



PERSONNEL ISSUES & YOU

UPPS Newsletter 2009-2

Message from the Director

June 2009

I hope this newsletter finds everyone well and enjoying the nice warm weather. Please stay safe as many of you will be vacationing with your families over the next few months.

Effective June 16, 2009 we have the following names changes in the Personnel Cabinet's Department of Personnel Administration:

The Department of Personnel Administration will be the Department of Human Resource Administration and the Processing & Records Branch will be the Personnel Administration Branch.

If you have any questions, please feel free to contact my office.

Mary Elizabeth Harrod

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COS/CICS Systems Security Forms:

All forms necessary for COS and UPPS Systems Security can now be found on our website at: <http://personnel.ky.gov/persadmin/info/persinfo/SystemsSecurityForms.htm>. If you have any questions or need assistance please contact either Mark Thompson at 502/564-6865 or Susan Stinnett at 502/564-6672. Or you can email them at KHRISSecurity@ky.gov.

Processing & Records

Previous State Service Certification Form/Name Change:

Due to new KRS rules that allow for more agencies to qualify as "previous service", we have changed the name of the above form to the Previous Qualifying Service Certification form. This form can be found on our website at <http://personnel.ky.gov/NR/ronlyres/BEC7EEF1-DAE5-49E8-97DD-A80419F88AC7/0/PrevQualServCert050809.doc>

Voluntary Transfer/Demotion/Salary Retention Agreement Form/Update:

We have updated the above form to include a field for Retirement Code. The updated version can be found on our website at: <http://personnel.ky.gov/NR/ronlyres/AEB79AD2-020E-46E0-AAB7-9E510554C66C/0/voltrans.doc>

Acting Commissioner
Barbara Barnes
Department of Personnel
Administration

Secretary
Nikki R. Jackson
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Payroll

1st Check Loan Application for New Employees:

We have recently learned that Commonwealth Credit Union (CCU) is no longer offering 1st Check Loans for new employees, however, Kentucky Employees Credit Union (KECU) still is. We have replaced the joint form with KECU's. It can be found on our website at:

http://personnel.ky.gov/NR/rdonlyres/42DAFE66-0329-417C-8D45-16FD5ED6A69D/0/FirstCheckLoanApplication_2_.pdf.

Termination of Payroll Deduction Agreements:

Effective June 30, 2009, Spectera (also known as United Healthcare Vision) will no longer be a participant in the Commonwealth's Payroll Deduction process currently offered to eligible voluntary optional insurance carriers. Spectera has been notified of this change as well as their covered employees. Those employees were provided contact information for Spectera allowing them to contact Spectera directly for future payment options. We are making arrangements to end payroll deductions set-up under their utility number (#1249) on the above date, therefore no action is required of you. If you have any questions, please feel free to contact our office.

Upcoming Payroll Schedules:

June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 May 16-31 Manual pay & health ins. Update Please note that schedule is subject to change due to KHRIS implementation	2 May 16-31 Manual pay & health ins. update	3 May 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4 May 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	5 May 16-31 No Update	6
7	8 May 16-31 No Update	9 May 16-31 Update/ health ins.	10 May 16-31 Update/ health ins.	11 May 16-31 Update/ health ins. Last day p1's can be approved for supp payroll.	12 May 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13
14	15 May 16-31 No Update PAYDAY	16 Jun 1-15 Manual pay & health ins. update	17 Jun 1-15 Manual pay & health ins. update	18 Jun 1-15 Manual pay & health ins. Update Last day p1's can be approved for payroll.	19 Jun 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20
21	22 Jun 1-15 No Update	23 Jun 1-15 No Update	24 Jun 1-15 Update/ health ins.	25 Jun 1-15 Update/ health ins.	26 Jun 1-15 Update/ health ins. Last day p1's can be approved for supp payroll.	27
28	29 Jun 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 Jun 1-15 No Update PAYDAY END OF QUARTER & FISCAL YEAR				

July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Please note that schedule is subject to change due to KHRIS implementation		1 JUN 16-30 Manual pay & health ins. update	2 JUN 16-30 Manual pay & health ins. update	3 JUN 16-30 STATE HOLIDAY INDEPENDENCE DAY	4
5	6 JUN 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	7 JUN 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	8 JUN 16-30 No Update	9 JUN 16-30 Update/ health ins.	10 JUN 16-30 Update/ health ins.	11
12	13 JUN 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 JUN 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 JUN 16-30 No Update PAYDAY	16 JUL 1-15 Manual pay & health ins. update	17 JUL 1-15 Manual pay & health ins. update	18
19	20 JUL 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 JUL 1-15 Manual Pay update files go down at 1:00 and remain down. RUN PAYROLL	22 JUL 1-15 No Update	23 JUL 1-15 No Update	24 JUL 1-15 Update/ health ins.	25
26	27 JUL 1-15 Update/ health ins.	28 JUL 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 JUL 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 JUL 1-15 No Update PAYDAY	31 JUL 1-15 No Update	

Classification & Compensation

Demotion Actions:

We request that agencies include "No Reduction in Pay" in the remarks section on the P-1 when submitting a demotion action. This helps the Classification and Compensation branch in verifying salaries especially when the employee is moving from hourly to salaried or vice versa on the same effective date. Please feel free to contact our office if you have any questions.

Non-Merit Positions Affected by Reorganization:

Non-Merit paperwork (a new 12:050 or 12:040) will not be required for those non-merit employees who are being reorganized to a new org unit and are keeping the same title. ONLY those who are changing titles/positions will be required to submit the non-merit packet for approval.



2009 INVESTMENT EDUCATION EXPOS

Sponsored by KY Deferred Comp

Again this year Kentucky Deferred Comp is sponsoring the popular *Investment Education Expos*. As always, the Expos are open to all employees of Kentucky State Government, whether or not they are currently participants with Kentucky Deferred Comp. Pre-registration is not required. The Internal Revenue Service 401(k) and 457 Plans offered by Kentucky Deferred Comp represent two of the most valuable optional benefits available to state employees. All state employees are encouraged to attend the Expo held closest to their worksite.

Expo Details

Tuesday, **September 29** in Frankfort at the Frankfort Convention Center
Wednesday, **September 30** in Louisville at the Marriott Louisville Downtown
Thursday, **October 1** in Florence at the Florence Government Center

- Expo hours are from 9 am to 4 pm
- Expo 2009 includes two retirement education workshops in the morning that are repeated in the afternoon.
- Attendees can meet one-on-one throughout the day with Registered Kentucky Plan Service Representative and fund representatives, as well as representatives from Social Security and Kentucky Retirement Systems.
- Attendees will receive valuable retirement education and information to help them plan wisely for their retirement.
- Governor Beshear has granted all Kentucky State Government employees up to two hours paid time off, plus reasonable travel time, to attend an Expo in 2009.
- Employees and their supervisor have flexibility to select the best time to attend.
- Attendance certificates will be provided for all attendees to give to their supervisor upon return to work.

For more information

Visit Kentucky Deferred Comp online at www.kentuckydcp.com or call toll-free at 1.800.542.2667.

PERSONNEL CABINET TELEPHONE LISTING, May 1, 2009

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	Dan Egbers, x 564-6790 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 Walt Gaffield 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 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 Mary Greenwell, x 564-6815 Dana Harvey, x 564-7824 Darlene Stewart, x 564-5953 Nilla Meeke, x 564-9818	SAFETY PROGRAM Scott Gasser, x 564-6814
WORKERS COMPENSATION (564-6847) 888-860-0302 Merla Graves, x 564-6654 Jeffrey Hockensmith, x 564-6642 Matthew Hutcherson, x 564-6645 Valerie McGraph, x 564-6648	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 Melissa Clay, 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)	
Michélé Lawlis Colene Elridge, x 564-6869 Arthur Lucas, x 564-5304	Clint Morris, x 564-5313 Joyce Schrenger, x 564-5305

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 Esteva Calse Draggs Garrett Scott, x221 Blaike Wellington, x 221	TRAINING & EMPLOYEE DEVELOPMENT Jeanne Olivas, x 243 Kimberly Bynes, x 245 Katy Cave, x 253 Jerry Pile, x 235 Kimberly Rulo, x 254 Donna Simpson, x 223
SPECIAL PROJECTS David Finley, x 256 Wes Swarner, x 227	ORGANIZATIONAL DEVELOPMENT Tim Anderson, x 247 Taylor Carter, x 237 Jamilie Smith, x 238 Rick Schad, x 236
PERFORMANCE MGMT (564-3090) Stan Riley, x 225 Dawn Redmon, x260	

CENTER OF STRATEGIC INNOVATION	
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)	
Wayne Harman 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 Chris Biddle 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 Nelson Jenny Goins, x 564-5492 Sharley Hughes, x 564-5488	Stephanie Marshall, x 564-5506 Tracie Meyer, x 564-5626 LuLu, Mwale, x 564-5494

DIVISION OF INSURANCE ADMINISTRATION
DIRECTOR'S OFFICE (564-0358) Jeff Barr, x 564-5513

MEMBER SERVICES (564-6534) 888-581-8834 Christie Burkhead, x 564-5610 Sherry Davis, x 564-5611 Lynn Jones, x 564-5654 Clara Serafini, x 564-5643	ENROLLMENT INFORMATION (564-1205) Kim Collins, x 564-5532 Kimberly Dennis, x 564-9638 Mamatha Kotha, x 564-5554 Phillip Luckett, Sr., x 564-5534 Rebecca May, x 564-4580 Teresa Shipley, x 564-5545 Jeffrey Wiley, x 564-5556 Christina Winans, x 564-5558
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DIVISION OF FINANCIAL & DATA SERVICES
DIRECTOR'S OFFICE Cindy Stivers, x 564-6730

DATA ANALYSIS (564-7101) Paula Chisholm, x 564-6723 Bruce Cottew, x 564-6732 Vickie Poole, x 564-6724	FINANCIAL MANAGEMENT (564-9097) , 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 Meyer-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
FLEXIBLE BENEFITS (564-0350) Donna Cordler, x 564-5601 Debbie Fraley, x 564-5602 Mae Green, x 564-5603 Hannah Stanfield, x 564-5608	

PERSONNEL CABINET TELEPHONE LISTING, May 1, 2009

DIVISION OF CAREER OPPORTUNITIES DIRECTOR'S OFFICE, 1st Floor (564-6920)	
Barbara Barnes Alaina Myers, x 564-9823	Martha Sherrow, x 564-5191
APPLICANT SERVICES (564-8030) Denlce Driver, x 564-5223 Stuart Clark, x 564-5148 Holly Murphy, x 564-5225 Roger Riddell, x 564-5150 Becky Singleton, x 564-5248 Theresa Wood, x 564-5266 Computer Room x 564-5221 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 Amy Ireland, x 564-9819 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 Scotty Barker, x 564-5271 Linda Brown, x 564-5272 Harold Hall, x 564-5293 Debbie Hatfield, x 564-5298 Rose Nipp, x 564-5292 Marietta Thompson, x 564-5275 Maureen Travers, x 564-5294 RECRUITMENT (564-8030)
DIVISION OF TECHNOLOGY SERVICES DIRECTOR'S OFFICE, 3rd Floor (564-4690) Robble Perkins, x 564-5127	
SYSTEM ANALYSIS (564-4690) Michele Kays, x 564-6584 Rebecca Billings, x 564-6579 Wendy Campbell, x 564-5694 Latoria Dooley, x 564-6577 Kimberly Hatter, x 564-9828 Connie Page, x 564-6585 Neil Popplewell, x 564-5140 Beth Rangel, x 564-6603 Lisa Shelton, x 564-4648 Debra Weber, x 564-5589 Rebecca Whitaker, x 564-5144 David White, x 564-7624 Laurie Wilson, x 564-6549	APPLICATION DEVELOPMENT (9th 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 Donna Spivey, x 564-5944 Angie Taulbee, x 564-7107 UAT Command Center x564-5948 NETWORK SUPPORT (564-0198) pers.nsbhelpdesk@ky.gov 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 James Ross, x 564-5928 Jason Rowland, x 564-5918 Server Room, x 564-5171 Work Room 324, x 564-5714 IDMS Troy Belcher, x Matthew Butts, x 564-5908 Paige Gottlieb, x 564-5906 David Kaelin, x 564-5908 John O'Connor, x
CONTRACTORS	
Sudhir Balusu, x No Phone Anthony Carter, x Akhyanshu Das, x No Phone Nitin Fuldeore, x 564-6494 Richard Gee, x 564-6689 Laurie Gemmel, x 564-8335 Sandya George, x 564-5991 Seemaa Gilani, x 564-6608 Bruce Greenfield, x 564-5993 Eric Herron, x 564-5992 Wayne Holstein, x 564-6694 Steve Hutchinson, x 564-6650 Rizwan Khan, x 564-6695 Rakesh Kumar, x No Phone A. Lakshmanaperumalraja, x5652 Amit Mahajan x No Phone Siva Mariyappan, x 564-6537 Jim Mauck, x No Phone	Randy Meek, x 564-5583 Sumeet Mehta, x 564-0352 Venkat Mondreti, x 564-5980 Darshan Mulmule, x No Phone Sreejith Nair, x 564-5994 Meyyappan Narayanan, x564-5990 Linkin Pereira, x 564-5222 John Pflieger, x No Phone Grace Pu, x 564-6574 Rod Rayment, x 564-3665 Pradha Saradhi, x 564-5308 Heinrich Schulz x 564-6196 Larry Sekel, x 564-6448 Steven Sigourney, No Phone Glen Tuggle, x 564-5563 Bill Whitham, x 564-6552 Kirk Wood, x No Phone

DEPARTMENT OF PERSONNEL ADMINISTRATION COMMISSIONER'S OFFICE, 3rd Floor (564-7571)	
Jill Anderson	
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 Flo Warner, x 564-5264
PROCESSING & RECORDS (564-6873) Carolyn Bruce, x 564-6657 Lisa Case, x 564-6665 Dena McGuire, x 564-6669 Paula Round, x 564-6670 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	CLASS & COMP (564-5300) Jim Lambert, x 564-6832 Carla Gray, x 564-6825 Vickie Hatchel, x 564-6831 Cassie House, 564-6826 Dawn Moreland, x 564-6851 David Onkst, x 564-6810 Debbie Parido, x564-6859 Myrissa Patton, x 564-6624 Susan Stinnett, x 564-6672 Mark Thompson, x 564-6865

Career Opportunities (1 st Flr)	TTY 564-4306
Career Opportunities (Dir / Register) (1 st Flr)	FAX 564-3588
Career Opportunities (HR Cert) (1 st Flr)	FAX 564-0512
Class & Comp (3 rd Flr)	FAX 564-0222
Deferred Comp	FAX 573-4494
DEI Commissioner/Member Services (2 nd Flr) ...	FAX 564-5278
DEI Enrollment Information (2 nd Flr)	FAX 564-1085
DEI Financial Management (2 nd Flr)	FAX 564-0715
DEI Flexible Benefits Branch (2 nd Flr)	FAX 564-0364
Employee Management, Dir's Office (3 rd Flr)	FAX 564-1823
Employee Relations (3 rd Flr)	FAX 564-4311
Governmental Services Center (KSU)	FAX 564-2732/ 564- 8056
KHRIS Projects (3 rd Flr)	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (3 rd Flr)	FAX 564-4034
Network Support (3 rd Flr)	FAX 564-2274
Personnel Admin., Comm's Off. (3 rd Flr)	FAX 564-9249
Processing & Payroll (3 rd Flr)	FAX 564-5826
Performance Mgmt (KSU)	FAX 564-2675
Return to Work (3 rd Flr)	FAX 564-3524
Secretary's Office (3 rd Flr)	FAX 564-7603
Workers Comp (3 rd Flr)	FAX 564-9119
Canteen (1 st 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 & 1 st 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