



Kentucky Personnel Cabinet  
Department of Employee Insurance  
**Employee Bulletin**

**Last chance to make changes or enroll in health insurance  
Open Enrollment ends Friday, Oct. 28, 2011**

- Open Enrollment for the 2012 health insurance plan year will end at midnight Friday, Oct. 28, 2011. It is a passive enrollment, which means you do not have to re-enroll unless you want to make changes to your current health care benefits or if you have a Flexible Spending Account (FSA). Those with a Health Reimbursement Account (HRA) do not have to re-enroll.
- You will need your employee (user) ID to enroll online. All Kentucky Employees' Health Plan members should have received a letter in the mail from KEHP containing important enrollment information, **including your employee (user) ID, located under bullet number four**. Your employee (user) ID is also located at the top of Commonwealth paid employee's paystubs.
- If you have questions, please contact your organization's insurance coordinator or call the Employee ID Hotline at 877-741-7017 or 502-564-3116. These phone lines are only in service through October 28. Hours of operation are Monday through Friday 8 a.m. to 8 p.m.
- To enroll online, go to <http://KEHP.ky.gov>. Enter your employee (user) ID to create a password and access the Kentucky Human Resource Information System (KHRIS).
- If you would like to make changes to a cross-reference option, you must make changes via a paper application and submit it to your insurance coordinator.

**FOR MORE INFORMATION**

For more information, visit the Kentucky Employees' Health Plan website at  
<http://KEHP.ky.gov>

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