



PERSONNEL CABINET

Steven L. Beshear
Governor

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

Tim Longmeyer
Secretary

MEMORANDUM

PERSONNEL MEMO PM 14-29

TO: Cabinet Secretaries
Agency Heads
HR Administrators
Constitutional Officers

FROM: Tim Longmeyer, Secretary **TML**

RE: Accurate Time Reporting & Security Awareness Online Training

DATE: **December 19, 2014**

The Personnel Cabinet is pleased to introduce two new online training courses for Executive Branch employees, "Accurate Time Reporting" and "Security Awareness".

The Accurate Time Reporting course provides important information to employees about work schedules, keeping track of time worked, as well as the appropriate ways to accrue and utilize leave. All employees must complete this training and sign the employee acknowledgement form by December 31, 2015.

The Security Awareness course, which is presented by the Commonwealth Office of Technology, provides helpful tips on how to protect Commonwealth information and assets, including ways to keep sensitive information safe. All employees must review this video and sign the acknowledgement form by December 31, 2015.

Those exempted from these training requirements are: County Fees, Day Laborers, State Active Duty and Elected Officials.

After the 2015 calendar year, these courses will only be required for new employees. Additionally, for employee reference and for future training purposes, if needed, both of these courses will be located within KHRIS Employee and Manager Self Service.

Agencies are responsible for tracking the completion of these courses. HR Executives will receive additional information about the new requirement, including instructions for employees without computer access. Once this information is received, agencies may begin providing specific guidance and instructions to employees.

If you have additional questions, please contact Department of Human Resources Administration, Commissioner, Mary Elizabeth Bailey at 502-564-7571 or marye.bailey@ky.gov.