PERSONNEL ISSUES & YOU

UPPS Newsletter 2008-8

October 2008

Message from the Director

There is no denying that fall is here as we begin to feel the crisp air of the early mornings and see the changing colors of the leaves. I hope everyone is looking forward to the quickly approaching holiday season as much as I am, but for now I'm enjoying this season of *change*. It is somewhat symbolic of the changes that are about to take place with the implementation of KHRIS. With that said, due to the fact that we are including very complex development items in KHRIS and because we realize the necessity for more extensive testing and thorough training, we have decided to adjust the go-live implementation date to March 31, 2009. This will give us adequate time to complete all necessary steps to ensure a quality product and a successful implementation.

Also, I would like to congratulate and announce that effective October 1, 2008 Barbara Barnes, Director for the Division of Career Opportunities, was named Acting Commissioner for the Department of Personnel Administration.

In the meantime, if at anytime you have any questions or concerns, please feel free to contact my office.

Thank you!

Mary Elizabeth Harrod

In this Issue:

- KHRIS Update
- DPA Acting Commissioner
- AIKCU/Interns
- Payroll/Insurance Problems
- Payroll Schedules
- Petition Letters
- Back-up Documentation
- COS User Groups
- Cabinet Directory

AIKCU-sponsored 2009 Frankfort Internship Program:

In reference to Personnel Memo (PM) 08-28, released on October 20, 2008, below are the Personnel/Payroll instructions:

1. Agency must submit Exemption to Hiring Freeze.
2. Enter a P-1 to establish (E71) and appoint (A11).
3. Effective date of appointment is 01/16/09. Appointment will run through 4/15/09.
4. There is no position description required.
5. Remarks must state – FRAK SEM INTER – STIPEND.
6. Use title code 9901 – Co-op.
7. Agency shall pay student internship participants a stipend of $375 per pay period.
8. You do have to withhold Social Security tax.
9. Agencies will be responsible for ensuring interns will work at least 30 hours per week.
10. There are no timesheets required.

To see the entire PM, please go to our website at: http://personnel.ky.gov/persadmin/info/persmemo.htm

Processing & Records

Shift Code Clarification:

It appears that there has been some confusion regarding the use of shift code 44 (shift varies) and titles approved for weekend premiums.

Please be advised that if a title is approved for weekend premium and the employee also works second and third shift, shift code 84 (varies weekend) should be used. Shift code 44 (shift varies) is used for second and third shift but does not include a weekend premium.

System changes are currently underway to prevent this error in the future.

As a reminder, please see the following available codes:

10- First Shift	50- Weekend Premium
24- Second Shift	64- Second Shift Weekend
34- Third Shift	74- Third Shift Weekend
44- Shift varies	84- Varies Weekend

If further clarification regarding the usage of shift codes is needed, please contact the Processing & Records Branch Manager, Carolyn Bruce, at 564-6657.

Payroll

Information from the Department of Employee Insurance:

The Enrollment Information Branch of the Division of Insurance Administration in the Department of Employee Insurance has provided us with the following information to be shared with payroll officers regarding issues between payroll and insurance that can create problems with the employee record. For guidance on these issues, please contact the Enrollment Information Branch. For assistance with payroll issues related to this, please contact the Payroll Branch in the Division of Employee Management, Department of Personnel Administration.

SUBJECT: Transfer and Resign of Employees within State Payroll

1. The old agency should not manually change the status to “terminated” on a P-1 employee who is transferring to another agency.
2. The old agency should not stop the employee deductions on their Y screen if they are transferring to another agency within state payroll. If the deductions are stopped when EIB receives the transfer and if the new agency does not know that the deductions been stopped, then no deductions will come out of the employee’s paycheck. The previous agency needs to let the new agency handle the process on the P1.
3. For an E12, a transfer within the same cabinet with a new co# or dept #, an update form to transfer should be done.
4. The insurance coordinator of the new co# will have to send an update form to transfer the employee.
5. Resign & Reappoint (Y24) & (Y21): The insurance coordinator will need to send in a update form to EIB.
6. Employees need to be asked what was last day worked. If last day worked was 29 days or less, notify IC to send update form as a transfer.
7. For reorganizations, please contact DEI at least a week before the reorg takes place, with the following information: Co#, Agency Name and address, Contact person / phone # for benefits.
8. For a new agency payroll administrator or insurance coordinator (IC), please contact DEI with the following information: Co#, Agency Name and address, contact person/phone #. The IC needs to fill out the IC Verification form and fax it to DEI.

Upcoming Payroll Schedules:

October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 SEP 16-30 Manual pay & health ins. update	2 SEP 16-30 Manual pay & health ins. update	3 SEP 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4
5	6 SEP 16-30 Manual pay update files go down at 1:00 and remain down. **RUN PAYROLL**	7 SEP 16-30 No Update	8 SEP 16-30 No Update	9 SEP 16-30 Update/ health ins.	10 SEP 16-30 Update/ health ins.	11
12	13 SEP 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 SEP 16-30 Update – files go down at 1:00 & remain down. **RUN SUPP PAYROLL** Update after supp with p1's only.	15 SEP 16-30 No Update **PAYDAY**	16 OCT 1-15 Manual pay & health ins. update	17 OCT 1-15 Manual pay & health ins. update	18
19	20 OCT 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 OCT 1-15 Manual pay update files go down at 1:00 and remain down. **RUN PAYROLL**	22 OCT 1-15 No Update	23 OCT 1-15 No Update	24 OCT 1-15 Update/ health ins.	25
26	27 OCT 1-15 Update/ health ins.	28 OCT 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 OCT 1-15 Update – files go down at 1:00 & remain down. **RUN SUPP PAYROLL** Update after supp with p1's only.	30 OCT 1-15 No Update **PAYDAY**	31 OCT 1-15 No Update	

November 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 OCT 16-31 Manual pay & health ins. update	4 OCT 16-31 **STATE HOLIDAY** **PRESIDENTIAL ELECTION DAY**	5 OCT 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 OCT 16-31 Manual pay update files go down at 4:00 and remain down. **RUN PAYROLL**	7 OCT 16-31 Update/ health ins.	8
9	10 OCT 16-31 Update/ health ins.	11 OCT 16-31 No Update **STATE HOLIDAY** **VETERAN'S DAY**	12 OCT 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	13 OCT 16-31 Update – files go down at 1:00 & remain down. **RUN SUPP PAYROLL** Update after supp with p1's only.	14 OCT 16-31 **PAYDAY** * Manual pay & health ins. update For NOV 1-15	15
16	17 NOV 1-15 Manual pay & health ins. update	18 NOV 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 NOV 1-15 Manual pay Update. Files go down at 1:00 and remain down. **RUN PAYROLL**	20 NOV 1-15 Update/ health ins.	21 NOV 1-15 Update/ health ins.	22
23 30	24 NOV 1-15. Update/ health ins. Last day p1's can be approved for supp payroll	25 NOV 1-15 Update – files go down at 1:00 & remain down. **RUN SUPP PAYROLL**	26 NOV 1-15 No Update **PAYDAY**	27 NOV 1-15 **STATE HOLIDAY** **THANKSGIVING**	28 NOV 1-15 **STATE HOLIDAY** **THANKSGIVING**	29

** Due to holidays we will update on the 15th and the 20th

December 2008 - Subject to change

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NOV 16-30 Manual pay & health ins. update	2 NOV 16-30 Manual pay & health ins. update	3 NOV 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4 NOV 16-30 Manual pay update files go down at 1:00 and remain down. **RUN PAYROLL**	5 NOV 16-30 No Update	6
7	8 NOV 16-30 No Update	9 NOV 16-30 Update/ health ins.	10 NOV 16-30 Update/ health ins.	11 NOV 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12 NOV 16-30 Update – files go down at 1:00 & remain down. **RUN SUPP PAYROLL** Update after supp with P1's only.	13
14	15 NOV 16-30 Manual pay & health ins. Update for Dec 1-15 **PAYDAY**	16 DEC 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	17 DEC 1-15 Manual pay update files go down at **4:00** and remain down. **RUN PAYROLL**	18 DEC 1-15 Update/ health ins.	19 DEC 1-15 Update/ health ins.	20
21	22 DEC 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	23 DEC 1-15 Update – files go down at 1:00 & remain down. **RUN SUPP PAYROLL** Update after supp with p1's only.	24 DEC 1-15 No Updates **PAYDAY**	25 DEC 1-15 **STATE HOLIDAY** **Have a safe and happy holiday** **CHRISTMAS**	26 DEC 1-15 **STATE HOLIDAY** **Have a safe and happy holiday** **CHRISTMAS**	27
28	29 DEC 1-15 **DO NOT ENTER PAYROLL** Clear old year files	30 DEC 1-15 **DO NOT ENTER PAYROLL** Clear old year files	31 DEC 1-15 **DO NOT ENTER PAYROLL** Clear old year files			

Classification & Compensation

Petition Letter Examples:

Due to multiple requests we have created examples of petitions for establishments to accompany the 12:040, 12:050, and 12:210 letters. These can be found on pages 41 and 42 in Chapter 5 of the Procedures Manual for Personnel/Position Actions on our website:
http://personnel.ky.gov/NR/rdonlyres/BFBAE57A-AD60-4533-B672-3FE936BC717A/0/pers5s1.pdf

If you have any questions regarding these examples, please contact Debbie Parido at 502/564-6859.

Back-up Documentation:

At present, the Processing and Records Branch is receiving back-up documentation for 12:040, 12:050, and 12:210 actions from both the agency and in-house. To reduce the waste of paper and time, please do not send back-up documents for these as we will provide these in-house as needed.

If you have any questions, please contact Classification and Compensation Branch Manager, Jim Lambert, at 502-564-6832.

COS User Group

The COS User Group formed in early April 2008. The group consists of primary COS Users from a variety of state agencies, with the purpose of sharing information, ideas, and concerns related to business and technical procedures. The open communication has lead to several process improvements, as well as stronger working relationships between the Division of Career Opportunities and the agency customers we serve.

Meetings are scheduled as the need arises, typically every month or two. We start with a set agenda, but leave ample time for questions and discussion. Afterward, meeting notes are compiled and e-mailed to all group members. It's expected that the members will share the information within their respective agencies. Periodically between meetings, feedback is solicited from the User Group for proposed COS changes.

COS User Group members are:

Name	Agency
Katie Barber	Personnel
Honor Barker	Veteran's Affairs
Pat Barnard	Fish & Wildlife
Debbie Beasley	Parks
Jamie Caldwell	Military Affairs
Amanda Coulter	Corrections
Rick Davis	Personnel
Alisa Edwards	Agriculture
Christy Franklin	Transportation
Suzette Gash	Personnel
Kim Hicks	Education
Larry Ibershoff	Labor
Lynn Keeling	Labor

Name	Agency
Joy Kiser	Dept for Local Gov't
Vicki Mackey	Juvenile Justice
Joanna Neubert	CHFS
Rebecca Ogden	Education
Robbie Perkins	Personnel
Stacy Perry	Finance
Deniese Pyles	Finance
C-Ann Robinson	CHFS
Kim Roush	Personnel
Crystal Simpson	Military Affairs
Jennifer Stewart	Transportation
Bobbie Underwood	Corrections

If you have an interest in participating in this group, or have questions about it, please contact Rick Davis at rickc.davis@ky.gov.

PERSONNEL CABINET TELEPHONE LISTING, October 1, 2008

OFFICE OF THE SECRETARY, 3rd Floor (564-7430)

Secretary Nikki Jackson
Deputy Sec. Tim Longmeyer
Misty Bevins-Reynolds, x 564-6798
Sonja Cox, x 564-6791
Crystal Pryor, x 564-9653
Bill Ryan, x 564-6531
Charles Wells, x 564-6061

OFFICE OF ADMINISTRATIVE SERVICES, 3rd Floor (564-7430)

EXEC DIRECTOR'S OFFICE
Suzette Gash, x 564-6738
Scott McKenzie, x 564-6770

ADMINISTRATIVE SERV.
Natalie Jackson, x 564-6762
Sherry Kefauver, x 564-3638
Rachel Kennedy, x 564-6740
Elinda Manley, x 564-6758

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)

Dinah Bevington, x 564-6780
Sue Britton, x 564-6773
Joe Cowles, x 564-6804
Tanya Lawrence, x 564-6783

OFFICE OF EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7911)

Mary Hook, x 564-6816
Mary Greenwell, x 564-6815
Dana Harvey, x 564-7824
Darlene Stewart, x 564-5953

SAFETY PROGRAM
Scott Gasser, x 564-6814

WORKERS COMPENSATION
(564-6847) 888-860-0302
Melissa Clay, x 564-6655
Jeffrey Hockensmith, x 564-6642
Matthew Hutcherson, x 564-6645
Valerie McGrapth, x 564-6648
Paula Spicer, x 564-6654

LIFE INSURANCE
(564-4774) 800-267-8352
Sharon Spencer, x 564-5599
Gaye Adcock, x 564-5591
Michele Ellis, x 564-5592
Melinda Giles, x 564-5593
Joe Hughes, x 564-5595
Jeri Payton, x 564-5596
Kim Quinn, x 564-5598

RETURN TO WORK
(564-0348)
Donna Shelton, x 564-6625
Vickie Smitha, x 564-0348

WORKPLACE RELATIONS
Linda House Patrick, x 564-5974

EMP ASSISTANCE
BUSH BLDG (564-5788)
800-445-5327
Trina Koontz, x 223
Zack Culver, x 225
Barbara Henderson, x 222
Rebecca Waddle, x 221

EMPLOYEE RECOGNITION
Debbie Bohannon, x 564-5954
Mandi Flynn, x 564-5955

OFFICE OF DIVERSITY AND EQUALITY
EXEC DIRECTOR'S OFFICE , 1st Floor (564-8000)

Michelé Lawlis, x 564-5323
Gay Alexander, x 564-5305
Colene Elridge, x 564-6869
Arthur Lucas, x 564-5304
Clint Morris, x 564-5313
Kevin Gunn, x 564-5302

GOVERNMENTAL SERVICES CENTER
@ Kentucky State University, 400 East Main Street
Academic Services Bldg - 4 W, Frankfort, KY 40601
Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE
Sissy Meredith, x 240
Esteva Caise Draggs, x 224
Catrice Clemons, x 221
Blaike Wellington, x 221

SPECIAL PROJECTS
David Finley, x 256
Wes Swarner, x 227

PERFORMANCE MGMT
(564-3090)
Stan Riley, x 237

TRAINING & EMPLOYEE DEVELOPMENT
Jeanne Olivas, x 243
Kimberly Bynes, x 245
Katy Cave, x 253
Jon Samokar, x 254
Rick Schad, x 236
Donna Simpson, x 223

ORGANIZATIONAL DEVELOPMENT
Tim Anderson, x 247
Jamille Smith, x 238

CENTER OF STRATEGIC INNOVATION
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)

Wayne Harman, x 564-6797
Jamie Allen, x 564-9657
Lee Cowherd x 564-6811
Tina Goodmann, x 564-5973
Dera Lindsay, x 564-5588
Missy McCray, x 564-6817
Tammy McNew, x 564-5923

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
101 SEA HERO ROAD, SUITE 110 (573-7925) 800-542-2667
persdeferredcomp@ky.gov

EXEC DIR'S OFFICE
Robert C. Brown
Pat Goodlett
Chris Helvey
Neal Lanham
Timothy Lanham
Claudia Morton
Connie Smith

INVESTMENT & RECORDS
Sandi Whitaker
Tracy Adams
Leanne Barger
Diane Collins
Amanda Hansel
Barbara Hedrick
Amy Mosby
Susan Pardi

PAYOUT COUNSELING
Eric Simpson
Julie Gordon
Julia Holbrook
Kelley Peach
April Smyth
Kristey Warfield

PARTICIPANT SERVICES
Jean Henning
Sandra Baker
Floyd Boler
Mary Brouse
Nida Clary
Carrie Howard
Donna Towles

DEPARTMENT OF EMPLOYEE INSURANCE (DEI)
COMMISSIONER'S OFFICE, 2nd Floor (564-0358)

Fred Nelsor
Rebecca Greenwell, x 564-5494
Sharley Hughes, x 564-5488

DIVISION OF INSURANCE ADMINISTRATION
DIRECTOR'S OFFICE (564-0358)

MEMBER SERVICES
(564-6534)
888-581-8834
Jerry Ferguson, x 564-5656
Christie Burkhead, x 564-5610
Sherry Davis, x 564-5611
Cindy Dempsey, x 564-5518
Merla Graves, x 564-5626
Lynn Jones, x 564-5654
Clara Serafini, x 564-5643

ENROLLMENT INFORMATION
(564-1205)
Nancy Knight, x 564-5530
Kim Collins, x 564-5532
Kimberly Dennis, x 564-9638
Mamatha Kotha, x 564-5554
Philip Luckett, Sr., x 564-5534
Teresa Shipley, x 564-5545
Jeffrey Wiley, x 564-5556
Christina Winans, x 564-5558

DIVISION OF FINANCIAL & DATA SERVICES

DATA ANALYSIS
(564-7101)
Cindy Stivers, x 564-6730
Paula Chisholm, x 564-6723
Bruce Cottew, x 564-6732
Vickie Poole, x 564-6724

FLEXIBLE BENEFITS
(564-0350)
Donna Cordier, x 564-5601
Debbie Fraley, x 564-5602
Mae Green, x 564-5603
Jerry Jones, x 564-6731
Hannah Stanfield, x 564-5608

FINANCIAL MANAGEMENT
(564-9097)
Cindy Thomas, x 564-5710
Lori Elder, x 564-5667
Beth Gebhart, x 564-5713
Lea Howard, x 564-5668
Michelle James, x 564-5669
Michael Kolokowsky, x 564-5719
Barbara Meyers-Hughes, x 564-7826
Lisa Momenpour, x 564-5676
Annette Osborne, x 564-5666
Alexa Perry, x 564-5682
Brenda Roark, x 564-5699
Jonathan Smith, x 564-5683
Irma Turner, x 564-5685

Personnel Cabinet Webpage "http://personnel.ky.gov"
Personnel Connection Webpage "https://extranet.personnel.ky.gov "

PERSONNEL CABINET TELEPHONE LISTING, October 1, 2008

DIVISION OF CAREER OPPORTUNITIES
DIRECTOR'S OFFICE, 1st Floor (564-6920)

Barbara Barnes, x 564-5173
Alaina Myers, x 564-5293
Martha Sherrow, x 564-5191
Phillip Franz, x 564-5299

APPLICANT SERVICES (564-8030)

Jena Camden, x 564-5221
Stuart Clark, x 564-5148
Denice Driver, x 564-5223
Roger Riddell, x 564-5150
Becky Singleton, x 564-5248
Theresa Wood, x 564-5266

REGISTER (564-8030)

Rick Davis, x 564-5197
Katharine Barber, x 564-5146
Roberta Brownlee, x 564-5192
Cheri Chambers, x 564-5195
Sharen Fogle, x 564-5202
Kay Goodwin, x 564-5203
Marilyn Marshall, x 564-5276
Sharon Smither, x 564-5207
Kay Wallace, x 564-5214

HUMAN RESOURCES CERTIFICATION (564-8030)

Karen Mixson, x 564-5291
Mitchell, Adair, x 564-5161
Shona Alderson, x 564-5268
Todd Baggarly, x 564-0500
Scotty Barker, x 564-5271
Linda Brown, x 564-5272
Harold Hall, x 564-5275
Debbie Hatfield, x 564-5298
Mark Kennedy, x 564-5295
Rose Nipp, x 564-5292
Marietta Thompson, x 564-5293
Maureen Travers, x 564-5294

RECRUITMENT (564-8030)

Kimberly Roush, x 564-5139

DIVISION OF TECHNOLOGY SERVICES
DIRECTOR'S OFFICE, 3rd Floor (564-4690)

Carolyn Blankenship, x 564-7254
Lisa Shelton, x 564-5948

SYSTEM ANALYSIS (564-4690)

Michele Kays, x 564-6584
Rebecca Billings, x 564-6579
Wendy Campbell, x 564-5694
Toni Donoho, x 564-6561
Latonia Dooley, x 564-6577
Kimberly Hatter , x 564-5124
Connie Page, x 564-6585
Robbie Perkins, x 564-5127
Neil Popplewell, x 564-5140
Beth Rangel, x 564-6603
Tonya Smith, x 564-5985
Debra Weber, x 564-5589
Rebecca Whitaker, x 564-5144
David White, x 564-7624
Laurie Wilson, x 564-6549

IDMS

Matthew Butts, x 564-5908
Paige Gottlieb, x 564-5906
David Kaelin, x 564-5908
James Mitchell, x 564-5906

APPLICATION DEVELOPMENT (1ST Floor)

James Koontz, x 564-6599
Randy Denney, x 564-5121
Lisa Jeffrey, x 564-6713
Steve King, x 564-5529
Emily Parr, x 564-6600
Rhonda Phillips, x 564-9822
Brandon Short, x 564-6604
Angie Taulbee, x 564-7107

NETWORK SUPPORT (564-0198)

Lisa Rowe, x 564-5935
Travis Humphries, x 564-5920
Hong Lin, x 564-5986
Aaron McNulty, x 564-5919
Kathy Naber, x 564-5943
Jason Ritter, x 564-5925
James Ross, x 564-5928
Jason Rowland, x 564-5918
Susan Stinnett, x 564-5936
Server Room, x 564-5171
Work Room 324, x 564-5714

CONTRACTORS

Safdar Abedi, x No Phone
Wade Amis, x 564-6819
Andrew Bell, x No Phone
Atul Bhagat, x 564-5994
Alexia Brooks, x 564-8356
Eddie Brown, x 564-6494
Kevin Chandrasekera, x No Phone
Akhyanshu Das. x No Phone
Nitin Fuldeore, x 564-6494
Abhay Gaikuoad, x No Phone
Richard Gee, x 564-6689
Laurie Gemmel, x 564-8335
Sandya George, x 564-5991
Seema Gilani, x 564-6608
Margo Grailich, x 564-6574
Bruce Greenfield, x 564-5993
Eric Herron, x 564-5992
Wayne Holstein, x 564-6694
Steve Hutchinson, x 564-6650
John Jacobson, x 564-3664
Francis Kasu, x 564-8134
Rizwan Khan, x 564-6695
Rakesh Kumar, x No Phone
Aruna Lakshmanaperumalraja,x6562
Siva Mariyappan, x 564-6537
Randy Meek, x 564-5583
Sumeet Mehta, x 564-9812
Venkat Mondreti, x 564-5980
MadanKuman More, x No Phone
Darshan Mulmule, x No Phone
Sreejith Nair, x 564-5994
Meyyappan Narayanan, x 564-5990
Sreejith Nelloolichalil, x 564-5994
Ulli Neuwirth, x No Phone
Cary Nimnicht, x 564-9344
Linkin Pereira, x 564-5222
Siddartha Ponduru, x No Phone
Grace Pu, x 564-6574
Rishabh Puri, x No Phone
Gary Ramage, x No Phone
Rod Rayment, x 564-3665
Yugandhar Reddy, x No Phone
Pradha Saradhi, x 564-5308
Smita Sarkar, x 564-9812
Heinrich Schulz x 564-6196
Larry Sekel, x 564-6448
Rajan Shetye, x 564-5942
Jeff Stoddard, x 564-8337
Eric Tobias, x 564-8135
Glen Tuggle, x 564-5563
Bill Whitham, x 564-6552

DEPARTMENT OF PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, 3RD Floor (564-7571)

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, 3rd Floor (564-6464)

Mary Elizabeth Harrod, x564-6619
Larry Gillis, x 564-6618
Stephanie Carpenter, x 564-6616
Myrissa Patton, x 564-6624
Flo Warner, x 564-5264

PROCESSING & RECORDS (564-6873)

Carolyn Bruce, x 564-6657
Pam Brookman, x 564-6656
Lisa Case, x 564-6665
Dena McGuire, x 564-6669
Mike Rice, x 564-6672
Paula Round, x 564-6670

CLASS & COMP (564-5300)

Jim Lambert, x 564-6832
Carla Gray, x 564-6825
Vickie Hatchel, x 564-6831
Dawn Moreland, x 564-6851
David Onkst, x 564-6810
Debbie Parido, x564-6859
Mark Thompson, x 564-6865

PAYROLL (564-6883)

Yvonne Richmond, x 564-6718
Karen Blackburn, x 564-6701
Gail Cooper, x 564-6709
Shannan Goodrich, x 564-6711
Greg McGaughey, x 564-6714
Dana Pitcock, x 564-6715

Career Opportunities (Dir / Register) (1st Flr)...	FAX 564-3588
Career Opportunities (HR Cert) (1st Flr)	FAX 564-0512
Class & Comp (3rd Flr)	FAX 564-0222
Deferred Comp	FAX 573-4494
DEI Commissioner/Member Services (2ndFlr)..	FAX 564-5278
DEI Enrollment Information (2nd Flr)	FAX 564-1085
DEI Financial Management (2nd Flr).....	FAX 564-0715
DEI Flexible Benefits Branch (2nd Flr).....	FAX 564-0364
Employee Management, Dir's Office (3rd Flr)..	FAX 564-1823
Employee Relations (3rd Flr).....	FAX 564-4311
Governmental Services Center (KSU)	FAX 564-2732 / 564- 8056
KHRIS Projects (3rd Flr)	FAX 564-1507
KEAP (Bush Building).....	FAX 564-5189
Life Insurance (3rd Flr).....	FAX 564-4034
Network Support (3rd Flr).....	FAX 564-2274
Personnel Admin., Comm's Off. (3rd Flr)	FAX 564-9249
Processing & Payroll (3rd Flr)	FAX 564-5826
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (3rd Flr)	FAX 564-7603
Workers Comp (3rd Flr).....	FAX 564-9119
Canteen (1st Flr)	227-2279
Facilities Management – Jennifer Fey.....	330-3392 (cell)
Frankfort Police Department.....	502-875-8582
Frankfort City Emer (Amb, Fire & Police)	911 / 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221
Legal Conference Room 328A	502-564-3651
Personnel Admin. Conference Room 318	502-564-3654
SOB Loading Dock.....	564-1475
SOB Front Desk Reception.....	564-9749
SOB Auditorium & 1st Floor Training Rooms	Ashley.Evans@ky.gov
State Operator	800-222-5555 / 564-3130
Personnel Answer Line	564-8339/ 866-725-5463
Quick Copy	564-2670

Personnel Cabinet Webpage "http://personnel.ky.gov"
Personnel Connection Webpage "https://extranet.personnel.ky.gov "