PERSONNEL ISSUES & YOU

KHRIS Newsletter 2011-4, August 2011

Message from the Director

I would like to thank everyone for their dedication to learning and continued acceptance of change as we all work towards adapting to KHRIS.

We understand that there are still plenty of things to fine tune not only in the system but in our everyday practices as well. Please know that we continue to strive for providing excellent customer service. In fact, we are currently in the process of analyzing all requests for assistance made through the KHRIS Service Center to our division. Through this analysis we hope to pin point issues that can be addressed through additional and/or modified training, creation of quick reference guides, and even this newsletter.

With that said, please continue to bear with us as we work to make improvements in both the system and our practices. Be assured that as these solutions are made they will be shared as quickly as possible.

Thank you!

Mary Elizabeth Harrod

In this Issue:

Opt-Out Campaign:

As part of Governor Beshear's Smart Government Initiative, the Personnel Cabinet and the Department of Revenue Green Team are leading an Opt-Out campaign to encourage Commonwealth employees to opt out of receiving a paper paystub or a paper check, options now available online through KHRIS. The Opt-Out Challenge will run September 1-30, 2011.

If only half of our employees chose to receive paystubs electronically, we would save an estimated 8,000 pounds of paper, 76,000 gallons of wastewater, and almost 1,000 trees in a year's time! Fewer paystubs to sort and deliver also means less time for our human resource offices.

The Personnel Cabinet plans to assist agencies with communication and marketing, ideas, fact sheets, manager tool kits, kiosks and other resources. The cabinet will also monitor results and provide feedback during and after the campaign.

Agency leaders are asked to encourage participation among managers and employees and assist in providing incentives for those who opt out. An Opt-Out Expert will be identified in each agency, and should help lead the effort, communicate with employees, assist those with questions, and act as a liaison with the Personnel Cabinet.

Human resource departments will need to be familiar with the process for opting out, available here, to assist employees who may have questions. In addition, be aware that as a result of the campaign, some employees will no longer be receiving a paystub and/or check on pay days.

Thank you in advance for your involvement and participation in this campaign! We hope this will be a positive campaign for our employees that will reduce costs, increase efficiency, and contribute to the Governor's Smart Government Initiative.

If you have questions, feel free to contact Walt Gaffield at Walt.Gaffield@ky.gov or Karen Mixson at Karen.Mixson@ky.gov!

Payroll Deduction Program:

Just a reminder that the Lists of Optional Insurance Companies/Employee Groups Approved for Payroll Deduction (located on our website at http://personnel.ky.gov/persadmin/info/pdi.htm) should be referenced when setting an employee up for payroll deduction. These listings contain both the Legacy Utility Number as well as the new KHRIS Wage Type. Please pay special attention to companies with similar names, such as Liberty Life and Liberty Mutual. We have had two recent instances where employees have been set-up under the wrong company. This type of error causes a lot of unnecessary work including but not limited to lengthy research, requests for refund, and temporary lapses in coverage. Referencing these listings prior to set-up should eliminate this problem.

Organizational Management/Classification and Compensation

New Team Member:
The Classification and Compensation Branch is happy to announce that Jamie Caldwell has joined the team as an Analyst! Jamie comes to us from the Department of Military Affairs. Her agency assignments will be announced in the near future.

Reminders:

- When processing a work county change on a filled position you must also change the work tax area on the form.
- Chiefs- There can only be one chief per org unit. When establishing a Branch Manager, Section Supervisor, etc… you must check the box for "Chief of Org Unit" on the establish position form. Please remember, a person can only be the chief of the org unit in which their position resides.
- Remarks- Please use the remarks field on the forms whenever possible. It's a very convenient and logical place for documentation.
- When processing a change in pay due to a new appointee's salary, please put the PERNR of the new appointee on the form and not their name.

Personnel Administration

Separation/Deceased- Effective Dates:
When processing a separation for a deceased employee (Separation/O-Deceased), the effective date of that action should be the day *following* their death. For example, if an employee passes away on the 15th, the date of the action in KHRIS should be the 16th.

Performance Management:
Ongoing performance management consists of the actions that supervisors and employees take to keep employees' performance on track, help them be successful in their jobs, and make course corrections when performance is off track or priorities change.

During the month of August 2011 unless approved for exception, agency evaluators are required to complete Second Interim Reviews on all employees eligible for performance evaluation.

The second Interim review meeting is to be held during the month of August and shall be completed **no later than August 31, 2011**. The Division of Employee Management and the Performance Management Program Administrators recommend your agency remind **both** the supervisors and employees within your agency of the legally required Second Interim Reviews.

Reminders:

- The supervisor must include comments in Section II (Interim Meeting Documentation) of the evaluation form for the Second Interim Review period.
- Employee comments may be attached.
- The Second Interim Review shall be used to document performance that supports the annual performance rating.
- It is important that employees take an active part in the evaluation process.
  - Help prepare the employee for the Interim Review by scheduling the meeting 3-5 days ahead.
  - Have the employee review their current Performance Plan and prepare documented feedback on progress in achieving the expectations.
  - Talk less and listen more.
- **Please ensure documentation of any employee suspension is included in and attached to the Second Interim documentation.**

The process for reporting compliance to the Interim Reviews will be passed on as soon as it becomes finalized.

For more information about Performance Management and the Employee Performance Evaluation System visit:
http://personnel.ky.gov/gsc/perfmgmt/

Payroll/Time

FMLA Can Now Be Coded on Holidays:
FMLA can now be coded on holidays in KHRIS. Agencies may now code FMLA to any appropriate holiday dates via CAT2. Whether an employee is charged FMLA leave for a holiday depends on whether he or she needs to take FMLA leave for a full or partial work week. The revised regulation, § 825.200, provides the following clarification:

- An employee taking a full week of FMLA leave during a week containing a holiday will have the holiday counted against his or her FMLA allotment.
- An employee taking less than a full week of FMLA leave during a week containing a holiday will not have the holiday counted against his or her FMLA allotment unless the employee was otherwise scheduled and expected to work the holiday.

Payment of Insurance Costs to KRS for Returning Retirees Who Elect Coverage through KRS:
We have received reports of confusion regarding agency payment of the cost of insurance for returning retirees who elect to retain their coverage through Kentucky Retirement Systems (KRS) instead of their employing agencies. As was done when we were under the Legacy system, these payments are to be made in eMARS, not KHRIS. KRS will bill agencies for these costs and agencies will pay these costs, via ITI/ITA in eMARS. For questions regarding these bills, agencies should contact KRS.

Off-Cycle Requests:
To increase efficiency in the processing of off-cycle requests and to decrease errors, we ask for agency cooperation with the following:

Please submit your off-cycle requests as early as possible. This gives staff time to review the requests, which allows errors to be caught and follow up on unclear requests to be made before the deadline. When off-cycles are submitted closer to the deadline, it is possible that they may not be checked for errors prior to entry for off-cycle processing. Once the deadline is passed, requests with errors cannot be corrected for posting. Therefore, the request with errors must be excluded from the off-cycle, to be corrected and resubmitted for the next off-cycle or payroll.

Agencies are responsible for ensuring that all necessary transactions and updates, that are necessary for the successful running of an off-cycle request, are completed prior to submitting the request. While payroll staff will review requests and catch errors in the time permitted, the volume of off-cycles and timing of submissions in relation to the deadline for running the off-cycle may prevent the review of all submissions for completeness and errors.

Any off-cycles not received by the deadline will be excluded and will have to be deferred to the next off-cycle.

The off-cycle form must be fully completed with all applicable information included, all necessary updates made in the system, and all applicable boxes and sections must be completed. Please read the form carefully and ask your agency's payroll consultant if you have any questions regarding the form.

For partial pay due, agencies are to ask the employee if he or she will wait until the next payroll to receive the adjustment due. There is a section on the off-cycle form where the HRG attests whether or not this has been done:

[Agency has asked the employee if he or she can wait until the next payroll for this payment YES NO]

Any off-cycle request forms submitted which are not checked or are checked "NO" will result in the consultant contacting the agency for explanation and possible resubmission. Exceptions to the requirement would include, when an employee has terminated employment and is no longer at the agency at the time of the off-cycle request, or when termination pays were missed on regular payroll.

We appreciate your cooperation and ask for your continued patience as we work to improve the off-cycle process. If you have any questions regarding the off-cycle process, please contact your agency's payroll branch consultant.

Payroll Interfaces for the 8/16-31/2011 Payperiod:
Due to the Labor Day holiday, agencies who send time interfaces to KHRIS must have these interfaces submitted by September 2, 2011 at the latest. It would be preferable if they are submitted by September 1, 2011 so that the files can be reviewed for any errors and corrected. If agencies submit their interfaces on the 2nd, they must also provide a contact name and number for the Time Team and be prepared to work any errors Friday evening or over the weekend.

New Team Member:

The Payroll Branch is very pleased to welcome Dana Pitcock back to the team! Dana worked in the Payroll Branch for more than two years before transferring to serve as the manager of the Life Insurance Branch within the Office of Employee Relations. We are very happy to have her back as a consultant.

Bank Details: Check AND EFT Are Not a Valid Combination:

There continues to be instances of HRGs setting up employees for a combination of a (paper) check and EFT (direct deposit). This causes a problem when the file reaches Treasury and requires intervention to produce the employee's pay. Please be careful with setting up IT0009, Bank Details, and be certain that an employee does not have both a check and direct deposit for ANY period. If an employee wants EFT, all accounts must be EFT during the period the EFT is active. If an employee wants a check, there cannot also be EFT during the period the check election is active. If an HRG is changing an employee's IT0009 from EFT to check, the HRG must make certain that all EFT records are delimited before the start date of the check election. If an HRG is changing an employee's IT0009 from check to EFT, the check record must be delimited before the new EFT record start date. An employee cannot have any overlap of dates with checks and EFTs. If an HRG has questions regarding IT0009, please send a message to the KHRIS helpdesk or contact your Personnel Cabinet Payroll Branch Consultant for assistance.

Payroll Branch Consultant Cabinet Assignments - UPDATED:

The Payroll Branch's Cabinet assignments are updated as follows:

Sandy Douglas, (502) 564-6715 Sandy.Douglas@ky.gov
Cabinets: 20—Judicial, 35—Transportation, and 51—Education and Workforce Development

Natalie Jackson (502) 564-6762 Natalie.Jackson@ky.gov
Cabinets: 10—Legislative, 31—General Government whose HRAs **are** in Finance (includes 31-070,076, 085, 089, 094, 097, 099, 110, 345, 354, 400, and 765), 36—Economic Development, 39—Finance and Administration, and 55—Personnel

Debbie Sutherland (502) 564-6711 DebbieL.Sutherland@ky.gov
Cabinets: 50—Tourism, Arts, and Heritage, 56—Labor, 57—Energy and Environment, and 58—Public Protection

Dana Pitcock (502) 564-5599 Dana.Pitcock@ky.gov
Cabinets: 31—General Government agencies/boards whose HRAs **are not** in Finance (includes (31-030, 035, 040, 045, 066, 074, 082, 095, 096, 112, 120, 125, 150, 155, 165, 170, 171, 172, 173, 174, 176, 177, 178, 180, 182, 185, 190, 200, 205, 210, 215, 225, 230, 240, 245, 250, 255, 260, 261, 262, 263, 264, 268, 270, 275, 280, 284, 290, 295, 310, 315, 320, 370, 391, 395, and 415), 53-CHFS, and 54—Justice

Career Opportunities

COS User Training Offered:

The Personnel Cabinet has resumed offering training for the Career Opportunities System (COS) for *Agency Level 1* and *Agency Level 2* user types. As described on the COS user website, sometimes referred to as the Kenexa/BrassRing website, the training is designed to give you the basic knowledge and skills you need to perform your tasks in COS as well as to perform any related business processes. Specifically, the course is intended for agency users who are new to the Career Opportunities System as well as for those agency users who would like a refresher course.

The next training is scheduled for Wednesday, August 17, 2011 in room 130 of the State Office Building, beginning at 8:30 AM. The estimated length of class is 4.5 hours. For a full schedule of upcoming classes, please go to: http://personnel.ky.gov/persadmin/hradministrators/KHRISCalendars.htm

If you would like to register for COS Training, please send requests to coshelp@ky.gov. For further information, logon to your COS account and view the *welcome portal panel* of the page.

Documenting Veterans' Preference Compliance:

The hiring agency's selection file is the official place to document compliance with Veterans' Preference requirements. However, review of the COS HR statuses is the starting point for compliance auditing. Please ensure that all statuses are properly updated to reflect the final disposition of veterans. The recommended best practice is to update those statuses at the same time the chosen candidate is set to *Appoint*.

Kentucky Deferred Comp Bridging Your Retirement Gap

Kentucky Deferred Comp Expo 2011

Coming Soon To You!!

This year state employees will be able to take up to two hours of leave with pay, plus reasonable travel time, to attend one Kentucky Deferred Comp (KDC) Participant Education Expo.

The theme for the 2011 Expos is *Bridging Your Retirement Gap.* Three Mini-Expos will be held this year, plus the traditional all-day event in Frankfort. All participants planning to attend an Expo should coordinate their attendance with their supervisor. *Certificates of Attendance* will be provided to Expo attendees.

State employees should mark their calendars and plan to attend an Expo. Pre-registration is not required.

EXPO 2011 Dates and Locations

Date: Tuesday, August 16, 2011
Time: 1 – 4 p.m.
Location: London Community Center, 529 S. Main St., London
606.864.7777

Date: Tuesday, September 20, 2011
Time: 10 a.m. – 3 p.m.
Location: Frankfort Convention Center, 405 Mero St., Frankfort
502.564.5335

Date: Tuesday, October 11, 2011
Time: 1 – 4 p.m.
Location: Pritchard Community Center, 404 S. Mulberry St., Elizabethtown
270.765.5551

Date: Tuesday, October 25, 2011
Time: 1 – 4 p.m.
Location: Louisville Downtown Marriott, 280 W. Jefferson St., Louisville
502.671.4252

Attendees can:
Learn about investment options offered under the 457 and 401(k) Plans during workshops or stop by the information tables.
Talk with representatives from participating fund companies, Social Security, KRS and other organizations.
Meet with KDC staff and local Plan Service Representatives to review accounts and make changes.
Use this "one-stop shopping" opportunity to gather valuable financial information and enhance their retirement portfolio.

Note: KDC will be implementing significant fund changes later this year. Attending an Expo is a great way for state employees to learn about these changes and meet representatives from the new funds.

For more information about Expo 2011 state employees should go to www.kentuckydcp.com or call KDC at **1.800.542.2667**.