the Personnel Statutes and Regulations regarding legal holidays preceded or followed by officially observed holidays, four situations were considered and summarized for eligible, classified, full-time, nonexempt employees:

1. The employee works on the legal holiday (example: July 4, 1999), but not on the officially observed holiday (example: July 5, 1999) = employee should receive holiday credit and holiday compensation on the legal holiday
2. The employee works on the officially observed holiday (example: July 5, 1999), but not on the legal holiday (example: July

4, 1999) = employee should receive holiday credit and holiday compensation on the officially observed holiday

3. The employee works on both the officially observed holiday (example July 5, 1999) and the legal holiday (example: July 4, 1999) = employee should receive holiday credit and holiday compensation on the day in which the most hours are worked, but not on the other day (hours recorded as usual for non-holiday)
4. The employee worked neither the officially observed holiday (example: July 5, 1999) nor the legal holiday (example: July 4, 1999) = employee should receive holiday credit for the officially observed holiday

Some time was entered incorrectly for the July 4, 1999 holiday. In many cases the employee was paid at 1.0 times their hourly rate (regular pay) rather than 1.5 times their hourly rate (holiday pay) for work performed on Sun-

day, July 4, 1999. If you believe that time may have been recorded incorrectly based on the above descriptions and would like assistance in determining which of your employees worked on July 4, 1999, please contact your Human Resource Consultant in the Division of Personnel Services.

Please note that similar situations will occur with upcoming holidays. December 24, 1999 is our officially observed holiday while December 25, 1999 is a legal holiday. Also, December 31, 1999 is our officially observed holiday while January 1, 2000 is a legal holiday.

All questions for Dear Dead Eye are welcomed and should be directed to "Dead Eye" at the project address, (785) 296-4886, or E-Mail douglas.quinn@state.ks.us All questions will be answered in the following issue of the newsletter.



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