Procedures to Add/Maintain or Terminate Teleworker Information in SHARP

This page is only accessible through the Navigation Bar.
Workforce Administration > Job Information > Maintain Telework
PROCEDURES TO ADD A NEW TELEWORKER RECORD

Highlights identify fields to be entered or actions required.

- **Maintain Teleworkers**
  - Find an Existing Value
  - Add a New Value
  - Empl ID: [Enter ID]
  - Empl Record: 0

- **Telework Status**
  - Location
  - Agreement

- **Job Information**
  - Job Title: Official Court Reporter
  - Position Title: Official Court Reporter
  - Full/Part Time: Full-Time
  - Regular/Temporary: Regular

- **Telework Details**
  - Start Date
  - End Date
  - Recurring Days/Week
  - Average Days/Month

- **Disability Arrangements**
  - Not Related to Disability
  - Accommodates a permanent disability
  - Accommodates a temporary disability
Procedures to Terminate a Teleworker Agreement in SHARP

Note: For employees for whom multi-state tax withholding was required during the time of the telecommuting agreement, the termination of the agreement requires that all the steps below are completed to ensure time/tax reporting data is correct upon the return from telework.

Step 1: Inactivate the Telework Agreement through the Maintain Telework Page.
Step 2: Update the employee Time Reporter Data, changing the Elapsed Time Template back to the typical template used by the agency.

![Time and Labor Data](image)

Step 3: Identify the required Employee Tax Data updates required by answering the following questions:

1. Was the employee working 100% in a state other than Kansas?
   - Yes: The employee must submit a new K-4 form (available in Employee Self Service)
     1. Agency must enter a new effective dated row to Employee Tax Data, using the information from the new K-4 form
   - No: See #2

2. Did the employee split their hours between two states?
   - Yes: Agency must add a new effective dated row to Employee Tax Data and remove the state that is no longer needed. The employee is encouraged to review their state tax withholding form (i.e. K-4) and submit a new form if changes are needed.
   - No: See #2