

**2009 Newsletter Index**  
**“Personnel Issues & You”**  
**Issues 01- 06**

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
09-01	April	<ul style="list-style-type: none"><li>- KHRIS Update</li><li>- KECC/New Employees</li><li>- FMLA Amendments</li><li>- Update to Exemption Form</li><li>- Updated P-1 Form</li><li>- Performance Eval Leave</li><li>- Updated Block 50 Listing</li><li>- Payroll Schedules</li><li>- Wage Equity</li><li>- Petition Process of Additional Policy-Making Positions</li><li>- In-Grade Promotion Policy</li><li>- Cabinet Directory</li></ul>
09-02	June	<ul style="list-style-type: none"><li>- Reorganization</li><li>- Systems Security Forms</li><li>- Previous State Service Form</li><li>- Transfer/Demotion Form</li><li>- 1<sup>st</sup> Check Loan Application</li><li>- Voluntary Insurance Update</li><li>- Payroll Schedules</li><li>- Demotion Actions</li><li>- Non-Merit Positions</li><li>- Deferred Comp Expo</li><li>- Cabinet Directory</li></ul>
09-03	July	<ul style="list-style-type: none"><li>- Director’s Message</li><li>- Salary Cards</li><li>- Annual Increments</li><li>- Payroll Training</li><li>- Local Tax Increases</li><li>- Spectera Reminder</li><li>- Payroll Schedules</li><li>- Deferred Comp</li><li>- Cabinet Directory</li></ul>
09-04	Sept	<ul style="list-style-type: none"><li>- KHRIS Update</li><li>- SSN/email</li><li>- Personnel Security</li><li>- FLSA Test Update</li><li>- Memorandum</li><li>- Vol. Opt Insurance Info</li></ul>

- Payroll Training
- Payroll Records Inspection
- Retirement Contribution
- Payroll Schedules
- Correcting P1's
- Increment Listings
- Resignation Actions
- Signature Authorization
- COS Information
- Deferred Comp Information
- Phone Listing

09-05 Nov

- FMLA Alert
- Non-Merit Appointments
- File Maintenance
- Dismissal Actions
- Staff Announcement
- Voluntary Optional Insurance
- Payroll Training
- SSA Information
- Incorrect SSN
- I-9 Update
- Year-end/W-2 Information
- Payroll Schedules
- C & C Staff Assignments
- New Branch
- COS Information
- Deferred Comp Information
- Phone Listing

09-06 Dec

- DEM Year-in Review
- KECC Forms/Brochures
- Org Charts
- PAE Form Reminder
- New procedure/NM Transfers
- UPDATED MILITARY LEAVE
- Group Life Changes
- Military/State Tax Exempt
- W-2 Season
- Payroll Schedules
- COS Access
- DCO: Year-in-Review
- Deferred Comp Info
- Directory