

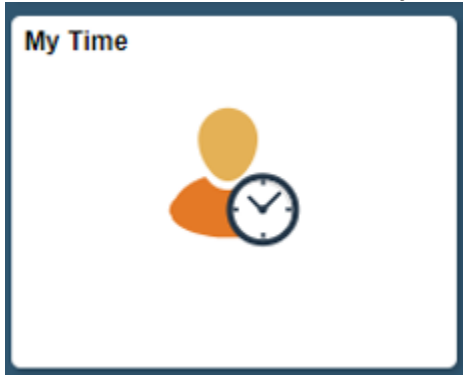
FLUID Sneak Peak*

Employee Self Service (ESS)

ESS Home page (Displaying the following Tiles):

The screenshot displays the Employee Self Service (ESS) home page. At the top, there is a navigation bar with a dropdown menu labeled "Employee Self Service". Below this, the page is organized into a grid of service tiles. The top-left tile is titled "Messages" and contains a "Welcome to Employee Self Service" message and a note: "We hope you enjoy the new Fluid look and feel". The top-right tile is titled "My System Profile" and features a lock icon with the text "MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER" and "Primary Email: tl@ks.gov". The second row contains four tiles: "My Time" (person and clock icon), "Team Time" (clock and people icon), "View Paycheck" (stack of money icon), and "View Leave Balances" (calendar icon with red X's). The third row contains four tiles: "Careers: Search/Apply for Jobs" (resume and briefcase icon), "W-4 and K-4" (document icon with "W-4/K-4" and a pen), "W-2: Consent, Reissue, Forms" (laptop icon with "W2" on the screen), and "Total Rewards" (pie chart and coins icon). The bottom row contains two tiles: "View Personal Information" (document icon) and "Employee Training Summary" (graduation cap icon).

Timesheet: Accessible under “My Time” tile:



Employee Self Service Timesheet

Timesheet

Mary Employee Employee ID 00001
 Director Director Empl Record 0
 Actions Time Source Schedule Earliest Change Date 01/13/2019

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 01/13/2019 Reported Hours 80.0000

From Sunday 01/13/2019 to Saturday 01/26/2019

Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Total	Time Reporting Code	Taskgroup		
								8.0000						8.0000	HDC - Holiday Credit-Paid-1.0	173NONTASK	+	-
	8.0000	8.0000	8.0000	8.0000	8.0000				8.0000	8.0000	8.0000			64.0000	REG - Regular Earnings	173NONTASK	+	-
												8.0000		8.0000	VAC - Leave-Vacation	173NONTASK	+	-

Save for Later Submit

All times listed on this report reflect actual times charged (including time worked and leave taken) and are true and correct to the best of my knowledge. Note: Salaried employees may record actual hours worked or accept the default hours.

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status

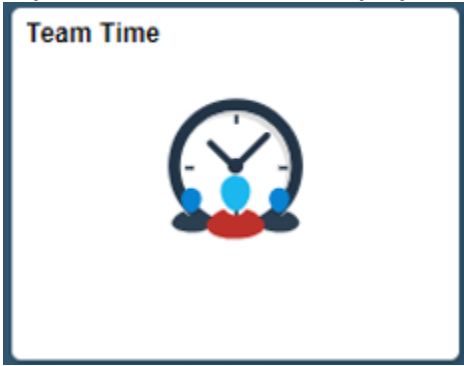
Date	Reported Status	Total	TRC	Description	Add Comments
01/14/2019	Saved	8.0000	REG	Regular Earnings	

Resizing Your Timesheet (or other SHARP or Employee Self Service Pages)

If your timesheet looks too large or too small, use the following tips to adjust the size:

- Press and hold the **Ctrl key** on your keyboard, then use the **wheel** on your mouse to reduce or increase the size of your timesheet
- Press and hold the **Ctrl key** on your keyboard and click the plus (+) or minus (-) symbol to zoom in and out
- To return to 100%, Press and hold the **Ctrl key** on your keyboard and 0 (zero)

Supervisors can find their employee timesheets (to review and approve) under the Team Time Tile:



Employee Self Service Team Time

Approve Employee Time | View Employee Timesheets

Approve Reported Time

Timesheet Summary

Employee Selection

Employee Selection Criteria	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

Change View

*View By: Week Show Schedule Information

Date: 01/17/2019

Employees For **Mary Employee, Time Needing Approval From 01/13/2019 - 01/19/2019**

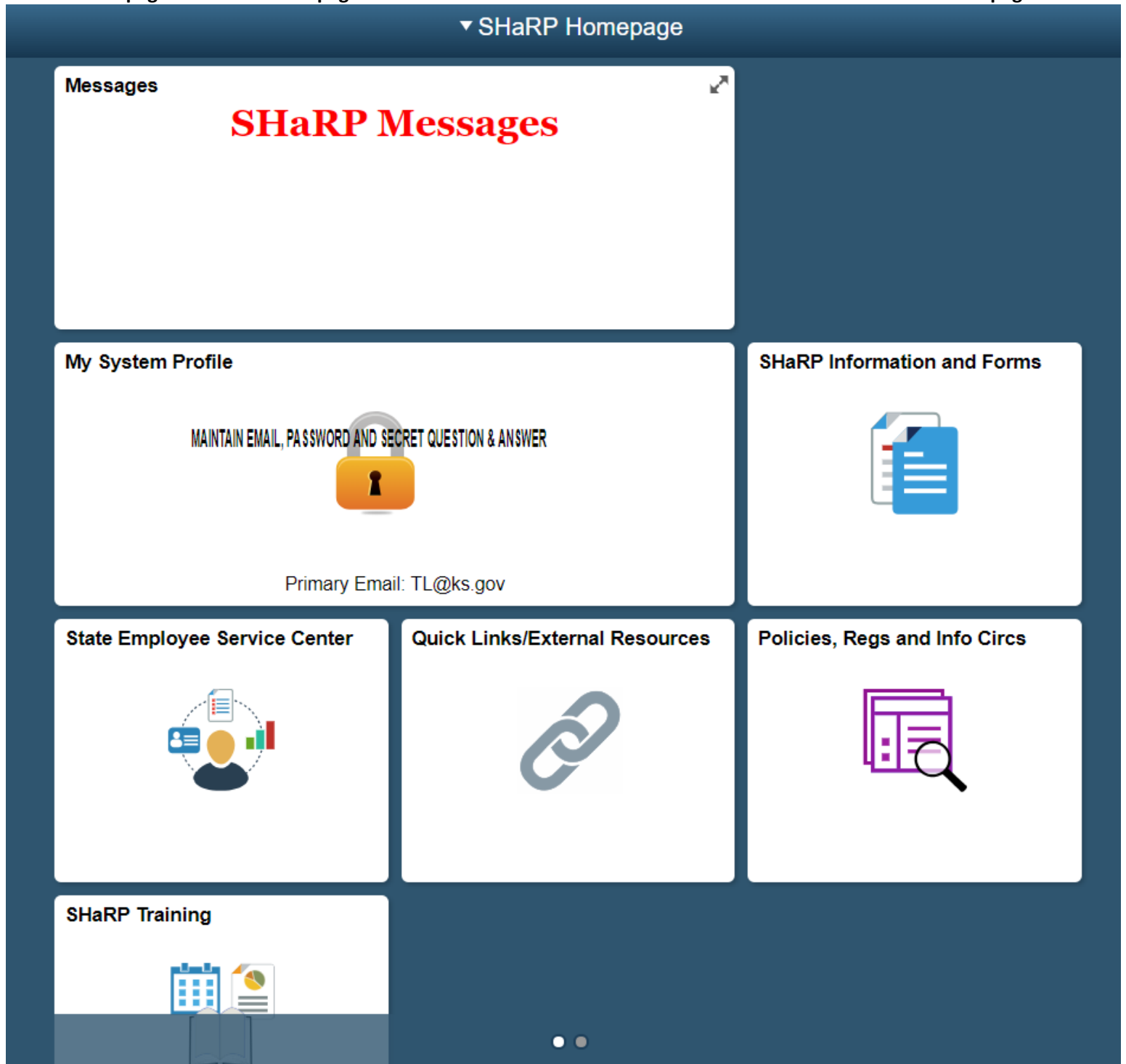
Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours
<input type="checkbox"/>	Last Name			0		0.000000	0.000000

Approval ?

SHARP

SHARP Home page: Common Homepage for all SHARP users. Each SHARP user will see this as their default homepage:

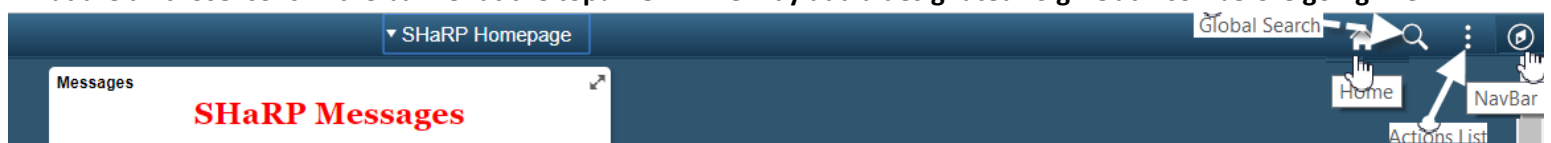


The dashboard features a dark blue header with a dropdown menu labeled "SHaRP Homepage". Below the header are several white tiles with rounded corners and drop shadows:

- Messages:** A large white tile with the text "SHaRP Messages" in red, bold font. A small arrow icon is in the top right corner.
- My System Profile:** A white tile with the text "MAINTAIN EMAIL, PASSWORD AND SECRET QUESTION & ANSWER" in black, centered above a yellow padlock icon. Below the icon, it says "Primary Email: TL@ks.gov".
- SHaRP Information and Forms:** A white tile with a blue icon of a document with a checkmark.
- State Employee Service Center:** A white tile with a colorful icon representing a person, a document, and a bar chart.
- Quick Links/External Resources:** A white tile with a blue icon of a chain link.
- Policies, Regs and Info Circs:** A white tile with a purple icon of a document and a magnifying glass.
- SHaRP Training:** A white tile with a blue icon of a calendar and a yellow icon of a document with a pie chart.

At the bottom of the dashboard, there are two small white circles and a dark blue footer area.

What are all those icons in the banner at the top? NOTE: We may add a designated "Sign Out" icon before going live:



This image shows a close-up of the top navigation area of the SHaRP homepage. It includes:

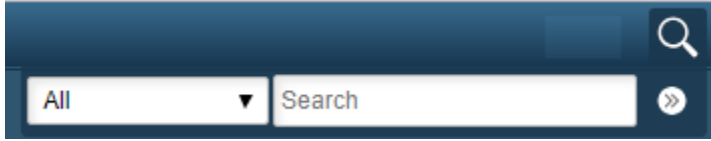
- A dark blue header with a dropdown menu labeled "SHaRP Homepage".
- A "Global Search" input field with a magnifying glass icon.
- A "Home" button with a house icon.
- A "NavBar" button with a list icon.
- An "Actions List" button with a list icon.
- A "Sign Out" button with a person icon and a red 'X' (indicated by a red arrow).

Below the banner, a portion of the "Messages" tile is visible, showing "SHaRP Messages" in red text.

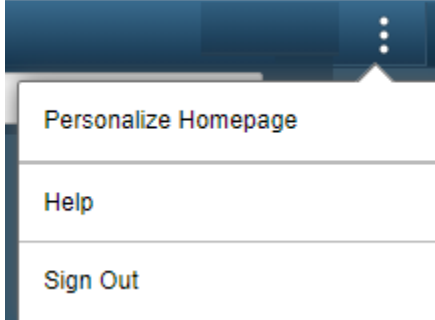
Home: Click on it to take you back to the homepage (SHARP Homepage):



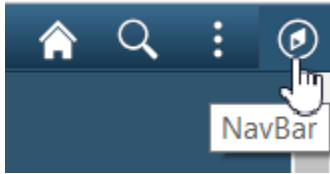
Search: Click on the magnifying glass to display a search feature:



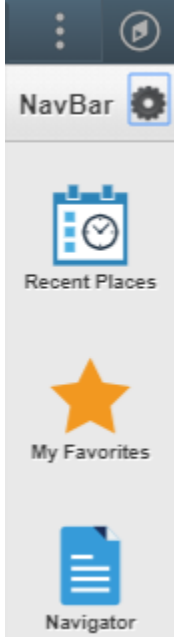
Actions List: Click on the three dots to display Sign Out. Note: This may be replaced with the words Sign Out:



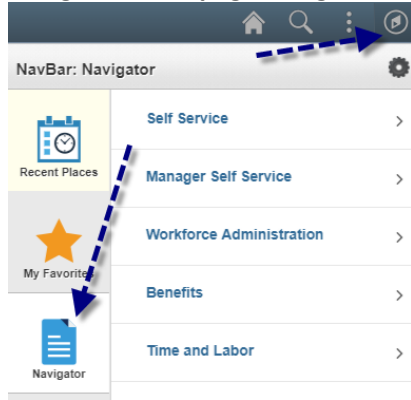
Navigation Bar (NavBar): This feature contains pages you've been to recently, your favorites and the traditional click navigation (under the Navigator icon).



NavBar expanded:

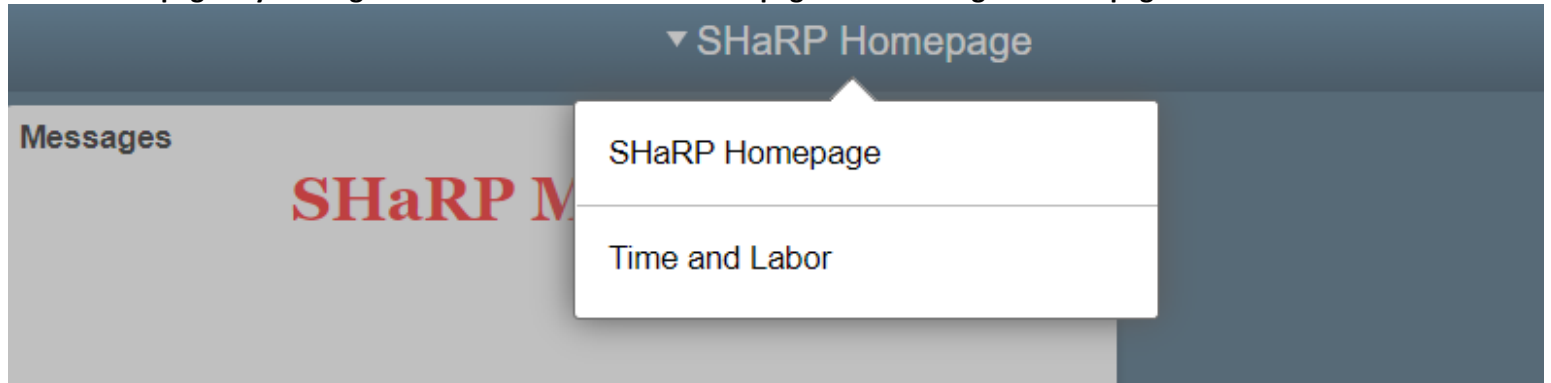


Can't find the page you need? Let us know and we can add it to an existing Tile and Navigation Collection. Until we add it, navigate to the page using the NavBar:



How do you get to the Different modules or Homepages?

Select Homepages by clicking on the title of the current Homepage and selecting the homepage of interest:



Time and Labor Home Page (Timekeeper role):



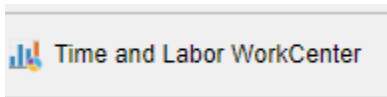
Did you know you can run select Time and Labor Queries? See the Time and Labor WorkCenter Link under the Time and Labor Reports Tile (or the Time and Labor WorkCenter Tile):

What's behind the Time and Labor WorkCenter Tile?:



Time and Labor WorkCenter Tile: Navigation Collections: Note the view below is via the Time and Labor HR Role and the query selected is the Reported Time by EE (Employee) by Year. The left side of the page contains the Time and Labor WorkCenter Job Aid and the queries available to run. The criteria and query results are displayed in the right content area.

A screenshot of the 'Time and Labor WorkCenter' application interface. The top navigation bar is dark blue with a back arrow and the text 'Time and Labor'. The main header is 'Time and Labor WorkCenter'. Below the header, there are two main sections: 'Links' on the left and 'Queries' on the right. The 'Links' section contains a 'Time and Labor WorkCenter Job aid' link. The 'Queries' section contains a list of queries, with 'Reported Time by EE by Year' selected. A dashed blue arrow points from the selected query to the main content area. The main content area displays a table with columns: Dept ID, Name, ID, Rcd, Rpt Dt, TRC, Descr, Quantity, Reported Status, Taskgroup, TskProfID, User, Datetime Created, Last Updated By, and Datetime Modified. The table is currently empty. A search bar with 'ID' and 'Year' fields and a 'View Results' button is located above the table. A vertical separator with a double-headed arrow is visible between the 'Links' and 'Queries' sections.



Example below is Time Reporter Data by Agency:

Time and Labor WorkCenter

Time and Labor WorkCenter ⚙️

Links

- Time and Labor WorkCenter
- Time and Labor WorkCenter Job aid

KWC_TL_TIME_REPORTER_DATA - Time Reporter Data by Agency

3 Digit Dept ID

[View Results](#)

Dept ID	Name	ID	Rod#	HR Status	Elapsed Time Template	Workgroup	FLSA	Type	Job Code	Descr	Position	Reg/Temp	Class/Uncl	Full/Part	Hol Sched	Std Hrs/Wk
---------	------	----	------	-----------	-----------------------	-----------	------	------	----------	-------	----------	----------	------------	-----------	-----------	------------

Queries

- Time and Labor
 - Payable Time by EE by Month
 - Payable Time by EE by PPED
 - Payable Time by EE by Quarter
 - Payable Time by EE by Year
 - Reported Time by Dept by PPED
 - Reported Time by EE by Month
 - Reported Time by EE by PPED
 - Reported Time by EE by Quarter
 - Reported Time by EE by Year
 - Time Reporter Data by Agency**
 - 26470210 Payable Time

Workforce Administration Page:

▼ Workforce Administration

Hire Employee



Maintain Employee Record



Workforce Reports



Tables



What's behind the Hire Employee Tile?:



Hire Employee Tile: Navigation Collections:

The left side of the page contains Navigation Collections (links to other, related SHARP pages). The selected component (or search page in this page print) is displayed in the right content area. The Hire Employee Navigation contains links to SHARP pages that may be needed to complete the hire process for a new and/or existing employee. The Navigation collection also includes links to the KPERs and MAP portals.

[Workforce Administration](#) Hire Employee

- Manage Hires
- Job Data
- General Deduction
- Tax Data
- Retirement Plans
- Direct Deposit
- Emergency Contacts
- Driver's License
- Maintain Employee Review
- Timesheet
- Savings Plans
- Employee Job Action History
- Search by National ID
- Accrual Balances

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Empl ID

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

What's behind the Benefit Categories Tile?:

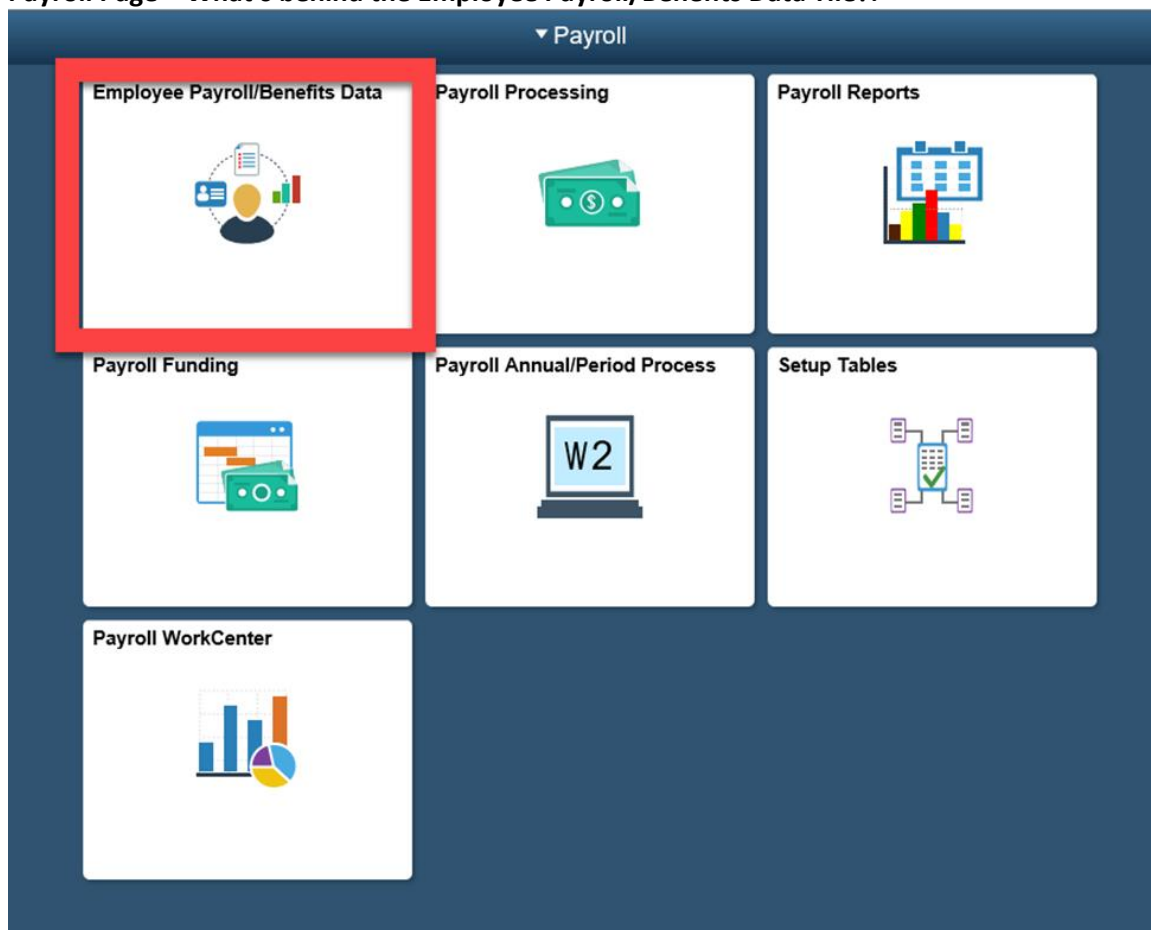


Benefit Categories Tile: Navigation Collections:

The left side of the page contains Navigation Collections (links to other, related SHARP pages). The selected component (or search page in this page print) is displayed in the right content area. The Hire Employee Navigation contains links to SHARP pages that may be needed to complete the hire process for a new and/or existing employee. The Navigation collection also includes links to the KPERS and MAP portals.

A screenshot of a web application interface. The top navigation bar is dark blue with the text "Benefit Categories" and icons for home, search, and help. A left sidebar contains a list of navigation items: Savings Plans, Health Benefits, Spending Accounts, Assign to Benefit Program, Leave Plans, Medicare Information, Disability Benefits, Maintain Shared Leave Requests, Return Confirmation Letters, Review Accrual Balances, Review Accrual History Balance, Job Data, KPERS Website, and MAP Employer Portal. The main content area is titled "Retirement Plans" and includes a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a green button labeled "Find an Existing Value". A section titled "Search Criteria" contains several search fields: Empl ID (begins with), Benefit Record Number (=), Name (begins with), Last Name (begins with), Business Unit (begins with), Department Set ID (begins with with a search icon), Department (begins with with a search icon), Organizational Relationship (=), and Alternate Character Name (begins with). At the bottom of the search criteria are two checkboxes: "Include History" and "Correct History".

Payroll Page – What's behind the Employee Payroll/Benefits Data Tile?:



Employee Payroll/Benefits Data Tile: Navigation Collections:

The left side of the page contains Navigation Collections (links to other, related SHARP pages). The selected component (or search page in this page print) is displayed in the right content area. The Employee Payroll/Benefits Data Navigation contains links to SHARP pages that may be needed to review/update payroll-impacting information for a new and/or existing employee.

The screenshot shows the 'Employee Payroll/Benefits Data' page. On the left is a navigation sidebar with items like 'Review Paycheck', 'Employee Benefits Data', 'Employee Deductions/ER Contrib', 'Employee Tax Information', 'Garnishment Processing', 'Job Data', 'Modify a Person', 'Request Direct Deposit', 'Search by National ID', 'Update Payroll Options', and 'Create Additional Pay'. The main content area is titled 'Review Paycheck' and includes a search form with the following fields:

- Company (begins with)
- Pay Group (begins with)
- Pay Period End Date (=)
- Off Cycle ? (checkbox)
- Page Nbr (=)
- Line Nbr (=)
- Separate Check Nbr (=)
- Paycheck Number (=)
- Empl ID (begins with)
- Name (begins with)

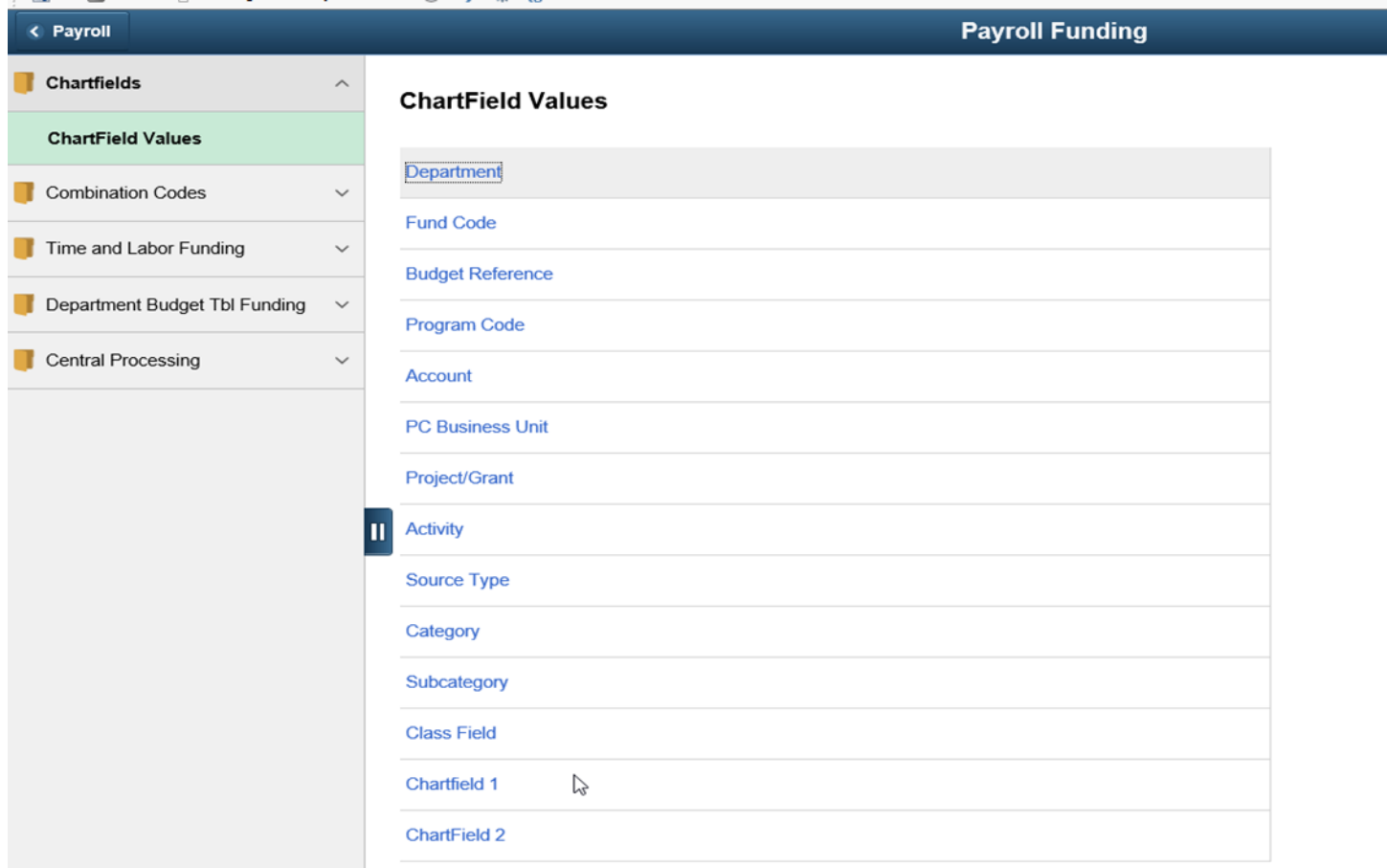
At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

What's behind the Payroll Funding Tile?:



Payroll Funding Tile: Navigation Collections:

The left side of the page contains Navigation Collections (links to other, related SHARP pages). The selected component is displayed in the right content area. The Payroll Funding Navigation contains links to SHARP pages that may be needed to review/update payroll funding information for a new and/or existing employee.

A screenshot of a web application interface. At the top, there is a dark blue header bar with a back arrow and the text "Payroll" on the left, and "Payroll Funding" on the right. Below the header, on the left side, is a vertical navigation menu with several items: "Chartfields" (expanded), "ChartField Values" (highlighted in green), "Combination Codes", "Time and Labor Funding", "Department Budget Tbl Funding", and "Central Processing". The main content area on the right is titled "ChartField Values" and contains a list of input fields: "Department" (with a blue border), "Fund Code", "Budget Reference", "Program Code", "Account", "PC Business Unit", "Project/Grant", "Activity" (with a blue border and a pause icon to its left), "Source Type", "Category", "Subcategory", "Class Field", "Chartfield 1" (with a mouse cursor over it), and "ChartField 2".

Security Access Notes:

- Established security roles will determine which homepages, tiles, navigations collections, and links an individual will be able to view and/or update in the system
- Note that navigation collections are designed to provide direct access to all functions potentially required for a business process, therefore, the same system page (i.e. Job Data) may be included in multiple navigation collections to prevent the end user from having to navigate to a separate homepage to access additional information
- FLUID technology provides multi-platform mobility, displaying system homepages, tiles, and pages built using FLUID technology in the best format for the device being used to access the information
- Rarely used pages not included in a navigation collection can be accessed using the NavBar navigation