



# PERSONNEL ISSUES & YOU



KHRIS Newsletter 2011-5, October 2011

## Message from the Director

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“Happy Fall” everyone! It's hard to believe that we've been live with KHRIS for 6 months now. We're becoming more stable each day that passes but we realize that there is still plenty of work to do and issues to resolve. We appreciate your patience through each of these hurdles. As we look ahead, we're currently in heavy preparation mode for year end and W2's; stay tuned for more information to come.

Thank you!

*Mary Elizabeth Harrod*

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### **Adverse Weather Leave Make-up / FMLA:**

In light of a recent inquiry, we'd like to remind you that the time an employee has to make-up adverse weather leave (AWL) cannot be extended due to the use of FML.

### **2012 Timesheets:**

Please be advised that the 2012 Timesheets will be distributed in October along with detailed instructions for their use.

### **HRG Training- TMA/TM:**

In order to be granted the HRG role, all training modules (OM, PA, TM, PY, and BN) must be successfully completed. Please note that TMA training is *not* the same as TM training, therefore it cannot serve as a substitute in the event that TM training is missed. As the full week-long HRG training is only offered once per month (not available in October), a missed module will mean that the employee has to wait until the following month to make-up that class and in turn be granted their HRG role/access. That is why it is imperative that those scheduled to attend class make every effort to do so.

### **Reminder- PAN Distribution Envelopes:**

Please remember to return the PAN Distribution Envelopes to our office by affixing the supplied return address label to the front (over your address). This will assist us in controlling the cost associated with PAN distribution.

Also, as a few agencies have made this additional cost savings recommendation, electronic PAN distribution has been fully considered but is not possible at this time due to the additional and potentially lengthy amount of labor involved in scanning such a high volume of PANS, as well as the technical burden it would place on our network and your inbox when emailed. However, we are appreciative of your suggestions and welcome them at any time.

Commissioner  
Sissy Meredith

Department of Human Resources Administration

Secretary  
Tim Longmeyer  
Personnel Cabinet

Director  
Mary Elizabeth Harrod  
Division of Employee Management

## Organizational Management/Classification and Compensation

### Reminders:

- Before making an appointment to a vacant position you should always go to PO13D and review all of the infotypes currently stored on the position. This will help eliminate future payroll issues and appointment errors.
- When establishing a position, please utilize the remarks fields. This will assist the Classification and Compensation Consultants as they complete their review on your action.
- As an HRG, please remember you only have access to maintain IT1001-Relationships: Reports to, Line Supervisor, Time Approver and Cost Center and IT1018-Cost Distribution.
- Please be aware of the FLSA status stored on your agency's positions and contact the KHRIS Service Center at [PERS.KHRIShelpdesk@ky.gov](mailto:PERS.KHRIShelpdesk@ky.gov) with any problems.
- When completing the establish position form, be aware that the order number displayed is the default order number. Please remove the default order number and enter the valid order number for the position you are establishing. Contact your agency's fiscal/accounting office if you do not know the valid order number to use for the position you are establishing.
- On occasion, when completing the establishment or reclassification position form and using the auto-populate main function; the text will repeat a sentence 2 or 3 times. As a reminder, please review before hitting send and if sentences have repeated themselves, please delete the extra text.

### Reinstate at a Higher Salary:

We have received a few inquiries and therefore, wanted to clarify with all agencies. When an agency decides to reinstate an employee to a salary **higher** than the salary at time of resignation, the agency must look at other employees in the same class and the same county with a similar combination of education and experience.

Under the provisions of 101 KAR 2:034 Section 2 (2), an agency may set the salary of a former classified employee being reinstated in one of two ways: (1) in accordance with the standards for making new appointments, or (2) up to a salary paid at the time of separation if the salary does not exceed the "phantom max."

Under the standards for making new appointments in Section 1 of this regulation, an appointment to a salary above the minimum requires a salary adjustment for employees in the same class and same county with similar education and experience to the appointee.

### Updated Consultant/Agency Assignments:

Carla Gray / 502-564-6825 / [carla.gray@ky.gov](mailto:carla.gray@ky.gov) -

[Gen Gov't (Reg of Election Finance, Military Affairs Comm, KIA, Office of Homeland Security, DMA, KY Nat'l Guard, Secretary of the Cabinet, GOLD, Secretary of State, St. Treasurer, Brd of Medical Licensure, Brd of Nursing, Human Rights Comm, OSBD, Dept of Agriculture, OAG, APA, DVA) CED, F&AC (except PVAs, Sheriff's Expense Allowance and County Clerks and Sheriff's Offices), EWDC, CHFS, JPSC, Labor, EEC, PPC]

Jamie Caldwell / 502-564-6826 / [jamie.caldwell@ky.gov](mailto:jamie.caldwell@ky.gov) -

[KYTC, TAHC]

Debbie Parido / 502-564-6859 / [debbie.parido@ky.gov](mailto:debbie.parido@ky.gov) -

[Legislative Cabinet, Judicial Cabinet, Gen Gov't (UPS, Gov Office, Lt Governor, Agr Dev Brd, Governor's Office of Minority Empowerment, Office of Faith Based and Comm Non-Profit Social Services, Boards and Commissions-except Brd of Medical Licensure and Brd of Nursing, CPE) PVAs, Sheriff's Expense Allowance, County Clerks and Sheriff's Offices]



**Nonresident Military Spouse Exemption Certificate:**

The Kentucky Department of Revenue issued an update to its *Instructions for Employers* in August. The update includes guidance on when the spouse of an armed forces service member may claim exemption from Kentucky withholding. Eligible spouses must file form K-4M, Nonresident Military Spouse Exemption Certificate, with their agencies, along with a copy of the employee's military spouse photo ID. The agency is required to submit the completed form, with a copy of the photo ID, within 30 days of receipt to the Kentucky Department of Revenue, P.O. Box 181, Station 57, Frankfort, Kentucky 40602-0181 or by fax to the Withholding Tax Section at (502) 564-3685. For questions regarding filing, please contact the Department of Revenue at (502) 564-4581 and ask for the Withholding Tax area. The K-4M form may be found here: <http://www.revenue.ky.gov/nr/rdonlyres/a4e1cc9d-01ad-47fe-9126-ef351e4dc519/0/42a804m1110.pdf> . The *Instructions for Employers* guide may be found here: <http://www.revenue.ky.gov/NR/rdonlyres/07644FF8-0204-48F2-B781-4720C38006C4/0/42A003811.pdf> (see page 2 for instructions regarding the K-4M).

**Reversals and Recovery of Third Party Payments:**

When a payment in KHRIS is reversed, there is no longer a need to submit a Refund on Payroll form or to obtain a physical check for the refund of deducted amounts. However, agencies must contact the third party payees immediately and let the payees know that a reversal is being done and a negative remittance for the reversed amount will appear on their next statement. The payee should then treat the received funds as an error and subject to the reversal, in order that they be designated to offset the upcoming negative remittance on the next scheduled pay cycle that includes that deduction. If a third party vendor does not have access to the funds associated with the deduction—such as for a credit union deduction or deferred comp contribution that the employee has already withdrawn—either the reversal should not be made, or the agency will have to make payment to the third party payee to cover the amount of the negative remittance, and then collect from the employee directly.

**Recent Unemployment Insurance Changes:**

Employers in Kentucky, including state agencies, received a letter from the Division of Unemployment Insurance dated August 26, 2011, regarding changes signed into law by Governor Beshear beginning January 1, 2012. Our office has been receiving inquiries from state agencies regarding how this affects them. Agencies using KHRIS Payroll do not pay unemployment insurance tax quarterly as do private sector employers, thus not all of the changes affect them. From the letter, item #1 (taxable wage base increase) does not affect agencies. It only affects employers who pay quarterly unemployment insurance taxes. Items #2 (time to protest claims), #3 (waiting week), and #4 (decrease in wage replacement rate) would apply to state agencies, as they impact the amount of time an employer (agency) has to protest a claim and decreases the amount a claimant may draw for unemployment, thus affecting the amount an agency pays for a claim. If you have questions regarding these changes, please contact the Division of Unemployment Insurance, Technical Services Branch at (502) 564-5057.

## Career Opportunities

**Reemployment Candidates:**

November 1, 2011 will mark the expiration of reemployment rights for former merit employees of Oakwood. Reemployment candidates on existing certified registers as of that date will retain hiring preference until the registers expire. Letters will be sent to the former employees to explain the expiration of reemployment rights.

**Filtering Discrepancies:**

The vendor for COS is currently investigating discrepancies in filtering results. The same filter may deliver different results for different user types. Until resolution, the Register Branch can provide spreadsheets with outputs of all relevant applicant responses for a specific requisition. Req Creators or Agency Approvers may contact Rick Davis for assistance.

**Pending establishments:**

The recommended best practice is to wait for a position establishment to be approved in KHRIS before creating a merit requisition in COS. Failure to follow this guidance may ultimately cause an appointment to be rejected due to an incorrect position number. This recommended practice may become a requirement in the future.

**Unscheduled office visits:**

The Division of Career Opportunities (DCO) maintains a computer lab for walk-in customers who need assistance in completing the on-line application. However, there are not any dedicated offices for private discussions. Therefore, agencies are asked to refrain from sending applicants to discuss rejections in person. The proper method for addressing a rejection is in writing, via e-mail from the applicant to the analyst who sent the rejection notification. If necessary, the analyst will reserve space and time for a face-to-face meeting.

**COS training:**

COS training for Agency Level 1 and 2 users is now offered monthly. The half-day course is facilitated by Amy Ireland and Debbie Hatfield from the Division of Career Opportunities. In addition, a course for Agency Level 3 users is in the early stages of development. See the upper left portal panel on the COS welcome page for more information.

**Deferred Compensation**



***Helping to Build Your Financial Future***  
**2011 Investment Education Expos are ALMOST HERE!**

Talk with your supervisor soon and schedule a time to attend Expo 2011. Remember, pre-registration is not required and state employees can take up to two hours paid time off (plus reasonable travel time) to attend an Expo. If you do not work for the state, please discuss your attendance at Expo with your employer. Please join us at one of the remaining 2011 Expos, sponsored by the Kentucky Public Employees' Deferred Compensation Authority.

**WHEN AND WHERE:**

**Mini Expos      1p.m. – 4p.m.**  
October 11– Elizabethtown, Pritchard Center  
October 25 – Louisville, Downtown Marriott

Kentucky Deferred Comp is committed to serving you now and in retirement. Major changes are coming to our *Spectrum of Investment Options*. At least one special workshop will be held at every Expo detailing the changes. We encourage you to attend the Expo most convenient for you.

We look forward to seeing you at Expo 2011!

\*\* A *Certificate of Attendance* will be provided for you to give to your supervisor upon return to work. \*\*

**For more information**

Visit us online at [www.kentuckydcp.com](http://www.kentuckydcp.com) or call us toll-free at 1.800.542.2667.

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