



# PERSONNEL ISSUES & YOU



KHRIS Newsletter 2011-3, July 2011

## Message from the Director

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I hope everyone is enjoying their summer!

Just a reminder that HRG training is available not only to new HRGs but also as a 'refresher' to current HRGs. Updates have been made to the training modules since go-live so there are certainly a few new things for everyone to learn. Check our training calendars at <http://personnel.ky.gov/persadmin/hradministrators/KHRISCalendars.htm> for upcoming dates.

A big thank you goes out to everyone for their patience as we continue to solution issues in KHRIS. Staff continue to work around the clock to remedy problems and provide answers as quickly as possible. We appreciate your cooperation and understanding.

Thank you!

*Mary Elizabeth Harrod*

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### **Disseminating Employee IDs to New Employees:**

Just a reminder that the Personnel Cabinet will not be distributing Employee IDs to new employees. The method for disseminating Employee IDs to new employees should be included in each agency's onboarding process. After completing an appointment and allowing time for that appointment to be approved, updated/loaded into KHRIS, go into PA20 to Display HR Master Data and view the newly assigned Employee ID under infotype 0105 (System User Name). These IDs must be given to employees promptly, as they are needed to log into ESS to enroll in benefits within the first 35 days of their appointment.

### **New Employee:**

The Division of Employee Management is pleased to announce a new employee within the Director's Office. Grover Dale Clemons joined us on July 1, replacing Teresa "Flo" Warner, as our Administrative Specialist II. He comes to us from the Department for Juvenile Justice and will handle a variety of tasks, which will soon include report distribution. Please be prepared and aware of our new addition as you will begin to receive communications from him in the near future.

### **AFSCME Cancellation Reminder:**

As a reminder, if an employee requests to cancel their dues deduction to AFSCME, an email notice should be sent to Charles Wells at [Charles.Wells@ky.gov](mailto:Charles.Wells@ky.gov) with their name and PERNR so he may notify AFSCME of the cancellation as well.

## Organizational Management/Classification and Compensation

### **Reclassification/Reallocation Forms in KHRIS:**

The reclassification and reallocation forms currently available in KHRIS are programmed to be used for executive branch (18A) positions only. If these actions need to be processed for non-chapter positions or FFTL/GFTL positions, please complete the appropriate Position Action Request (PAR) form

<http://personnel.ky.gov/persadmin/hradministrators/painfo.htm> and submit it to the OM Branch (by email to [PERS.KHRIShelpdesk@ky.gov](mailto:PERS.KHRIShelpdesk@ky.gov)) for manual entry into KHRIS.

Commissioner  
Sissy Meredith  
Department of Human Resources  
Administration

Secretary  
Tim Longmeyer  
Personnel Cabinet

Director  
Mary Elizabeth Harrod  
Division of Employee  
Management

### **Consultant Update:**

Congratulations to Cassie House on the birth of her daughter, Harper Lynn. Additionally, Cassie has accepted a teaching position with FCPS and will not be returning to the Personnel Cabinet. She has been a tremendous asset to the Classification and Compensation Branch and will be greatly missed. We wish her well as a new mom and in her future career as a teacher.

While Cassie is out on maternity leave and until her resignation, her workload will be split temporarily among current Branch staff. Classification and compensation issues should be addressed to Jim Lambert. KHRIS questions should be addressed to either Carla Gray or Debbie Parido

### **CLARIFICATION - Miscellaneous Item listed in June Issue:**

PDs should not be entered for ungraded, unclassified, positions. *THIS STATEMENT APPLIES TO CHAPTER 18A ONLY.*

### **Terminology Awareness:**

When referencing fields from KHRIS please be sure you are citing the correct one, as misused terminology can sometimes heavily effect the outcome of reports, processes or even our service to you. Please clarify the KHRIS Position Number, which is a 30 million number, or the Legacy Position Number, which was a 16 digit number as these two items completely differ. This same rule applies for Org Numbers. The KHRIS Org Number is a 10 million number. The Legacy Org Number was a 13 digit number which is no longer used, however the first five digits of that number, now known as the Cost Center, is used as a reference number in KHRIS.

## **Personnel Administration**

### **Settlement Agreements:**

Agencies often reach settlements with employees in order to resolve potential disputes or pending litigation/appeals. Three common terms of settlement include (1) the employer agency's agreement to remove documents from an employee's official personnel file or agency file; (2) the employer agency's agreement with the employee to keep the settlement agreement "confidential" to the extent permitted by law; and/or (3) an employee's agreement to refrain from applying for open positions within the agency. As these actions require additional action by the Personnel Cabinet, please ensure that your agency does the following:

- (1) An employer agency that has agreed to remove documents from an employee's official personnel file housed by the Personnel Cabinet must notify the Personnel Cabinet, Office of Legal Services, at (502) 564-7430. In every instance, the legal office should review any agreement touching on the terms or conditions of an employee prior to full agreement. However, please also alert the legal office of additional requirements to remove documentation. The Personnel Cabinet will acknowledge removal of the documentation once completed.

For additional questions, please contact Dinah Bevington, Executive Director, Office of Legal Services, Personnel Cabinet, at (502) 564-7430 or [dinaht.bevington@ky.gov](mailto:dinaht.bevington@ky.gov).

- (2) An employer agency that has agreed to keep the terms and settlement agreement confidential must notify the Personnel Cabinet, Office of Legal Services, at (502) 564-7430. The legal office will ensure that appropriate documentation is supplied in order to process the personnel action referenced in the agreement, and will also maintain the settlement agreement in a separate file.

For additional questions, please contact Dinah Bevington, Executive Director, Office of Legal Services, Personnel Cabinet, at (502)564-7430 or [dinaht.bevington@ky.gov](mailto:dinaht.bevington@ky.gov).

- (3) If an individual agrees to refrain from applying for open positions within an employer agency, the employer agency must notify the Personnel Cabinet, Division of Career Opportunities in writing to assure that the individual will be blocked from future register certifications in the appropriate fashion. Notification shall include the following information: the individual's name; the agency's name; the specific offices, divisions, or departments to which the employee agreed to refrain from applying; the temporal length of the agreement; and any other relevant information, such as the appeal number for reference.

For additional questions, please contact Rick Davis, Register Branch Manager, Division of Career Opportunities, Personnel Cabinet, at (502) 564-5197 or [rickc.davis@ky.gov](mailto:rickc.davis@ky.gov).

**PANs for Death Actions:**

When you receive a PAN for a death action, please place this document in the employee's Personnel File only. This notification should NOT be mailed to the employee's home. We cannot remove this action from the batch print as it is still required for the official Personnel File.

**KRS and PANs:**

Please be aware that the KRS system still operates by SSN, therefore, when you are asked to provide the retirement PAN to them; you will need to write the SSN on the form before sending it. This additional step is only required until KRS goes live with their new system START, this fall.

**Annual Increment Information:**

When processing a Change in Pay to award an annual increment or initial/unclassified probation increase, please be sure to also process a Miscellaneous Action-Increment Date Change as the system is not currently set-up to update IT0041 from a Change in Pay action for these reasons.

Also, employees that have separated or retired must be removed from the Annual Increment Listing before it is returned to the Personnel Cabinet. These listings should now be returned, via email to the KHRIS Service Center at [PERS.KHRIShelpdesk@ky.gov](mailto:PERS.KHRIShelpdesk@ky.gov), as noted on KHRIS Operations Calendars. Through this email address they will be routed appropriately for processing.

**Common Separation/Retirement Action Error:**

If you receive the following hard-stop error message "Complete required entry field 'Currency'" when processing a separation or retirement, please review IT0014 to see if there are any deductions that have the same effective date as the action you are trying to process. KHRIS will not allow you to perform either of these actions on an employee with a deduction beginning on that same day. Deductions should be deleted before processing the separation or retirement action.

If you are receiving this error message and do not have any of the above described IT0014 deductions, please send a ticket to the KHRIS Service Center at [PERS.KHRIShelpdesk@ky.gov](mailto:PERS.KHRIShelpdesk@ky.gov).

**Accepting Electronic Resignations:**

While it is acceptable to allow employees to submit electronic resignations, we do advise that agencies send a follow-up letter to the employee indicating their receipt of the electronic resignation and confirming the effective date of said resignation.

**REMINDERS:**

- The employee's last day to work is different from the effective date of their resignation. (i.e. Last day worked may be June 30 where the effective date of the resignation would be July 1.)
- Please confirm that the employee is truly 'resigning' and not transferring to another agency. If the employee is transferring, the letter and subsequent action should be a Position Number Change (Internal or External) rather than a Separation/Resignation.

## Payroll/Time

**Bank Changes- Chase:**

Effective July 1, 2011, the Commonwealth's primary bank institution changed from Farmers Bank and Capital Trust Company to JP Morgan Chase. Additional information is available on the Personnel Cabinet's website at [http://personnel.ky.gov/NR/rdonlyres/3C6A049A-CCF0-4532-9FA4-D6CFF0414DC6/0/bankingchangeinfo\\_withlink.pdf](http://personnel.ky.gov/NR/rdonlyres/3C6A049A-CCF0-4532-9FA4-D6CFF0414DC6/0/bankingchangeinfo_withlink.pdf).

**Off-Cycle Requests:**

This form has been updated and can be found on our website, under the Payroll section, at <http://personnel.ky.gov/persadmin/hradministrators/hradmin.htm>. Please use only this form as changes have been made to improve this process.

**Annual and Sick Leave Accrual:**

Beginning with the June 16-31 2011 payroll (payperiod 13), annual and sick leave accruals will be credited to the employee record after the first payroll has run, during the release for corrections period. This will prevent the credited leave hours from appearing as available during the period leading up to the payroll run when time is being entered. This should reduce instances of the time being used on the timesheet before it should be available for use.

Payouts for terminated employees should be made during the release for corrections period, so that they will be made in the regular payroll but will also reflect any accrued annual and/or sick leave for the final month. This is a shorter window for entering payouts, so it is important that agencies have their terminations ready for payout during the release for corrections period between first payroll and final payroll run. Agencies should strive to make payouts on the regular payroll and not delay them to off-cycle.

**Moving Retirement IT0014 End Dates for Prior Period Payouts:**

Annual and compensatory termination pays should be made on the final regular payroll for the terminating employee, during the release for corrections period between the first and final payroll runs for the period. However, sometimes for unavoidable reasons, agencies must pay termination pays after the employee's last regular pay cycle. When this occurs, the Human Resource Administrator must change the end dates on the IT0014s for both employee and employer retirement for the employee before making the payouts. The infotypes should be end-dated as follows: after the regular payroll has run, all subsequent off-cycles will utilize the same period end date as the payroll run until the next regular payroll is run, at which time the end date will change to the end date for the payroll most recently run. For illustration:

Once the 06/16/11-06/30/11 payroll cycle has run, any prior period payouts would need to have the retirement IT0014 dates ended on 06/30/11 until the 07/01/11-07/15/11 payroll runs, after which the end date for the retirement infotypes would be changed to 07/15/11 until the 07/16/11-07/31/11 cycle is run, after which the end dates would be changed to 07/31/11, etc.

Example:

If John Doe terminated 05/15/11 and his termination pays were not made until calendar date 06/08/11, on the off-cycle for the 05/16/11-05/31/11 payperiod, his IT0014s for retirement would need to be changed. As the 05/16/11-05/31/11 payperiod had run on 06/06/11 and is the most recent regular payroll that has run, the IT0014 for employer and employee retirement would have to be changed from 05/15/11 to reflect an end date of 05/31/11.

Questions regarding this process should be directed to the KHRIS Service Center at [PERS.KHRIShelpdesk@ky.gov](mailto:PERS.KHRIShelpdesk@ky.gov).