



COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
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STEVE BESHEAR
GOVERNOR

TIM LONGMEYER
SECRETARY

MEMORANDUM

PERSONNEL MEMO 15-03

To: Cabinet Secretaries
Agency Heads
Constitutional Officers
Human Resource Administrators

From: Tim Longmeyer, Secretary *TML*

Date: February 12, 2015

Re: Mandatory Direct Deposit and Electronic Salary Statement Policy

Effective March 15, 2015, all individuals paid through the Kentucky Human Resources Information System (KHRIS), to include legislative, judicial, and executive branch employees, shall be paid through direct deposit and utilize Employee Self-Service (ESS) to access their electronic salary statement.

The following are exempt from this policy: day laborers and state active duty.

This is a final step towards implementing the recommendations made by the Smart Government Initiative (SGI) to reduce the state's operating and processing costs, while providing a convenient and secure way of receiving their pay.

Additional information related to this new policy and its required implementation process will be shared with HR Administrators following the distribution of this memo. Information will be provided by the Personnel Cabinet to individuals who currently receive a paper check by February 20, 2015.

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

This policy replaces the following:

- Direct Deposit and Electronic Salary Statement Policy, implemented January 1, 2013
- Electronic Salary Statement Policy, implemented August 15, 2013

For any questions related to this policy, please contact Commissioner Mary Elizabeth Bailey, Department of Human Resources Administration via email at MaryE.Bailey@ky.gov or by phone at 502-564-7571.

Thank you.