



PERSONNEL ISSUES & YOU



KHRIS Newsletter 2011-2, June 2011

Message from the Director

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WOW! We did it! KHRIS is live! The past two months have been extremely busy for everyone. Patience will continue to be the key over the next couple of months as we all continue to learn and adapt to this new system. I appreciate the teamwork and dedication displayed by all to ensure KHRIS is successful and that the human resource requirements on behalf of the employees of this Commonwealth are met.

This first "post go-live" newsletter contains a lot of information including reminders, updates, clarifications and more. Please read it closely and keep it easily accessible as a reference for some of your KHRIS processes. We will continue to post procedure documents to our website but will also use these newsletters as a main avenue in getting new information to you. If at any time you cannot find the information you need, please feel free to contact the KHRIS Service Center at PERS.KHRISHelpdesk@ky.gov for assistance.

Thank you!

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Website Changes:

The Personnel Cabinet's HR Administrators webpage will continue to undergo change, as needs arise, in an effort to provide you with the most up-to-date information to assist you with HR processing. If you haven't done so already, please take some time to familiarize yourself with this site, which already provides a large amount of valuable information. In addition, please review the new Agency HR Staff/Consultant Listing, which now provides your Personnel Cabinet consultants' names and contact numbers. Please be sure to keep us informed of internal moves that affect this listing so we can always reflect current staffing.

Also, the link "KHRIS Operations Calendars" has been renamed "KHRIS Calendars" as a solution to provide a location for both Operations (previously Payroll Schedules) and Training Calendars.

You can access our webpage at: <http://personnel.ky.gov/persadmin/hradministrators/hradmin.htm>.

Completing the PAE:

To avoid approval and processing delays, please remember to complete ALL fields on the appropriate form. This includes the manner in which a position will be filled (Merit). Incomplete forms will be returned to sender.

In addition, requests should be titled/named (Save As) as follows:

Merit position requesting to be established: Example- 55793 Establish Admin Spec III

Merit position requesting to be filled: Example- 55793 30000852 Admin Spec III

Non Merit position requesting to be established: Example- NM 55793 Establish Div Dir

Non Merit position requesting to be filled: Example- NM 55793 30000987 Div Dir

If appointee is known add last name: Example- NM 55793 30000987 Div Dir Johnson

Please use this same request title in the subject line of your email to increase processing time.

Commissioner
Sissy Meredith
Department of Human Resources
Administration

Secretary
Tim Longmeyer
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Processing Actions in Relation to Payroll:

Keep in mind payroll dates as you submit actions. We understand "RUSH" actions will occur prior to a payroll run, but please try to keep these to a minimum by planning ahead and submitting actions well in advance of payroll run dates, as actions must workflow to several levels of approval in the Personnel Cabinet.

Attaching Back-up Documents to Actions:

To allow for quick approval, back-up documentation (when required) must be attached to all action forms processed through the KHRIS Self-Service Center (portal). By clicking on the paper clip icon at the bottom left of the form/screen, you'll be able to locate your electronic document and attach it to the form for submission. When you click on the paper clip, a small screen will appear below your form. Click on the Add button (white piece of paper with red plus sign) and a browser window will appear to locate and "open" the document. Once the form has been completed and the required document has been attached, it is ready to submit for approval.

June and July 2011 KHRIS Training Schedule:

Please find the KHRIS training schedule for the time administration (TMA) and human resource generalist (HRG) classes for June and July at this link: <http://personnel.ky.gov/persadmin/hradministrators/KHRISCalendars.htm>. The training schedule through January 2012 is being finalized and will be distributed in the coming weeks. These training sessions are intended for both new users and for current users. Additionally, the content for the Time and Payroll portion of the HRG training have been updated.

Please be aware, requests for users who have not previously attended classroom training will be given priority during registration. Pending availability, requests for employees who would like to repeat training will be considered. In addition, requests for HRGs to repeat individual modules (OM, PA, TM, PY, BN) as a refresher will be considered pending availability.

Contact the KHRIS Service Center at pers.KHRISHelpdesk@ky.gov to register for upcoming KHRIS training classes. The training classes will be held at the Kentucky State Office Building (KSOB) at 501 High Street, Frankfort, KY. As a reminder, new users are required to take prerequisite eLearnings prior to attending HRG or TMA courses.

Volunteer/Intern Information and Forms:

A cabinet or agency is permitted to have volunteers or other types of unpaid workers, such as interns. Before placing these individuals in positions, many factors need to be considered. Unpaid volunteers are still subject to confidentiality obligations and standards of ethical behavior per KRS 11A. Additionally, a cabinet or agency should provide written notice that the individual is not to receive any employment benefits, such as health insurance, workers' compensation, salary, and that there is no right or claim for future employment.

Decisions regarding volunteers are made at the cabinet or agency level, and should be approved by the Appointing Authority. There are also forms available on the Personnel Cabinet's website in the Forms Library at <http://personnel.ky.gov/formlby.htm> to utilize. It is recommended that the Volunteer Security Agreement and Volunteer Policy be signed and placed in the agency's file. Also, the individual should receive information about the Executive Branch Code of Ethics and specific standards of conduct.

For any additional questions, please contact Dinah T. Bevington, Executive Director, Office of Legal Services, Personnel Cabinet, at (502) 564-7430 or dinaht.bevington@ky.gov.

Organizational Management

Instructions for Changing Enterprise Structure on a Position:

Agencies cannot change the enterprise structure on an *existing* position. The agency must first establish a new position with the new enterprise structure, and then transfer the employee to that new position, using the appropriate personnel administration (PA) action. Please remember to delimit the now vacant position.

Also, it is not necessary to process a PAE when establishing a position for this purpose (changing work week, hourly to salary, etc). If a position is accidentally delimited, you must send an explanation to Mary Elizabeth Harrod at MaryE.Harrod@ky.gov for approval to re-establish without a new PAE.

Miscellaneous Items:

-Org Unit can only have one position designated as Chief.

-Effective Dates on Forms: Please be sure to enter a correct date. This field auto populates so it is very important to change it to the desired date to avoid rejections/corrections.

-PDs should not be entered for ungraded, unclassified, positions.

-The only codes that should be used for the Overtime (OT) field are "P" for Paid or "C" for Comp. The use of any other code will result in a rejection of the action.

Form Clarification:

- **Establish with Position Description (PD)**– The Time Approver and Supervisor Position Number fields should be actual Position Numbers. After the PD section, the Supervisor ID field should be a PERNR.
- **Establish with and without PD-**
 - *If Job 20000001-PSC or 20000002-Payroll Only:* Pay grade type must be Ungraded
 - *If Job 20000003-Contractor Supervisor or 20000004-Contractor:* Pay Grade type must be Non-Paid
 - *If Interim:* Must be unclassified

Personnel Administration

Time Period Viewing on PA 20 and PA30:

When using transactions PA20 (Display HR Master Data) and PA30 (Maintain HR Master Data), set the Period to “ALL” and be sure to use the Overview button (Mountain) first rather than the Display button (Glasses).

Addresses in KHRIS:

When processing an action or simply updating the address infotype, please do NOT abbreviate the name of the city. This is causing problems for Benefits and is requiring manual correction by the Personnel Cabinet.

Reinstatement Without 12 Month Break:

The form used for this action type does not reset increment date. Please fill out an Increment Date Change to fully complete the action.

Resignation Actions:

When processing an action to resign an employee, please confirm that it is truly a resignation and that it should not be a resign to reappoint. The letter from the employee should clearly state whether they are simply resigning or are resigning to be reappointed, and the dates should also be listed. As a reminder, effective dates in KHRIS are “Beginning of Business” so an employee who resigns (last day worked) on 5/31 is actually effective 6/1.

Reminder- Processing Multiple Actions:

When processing multiple actions on one employee, please remember to allow each individual action to be approved before submitting the next. Workflow varies for each action type so some actions may take longer to approve than others. The only exclusion to this rule is Suspensions and Return from Suspensions.

Work Addresses:

Just a reminder that work addresses for employees who work from home should read “Home Workstation.” This information is visible in a Who’s Who search in ESS; therefore, an employee who works from home should not have their home address visible to all users.

Commonwealth Paid versus Non-Commonwealth Paid PERNRs:

No action of any kind should ever be taken using Non-Commonwealth Paid (Benefits Only PERNR) in order to make an employee Active/Inactive/Withdrawn in a Commonwealth Paid position. Non-Commonwealth Paid PERNRs should only be processed by Insurance Coordinators for Non-Commonwealth Paid actions, while Commonwealth Paid PERNRs should only be processed by HRGs for Commonwealth Paid actions.

If an employee exists in a Withdrawn Status in a Non-Commonwealth Paid position and will be appointed to a Commonwealth Paid position, then the Dual Appointment form should be completed to complete the action. If you have questions about this process, please contact the KHRIS Service Center for assistance at PERS.KHRIShelpdesk@ky.gov.

In-range Appointments:

When making adjustments, put the PERNR of the appointee in the remarks field instead of the name and do not submit the In-range action until after the appointee has been approved.

Original Hire Dates in KHRIS (IT0041 Z1 Date Type):

IT0041 Date Specifications in KHRIS stores different employee date types. This infotype includes important dates described by different date types, such as: Original Hire Date (Z1), Current Hire Date (Z2), Increment Date (Z3), and Benefits Eligibility Date (Z5), just to name a few. The date provided from the Legacy system that was used to populate the Original Hire Date on IT0041 is the employee's most recent Appointment action. If an employee has never had any type of Separation action performed, then the Original Hire date in KHRIS will reflect that employee's original Appointment action date. If the employee has had any type of Separation action, followed by an Appointment action performed on them, then the Original Hire date in KHRIS will reflect the most recent Appointment date. Provided below are three scenarios and date that will be provided in KHRIS as the employee's Original Hire Date.

Example A: Jane Doe was hired as a brand new appointment by the Commonwealth on 01/01/2000. In the last 11 years, Jane has had several promotions and position number changes, but has never had a resign to reappoint type action performed. Since Jane only has one Appointment action on her Legacy record, the Original Hire Date in KHRIS will reflect 01/01/2000.

Example B: John Doe was hired as a brand new appointment by the Commonwealth on 01/01/2000. On 01/01/2006, John changed positions and the action was performed by doing Separation (Legacy code Y21) action and Appointment Action (Legacy code A13). The Original Hire Date in KHRIS will display as 01/01/2006 because that is John's most recent Appointment Action.

Example C: George Doe was hired as a brand new appointment by the Commonwealth on 01/01/2005. On 01/01/2006, George decided to leave the Commonwealth. On 01/01/2007, George decided to return to the Commonwealth and was Appointed into his new position. The Original Hire Date in KHRIS will display as 01/01/2007 since that was George's most recent Appointment action from Legacy.

Upon initial load of data into KHRIS from Legacy, the Original Hire Date and the Current Hire Date will reflect the same date. The Current Hire Date will only change if the employee experiences a Separation (ZF or ZG action type in KHRIS) and Rehire (Z2 action type in KHRIS), at which point the Current Hire Date will reflect the date of the Z2 action.

Increments/Increases Information:

We are now in the 2nd month of running increment updates in KHRIS. As a requirement, you may be contacted to process an Annual Increment or Probationary Increase manually. One reason you may have to manually process an Increment/Increase is because there may be a future-dated action already existing in KHRIS. You need to review the future-dated action to ensure that no changes need to be made to future-dated action based on the Increment/Increase. Also, you will be notified to process an Increment/Increase manually through the Change in Pay HCMPF process if the employee's salary changed from the time the Increment/Increase listing was created or based on the time the listing was uploaded. In cases like this, since there was a salary change on the employee, the Increment/Increase listing salary amounts is now correct. In order to reflect a correct employee salary amount in KHRIS, it is required to manually process the Increment/Increase..

Even though we are not currently receiving monetary amounts from our Annual Increments, it is very important that these actions are entered into KHRIS. When an Annual Increment is processed in KHRIS, the Z3-Annual Increment date on IT0041 is updated to the following year. We also need to have a record of the action in the system.

If you chose to Remove an employee from the Increment/Increase listing, please remember that you will either need to process that action manually by completing a Change in Pay through HCMPF, or you will need to process a Miscellaneous Action – Adjust Annual Increment Date in order to update the employee Z3-Annual Increment Date on IT0041. If you fail to do either of these, the Annual Increment date on IT0041 will not be updated.

Payroll/Time

Copying versus Changing Infotypes:

Infotypes should be copied, NOT changed, to avoid altering original records. When an infotype is copied, the history is maintained and the original record is delimited, which keeps the dates in sequence. There can never be gaps in the dates on the infotype records or it will impact payroll.

Creating 2013 Records:

When creating a 2013 (Quota Correction) record, do not use the option "Replace Generated Entitlement." This is not a valid option and will not update a quota balance. You should only increase or reduce the existing balances. If you see a 2013 record with an "=" operator in the 2013 overview, you will need to edit the record.

Time Sheet – Light Duty:

Due to a formula error, Light Duty cannot be coded correctly on the electronic timesheet and this *must* be entered correctly into KHRIS. When completing the electronic timesheet please code the time as 1REG, then hand write the Light Duty code (LTDY) overtop the 1REG after it is printed. Once signed by the employee and supervisor, it can then be correctly entered into KHRIS as LTDY. We apologize for any inconvenience this causes.

Time Sheets for LWOP and Separation/Retirement:

When submitting an action for LWOP, Separation or Retirement, please validate that the employee does NOT have any type of time entered on their timesheet from the Effective date of the LWOP, Separation or Retirement action going forward. Having any type of time entered on the employee's time sheet once the LWOP, Separation or Retirement action is Effective will cause the employee to error out when Payroll is executed. This applies even if a Retro action for the employee is entered. The time sheet MUST be updated to remove ANY time that has been entered previously. The entered time MUST be removed, prior to the LWOP, Separation or Retirement action being committed to KHRIS. This is causing significant errors in Payroll.

Bank Details (for Direct Deposit) Changes:

When making changes to an employee's bank details, whether changing an employee from check to direct deposit or making changes for existing direct deposit users, please delimit the existing account at the end of the affected pay period and begin the new account(s) at the beginning of the next. Changes that take effect in the middle of a pay period are causing issues with splitting the period (between check and direct deposit and from one bank to another) which is requiring manual correction at the Personnel Cabinet. This issue is caused by HRG and employee changes which we hope to correct soon. In the meantime, if HRGs can correct the process on their end it will at least cut the manual corrections in half for the time being.

Address Changes:

Like bank details, address changes should also start and end with the pay period. Changes made effective during a pay period leave no history for payroll to send a check if the payment is supposed to be mailed to the home address.

Voluntary Optional Insurance Set-up:

When setting an employee up for deductions with a voluntary optional insurance company, please use the listing on our website <http://personnel.ky.gov/persadmin/info/pdi.htm> as a crosswalk as some of the names in the SAPGUI do not match what you will see on the listing. The listing provides the Legacy Utility Number along with the new KHRIS Wage Type and company name.

Career Opportunities System

Reminders and Guidance:

- Entry of a register action (merit appointment, promotion, or reemployment) to KHRIS indicates that it is ready for review/approval in the Register Branch. Please make sure that is truly the case by updating the chosen candidate's COS HR status to *Appoint* prior to entry of the KHRIS action request.
- If a position number on an existing COS requisition changes in KHRIS, please notify Cheri Chambers or Sharen Fogle in the Register Branch. One of them will update the req with the new number. The class title, work county, and cost center must remain the same in order for the req to remain valid.
- On action requests in KHRIS, only register actions (merit appointment, promotion, or reemployment) should include the COS requisition number. Enter NA in that field for all other action requests.

COS Changes as Part of the Transition to KHRIS:

- The header on the certified register report was expanded to provide more information.
- The *Agency request # req* field is no longer a required field.
- A new required req field will appear soon, titled: *Cost center (first five digits)*. This field will:
 - Eliminate the need to include the cost center number in the position number field.
 - Provide a quick way for agencies to identify reqs for reassignment due to staff changes and re-orgs.
 - Help tie together reqs and PAEs, thus expediting the posting process.
- Excess forms (Talent Gateway and Job Response) were archived and then purged from COS. Purge of Test Score Forms will occur soon. The decrease in clutter should provide quicker access to candidates with large talent records.
- The security agreement presented upon initial login to ESS is also used for COS, thereby eliminating the need for a separate signed user agreement.