



FINANCE AND
ADMINISTRATION CABINET

PVA Summer Conference 2025

June 9-11, 2025

DIVISION OF HUMAN RESOURCES

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HR Processing Branch

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PVAEmployeeRelations@ky.gov

A solid orange vertical bar is positioned on the left side of the slide, extending from the top to the bottom.

Employee Relation & 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

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 log in 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 Relation Branch

Appy for Sick Leave Sharing

- Must be out 10 consecutive days
- Depleted all time
- Complete Sick Leave Application and send to Employee Relations Branch

Donate time

- Retain at least 75 hours in leave balance
- Completed 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

- LivingWell Promise must be completed in Castlight by July 1st
- 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. [Pages - Personnel Cabinet Home](#)

HR Processing Branch

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

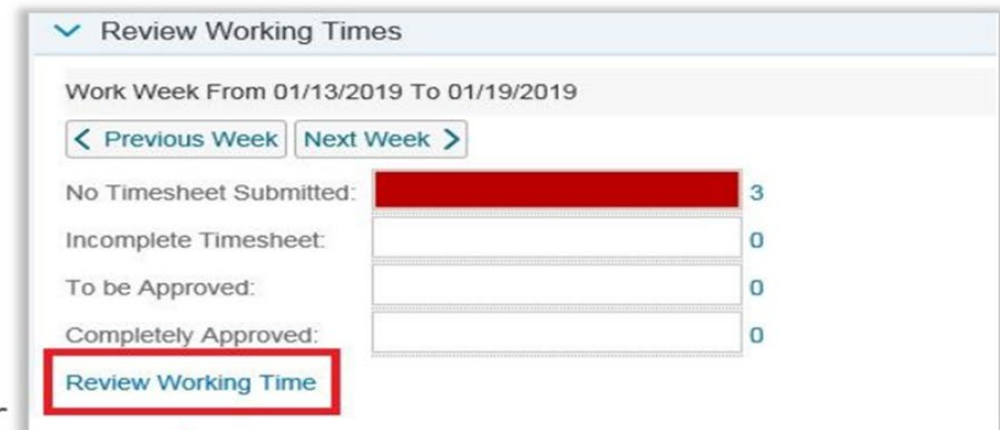
Timesheet Reporting (continued...)

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.



The screenshot shows a web interface titled "Review Working Times". Below the title, it specifies the "Work Week From 01/13/2019 To 01/19/2019". There are two navigation buttons: "< Previous Week" and "Next Week >". A summary table displays the status of timesheet submissions:

Status	Count
No Timesheet Submitted:	3
Incomplete Timesheet:	0
To be Approved:	0
Completely Approved:	0

At the bottom of the interface, there is a link labeled "Review Working Time" which is highlighted with a red rectangular box. A red arrow points from below the slide towards this link.

*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.

Timesheet Reporting (continued...)

<

KHRIS

Time Approval ▾

🔍

👤

Refresh

▾ Time Approval

Unapproved Time (8)

Show Quick Criteria Maintenance

Approve Reject Forward

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

▾ Review Working Times

You can approve or reject working times that are recorded b employees in your area and can send e-mail reminders to e 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

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 and
 - 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

- The 2nd reason is if it's within an employees 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)	<input type="checkbox"/>	_____ Reason for Closing
PVA Office Closed (CLOS)	<input type="checkbox"/>	_____ Reason for Closing
Adverse Weather (AWL)	<input type="checkbox"/>	_____ 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	<input type="checkbox"/>	_____ 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 event, that impact the health and safety of the PVA staff (unclassified state employees).
- Adverse Weather Leave (employee has one hundred twenty-three (123) days from the occurrence of the absence to make up the time lost)
- 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 workweek.

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 and 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



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.

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.**

(**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
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		

Fringe Benefits- PVA Reporting

Contacts You May Need

- 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
