

Don't forget about other resources available through

Employee Self-Service:

Benefits Information

Enrollment Overview
External Organizations as Beneficiaries
Family Members/Dependents
Life Insurance Beneficiaries
Open Enrollment (when applicable)

Payment Information

Salary Statement
Tax Withholding
W2 Reprint Request

Employee Search

Personal Information

Addresses
Bank Information for Direct Deposit
Emergency Contacts
Personal Data

Working Time

Leave Balance Overview
Leave Balance View
Overtime Request
Time Statement

Tutorials are available for some of these features at:
<https://personnel.ky.gov/> under Resources, Training and Development, KHRIS-ESS



Personnel Cabinet

501 High Street, 3rd Floor
Frankfort, KY 40601

<https://personnel.ky.gov>
<https://khris.ky.gov>



Direct Deposit—Enroll

Enrollment Instructions & Form



For questions/assistance, please contact your HR office.

Instructions for Self-Enrolling Online (with a Bank Account):

Go to <https://khris.ky.gov/iri/portal>. Log in using your KHRIS User ID and Password. (This is the same log in information from Open Enrollment.)

- Once you log in you will be on the Employee Self-Service welcome page.
- Under the Personal Information section, select the Bank Information for Direct Deposit link.
- A new page will appear. Click the button to [Add Main Bank].
- Once the next page loads, you will enter the required information and follow the given instructions to create your Main bank.
- Once you have finished, reviewed and saved your changes, you may create an additional bank by clicking on the [Add Other Bank] button and following the same instructions.

If it is necessary to make changes to your bank information in the future, log in to ESS as instructed above and after you complete the second step, simply click “Edit” under the appropriate bank and make your changes.

NOTE: You may update or create any account at any time; however, you may only delete your “Other” Bank(s). While you can update and change your “Main” Bank, you cannot delete it.

Before closing an account used for direct deposit, please consult your HR Administrator to ensure a deposit is not already pending.

Changes to your bank information are effective based on the current payroll schedule. If payroll has already run for the *upcoming* payday, your changes will not take effect until the *NEXT* payday. If payroll has not run at the time you submit your changes, they will be effective with the *upcoming* payday.

A video tutorial is available at <https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx>.

If you need assistance with enrolling using a personal bank account or you would like to enroll with a Payroll Card:

Complete the form below and turn it in to your HR Administrator promptly for processing.



DIRECT DEPOSIT ENROLLMENT & UPDATE FORM

NOTICE: Enrollment in direct deposit using a personal account or updates to existing direct deposit information can be completed through the Employee Self-Service (ESS) feature within the Kentucky Human Resource Information System (KHRIS). If you do not have internet access, are not comfortable completing that process, or would like to enroll in direct deposit with a Payroll Card, please complete this form and turn it in to your HR Administrator for processing.

SECTION 1: PERSONAL INFORMATION

Employee/Payee Name: _____ Today's Date: _____
 PERNR: _____ *Requested Pay Day to begin the action requested below: _____
 Daytime Phone #: _____
 Agency Name: _____

* The ability to begin on the above day will be determined by my HR Administrator based on the date of this request and the current KHRIS Operations Calendar.

SECTION 2: ENROLLMENT/UPDATE OPTIONS

ENROLL: *Select one:*
 With a personal bank account. (Continue to Section 3.)
 With a Payroll Card. (Skip to Section 4.)
 With a personal bank account AND a Payroll Card. (Continue to Section 3.)

UPDATE/ I am currently enrolled in direct deposit and would like to do the following (*Select a change option below.*):
 or **CHANGE:** Change (update/add) my personal bank account information. (Continue to Section 3.)
 Change my enrollment option (*Select an enrollment change below.*):
 FROM a personal bank account TO a Payroll Card (Skip to Section 4. NOTE: Enrollment will not be changed until Payroll Card is ready.),
 FROM Payroll Card TO a personal bank account (Continue to Section 3.), or
 Use BOTH a personal bank account AND Payroll Card. (*Select the appropriate scenario below.*)
 I am already enrolled with a personal bank account. I am requesting the *addition* of a Payroll Card. (In Section 3, enter Payroll Card as the bank name under Main Bank or Other Bank, to indicate your choice for set-up. NOTE: Enrollment will not be updated until Payroll Card is ready.).
 I am already enrolled with a Payroll Card. I am requesting the addition of a personal bank account. (Continue to Section 3.)
 DELETE: I understand I cannot delete my main account, but I would like to delete an additional (Other) account. (Continue to Section 3.)
 OTHER: _____ (Please explain.)

SECTION 3: PERSONAL ACCOUNT INFORMATION

MAIN BANK ACCOUNT INFORMATION (Required) <input type="checkbox"/> New Account Set-up / <input type="checkbox"/> Update or Change Account		'OTHER' BANK ACCOUNT INFORMATION (Optional) <input type="checkbox"/> New Account Set-up / <input type="checkbox"/> Update or Change Account / <input type="checkbox"/> Delete <small>(See note regarding multiple accounts.)</small>	
BANK NAME:	BANK NAME:	ROUTING NUMBER:	ROUTING NUMBER:
ROUTING NUMBER:	ROUTING NUMBER:	ACCOUNT NUMBER:	ACCOUNT NUMBER:
ACCOUNT NUMBER:	ACCOUNT NUMBER:	ACCOUNT TYPE:	<input type="checkbox"/> Checking / <input type="checkbox"/> Savings
ACCOUNT TYPE:	<input type="checkbox"/> Checking / <input type="checkbox"/> Savings	AMOUNT:	\$ _____

Multiple Accounts: "By checking this box, I understand that when I choose to use more than one account for direct deposit, the amount selected above for my 'other' bank will be deposited first and the remainder of my pay will go to my main account. If the amount selected above exceeds the total net amount of my pay, I understand I will have no money deposited to my main account. It is my responsibility to ensure I have adequate funds available for deposit to each of my elected accounts." More information is available on using multiple accounts at <https://personnel.ky.gov> under Benefits/Pay/Direct Deposit Information.

If using BOTH a personal bank account and a Payroll Card, you may choose which account to use as the main account versus the other account. Simply enter the bank account information under the desired account type and enter 'Payroll Card' under the other. Example: For the Payroll Card to be the main account, enter 'Payroll Card' as that bank name.

SECTION 4: ENROLLMENT ACKNOWLEDGEMENT & AUTHORIZATION

By signing below I authorize and request the above-indicated action to be taken with regard to my pay/direct deposit account(s). This authorization revokes all prior notifications as to my net pay. (If this form is establishing accounts, I understand that the bank, credit union or savings and loan company reserves the right to cancel this agreement by notice to me.) In addition, I certify that I have confirmed the above account information by referencing a personal check or account statement or thru an agent of my bank, credit union or savings and loan company.

Employee/Payee's Signature: _____ **Date:** _____

TO BE COMPLETED BY HR ADMINISTRATOR:

PAYROLL CARD:

Date of Set-up with BOA: _____ / By: _____
 [Account Information: Routing Number: _____ - Account Number: _____]
 Direct Deposit Changed in KHRIS on: _____ / By: _____

BANK ACCOUNT:

Direct Deposit in KHRIS Changed on: _____ / By: _____

Effective Date of account action (based on request date and KHRIS Operations Calendar): _____

Notification of completion and action effective date has been relayed to employee/payee.