



KENTUCKY GROUP LIFE INSURANCE  
501 HIGH STREET, 2ND FLOOR  
FRANKFORT, KENTUCKY 40601

KGLI MEMO 18-01

TO: Kentucky Group Life Insurance (KGLI) ICs and HRGs

FROM: Department of Employee Insurance

RE: Life Insurance Beneficiaries

DATE: January 29, 2018

The Kentucky Group Life Insurance Branch has been part of the Department of Employee Insurance for almost two years. As we do on the health insurance side, we continuously look for ways to streamline processes to make the workflow easier for our agency ICs/HRGs and our KGLI team.

Effective February 1, 2018, we would like to encourage all new hires to enter their life insurance beneficiaries into KHRIS ESS. If an employee submits a paper designation of beneficiary form to you, please enter the information into KHRIS and keep the original in the employee's personnel file.

Employees may change their beneficiary at any time throughout the year in ESS (preferred method) or by completing a designation of beneficiary form.