How to Access Your Electronic Salary Statement

1) In your Internet browser, enter https://khris.ky.gov.

2) Log on to KHRIS Employee Self-Service using your KHRIS User ID* and Password.

3) Select the Salary Statement tile within the Employee Self-Service section of the screen.

Your current statement will appear!

4) All of your statements since April 2011 are available here. There is no need to print copies of them as they can be accessed at any** time.

5) If you’d still like to print them - here’s how:

Print a Copy
Place your cursor on the document and a PDF menu will appear. Select Print.

Follow the prompts to select a device and print.

Simply Log Off when you’re finished.

*Your KHRIS User ID consists of 3 letters and 4 numbers. If you forget your ID or your password (or need to set up your initial password as a first time/New User) - go to https://khris.ky.gov/ and click the link that best describes the assistance you need and simply follow the instructions.

** Except when KHRIS is down for a scheduled outage. Those dates and times can be found at https://personnel.ky.gov/DHRA/OpsCalendar.pdf.

Download the Personnel Cabinet Mobile App and view your last payroll details anytime!
A Breakdown of Your Salary Statement:

Employer Contributions:
- Lists payments that are made by the employer towards the employee's benefit package, including insurance and retirement. Provides current and YTD amounts.

Earnings:
- Lists the source of an employee's pay, such as whether the pay is for regular/comparative hours, overtime hours, or even a Block 50 payment. Provides current and YTD amounts.

Leaves Quotas:
- Lists types of leave with the amounts earned and used during the pay period. Also provides an ending balance.

Payroll Contributions:
- Lists the individual employee's pay, such as whether the pay is for regular/comparative hours, overtime hours, or even a Block 50 payment. Provides current and YTD amounts.

Deductions:
- Lists the individual taxes deducted as required by federal and state law. Provides current and YTD amounts.

Employer Contributions:
- Lists the source of an employee's pay, such as whether the pay is for regular/comparative hours, overtime hours, or even a Block 50 payment. Provides current and YTD amounts.

Contact your HR office if you need additional assistance.