Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: kehp.ky.gov

HRG Memorandum 13-05

To: **KEHP Human Resource Generalists (HRGs)**

From: **Department of Employee Insurance (DEI)**

Re: **Administrative Manual – 1st Quarter Update**

Date: **March 28, 2013**

KEHP's Administration Manual has been updated. This manual is the tool for understanding qualifying events and deadlines along with internal DEI policies. The Table of Contents has a blue asterisk, if any pertinent updates have been made within the chapter. And, within the chapter itself, you will find a blue symbol next to updated or new information.

Click here to see the revised version, and Click here to see a training presentation on the changes. We hope this will help you stay current with our policy and administration changes.

If necessary, updates and/or revisions to the Administrative Manual will be provided every quarter. We welcome your comments and suggestions to improve the document and request that you email donnaM.cordier@ky.gov for any suggestions you may have.