



## HRG Memorandum 12-18

**To: KEHP Insurance Coordinators**  
**From: Department of Employee Insurance (DEI)**  
**Re: Open Enrollment Data Entry Workshops**  
**Date: October 17, 2012**

The Department of Employee Insurance is pleased to offer the opportunity for Insurance Coordinators to come to Frankfort for Open Enrollment Data Entry Workshops.

Each day during the week of October 29<sup>th</sup>-November 2<sup>nd</sup>, computers will be available to enter Open Enrollment changes your employees were unable to make in Employee Self Service.

In addition, Enrollment Information Branch staff will be available to assist you with data entry into KHRIS.

Resources will be available from 8:30am-4:00pm ET on a first-come, first-served basis. You will need to bring Open Enrollment Materials with you in order to process enrollments and changes. In order to facilitate as many users as possible, there will be a two computer limit per agency.

If you are able to attend, please come to the State Office Building at 501 High Street in Frankfort. Spaces will be available on the second floor.

Please note that the focus of these sessions will be exclusive to Open Enrollment. Staff will not be able to help process non-open enrollment data. Also keep in mind that all Cross Reference plan changes and return to work retiree enrollments must be mailed to EIB for processing.

If you would like to schedule a time to attend call Stephanie May at 502-564-5530 or Julie Bassett at 502-564-1455. We look forward to assisting you soon.

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

Web Site: [www.KEHP.ky.gov](http://www.KEHP.ky.gov)

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