



COORDINATOR'S GUIDE

REVIEW SUBMITTED IDEAS

1. Log onto the KHRIS Employee Self Service (ESS).
2. Choose the Employee Suggestion System tab.
3. Select 'Submitted' under Coordinator on the left-hand side. All submitted suggestions will be shown here.
4. Select the Idea Number then Description to view suggestion.

Once you have opened the suggestion, you must choose one of the following options:

1. Idea Not Eligible
2. Choose a 'Valuation Reason' from the drop down list
3. Add comment.
NOTE: The comments made here will be included in the email sent to employee explaining why the suggestion is not eligible.
4. Set Subject
5. Refer to another Coordinator – If the suggestion should be referred to another cabinet or agency
6. Send Idea back to Submitter – If more information is needed
7. Request Evaluation – Must send to 2(two) evaluators
8. Append Comment – If you (the Coordinator) have additional comments you need to include in the suggestion history

SUGGESTION ELIGIBILITY

The suggestion is a positive idea that meets any of the following criteria:

1. Explains how to improve methods, equipment, or procedures.
2. Reduces time or cost of a work operation.
3. Creates a safer work environment.
4. Increases revenue.
5. Improves relationships with or services for the public.

The suggestion will:

1. Present an improvement in state service or function;
2. Explain how the change would be accomplished;
3. Define what benefits would be realized by the state, particularly in terms of efficiency, effectiveness, safety, economy, conservation of energy resource or public relations;
4. Be practical, useful and constructive; and
5. Be eligible only after legislative action or administrative regulation changes, if required, have been completed by the agency.

A suggestion is **not** eligible if the suggestion:

1. Falls within the scope of duties of the suggester **AND** which the suggester has the authority to initiate or implement without other administrative approval
2. Is made by a coordinator, or agency appointing authority (or designee).
3. Includes a proposal to perform routine maintenance operations or follow manufacturer's recommendations.
4. Is already under consideration.
5. Corrects an error or condition that exists because an established procedure was not followed.

HOW TO APPROVE OR DENY A SUGGESTION

To **approve** the suggestion:

1. Choose the 'Approve/Deny' button.
2. Choose the 'Yes' checkbox.
3. Enter the Implementation Date.
4. Select the type of change box.
5. Choose all improvements that pertain from the 'Evaluation Checklist'.
6. Select either Calculated or Non-Tangible use.
7. On 'Calculated' use, you must enter the first year savings and cost. Non-Tangible use is automatically calculated as \$100.
8. Enter comment stating reason for approving suggestion.
9. Select the 'Check' button to review.

To **deny** the suggestion:

1. Choose the 'Approve/Deny' button.
2. Choose the 'No' checkbox.
3. Check all reasons that pertain and enter a Comment and any attachments.
4. Select the 'Check' button to review.
5. Select the 'Send' button.

REQUEST ADDITIONAL INFORMATION FROM SUBMITTER

If you need **more information** to evaluate the suggestion:

1. Choose the 'More Information Needed' button.
2. Enter a 'Comment' that will inform the submitter what additional information is needed.

RECONSIDERATION PROCESS

Here's the process that occurs to make the "Objection" button appear for the employee.

- Employee submits suggestion.
- Coordinator sends to evaluators.
- One or more evaluator(s) denies the suggestion.
- Coordinator opens the suggestion from the Evaluation area and also denies the suggestion. This action sends the suggestion back to the employee.