



PERSONNEL ISSUES & YOU

UPPS Newsletter 2010-6

Message from the Director

In this Issue: Nov 2010

It's hard to believe the holidays are already quickly approaching us! In advance, I'd like to wish each of you a wonderful and safe holiday season.

Also, we recognize and appreciate the enormous amount of work currently being performed by all. It's hard to believe that we are now 150 days from KHRIS go-live! Stay tuned for the KHRIS cutover procedures in the January Newsletter.

As always, feel free to contact our office if you have any questions or if you have any items you'd like me to address next time.

Thank you,

Mary Elizabeth Harrod

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- Work County Changes/Tranfers
- Admin Leave (W42)
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New Electronic Employment Law Bulletin Board!

Per a recent request, we are pleased to announce a new electronic employment poster bulletin board site located on the Division of Employee Management's webpage. This new site includes link information for state and federal employment posters, as well as general guidance such as: preprinted information, where to post, and how to post. We also encourage you to physically inspect postings annually to ensure that the posters are the most current version and they are still in good condition. For more information about posters required under Kentucky and Federal law, please visit <http://personnel.ky.gov/persadmin/hradministrators/hradmin.htm>, under "Related Content."

For those of you who have been contacted by solicitors offering to sell the required posters, please visit the following websites for further information: <http://www.labor.ky.gov/> or <http://migration.kentucky.gov/newsroom/aag/laborlawposters.htm>

For further assistance regarding compliance with the federal poster requirements, the US Department of Labor offers a "Poster Advisor Tool" that can be found at the following hyperlink: <http://www.dol.gov/elaws/posters.htm>. If you have additional questions, contact the U.S. Department of Labor at 1-888-9-SBREFEA or 1-888-972-7332.

"Thanks" to Rebecca Bowman for the suggestion!

If you would like to submit an HR suggestion, please feel free to contact Stephanie Carpenter at StephanieL.Carpenter@ky.gov. We will review your request and do our best to make it happen!

Commissioner
Sissy Meredith
Department of Human Resources
Administration

Secretary
Nikki R. Jackson
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Personnel Administration

Staff Update:

We are very pleased to announce that Carolyn Bruce, Personnel Administration Branch Manager, has postponed her retirement date. We are thrilled to have her for as long as she's willing to stay with us.

Work County Changes/Involuntary Transfers:

Movement of employees can sometimes be a tricky and confusing thing. We are providing the following reminders in order to help clarify the differences between work county changes and transfers.

Work County Changes:

- An employee may request to change their work county voluntarily (which is subject to agency approval), or the agency may involuntarily change an employee's work county.
- An employee's work county can be changed for a legitimate business purpose and when it best meets the agency's needs.
- When a work county is changed, the employee's position number remains the same – only the work county is changed.
- Involuntary work county changes get travel expenses for 30 days from the effective date and require appropriate notice, which should include the reason for the work county change.

Transfers:

- An employee may request to transfer from their position (which is subject to agency approval), or the agency may involuntarily transfer an employee.
- All transfers represent a change in an employee's position number.
- An involuntary transfer requires the appropriate notice and travel reimbursement if the transfer results in an assignment to a work station in a different county.
- A voluntary transfer requires a transfer form signed by the employee, which also provides the reason for the transfer.

For specific questions, please contact Carolyn Bruce, Branch Manager, Personnel Administration Branch.

W42 Administrative Leave:

As you know, KRS 18A.095(2) now includes a provision which permits agencies to place an employee on paid administrative leave when an intent to dismiss letter is issued. The W42 special leave pay code was created to allow this course of action. If an agency deems it appropriate to utilize this paid administrative leave, the supporting documentation for the W42 action is the intent to dismiss letter. An additional document placing an employee on W42 leave should not be created; however, the employee must be notified within the intent to dismiss letter of placement on administrative leave. For questions regarding this action, please contact Carolyn Bruce at 502/564-6657.

****Increment Listings**:**

Although increments are not being given, the increment date change is still an action and the listings must be checked. Failure to do this causes interference with other actions being processed.

Payroll

Position Vacancy:

We will be posting a vacancy for a Personnel Program Consultant, Grade 16, in the Payroll Branch in the near future. If interested, please watch for the posting and contact Flo Warner to request an interview.

Daylight Savings Time Ends Sunday, November 7th at 2:00 AM:

Daylight Savings time officially ends at 2:00 AM on Sunday, November 7th. Clocks are set back one hour. Please remember that shift workers who work during the time change, and who work a 9-hour shift as a result, must be paid for all hours worked. If the additional hour results in overtime, the employees must be compensated appropriately.

Savings Bonds / Follow-up:

Following up on the savings bond program information given in the July 2010 "Personnel Issues and You" newsletter, the Personnel Cabinet has been taking the following steps to end the payroll deduction savings bond program:

The last deduction for savings bonds purchased in full each payperiod was made in the September 1-15, 2010 payperiod. Affected savings bond deductions were inactivated after that payperiod, and agencies were provided a list of employees along with information to provide to employees regarding Treasury Direct.

For savings bonds that were purchased incrementally and have a carryover amount, deductions have been continued until the bond is purchased, and then these savings bonds are being inactivated following each payroll. An email with information regarding the cessation of the savings bond program and information about Treasury Direct is sent to agency payroll contacts for use in drafting correspondence to affected employees.

The final withholding against incrementally purchased bonds still not complete will be against the November 1-15, 2010 payperiod. In the event an incrementally purchased savings bond is not paid in full by the November 1-15, 2010, payperiod, a refund of the amount paid toward the next bond will be given to the employee and the deduction then inactivated. A list of these employees will be produced and distributed to the employees' agencies to identify those who need a refund.

Please remember that no new bonds should be set up. All bonds must be inactive by the end of the November 1-15, 2010, payperiod. Information about the end of the payroll deduction savings bond program and Treasury Direct can be found in the July 2010 "Personnel Issues and You" newsletter.

For questions regarding the savings bond program, please contact the Payroll Branch.

AEIC Repealed Beginning in 2011: Identifying and Updating Employee FIT Status:

Remember that the Advanced EIC (AEIC) is ending 12/31/2010. In late November, the Personnel Cabinet will distribute a list of employees to agencies with EIC codes. Agencies will need to notify these employees that the Advanced EIC through payroll has been repealed and stops as of the end of tax year 2010. The employees should submit a new W-4 to be effective with the 12/16-31 payperiod. These employees' tax statuses must be changed following the 12/15/10 payroll. You will need to update the employee's FIT status from EIC to their election on their new W-4 on January 3rd or 4th, 2011. Any employees whose status still reflects an EIC code on January 5, 2011, will be changed to the default FIT status of single, no deductions. Please see the [September 2010 Personnel Issues and You newsletter](#) for more information regarding the repeal of the AEIC. You may contact the Payroll Branch with any questions regarding this matter.

Social Security Wage Base Remains at \$106,800 in 2011:

The Social Security Administration has announced that the Social Security Wage Base for 2011 remains at \$106,800. As inflation was not high enough during the past year to trigger a cost-of-living-adjustment (COLA), no change will be made to the wage base because federal law prohibits an increase in the Social Security wage base if there is no COLA. The Social Security wage base has been at \$106,800 since the 2009 tax year.

Year-End and W-2 Information:

Please be checking your PERW2LN1/W-2 One Line Error Report on Document Direct and fix any W-2 problems. This report runs after each supplemental payroll. Also be checking your QEHS against the Social Security Quarterly Report from Connie Eggen and against your own documentation for manual documents (SAS 27s, ROPs, health insurance refunds, etc.).

Remember that if you did have(?) any requests for refund on payroll, you must contact the payee directly to recover any deductions other than taxes and retirement. Each year, we have many discrepancies with Deferred Compensation because a request for refund on payroll has been done, and the refund/reversal was updated in the system, but the money was not recovered from Deferred Compensation. If you have any deductions you need to recover due to reversal of a check or other refund reason, please attend to those now.

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Manual pay updates (such as update for a manually issued check, reverse a check and update for a refund of a pretax deduction such as health insurance) can only be done on the regular payroll cycle. For the 12/1-15 pay period, we will pay on 12/22, and we will run the last regular payroll for 2010 on December 16th.

That means that in November and December, we will only be updating manual pays on only eight days in November and on six days in December. Master File Accumulations and Tax File Accumulations updates done in POT are updated every day we have an update. Monthly payroll schedules indicate which days have manual pay updates and are available here: <http://personnel.ky.gov/persadmin/info/paysch.htm>

The last day a P-1 for an address change will be included on the 2010 W-2 file is December 20th. Any P-1 address changes after that date must be put on the UPPS 5-W paper form and sent to Gail Cooper and Greg McGaughey of the Payroll Branch to key so they will be updated to the W-2 file. That form can be found at <http://personnel.ky.gov/NR/ronlyres/B99D8571-64D0-4EB9-B229-F932767AD506/0/upps5w.pdf>. Please remember to complete the form in red ink and to mark 2009 clearly at the top. If an incorrect address is printed on a W-2, it will be returned to your agency by the postal service. The imaged copies of W-2s for reprinting are not usually available until sometime in February.

Please do not enter any transactions from the time we take the system down to run payroll on 12/21/10 until we return from the New Year holiday break on 01/03/11. During these days we will be converting the system to the new year, moving the 2010 records to CICSTEST and setting up CICS (regular) for 2011. We do not want any information keyed into the system during that time. If you enter any transactions or updates during that time, there is a possibility your data could be lost. Please treat the system as being down during this time in terms of updates.

We will resume manual pay updates for 2010 W-2s when we return in January 2011. The first four months of the 2011 schedule are online (please note they are subject to change, especially as we approach and begin Go-Live for KHRIS) and you will find the update schedules for 2010 W-2s on the January calendar. The target date for printing W-2s is 01/14/2011. You should not key any 2011 updates until after the Payroll Branch sends a message that the 2010 W-2s have been printed and it is OK to start entering 2011 updates. If you enter a 2011 update before we finish the 2010 W-2 file, you will have to do a corrected W-2.

Please keep an eye on the November, December and January calendars. These are subject to change. At this time of year, sometimes it is required that our dates be a little fluid. We'll keep you up-to-date on any changes to the calendar. Of course, feel free to contact the Payroll Branch if you have any questions.

The employees of the Payroll Branch are here to help you through the W-2 reconciliation process, as well as with the day-to-day payroll issues. We'll be sending more year-end reminders throughout the next months and we encourage you to please contact us if we may be of assistance. Please e-mail Sandy Douglas, Natalie Jackson or me with your requests or questions. E-mail is preferable to a telephone call to register a request for assistance so that we have a record of the request. We will respond as quickly as we can.

Organizational Management (Security)

Staffing Changes:

Shannan Goodrich recently transferred from the Payroll Branch to the Organizational Management Branch. She will be working with Mark Thompson on systems security. In addition, we'd like to congratulate Vickie Hatchel on her promotion to manager of the Organizational Management Branch.

Career Opportunities

Req Attachments:

Certified register reports are now being attached to COS requisitions. Beginning November 15, 2010, we will continue to send an email notification that the certified register report is ready, but the report itself will not be attached to the email. The easiest way to access the attachment is to edit your output fields from the "My Open Reqs" view to include *ReqS: Attachments*.

****Applying to your own Req**:**

It is improper to be a candidate for a merit vacancy where you serve as a COS req creator, agency approver, req team member, or agency contact. Please coordinate within your agency to get another employee to take your support role prior to req creation. If assistance is not available within your agency, you need to contact the Register Branch for options. Compliance in this matter will help ensure integrity of the selection process and the merit system. The Register Branch contact is [rickc.davis@ky.gov](mailto:rckc.davis@ky.gov).

Reemployment (REM) Candidates:

Remember to check the certified register report for REMs. They will appear at the top of the list by seniority. There are multiple state laws that dictate treatment of reemployment candidates. In general, they have hiring preference above all others.

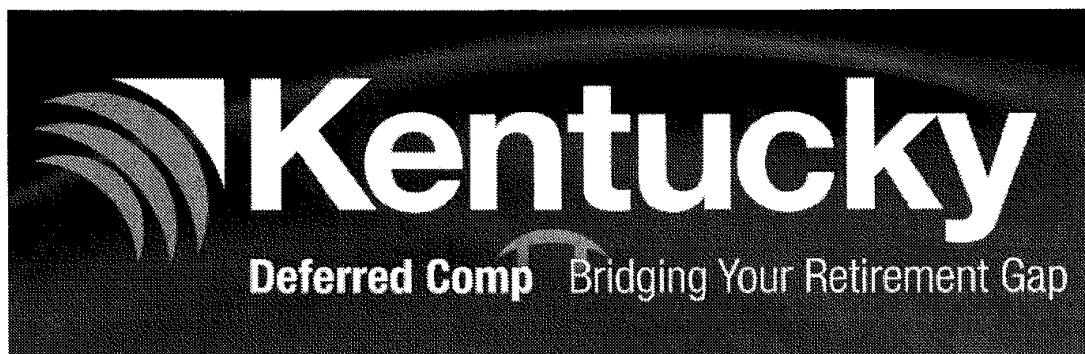
Governmental Services Center

Training Available through the Governmental Services Center (GSC):

Training is a critical part of employee development, providing managers and staff members with the knowledge and skills they need for high performance. GSC offers a full range of training solutions - from our catalog of core courses to the development of original, fully customized programs. To ensure your training is effective and provides value to both the individual participants and the organization, many resources are available.

- Did you know GSC offers [tutorials](#) for Microsoft Office 2007?
- Did you know GSC offers [resources](#) to help you learn [Spanish](#) ?
- Did you know GSC offers short, 3-7 minute, [videos](#) on a variety of development topics?
- Did you know GSC offers a monthly publication called [The GSC Advantage](#), with information on customer service, business writing and much more?

If you haven't checked out [GSC's web site](#) lately, **You Don't Know** what you're missing!
Please share these Human Resource development opportunities with your employees!



IMPORTANT INFORMATION ABOUT YOUR KDC ACCOUNT

As noted earlier this year in Authority Statement Newsletters and on our website, Kentucky Deferred Comp is transitioning from our current Record keeper, Nationwide Retirement Solutions (NRS), to ING. This transition is now projected to take place effective January 10, 2011. This transition will happen automatically. You, and any participating employees, will not have to take any action. However, as a number of your employees may participate in Kentucky Deferred Comp, you and any employees who contribute to Deferred Comp through your payroll will want to make special note of several key dates and important preliminary events as outlined below:

December 28, 2010 4:00 p.m. through January 2, 2011 11:59 p.m. ET: NRS will require a period of time in order to prepare all accounts for transition. This period is called a **Brownout**. During this **Brownout** participants will only be able to view their account online. Authority staff will also be able to review accounts via the NRS Recordkeeping system. Neither participants nor Authority staff will be able to make any changes to accounts during these days. Therefore, participants will want to plan ahead and make all desired account changes prior to the initiation of the **Brownout** period.

January 3, 2011 12:00 a.m. through January 10, 2011 7:59 a.m.: In order to transition the hundreds of thousands of participant records from NRS to ING, a **Blackout** period will be required. During this **Blackout** period, neither participants nor Authority Staff will be able to view or make changes to accounts. Prior to the **Blackout** period, participants may want to print a copy of their previous statement and other Plan documents from www.kentuckydcp.com.

First week of January 2011: A new Personal Identification Number (PIN) will be mailed to each participant's home address in a secure envelope. They will need this PIN to access their account once the transition is completed on January 10, 2011.

Payout: If a participant normally receives a distribution from their account during the first ten (10) days of the month, please note that in January 2011 their payout will not occur until the **Blackout** is complete. Going forward existing installment payouts will be mailed on the third business day. No payouts will be issued during the **Brownout** and **Blackout** dates.

Deferrals: Throughout the **Brownout** and **Blackout** periods, deferrals will continue to be deducted and remitted. The Authority will invest all deferrals received during both periods as soon as administratively practicable after January 10, 2011.

Loans: Throughout the **Brownout** and **Blackout** periods, loan repayments will continue to be deducted and remitted. The Authority will apply all Loan repayments received during both periods as soon as administratively practicable after January 10, 2011. No Loans will be issued during the **Brownout** and **Blackout** periods.

Statements: Participant statements for the period ending December 31, 2010 are scheduled to be mailed in mid-January 2011. All of these will be paper statements.

Additional Information: Over the upcoming months, participants will receive mailings containing information on the transition. Please urge your participating employees to monitor their mail closely. They will not want to miss any important information.

Office Hours: Except for previously scheduled State Government holidays, the Authority will be staffed and operational during **Brownout** and **Blackout** periods. However, as noted above, we will be significantly limited in the number of job functions we can perform. We will use the **Brownout** and **Blackout** periods to audit hard-copy records, conduct staff training on the new system and answer calls and emails to the extent allowed by the transition.

Phone Numbers and Website Address remain unchanged: Our toll-free Customer Service Center telephone number will remain the same: 800.542.2667. Our website address will be unchanged: www.kentuckydcp.com. All Authority Frankfort telephone numbers will remain unchanged. We encourage you and all participants who have questions about the upcoming Record keeper transition to call the toll-free number (800.542.2667) or stop by our offices at 101 Sea Hero Rd, Suite 110 in Frankfort.

PERSONNEL CABINET TELEPHONE LISTING, October 20, 2010

OFFICE OF THE SECRETARY, 3 rd Floor (564-7430)	
Secretary Nikki Jackson Deputy Sec. Tim Longmeyer Joyce Wilcher, x 564-6798 Sonja Cox, x 564-6791	Bill Ryan, x 564-6531

OFFICE OF ADMINISTRATIVE SERVICES, 3 rd Floor (564-7430)	
Walt Gaffield Suzette Gash, x 564-6738 Scott McKenzie, x 564-6770	Sherry Kefauver, x 564-3638 Rachel Kennedy, x 564-6740 Elinda Manley, x 564-6758 Angela Spencer, x 564-6656

OFFICE OF LEGAL SERVICES EXEC DIRECTOR'S OFFICE, 3 rd Floor (564-7430)	
Dinah Bevington Sue Britton, x 564-6773 H. Howell Brady, x 564-6797	Joe Cowles, x 564-6804 Tanya Lawrence, x 564-6783 Whitney Wellman, x 564-6761 Charles Wells, x 564-6061

OFFICE OF EMPLOYEE RELATIONS EXEC DIRECTOR'S OFFICE, 3 rd Floor (564-7911)	
Mary Hook Dana Harvey, x 564-7824 Pascaline Jumbuin, x 564-7911 Nila Meeks x 564-9818	SAFETY PROGRAM
WORKERS COMPENSATION (564-6847) 888-860-0302 Jeffrey Hockensmith, x 564-6642 Matthew Hutcherson, x 564-6645 Valerie McGraph, x 564-6648 Megan Poe, x 564-6654	LIFE INSURANCE (564-4774) 800-267-8352 Dana Pitcock, 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 Susan Gaffield, x224	EMPLOYEE RECOGNITION Debbie Bohannon, x 564-5954 Mandi Flynn, x 564-5955

OFFICE OF DIVERSITY AND EQUALITY EXEC DIRECTOR'S OFFICE, 1 st Floor (564-8000)	
Arthur Lucas Singer Buchanan, x 564-5992 Colene Elridge, x 564-6869	Clint Morris, x 564-5313

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 Wes Swanner Sean T. Nichols, Intern, x221 Dawn Williams, x256	TRAINING & EMPLOYEE DEVELOPMENT Jeanne Olivas, x 243 Kimberly Bynes, x 245 Katy Cave, x 253 Jerry Pile, x 235 Kimberly Rulo, x 254
PERFORMANCE MGMT (564-3090) Stan Riley, x 225 Dawn Redmon, x260	ORGANIZATIONAL DEVELOPMENT Taylor Carter, x 237 Jamille Smith, x 238

CENTER OF STRATEGIC INNOVATION EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)	
Crystal Pryor Jamie Allen, x 564-9657 Tina Goodmann, x 564-5973 Robin Hartman, x 564-6552	Dera Lindsay, x 564-5588 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	
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EXEC DIR'S OFFICE Robert C. Brown Chris Biddle Pat Goodlett Chris Helvey Neal Lanham Timothy Lanham Claudia Morton Connie Smith Paula Gray	INVESTMENT & RECORDS Sandi Whitaker Tracy Adams Leanne Barger Diane Collins Amanda Hansel Barbara Hedrick Amy Mosby Amy LeRoy
PAYOUT COUNSELING Eric Simpson Julie Gordon Julia Holbrook Kelley Peach April Smyth Kristey Warfield	PARTICIPANT SERVICES Donna Towles Sandra Baker Floyd Boler Mary Brouse Nida Clary Beverly Wilhoite

DEPARTMENT OF EMPLOYEE INSURANCE (DEI) COMMISSIONER'S OFFICE, 2 nd Floor (564-0358)	
Fred Nelson Jenny Goins, x 564-5492 Donna Cordier, x 564-5488	Stephanie Marshall, x 564-5506 Tracie Meyer, x 564-6731 LuLu Mwale, x 564-5494 Jackie Beach, x 564-5656

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 Margaret Hensley X 564-5518 Lynn Jones, x 564-5654 Clara Serafini, x 564-5643 Jacqueline Saylor 564-5626	ENROLLMENT INFORMATION (564-1205) Barbara Meyer-Hughes, x564-5530 Kim Collins, x 564-5532 Kimberly Dennis, x 564-9638 Lee Hill, 564-1205 Mamatha Kotha, x 564-5554 Philip Luckett, Sr., x 564-5534 Marcie Roth, x564-1205 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 Bruce Cottew, x 564-6732	

DATA ANALYSIS (564-7101) Paula Chisholm, x 564-6723 Vickie Poole, x 564-6724	FINANCIAL MANAGEMENT (564-9097) 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 Annette Osborne, x 564-5666 Alexa Perry, x 564-5682 Brenda Roark, x 564-5699 Jonathan Smith, x 564-5683 Cindy Thomas, x 564-5908 Irma Turner, x 564-5685 Debbie Fraley, x 564-5602 Mae Green, x 564-5603 Hannah Stanfield, x 564-5608 Peggy S. Willhite, x 564-5601
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PERSONNEL CABINET TELEPHONE LISTING, October 20, 2010

DIVISION OF CAREER OPPORTUNITIES DIRECTOR'S OFFICE, 1st Floor (564-6920)	
Karen Mixson	
APPLICANTSERVICES (564-8030) Linda Brown, x 564-5272 Stuart Clark, x 564-5148 Denice Martin, x 564-5223 Roger Riddell, x 564-5150 Becky Singleton, x 564-5248 Theresa Wood, x 564-5266 REGISTRAR (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 Martha Sherrow, x 564-5191 Sharon Smither, x 564-5207 Kay Wallace, x 564-5214	HUMAN RESOURCES CERTIFICATION (564-8030) Scotty Barker, x 564-5271 Mitchell Adair, x 564-5161 Harold Hall, x 564-5293 Debbie Hatfield, x 564-5298 Larry Ibershoff x 564-5190 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)	
Robbie Perkins, x 564-5127 Randy Meek, x 564-5583 Holly Studler, x 564-5980	Jill Anderson x 564-5949 Glen Tuggle, x 564-5563

SYSTEM ANALYSIS (564-4690) Michele Kays, x 564-6584 Evelyn Armstrong, x 564-6614 Todd Bailey x 564-5323 Robert Barberio, x 564-6537 Bill Bevil, x 564-5991 Rebecca Billings, x 564-6579 Nils Bross, 564-5942 Wendy Campbell, x 564-5694 Tim Caravia, x 564-3778 Debbie Dawson, x 564-6577 Bob Fritz, x 564-5302 Richard Gee, x 564-6689 Kaushal Gupta, x 564-3778 Kimberly Hatter, x 564-9828 Sean Higgins, x 564-3777 John Jacobson, x 564-4690 Rajat Jain, x 564-4690 Sherry Lemmonds, x 564-3778 John Macy, x 564-6494 Bob Miner, x 564-4690 Nate Mitchell, x 564-6574 Kathy Morris, x 564-3777 Kelly O'Hey, x 564-4690 David Onkst, x 564-6810 Connie Page, x 564-6585 Neil Popplewell, x 564-5140 Joe Preston, x 564-4690 Ram Prakash, x 564-3777 Rod Rayment, 564-5948 Lisa Rodhouse, x 564-5985 Wayne Rudner, x 564-4690 Lisa Shelton, x 564-6781 Gaye Sopp, X 564-6561 Roxana Tehrani, x564-3778 Long Vu, x 564-5925 Karen Waugh, x 564-6448 Debra Weber, x 564-5324 Rebecca Whitaker, x 564-5144 David White, x 564-7624 David Wildner, x 564-6196 Laurie Wilson, x 564-6549 Leisa Wood, x 564-7254	APPLICATION DEVELOPMENT (1st Floor) James Koontz, x 564-6599 Derrick Banks, x564-4690 Randy Denney, x 564-5121 Lisa Jeffrey, x 564-6713 Shirley Kantor, x 564-6695 Francis Kasu, x 564-6650 Steve King, x 564-5529 Aruna Lakshmanaperumalraja, x564-6562 Bryan Le, x 564-6562 Chei Lin, x564-4690 Barry Martin, x 564-4690 Tho Nguyen, x564-6695 Emily Parr, x 564-6600 Linkin Pereira, x 564-5222 Rhonda Phillips, x 564-9822 Satish Punati, x 564-5994 Russell Reynolds, x 564-4690 Randy Robinson, x 564-4690 Pardha Saradhi, x564-5308 Jean-Loup Schyns, x564-4690 Mahesh Shetty, x 564-4690 Brandon Short, x 564-6604 L P Singh, x 564-4690 Jason Sizemore, x 564-8134 Donna Spivey, x 564-5944 Angie Taulbee, x 564-7107 Etienne Wilson, x 564-4690
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CLIENT SERVICES BRANCH Jason Ritter, x 564-8355 Todd Baggardy, 564-7825 Cindy Dempsey, x 564-8337 Jerry Jones, x 564-8335 Mark Kennedy, x 564-8356 Mike Rice, x 564-8136	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 OPEN PORTAL SOLUTIONS Troy Belcher, x No Phone Matthew Butts, x 564-5908 Paige Gottlieb, x 564-5906 David Kaelin, x 564-5908 John O'Connor, x No Phone
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DEPARTMENT OF HUMAN RESOURCES ADMINISTRATION COMMISSIONER'S OFFICE, 3RD Floor (564-7571)	
Sissy Meredith Alaina Myers, x 564-9823	Missy McCray, x 564-6817

DIVISION OF EMPLOYEE MANAGEMENT DIRECTOR'S OFFICE, 3RD Floor (564-6464)	
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Mary Elizabeth Harrod, x564-6619 Larry Gillis, x 564-6618	Stephanie Carpenter, x 564-6616 Flo Warner, x 564-5264
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PERSONNEL ADMINISTRATION (564-6873) Carolyn Bruce, x 564-6657 Shona Alderson, x 564-9812 Lisa Case, x 564-6665 Dena McGuire, x 564-6669 Paula Round, x 564-6670 PAYROLL (564-6883) Yvonne Richmond, x 564-6718 Gail Cooper, x 564-6709 Sandra Douglas, x 564-6715 Greg McGaughey, x 564-6714 Natalie Jackson, x 564-6762 Karen Lynn, x 564-6701	CLASS & COMP (564-5300) Jim Lambert, x 564-6832 Carla Gray, x 564-6825 Dawn Moreland, x 564-6819 Debbie Parido, x564-6859 ORGANIZATIONAL MANAGEMENT (564-6464) Vickie Hatchel, x 564-6831 Shannon Goodrich, x 564-6672 Myrissa Patton, x 564-6624 Mark Thompson, x 564-6865
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PERSONNEL CABINET TELEPHONE LISTING, October 20, 2010

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 564-7603
Processing & Payroll (3 rd Flr)	FAX 564-5826
Performance Mgmt (KSU)	FAX 564-2675
Return to Work (3 rd Flr)	FAX 696-5228
Secretary's Office (3 rd Flr)	FAX 564-7603
Workers Comp (3 rd Flr)	FAX 564-9119
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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
Quick Copy.....	564-2670