



FINANCE AND
ADMINISTRATION CABINET

PVA Fall Conference 2025

DECEMBER 2-4, 2025

DIVISION OF HUMAN RESOURCES

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Employee Relations & Benefits

New for 2025

Qualifying Event (QE)- New tile in KHRIS

Submit your own qualifying event (30 days)

- Requires- Application & Supporting Documentation
- Allow two-week processing time

KHRIS

Uploading QE Steps

- Click “Qualifying Event” tile
- Log in with KHRIS credentials
- Click “Health Active Agency PDF Upload”
- Change plan year to current year
- Select “Reason for Application: Qualifying Event”
- Select “Qualifying Event”: Reason you are submitting
- Enter Employee Information: Employee ID or PERNR, enter
- Attach Application(PDF) and save
- Attached Extra Documentation (PDF) - this is the supporting documentation and save
- Click Submit

Common Qualifying Events

30 days from event date to submit

Event	Documentation
Marriage (Gain Spouse)	Marriage Certificate
Divorce (Remove Spouse)	Divorce Decree
Birth/Adoption	Hospital Birth Certificate/Adoption Forms
Death	No forms required
Termination of Spouse and/or Dependent Employment (adding to Employee's Policy)	Proof of loss of coverage and/or Marriage Certificate, Birth Certificate

****Documentation would be submitted along with the Application****

Contact Employee Relations for additional guidance not listed

New for 2025

Adverse Weather Leave

- Employees get a bucket of 7.5 Hours every January 1st.
- Effective September 30, 2025.
- Time does not have to be made up.
- Once 7.5 hours has been used, employees must use Annual, Comp or LNPU (if no leave time is available) if not able to be at work.
- If time is not used it does **NOT** accumulate.

New for 2025

Employer Paid Leave (ERPL)

- Effective: **October 31, 2025**
- Six (6) weeks paid leave upon appointment. Renewed after the completion of 120 months and 240 months of services.
- Can be utilized for one or more of the following reasons:
 - Birth of a child and to care for the newborn child if the leave is taken within one year of the child's birth.
 - Placement with the employee of a child for adoption or foster care if the leave is taken within one year of the child's placement.
 - Serious health condition that makes an employee unable to perform the functions of the employee's job.

New for 2025

Employer Paid Leave (ERPL) Continued

Rules:

- Shall comply with the requirements of the FMLA
 - If FMLA is applicable, an employee shall use ERPL concurrently with FMLA leave.
- Qualifying leave shall be designated as ERPL and shall be exhausted prior to the employee's use of other accrued leave.
- Upon exhaustion of ERPL, additional leave shall comply with the other provisions of this administrative regulation, including the requirement for medical documentation signed by a licensed medical provider certifying the employee's continued need for leave.
- Shall be used only on a continuous basis for absences of three (3) or more consecutive days.
- Must request advance approval from supervisor to use ERPL.

New for 2025

Employer Paid Leave (ERPL) Continued

- Contact PVA Employee Relation for qualifications and application at PVAEmployeeRelations@ky.gov
- Tracking:
 - Timesheets will be completed by PVA Employee Relations once KHRIS is updated.
 - Until then: Employee will need to use their leave or LNPA. Then, once the leave is active your HRG will update your timesheet and leave quotas.

Onboarding Reminders

- Welcome Brochure - Provided to new hire once they clear in KHRIS
- All emails are sent to KY.gov emails
- Current forms are emailed to New Hire and PVA
- Password for desktop login comes from COT
- New Employee Binders are sent to Full Time Employees only
- Encrypt emails when returning form. **#rmsencrypt** (Ky.gov emails) **#encrypt** (all others)
- Health Insurance enrollment is complete in KHRIS (30-day time frame)

How does my staff...

Request Family Medical Leave

- Must meet qualification of 12 months state service employment and been paid 1250 hours.
- Contact Employee Relations Branch
- Apply for Sick Leave Sharing
 - Must be out 10 consecutive workdays
 - Depleted all time
 - Complete Sick Leave Application and send to Employee Relations Branch
- Donate time
 - Retain at least 75 hours in sick leave balance
 - Complete Sick Leave Donation form and send to Employee Relations Branch
- Submit A Workers Comp Claim
 - Notify Manager
 - Complete First Report of Injury on PVA Network.

Reminders

- All Employee Relations emails can be sent to PVAEmployeeRelations@ky.gov
- Visit PVA Network site [PVA Human Resources - Department of Revenue](#)
- Visit Personnel Cabinet Website for more benefit details Personnel.ky.gov
- LivingWell Points - Must be cashed out by December 31st
 - Use the Castlight App or site to redeem
 - E-gift cards are e-mailed to your KY.gov email

HR Processing Branch

Pension Spiking - Expense Allowance

Kentucky Public Pensions Authority (KPPA) has reviewed information submitted by your agency regarding the Expense Allowance that is paid to your employees.

It has been determined that the **Expense Allowance payment is considered a bonus payment.** Kentucky Revised Statute 78.510(13) states that *"...A lump-sum bonus, severance pay, or employer-provided payment for purchase of service credit shall be included as creditable compensation but shall be averaged over the employee's service with the system in which it is recorded if it is equal to or greater than one thousand dollars (\$1000)..."*

In order for KPPA to properly account for all bonuses paid in a fiscal year, you must report these payments on your monthly report. These payments should be reported on a separate record with a payment reason of Bonus/Severance Payment. Payments must be reported in the month in which the member receives the bonus or severance payment.

Pension Spiking - Compensation

Kentucky Public Pensions Authority (KPPA) has reviewed information submitted by your agency regarding the Compensation of Property Valuation that is paid to your employees.

It has been determined that the **Compensation of Property Valuation payment is not considered a bonus payment but** is considered creditable compensation. Per Kentucky Revised Statute 78.510 (13) creditable compensation *'means all salary, wages, and fees, including payments for compensatory time, paid to the employee as a result of services performed for the employer or for time during which the member is on paid leave, which are includable on the member's federal form W-2 wage and tax statement...'*

Compensatory payments should only be reported as creditable compensation for members whose participation date is prior to September 1, 2008. Creditable compensation does not include Workers' Compensation or lump sum payments for accrued vacation or sick leave, except as provided in Kentucky Revised Statute 78.616 (5).

Timesheet Reporting

It is very important that timesheets are submitted and approved accurately at the appointed times.

Please be reminded, do not delete or make any changes to previous pay period. Contact your HR Consultant if you need assistance.

If you plan to be out of the office, you can submit and approve using the link below. You will have to use the full version to submit and approve timesheets.

https://personnel.ky.gov/layouts/15/ESS_MobileApp/QuickAccess.aspx

Timesheet Reporting Continued

Review Working Times Selections

Selection choices in the **Review Working Times** section are:

- No Timesheet Submitted
- Incomplete Timesheet
- To be Approved
- Completely Approved

Selecting the **Review Working Time** link will display the options for you to send reminders to employees.

Review Working Times	
Work Week From 01/13/2019 To 01/19/2019	
< Previous Week Next Week >	
No Timesheet Submitted:	3
Incomplete Timesheet:	0
To be Approved:	0
Completely Approved:	0
Review Working Time	

*Part-time employees must only enter their hours worked. If they are to be paid for holidays (at the discretion of the PVA), then they must enter the code HOLP.

Timesheet Reporting Continued

Send Mass Reminder

Selecting the **Send Mass Reminder** link will generate an email to your staff in a **No Timesheet Submitted** status or an **Incomplete Timesheet** status reminding them to complete their timesheet.

Details for All

 Send Mass Reminder				
Actions	Status	Employee Name	Personnel Number	Missing Time
	No Timesheet Submit...	Brown , Charlie Peanut	00161322	40.00 H
	No Timesheet Submit...	Brown , Sally Peanut	00173172	37.50 H
	No Timesheet Submit...	Doe , Jenn L	00182808	37.50 H

You can send individual reminders by selecting the email icon on the individual lines.

< **KHRIS** Time Approval ▾ 🔍 👤

[Refresh](#)

▾ Time Approval

Unapproved Time (8)

[Show Quick Criteria Maintenance](#)

[Approve](#)
[Reject](#)
[Forward](#)

☐	Personnel No.	Employee Name	Next Processor	From	To	Message	Recorded Time	Retro
☒	610309	Beasley , Deborah L	Yeager , Dana R	04/28/2024	05/04/2024		24 H	
☐	201789	Abrams , Cynthia G	Yeager , Dana R	05/05/2024	05/11/2024		40 H	
☐	203148	Curd , Charles A Jr	Yeager , Dana R	05/05/2024	05/11/2024		40 H	
☐	475972	Sanders , Betty A	Yeager , Dana R	05/05/2024	05/11/2024	⚠️	45.250 H	
☐	610309	Beasley , Deborah L	Yeager , Dana R	05/05/2024	05/11/2024		40 H	
☐	175547	Bellamy , Latrese V	Yeager , Dana R	05/12/2024	05/18/2024	⚠️	32 H	
☐	194899	Norman , Melanie L	Yeager , Dana R	05/12/2024	05/18/2024		40 H	
☐	610309	Beasley , Deborah L	Yeager , Dana R	05/12/2024	05/18/2024	⚠️	24 H	
☐								

▾ Review Working Times

You can approve or reject working times that are recorded by employees in your area and can send e-mail reminders to employees who have not completed their tasks.

Work Week From 05/05/2024 To 05/11/2024

[< Previous Week](#)
[Next Week >](#)

No Timesheet Submitted:

Incomplete Timesheet:

To be Approved:

Completely Approved:

Review Working Time

▾ Team Reports

Reporting Holidays and Training

Remaining State Observed Holidays

Christmas - Thursday, December 25, 2025 & Friday, December 26, 2025

New Year's – Thursday, January 1, 2026 & Friday, January 2, 2026

If your county Judge Executive closes for a different day, the code would be **CLOS**.

Part-Time employees will be paid at the discretion of the PVA for half the holiday. This is included in the monthly maximum hours of 99.75 to be paid.

Full-Time employee's holiday will auto populate. If they are 24/7, they will revert back to a 7.50 work schedule.

If you are attending training for CKA, SKA and other PVA sponsored training, the code would be **1REG** but put a comment in notes the title of the training.

NOTE: When taking the PVA Exam it is considered personal, you would use your personal leave.

Leave No Pay Authorize= LNPA

Used to reduce the number of regular hours scheduled due to the absence.

Can only be utilized when annual and compensatory leave have been exhausted; except if an employee is on Workers' Compensation.

Leave No Pay Authorize = LNPA Continued

An employee must have exhausted all of his or her accumulated annual and compensatory leave before leave without pay may be used under the circumstances outlined in the second type of special leave.

Regulation 101 KAR 2:102 Section 2 Sick Leave Without Pay states that an Appointing Authority shall grant sick leave without pay in 2 circumstances:

- If the employee is impaired by illness or injury
 - If the leave does not exceed 30 continuous calendar days; and
 - The employee has utilized all of their accumulated leave (except if they requested to save 10 sick days).

OR

- If it's within an employee's first 12 months of employment and do not qualify for FMLA.
 - The employee must also have exhausted all of their leave.
 - This cannot exceed a period of 30 working days.

Leave No Pay Unauthorized= LNPU

Used to reduce the number of regular hours scheduled due to the absence.

Unpaid time w/o approval.

Bereavement/Funeral = BERV

Used in conjunction
with another absence
code to indicate
employee is on Funeral
or Bereavement Leave.

Can use up to 5 days of
leave (use of SICK,
ANLL, COMP or LNPA)

Timesheet Reporting Tutorials

Employee Self Service (ESS)

- Time Recording Basics
- Accurate Time Reporting

<https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx>

Manager Self Service (MSS)

- Time Approval Basics
- Accurate Time Reporting

<https://personnel.ky.gov/Pages/learning-KHRIS-MSS.aspx>



PVA Office Closing Form



County PVA Office

Date of Closing

Pay Period

Documentation must be provided with this form unless employee uses their time.

Please check one of the following reasons:

Courthouse Closed (CLOS)	☐	 Reason for Closing
PVA Office Closed (CLOS)	☐	 Reason for Closing
Adverse Weather (AWL)	☐	 State nature of weather condition & adhere to 101 KAR 2:102, section 10. This time must be made up within a four month period.
Other	☐	 Reason for Closing

NOTE: All PVA Office closings must be reported to the PVA Administrative Support Branch before or on the date of closing and be reflected on the ETS-PVA timesheet.

PVA Signature

Date

PVA Administrative Support Branch

Date Received

Office Closure

Options for Closure

- Judge/Executive Closure
- **PVA Office Closure (most recent)**

Property Valuation Administrator (PVA) has the authority to close their office in the event of severe local weather conditions or other emergency events that impact the health and safety of the PVA staff (unclassified state employees).

- Telework (If able to work from home)
- Use personal leave

Fair Labor Standards Act (FLSA)

Non-Exempt and Exempt

The federal statutes and regulations require that the appropriate "test" be applied to each individual who is exempt from the overtime provisions of FLSA. Be sure to classify employees appropriately when completing the FLSA Exempt Test Form.

Non-Exempt Employees

If a position is NOT an executive, administrative, or professional job in accordance with the established guidelines and the job is paid on a salaried - not hourly - basis, the position is considered to be "non-exempt". These positions will earn compensatory leave time for any hours worked beyond the standard 37.50 hour work week until forty hours are worked. An employee in a "non-exempt" position is entitled to receive time and a half for each hour worked over forty in a work week.

If the employee is paid by the hour or is a part-time employee working less than 100 hours per month, they will be paid for the hours worked up to forty hours per week. For work time in excess of forty in a week, these employees also have the option of being paid at one and a half times their regular rate of pay or earning one and a half hours of compensatory leave for each hour worked over forty.

Exempt Employees

If a position is considered an executive, administrative, or professional job, employees in these positions are considered "exempt" under the federal guidelines. Typical PVA office employees that would fall into this category include the Chief Deputy and Chief of Staff. Employees in exempt positions are entitled to compensatory leave time for all hours worked in excess of their regular work schedule.

Non-Exempt Employees & Overtime

Non-Exempt Employees

If your position is not exempt from the overtime provisions of the FLSA, your rate and manner of earning is as follows:

- Employee on a 37.5 hour work week, who works between 37.5 and 40 hours earns compensatory leave time on an hour for hour basis. 2.5 hours worked = 2.5 hours compensatory leave time earned.
- Compensatory leave time is earned at a rate of one and one-half hour for each hour worked over the 40. 1 hour worked = 1.5 hours compensatory leave time earned.

NOTE: Non-exempt employees have the option of receiving compensatory leave or overtime pay, for hours worked over 40. This election, which must remain in effect for a minimum of three months, should be provided to your HR Office using the Overtime Compensation Election Form, which is available on the [Personnel Cabinet's website](#) under Documents in Demand. The employing agency shall not mandate an employee's election of compensatory leave or paid overtime.

<https://extranet.personnel.ky.gov/Pages/Documentsindemand.aspx>



OVERTIME COMPENSATION FORM
(for Non-Exempt Employees Only)

☒ **ELECTING COMP TIME**

I request that all hours which I work in excess of forty (40) hours in a work week be accrued as compensatory leave at a rate of one-and-one half (1 ½) hours for each hour worked over forty (40) hours.

I understand that this election cannot be changed for a minimum of three (3) months, and will continue after that time until a new written election is submitted.

I certify that this election is voluntary on my part with no coercion or direction to force my decision.

Employee's Printed Name

Employee's Signature

Employee's Personnel Number (Pernr)

Date Signed

☐ **RESCINDING COMP TIME ELECTION**

I rescind my election to accrue compensatory leave, at a rate of one-and-one half (1 ½) hours for each hour worked in excess of forty (40) hours in a work week, and request that I be paid at one-and-one half (1 ½) times my hourly rate of pay.

I understand that this election cannot be changed for a minimum of three (3) months, and will continue after that time until a new written election is submitted.

I certify that this election is voluntary on my part with no coercion or direction to force my decision.

Employee's Printed Name

Employee's Signature

Employee's Personnel Number (Pernr)

Date Signed

Pursuant to Section 5 of 101 KAR 2:102 and 101 KAR 3:015, the employing agency shall not mandate an employee's election of compensatory leave or paid overtime.

PC/CHRA/OLS
Sept 2022

Overtime Compensation Form

Fringe Benefits

PVAs (Elected Official) using the office vehicle for personal use will be taxed using the Fair Market Lease Value (FMLV) Rule. Determining the value of the personal use will be calculated with the following formula:

$$\text{(FMLV X Personal Use Miles) / Total Use Miles} = \text{Personal Use Value}$$

PVA Vehicle Use Form (must include FMLV) is to be sent to your HR Consultant. The preferred methods for submitting the vehicle use form are as follows:

- **Quarterly**
- **This would be for personal use.**
- **Submit the final quarter by December 15, 2025.**

Fringe Benefits- PVA Reporting

(**PLEASE CHECK FORMULAS FOR EACH QUARTER**)				CALENDAR YEAR 20____												COUNTY NAME		
				PVA QUARTERLY PERSONAL USE OF OFFICE VEHICLE												PVA NAME		
YEAR																		
VIN #																		
MAKE/MODEL																		
BEGINNING ODOMETER #	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
PERSONAL MILEAGE																		
	JANUARY	FEBRUARY	MARCH	QTR TOTAL	APRIL	MAY	JUNE	QTR TOTAL	JULY	AUGUST	SEPTEMBER	QTR TOTAL	OCTOBER	NOVEMBER	DECEMBER*	QTR TOTAL		
WEEK ONE	0	0	0		0	0	0		0	0	0		0	0	0			
WEEK TWO	0	0	0		0	0	0		0	0	0		0	0	0			
WEEK THREE	0	0	0		0	0	0		0	0	0		0	0	0			
WEEK FOUR	0	0	0		0	0	0		0	0	0		0	0	0			
WEEK FIVE	0	0	0		0	0	0		0	0	0		0	0	0			
TOTAL QUARTER PERSONAL MILES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
ENDING ODOMETER #:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTAL USE MILES :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
# COMMUTING DAYS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
QUARTER CALCULATION				QUARTER CALCULATION												QUARTER CALCULATION		

Contacts

- Inventory Contact- KaylaM.Donovan@ky.gov 502-564-3658
- Controller- Letter for Tax Identification- Joe.McDaniel@ky.gov 502-564-5120
- Billing Estimates & Grades Available- Kim.Holt@ky.gov 502-564-7198
- Computer Access- PVA.TechSupport@ky.gov
- Wage Garnishments- Collector must send to Kentucky State treasury:
Mike Burford: 1050 US HWY 127 South, Suite 100, Frankfort, KY 40601



Questions
