

Employee Suggestion System Evaluator Guide

Log onto the KHRIS Employee Self Service (ESS). Choose the Employee Suggestion System tab. Click on Evaluations under Evaluator on the left-hand side. All suggestions assigned to you for review will be shown here. Click on the idea #, then Description to view suggestion. Once you have opened the suggestion, you can approve, deny, request more information, or refer it.

Suggestion Eligibility

The suggestion is a positive idea that:

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

Suggestion Not Eligible

A suggestion:

1. That 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. Made by a member of the council, cabinet or agency suggestion review committee
3. Which includes a proposal to perform routine maintenance operations or follow manufacturer's recommendations
4. Already under consideration or
5. Which corrects an error or condition that exists because an established procedure was not followed

To **approve** the suggestion, choose the 'Approve/Deny' button. Choose the 'Yes' checkbox. Enter the Implementation Date. Select the type of change box. Choose all improvements that pertain from the 'Evaluation Checklist'. Select either Calculated or Non-Tangible use. On 'Calculated' use, you must enter the first year savings and cost. Enter comment stating reason for approving suggestion. Click the 'Check' button to review. Review your entries and attach any attachments. Click 'Send' to send the suggestion back to the Coordinator.

To **deny** the suggestion, choose the 'Approve/Deny' button. Choose the 'No' checkbox. Check all reasons that pertain and enter a Comment and any attachments. Click the 'Check' button to review. Click the 'send' button.

If you need **more information** to evaluate the suggestion, choose the 'More Information Needed' button. Enter a 'Comment' that will inform the submitter what additional information is needed.

If you are not able to evaluate the suggestion, you can **refer** it to another evaluator. Choose 'Refer' button. Click the search icon to search for an evaluator. Enter the last name and/or first name of the evaluator and click 'Start Search'. Choose the evaluator by clicking the button next to their name and click 'OK'. Enter a Comment and click 'Send'.