Employee Onboarding/Orientation Checklist for Position Number Changes (Internal/External) Only
(Agency Guidance)

The Personnel Cabinet maintains a standard checklist, intended for agency use during the onboarding of employees experiencing a position number change. It does not contain all agency specific information; therefore, where additional items may be necessary, please supplement this listing accordingly. Please note, with prior Personnel Cabinet approval, agencies may utilize their own version of this checklist, as long as it contains all of the information found on this standard version.

Upon completion, the checklist should be signed, dated, and stored in the agency personnel file.

The following provides additional information, as necessary, on the different items listed throughout the checklist. Highlighted items indicate items/comments specific to employees with position number change.

IMMEDIATE ACTION ITEMS:

Employment Eligibility Verification Form (I-9) - This is a federal form that must be completed properly, timely, and must be maintained within the agency. A link to the IRS website, where this form is officially housed, is provided on the Personnel Cabinet's HR website under Resources/Forms/I-9.

While this form will have been completed upon initial hire, due to the possible delay in agency file transfer and/or the potential expiration of the document(s) used to establish identity and/or employment authorization, it is recommended that agencies also complete this form upon onboarding employees with position number changes.

Work Schedule Change Request Form - When permitted by the agency, an employee requesting a specific work schedule or work schedule change should complete and submit this form. It is available on the Personnel Cabinet's HR website under Resources/Forms/W.

If the requested schedule does not already exist within KHRIS, the agency HR Administrator should complete and submit the KHRIS Work Schedule Request Form to the Personnel Cabinet via Business Request for review/approval/processing. It is also available on the Personnel Cabinet's HR website under Resources/Forms/W.

Outside Employment Form - If an employee currently holds or is considering assuming another job, outside of and in addition to their state job, this request form should be completed and provided to the agency's appointing authority for internal approval. It is available to employees on the Personnel Cabinet website under Documents in Demand. It is also on the Personnel Cabinet's HR website under Resources/Forms/O.

EEO Self-Reporting Form - The Commonwealth of Kentucky is required to record and report certain non-discrimination and affirmative action statistics. The state invites employees to voluntarily self-identify their race/ethnicity and gender. This information will ONLY be used according to the provisions of applicable federal laws, executive orders, and regulations, including those requiring information to be

summarized and reported to the federal government for civil rights enforcement. This form is available for this purpose; however, employees may also access KHRIS ESS to self-identify.

Please verify that a designation for gender (IT0002) and race (IT0077) have been completed. If not, please provide form to the employee.

Education and Training Verification Documents – When an employee is appointed from a register (or approved for a specific personnel action) and their education is not on file, the agency HR Requisition Approver will receive an email from DCO requesting that the required documents be obtained during the onboarding process. A deadline will be provided in the email.

EMPLOYEE BENFITS ITEMS:

Deferred Compensation Authority - The link provided takes employees to a summary document containing various deferral information. It is for informational purposes only. If the employee has specific questions, they should be directed to Deferred Comp.

If the employee is not already enrolled, please be sure to inform the employee of the deferral option and provide this brochure.

PAYROLL AND PERSONNEL ITEMS:

W-2 Reminder – Please inform the employee that the Commonwealth is one employer. As such, transferring between agencies will not result in multiple tax documents at year-end.

Notify of FLSA Status – In accordance with the **Hiring and Selection Procedure**, agencies should visit the Personnel Cabinet's HR website (Resources/Position Information/FLSA) to determine if a non-exempt position needs to be tested. Please contact the Personnel Cabinet via Business Request if assistance is needed. Employees should be informed of their status.

If the employee is non-exempt, provide:
Overtime Compensation Election Form - Non-exempt employees have the choice of earning overtime pay or compensatory leave and are able to change their selection every three months using this form. It is available on the Personnel Cabinet website under Documents in Demand. It is also on the Personnel Cabinet's HR website under Resources/Forms/O.

Payroll Deferral - Please direct the employee to the Personnel Cabinet website (under Benefits/Pay) to view information on payroll deferrals. This is especially important in years where it is already known that the budget bill mandates this action. Information is also available in the Employee Handbook.

OTHER INFORMATION ITEMS:

Emergency Procedures - All agencies should have documented procedures for emergencies such as fire, tornado, etc. Please share this information with the employee and/or post in a common area and ensure employee is aware.

Agency Policy Statements – Many agencies have developed policies specific to their agency. If you agency has done this, please ensure employee is provided such and made fully aware.

Employee Handbook - Please direct the employee to the Personnel Cabinet's website (under Documents in Demand) for access to this item. It is also accessible through KHRIS ESS. This handbook is reviewed and updated annually. You should remind employee's to review this document after the first of each year.

Training - At a minimum, employees are required to complete Accurate Time Reporting, Security Awareness and Executive Branch Ethics training. All are available through the Kentucky Enterprise Learning Management System (KELMS) with course descriptions available on the Personnel Cabinet's website under Training and Development/Employees-HR. Acknowledgement forms should be printed and signed for each and maintained within the agency file. Other training requirements may apply and should be enforced as needed. Supervisors should also complete Performance Matters Supervisor Evaluation Training.

In addition to any agency-specific training, please ensure the employee has completed Accurate Time Reporting, Security Awareness and Executive Branch Ethics training. If the employee is a supervisor, please ensure they have also completed Performance Matters Supervisor Evaluation Training.

Unemployment Insurance – Benefits Acknowledgement Form – This form only applies to those employees with the following job titles: Secretary, Deputy Secretary, Executive Director, and Commissioner. It is available on the Personnel Cabinet's HR website under Resources/Forms/U.

New position information – Please ensure the employee is aware of position information, such as: agency name, job title, position number, pay grade, position type (merit/non-merit), FLSA status, salary, and probation period (if applicable). They should also be provided supervisor information such as name, title, and contact information.