



PERSONNEL ISSUES & YOU

UPPS Newsletter 2009-4

Sept 2009

Message from the Director

In this Issue:

I hope everyone is finding a chance to enjoy their summer as it seems to be passing us by all too quickly. With that in mind, I wish everyone a safe and happy Labor Day weekend!

We have quite a few updates, changes, and reminders this month so please review closely. As always feel free to contact our office with any questions. In addition, I am happy to address any items you have interest in. Simply email myself or Stephanie Carpenter by the 15th of the month and we'll include a response to your request in the next issue.

Thank you!

Mary Elizabeth Harrod

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KHRIS Update:

The KHRIS project remains a work in progress as the team has assessed the remaining areas of work and is partnering with our various experts to solution the couple of remaining business gaps. Focus over the next few months will include building the new plan, prototyping solutions, revisiting our change management and training strategies as well as continued development and testing. We appreciate your support and patience as we have worked through this transitional period. The team is very committed to ensuring that KHRIS meets the Commonwealth's business needs.

Social Security Numbers (SSN):

Effective immediately any email that we receive containing a SSN will be deleted and **WILL NOT** be responded to. The inclusion of SSN in an email is a serious breach of security. It is our responsibility to safeguard all confidential information. The only exception to this rule will be if both the sender and recipient are equipped with Entrust, an encrypting software. Entrust accessibility should be verified before sending information. Thank you in advance for your cooperation.

Personnel Security Changes:

Personnel Security is in the process of implement changes to the access request process. Effective immediately, Security will no longer accept requests to "clone" another employee's access "i.e. clone employee 123 to the same access as employee xyz". Also, we'll no longer accept empty fields on the request form. A value must be in each box. The request will be returned if it does not meet the new guidelines. We'll be sending out the new procedures once they are finalized with the Auditor's Office. Thank you for your cooperation during this time of transition.

FLSA Test Update:

Question # 3 under the Professional Exemption test "Does the employee make their own decision about when to perform duties not listed above while still remaining responsible for the success or failure of business operations?" has been removed. The documents on our website have been updated to reflect this change. They can be located on our website in the Forms Library at <http://personnel.ky.gov/formlby.htm>.

Commissioner
Sissy Meredith

Department of Human Resources
Administration

Secretary
Nikki R. Jackson
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Memorandum Regarding LWOP and the Affect on Suspensions:

The Personnel Cabinet recently amended the regulations on the amount of time an employee must work each month in order to qualify for the state contribution for health insurance. 101 KAR 2:102 and 101 KAR 3:015 now provide that "an employee who is eligible for state contributions for health benefits under the provisions of KRS Chapter 18A shall have worked or been on paid leave, other than educational leave, during any part of the previous pay period."

These regulation changes may have an impact on suspended employees and other types of leave without pay. If an employee is off work or suspended the entire length of a pay period, the employee will thereby not have worked "any part" of the pay period, and will not qualify for the employer contribution of health insurance the following month.

Examples:

The examples below are designed to show how a suspended employee's health insurance may be affected by the change in the administrative regulation. These examples are only for illustration purposes. Please note in all these examples, both the employee and employer contributions must be paid in full and in a timely manner to maintain continuous coverage. If payment is not received, insurance coverage may terminate.

- 1) An employee starts a 3 working day suspension on Friday, August 7. Because the employee worked during the pay period of August 1-15, the employee's insurance will not be affected for the pay period of August 16-31.
- 2) An employee starts a 10 working day suspension on Monday, August 18. Because the employee worked one day (on the 17th) during the pay period August 16-31, the employee remains eligible for the employer contribution for the pay period September 1-15.
- 3) An employee starts a 20 working day suspension on Monday, August 3. The employee's suspension will be consecutive until Friday, August 28. The employee remains eligible for the employer contribution for August 1-15 pay period by the nature of the work during the previous pay period in July (July 16-31). The employee would not maintain eligibility for the employer contribution for the pay period of August 16-31 because the employee did not work during that previous pay period (August 1-15). Note: August 1 and 2 are weekend days and not work days for a typical Monday-Friday employee. The employee ends suspension on August 28 and will return to work on Monday, August 31. The employee's insurance will be reinstated with an effective date of September 1. The employee will have the option to elect COBRA for the period of August 1-15.

Aug. 1-15 coverage – Employee is covered.

Aug. 16-31 coverage – No coverage, COBRA is available.

Sept. 1-15 coverage – Employee is covered.

- 4) If the employee had a 30 working day suspension starting Monday, August 3 (meaning consecutive from August 3-September 11¹) and returned to work on Monday, September 14, the employee's health insurance would be reinstated on September 16. As above, the employee would not maintain eligibility for the employer contribution for the pay period of August 16-31 or September 1-15 because the employee did not work during the previous pay periods of August 1-15 or August 16-31. The employee would have the option to elect COBRA for the period of August 16-September 15.

Aug. 1-15 coverage – Employee is covered.

Aug. 16-31 coverage – No coverage, COBRA is available.

Sept. 1-15 coverage – No coverage, COBRA is available.

Sept. 15-31 coverage – Employee is covered.

RETURNING FROM SUSPENSIONS:

When an employee returns from suspension, health insurance will begin the first day of the next semi-monthly pay period (which may be the start of a new month). The Kentucky Employee Health Plan waiting periods are not applied for suspensions. For example, if the employee returns during the first half of the month (1-15), the health insurance will be reinstated on the 16th day of that month. DEI will expect payment for a half month premium contribution. If the employee returns during the second half of the month (16–31), health insurance would be reinstated on the first day of the following month. An employee will not be able to make changes to existing coverage unless there is a valid qualifying event. Because the employee is being reinstated new insurance cards should not be issued.

Continued next page...

Memorandum continued...

COBRA:

If an employee does not work during a semi-monthly pay period, the employee loses eligibility for the employer contribution the following semi-monthly period. In that case, the employee would be offered COBRA continuation coverage. The Agency HR administrator must contact the Insurance Coordinator when a suspension causes the employee to lose eligibility for the employer contribution. The IC is responsible for entering the individual's name into Ceridian, the Department of Employee Insurance's third-party COBRA administrator. The agency employer must give notice to Ceridian within 30 days after the COBRA triggering event (i.e. employee on leave that affects health insurance coverage). Ceridian would then issue a COBRA notice to the individual within 14 days after it receives notice and the individual would have 60 days to elect COBRA coverage. Please note: COBRA is retroactive to the date of loss of coverage. In Example #4 from above, the employee would have lost coverage on August 16-31; the employee could wait until the time period expires to determine if there were any health claims. If not, it would not make logical sense to make a COBRA election. The pre-existing exclusion is not applicable until there is a 63 day break in coverage. This should not be a factor in any suspension.

All COBRA and other health insurance questions should be directed to the Department of Employee Insurance, Member Services Branch. (888) 581-8834, (502) 564-6534 or <http://personnel.ky.gov/dei/>.

NECESSARY FORMS:

When an employee loses eligibility for the employer contribution, the IC must submit (to the Department of Employee Insurance) an Update Form indicating that the employee has been suspended and that health insurance will terminate. Likewise, when an employee returns from suspension the IC must submit an Update Form to reinstate the employee's health insurance. The KEHP Update Forms can be accessed on the internet at: http://personnel.ky.gov/NR/rdonlyres/FCCBF677-3084-454F-A55B-6AF5930D1A46/0/2009UpdateForm_Revised32009_.pdf.

SUMMARY:

- ✓ Must work during the previous semi-monthly pay period (to be eligible for the Commonwealth employer contribution for health insurance for the next pay period).
- ✓ Employee must be suspended for every working day in the pay period for the employee to lose eligibility for the employer contribution for the next pay period.
- ✓ For most suspensions there will be no impact on the employee's health insurance.
- ✓ Agency Insurance Coordinator must be consulted by the Agency Personnel Administration when an employee suspension may affect health insurance.
- ✓ COBRA is available and must be entered into Ceridian by the Insurance Coordinator within 30 days of the termination of coverage.
- ✓ Must submit an Update Form to the Department of Insurance when going on suspension and returning from suspension.
- ✓ Waiting periods do not apply upon return from suspensions.
- ✓ No new insurance cards issued upon returns from suspensions.
- ✓ For health insurance issues related to suspensions please contact the Department of Employee Insurance, (888) 581-8834, (502) 564-6534.
- ✓ For personnel administration questions about suspensions please contact Mary Elizabeth Harrod, Department of Human Resources Administration (502) 564-6464.

Payroll

Voluntary Optional Insurance Information:

Recently we've been made aware of solicitation issues with a couple of our voluntary optional insurance companies. Just so you know, solicitation guidelines are provided to these companies during their application process. The guidelines must be agreed upon and approved by the Personnel Cabinet prior to the company being set up for payroll deduction. You can review the guidelines at: <http://personnel.ky.gov/persadmin/info/payinfo/payroll+deduction+info.htm>. If you ever encounter a problem with a company/agent, please contact us immediately. Business practices that are not deemed to be in the best interest of employees will not be tolerated. If you have questions regarding this process, please contact Stephanie Carpenter at StephanieL.Carpenter@ky.gov.

Payroll Training:

Once again, we are offering payroll training in UPPS for new payroll officers. The training is a two day course and will be conducted on October 7th and 8th and again on December 7th and 8th in the Purple Parlor, which is located in the State Office Building. Each class is limited to a certain number of students and will be filled on a first come first serve basis. To enroll, please contact Dana Pitcock by email at Dana.Pitcock@ky.gov and Shannan Goodrich at ShannanL.Goodrich@ky.gov as soon as possible.

Payroll Records Inspection:

New internal policies have been established by our Cabinet Secretary in regards to the handling of agency requests for payroll information. Effective immediately, the Payroll Information Request form (available on our website) must be used when requesting agency payroll information. The completed form can be returned to any of our payroll staff, who will in turn request approval for processing from our Custodian of Records. If approval is granted, the request will be processed, if not, you will be notified of the decision and reasoning. The form can be found with this link:

<http://personnel.ky.gov/NR/ronlyres/7EFE04E7-A490-4A06-9411-7F583B2EF659/0/PayrollInformationRequest081209.doc>

Employer Retirement Contributions:

The following rates for employer retirement contributions (deduction 69) went into effect 07/01/09 for FY 2009-10:

Utility #	Name	New rate (%)
0000001	KERS	11.61
0000003	Hazardous	24.69
0000004	State Police	33.08
0000009	CERS	16.16
0000010	CERS Hazardous	32.97
0000011	KERS Legislative	11.61
0000025	KERS 2008	11.61
0000027	Hazardous 2008	24.69
0000028	SPRS 2008	33.08
0000031	CERS 2008	16.16
0000032	CERS Haz 2008	32.97
0000033	KERS Legis 2008	11.61
0000034	KERS Re Ret	11.61
0000035	Hazard Re Ret	24.69
0000036	SPRS Re Ret	33.08
0000037	CERS Re Ret	16.16
0000038	CERS Haz Re Ret	32.97
0000039	KERS Leg Re Ret	11.61

Employee contributions (deductions 04 and 05) did not change.

Upcoming Payroll Schedules:

September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 AUG 16-31 Manual pay & health ins. update	2 AUG 16-31 Manual pay & health ins. update	3 AUG 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4 AUG 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	5
6	7 AUG 16-31 No Update STATE HOLIDAY LABOR DAY	8 AUG 16-31 No Update	9 AUG 16-31 Update/ health ins.	10 AUG 16-31 Update/ health ins.	11 AUG 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	12
13	14 AUG 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 AUG 16-31 No Update PAYDAY	16 SEP 1-15 Manual pay & health ins. update	17 SEP 1-15 Manual pay & health ins. update	18 SEP 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19
20	21 SEP 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 SEP 1-15 No Update	23 SEP 1-15 No Update	24 SEP 1-15 Update/ health ins.	25 SEP 1-15 Update/ health ins.	26
27	28 SEP 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 SEP 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 SEP 1-15 No Update PAYDAY END OF QUARTER			

October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 SEP 16-30 Manual pay & health ins. update	2 SEP 16-30 Manual pay & health ins. update	3
4	5 SEP 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 SEP 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 SEP 16-30 No Update	8 SEP 16-30 No Update	9 SEP 16-30 Update/ health ins.	10
11	12 SEP 16-30 Update/ health ins.	13 SEP 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 SEP 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 SEP 16-30 No Update PAYDAY	16 OCT 1-15 Manual pay & health ins. update	17
18	19 OCT 1-15 Manual pay & health ins. update	20 OCT 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 OCT 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 OCT 1-15 No Update	23 OCT 1-15 No Update	24
25	26 OCT 1-15 Update/ health ins.	27 OCT 1-15 Update/ health ins.	28 OCT 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 OCT 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 OCT 1-15 No Update PAYDAY	31

Personnel Administration

Correcting P1s:

Recently been receiving a high volume of corrected P1s that are not legible due to the printing and faxing of the document. Please use the Turnaround P1 for corrections. If you have any questions about this request, please feel free to contact Carolyn Bruce at 502/564-6657.

Increment Listings:

To ensure that the appropriate staff receives your completed increment listings, please be sure to send them to:

Attn: "Insert Your Agency Liaison's Name"
Personnel Administration Branch
Division of Employee Management
501 High Street, 3rd Floor
Frankfort, KY 40601

Employee Resignation Actions:

When processing a P1 for an employee who has resigned, please use the most accurate action code that is available. For example, if an employee says they are resigning because they are moving out of state the P1 should have a Y20, not a Y22. This will assist us in tracking turnover in a more detailed manner. You should be aware that the Personnel Administration staff will be comparing future P1s and their back-up documentation (resignation letters) to check for this accuracy. Incorrect action codes will have to be corrected.

Signature Authorization Form:

The above form has been updated and should be used effective immediately. You can locate this form on our website at this link: <http://personnel.ky.gov/NR/rdonlyres/E5A47671-F584-4551-ACF2-FEDD3149A2BB/0/AuthSignForm083109.doc>.

Career Opportunities

Reminders for COS Users

On July 1, 2009 the Personnel Cabinet, Division of Career Opportunities implemented a change to requisition procedures to help expedite registers being certified to hiring agencies. As we continue to transition to this process, we'd like to point out a few helpful reminders.

- Candidates shall not be offered an interview prior to *Approved MQ*.
- The *Bypass Pers Cab Review* status is only for use with Immediate Fill titles.
- For non-Immediate Fill reqs, desired candidates at a *Certified* status must be submitted through the MQR process, regardless of when the register was certified.
- The MQR is triggered by the e-mail to PERS.MQR@ky.gov. Update of the HR status to *MQ Review Requested* is optional for the agency user.
- Candidates set to an *Inconclusive MQ* or *Rejected MQ* status receive an e-mail from the Personnel Cabinet. The hiring agency does not have the responsibility to alert the applicants.
- The hiring agency will receive an e-mail when statuses are updated to *Approved MQ* after having been previously set to *Inconclusive MQ* or *Rejected MQ*.



Helping to **build** your financial future

DOOR PRIZES AWARDED THROUGHOUT THE DAY!

Don't miss this important event!

- Governor Beshear has graciously authorized up to **2 hours of paid time off**, plus reasonable travel time for Kentucky State Government employees to attend an Expo. State employees must coordinate attendance with their supervisor. Non-state government employees should discuss attending with their employers. Each participant will receive a **Certificate of Attendance** to present to their supervisor upon return to work.
- Feel free to attend both of the workshops. You choose when to attend and how to best spend your Expo time.
- Pre-registration is not required.
- Door prizes will be given away (must be present to win).

Kentucky Deferred Comp staff looks forward to meeting with you individually to review your account, and answer your questions.

2009 Investment Education Expo

Sept. 29	Frankfort	Frankfort Convention Center	9am – 4pm
Sept. 30	Louisville	Marriott Louisville Downtown	9am – 4pm
Oct. 1	Florence	Florence Government Center	9am – 4pm

Workshops

	Morning	Afternoon
<i>Investing in a Volatile Market</i> <i>Presented by Vanguard</i>	9:30–10:00 am	1:00–1:30 pm
<i>Understanding the Fixed-Contract Fund</i> <i>Presented by INVESCO</i>	10:30–11:00 am	2:00–2:30 pm

Bring your questions; we'll have answers!

- **Fund Representatives** will be available to assist you in learning more about a specific fund(s) and provide general investment information.
- Representatives from **KRS, KTRS*, Social Security Administration and the Personnel Cabinet** will be on hand to answer your questions. *KTRS available only in Frankfort.
- **Executive Director, Robert C. Brown**, will be present to answer general questions and hear your comments.

Authority and Plan Service Representatives* can help you:

- enroll in KY Deferred Comp
- make changes to or review an existing account
- learn about the Roth 401(k) and Deemed IRA programs
- learn about payout options
- obtain loan information
- obtain updates on the upcoming Investment Advice Program

*Information provided by Plan Service Representatives is for educational use only.



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PERSONNEL CABINET TELEPHONE LISTING, August 1, 2009

OFFICE OF THE SECRETARY, 3rd Floor (564-7430)	
Secretary Nikki Jackson Deputy Sec. Tim Longmeyer Joyce Wilcher, x 564-6798 Sonja Cox, x 564-6791	Dan Egbers, .564-6790 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. 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, 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 Nila Meeks 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 McGrath, 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)	
Arthur Lucas 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 Swarner Esteva Caise Draggs, x 224 Garrett Scott, x221 Blaike Wellington, x 221	TRAINING & EMPLOYEE DEVELOPMENT Jeanne Ollvas, x 243 Kimberly Byones, x 245 Katy Cave, x 253 Jerry Pile, x 235 Kimberly Rulo, x 254 Donna Simpson, x 223
SPECIAL PROJECTS David Finley, x 256	ORGANIZATIONAL DEVELOPMENT Tim Anderson, x 247 Taylor Carter, x 237 Jamille Smith, x 238 Rick Schad, x 236
PERFORMANCE MGMT (564-3090) Stan Riley, x 225 Dawn Redmon, x260	

CENTER FOR STRATEGIC INNOVATION EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)	
Wayne Harman Crystal Pryor Jamie Allen, x 564-9657 Lee Cowherd x 564-6811 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	
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 Donna Towles Beverly Wilhoite

DEPARTMENT OF EMPLOYEE INSURANCE (DEI) COMMISSIONER'S OFFICE, 2nd Floor (564-0358)	
Fred Nelson Jenny Goins 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 Margaret Hensley X 564-5518 Lynn Jones, x 564-5654 Clara Serafini, x 564-5643	ENROLLMENT INFORMATION (564-1205) Barbara Meyer-Hughes, x564-7826 Kim Collins, x 564-5532 Kimberly Dennis, x 564-9638 Mamatha Kotha, x 564-5554 Philip Luckett, Sr., x 564-5534 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 Stlvers, 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) 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 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, August 1, 2009

DIVISION OF CAREER OPPORTUNITIES DIRECTOR'S OFFICE, 1st Floor (564-6920)	
Karen Mixson, x 564-5291 Martha Sherrow, x 564-5191	
APPLICANT SERVICES (564-8030) Denice Driver, x 564-5223 Stuart Clark, x 564-5148 Holly Murphy, x 564-5225 Roger Riddell, x 564-5150 Becky Singleton, x 564-5268 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) Mitchell, Adair, x 564-5161 Shona Alderson, x 564-5268 Scotty Barker, x 564-5271 Harold Hall, x 564-5293 Debbie Hatfield, x 564-5298 Larry Ibershoff x No Phone Rose Nipp, x 564-5292 Marietta Thompson, x 564-5275 Maureen Travers, x 564-5294 RECRUITMENT (564-8030) Linda Brown, x 564-5272
DIVISION OF TECHNOLOGY SERVICES DIRECTOR'S OFFICE, 3rd Floor (564-4690)	
Robbie Perkins, x 564-5127 Jill Anderson x 564-5949 Randy Meek, x 564-5583 Glen Tuggle, x 564-5563 Tonya Smith, x 564-5980	
SYSTEM ANALYSIS (564-4690) Michele Kays, x 564-6584 Rebecca Billings, x 564-6579 Wendy Campbell, x 564-5694 Patty Casey, x 564-6448 Latonia Dooley, x 564-6577 Richard Gee, x 564-6689 Kimberly Hatter, x 564-9828 Connie Page, x 564-6585 Neil Popplewell, x 564-5140 Beth Rangel, x 564-6603 Rod Rayment, 564-4690 Lisa Shelton, x 564-4648 Steve Sigormey, x No Phone 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 Francis Kasu, x No Phone Steve King, x 564-5529 Narayanan Meyyappan, x No Phone Emily Parr, x 564-6600 Linkin Pereira, x No Phone Rhonda Phillips, x 564-9822 Gary Ramage, No Phone Pardha Saradhi, No Phone Brandon Short, x 564-6604 Jason Sizemore, x 564-8134 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 No Phone Matthew Butts, x 564-5908 Paige Gottlieb, x 564-5906 David Kaellin, x 564-5908 John O'Connor, x No Phone
INFORMATION MANAGEMENT BRANCH Jason Ritter, 564-8355 Todd Baggarily, 564-7825 Cindy Dempsey, x 564-4690 Jerry Jones, x 564-8335 Mark Kennedy, x 564-8356 Mike Rice, x 564-8136 Tonya Smith, x 564-5980	

DEPARTMENT OF PERSONNEL ADMINISTRATION COMMISSIONER'S OFFICE, 3rd Floor (564-7571)	
Sissy Meredith Michele Lawlis	Missy McCray, x 564-6817 Alaina Myers, x 564-9823 Joyce Schrenger, x 564-5305
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 Gall Cooper, x 564-6709 Shannan Goodrich, x 564-6711 Greg McGaughey, x 564-6714 Natalie Jackson, x 564-6762 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 564-7603
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