



## PERSONNEL CABINET

501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone (502) 564-7430  
Fax (502) 564-7603  
www.personnel.ky.gov

Steven L. Beshear  
Governor

Tim Longmeyer  
Secretary

### MEMORANDUM

PERSONNEL MEMO 13-18

**To:** Cabinet Secretaries  
Agency Heads  
Constitutional Officers  
Human Resource Administrators

**From:** Tim Longmeyer, Secretary *TML*

**Date:** July 12, 2013

**Re:** Electronic Salary Statement Policy

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State government is always exploring ideas for new and cost-efficient ways to provide excellent customer service. In response to recommendations made by the Smart Government Initiative (SGI), effective August 15, 2013, electronic salary statements (check stubs) will be mandatory for all Legislative, Judicial and Executive Branch employees who utilize direct deposit. Employees can access and view their electronic salary statement online by logging into the Kentucky Human Resources Information System (KHRIS), Employee Self Service (ESS).

Please recall that effective January 1, 2013, a new policy requires that all Executive Branch new hire or rehired employees receive paychecks through direct deposit and view salary statements online. Both new policies will help the Commonwealth save money, enhance our online HR system presence, and conserve natural resources.

Following the distribution of this memo, HR Administrators will receive additional information related to this policy, including: the required implementation process, agency processing instructions, and copies of the letter and ESS guide being distributed to employees.

Employees are encouraged to contact their HR Administrators with additional questions upon review of that information.

For questions related to this policy, please contact Mary Elizabeth Harrod, Commissioner, Department of Human Resources Administration at [MaryE.Harrod@ky.gov](mailto:MaryE.Harrod@ky.gov) or by phone at 502-564-7571.

*Note: County fees, day laborers, personal service contractors and state active duty employees are exempt from this policy.*



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