



PERSONNEL CABINET

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Governor

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Tim Longmeyer
Secretary

July 12, 2013

Subject: Electronic Salary Statement Policy

Dear Fellow Employee,

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). This new policy will help the Commonwealth save money, enhance our online HR system presence, and conserve natural resources.

If you utilize direct deposit, you will receive your last PRINTED salary statement (check stub) on July 30, 2013. After that date, you will need to access KHRIS ESS to view your salary statement electronically.

Please be assured this does not change the way you receive your pay. Your funds will be available in the same manner as before this policy via direct deposit to your checking and/or savings account(s).

To view a brochure that contains instructions for accessing and using your electronic salary statement visit <https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx>. Employees are encouraged to contact their HR Administrator if they have additional questions after review of this information.

Thank you in advance for your cooperation and compliance with this new policy.

Sincerely,

A handwritten signature in cursive script that reads "Mary Elizabeth Harrod".

Mary Elizabeth Harrod, Commissioner
Department of Human Resources Administration



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