



HUMAN RESOURCES

2022 FALL CONFERENCE

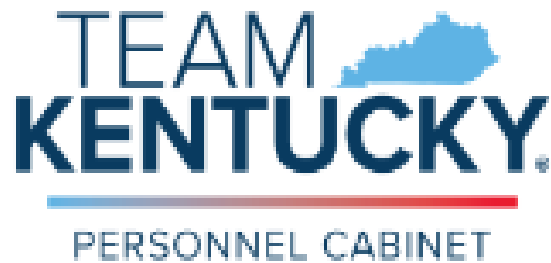
BOWLING GREEN, KENTUCKY

WHAT'S NEW?

- ▶ We would like to introduce our new Division Director, Grover “Dale” Clemons.

Our office assignments have changed.

- ▶ Cyndi Abrams is the HR Liaison for Adair-Knott (excluding Jefferson)
- ▶ Latrese Bellamy is the HR Liaison for Knox-Woodford (including Jefferson)



MyPurpose

Advertising,
Interview and
Selection of
Deputy

Timesheet Reporting



PLEASE FOLLOW THE CALENDAR FOR SUBMITTING TIMESHEETS.



THE PVA SHOULD NOT SUBMIT A TIMESHEET FOR SELF.



BEST PRACTICE IS TO SUBMIT (DEPUTY) DAILY AND APPROVE (PVA) WEEKLY.



IF ORANGE, THEN TIMESHEET HAS NOT BEEN SUBMITTED FOR APPROVAL.



HOLIDAYS ARE AUTOMATICALLY POPULATED FOR FULL-TIME EMPLOYEES.



PART-TIME EMPLOYEES MUST ONLY ENTER THEIR HOURS WORKED. IF THEY ARE TO BE PAID FOR HOLIDAYS, THEN THEY MUST ENTER THE CODE HOLP.

Time Approval

Unapproved Time (1)

Show Quick Criteria Maintenance

Approve Reject Forward

<input type="checkbox"/>	Personnel No.	Employee Name	Next Processor	From	To	Message	Recorded Time	Retro
<input type="checkbox"/>	201789	Abrams , Cynthia G	Perry , Stacy M	07/31/2022	08/06/2022		40 H	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Last Refresh 08/08/2022 15:26:34 EST Refresh

Work Week From 07/31/2022 To 08/06/2022

Previous Week Next Week

No Timesheet Submitted:



Incomplete Timesheet:



To be Approved:



Completely Approved:



Review Working Time

Timesheet Approvals

Locked Out of KHRIS

When the error message appears in KHRIS stating that your record is locked, there are three (3) ways to unlock your record.

- 1. When in the Time Entry, Personal Profile, or Open Enrollment, choose the 'Close' button before leaving. The close button will unlock your record.**
- 2. Log off and log back on.**
- 3. Wait 30 minutes and your record will automatically unlock after this time period.**

Onboarding (Appointments)

To ensure proper actions for benefit purposes, it is imperative that Budget and the Department of Human Resources are notified prior to hiring.

- ▶ Please submit application and Request for Personnel Action (RPA) within 15 days of anticipated appointment.
- ▶ Please confirm with potential employee whether or not they have had previous state, county or teacher's service (KERS, CERS or KTRS). If they are coming from another state agency, they may be considered a transfer.

Exiting (Separations)

To ensure proper actions for benefit purposes, it is imperative that DHR is notified prior to exiting.

- ▶ Please submit RPA within 15 days if possible.
- ▶ Please notify if taking on a position with a government entity (KERS, CERS or KTRS).

OFFICE CLOSURE

ONLY TIME THE **CLOS** code can be used is when the Judge Executive orders the closure.

All other closures, the employee is to use their personal leave time.

- ▶ **Note:** There may be some instances when CLOS is used due to Governor's directed closure.

Year-End Closeout

Please provide and/or update the following for year-end closeout:

- ▶ Verify mailing address for W-2 distribution.
- ▶ Submit RPA for any name changes for W-2 update by **Friday, December 16, 2022.**
- ▶ Submit fringe benefits by **Friday, December 16, 2022.**
- ▶ Use of PVA Vehicle Use Form (must include lease value). This would be for commuting and personal use. The preferred methods for submitting the Vehicle Use form are as follow:
 - ▶ **Monthly**
 - ▶ **Quarterly**

NOTE: Fringe benefits would include clothing and vehicle usage. (For Deputies also).

PVAs are not allowed to enter commuting or personal miles in KHRIS only can be used for deputies.

REMINDERS

KY.GOV EMAIL

- ▶ PLEASE REMEMBER THAT ALL EMPLOYEES HAVE AN KY.GOV EMAIL ACCOUNT. THEIR KY.GOV IS USED TO SEND VERY IMPORTANT INFORMATION FROM PERSONNEL TO THE EMPLOYEE (THIS CAN INCLUDE, HEALTH INSURANCE, AUDITS AND OTHER VITAL INFORMATION).
- ▶ PLEASE ENCOURAGE THE EMPLOYEES TO ACCESS THEIR KY.GOV EMAIL PERIODICALLY.

W-2 Online Election

- ▶ Employees can log into KHRIS ESS to make their W-2 election. Please continue to remind your employees of this feature and encourage them to log into ESS to make their online election by the end of the year, especially during onboarding. This online version is available to employees nearly 1-2 weeks earlier than the mailed version and offers the continued ability to re-print on demand.

Contact

Grover “Dale” Clemons

Division Director

Phone: (502) 564-0408

Fax: (502) 564-2613

Grover.Clemons@ky.gov

Cyndi Abrams

Adair- Knott
(excluding Jefferson)

Phone: (502) 564-6937

Fax: (502) 564-2613

Cyndi.Abrams@ky.gov

Latrese Bellamy

Knox-Woodford
(including Jefferson)

Phone: (502) 564-6938

Fax: (502) 564-2613

LatreseV.Bellamy@ky.gov



**Are There Any
Questions or
Comments?**



Be Safe and
Live Well!!

THANK YOU!

Contact

Grover “Dale” Clemons

Division Director

Phone: (502) 564-0408

Fax: (502) 564-2613

Grover.Clemons@ky.gov

Cyndi Abrams

Adair- Knott
(excluding Jefferson)

Phone: (502) 564-6937

Fax: (502) 564-2613

Cyndi.Abrams@ky.gov

Latrese Bellamy

Knox-Woodford
(including Jefferson)

Phone: (502) 564-6938

Fax: (502) 564-2613

LatreseV.Bellamy@ky.gov