

PVA Fall Conference 2024

December 5, 2024



FINANCE AND
ADMINISTRATION CABINET

DIVISION OF HUMAN RESOURCES

Grover "Dale" Clemons, Division Director

Grover.Clemons@ky.gov / 502-564-0408

Teresa Miner, Assistant Director

TeresaK.Miner@ky.gov / 502-229-7742

HR Processing Branch

Latrese Bellamy-Branch Manger

Cyndi Abrams ~ Adair-Grant County

Cyndi.Abrams@ky.gov / 502-564-6937

**Deborah Beasley ~ Graves- McLean County
(excluding Jefferson)**

Deborah.Beasley@ky.gov / [502-564-0222](tel:502-564-0222)

**Latrese Bellamy ~ Madison –Woodford
County (including Jefferson)**

LatreseV.Bellamy@ky.gov / [502-564-6938](tel:502-564-6938)

Employee Relations Branch

Elizabeth Cunningham, Branch Manager

Elizabeth.Cunningham@ky.gov / 502-564-0780

Teresa Hall

TeresaS.Hall@ky.gov / 502-564-4319

PVAEmployeeRelations@ky.gov

PVA Employee Relations and Benefits

Hiring Process

New Hire Onboarding (PVA Employee Relations Branch)

- Onboarding Emails and Meeting Request
 - Sent 3-4 days prior to the start date
 - Sent to PVA and New Hire(if action has cleared)
- Binder Sent to PVA Office

Onboarding Day (Start Date)

- Onboarding on First day via Microsoft TEAMS
- Cover New employee Binder and Paperwork

Onboarding Process

Orientation:

- Held the 1st & the 16th of each month
- Via TEAMS
- NEO binder mailed before

Onboarding Itinerary:

- New Employee Onboarding Paperwork
- Trainings
- PVA Employee Handbook
- Direct deposit
- KHRIS portal
- Metlife
- Student Loan Forgiveness
- Deferred Comp
- Work Aids
- Health Insurance

Onboarding Process (cont.)

New Hire Paperwork:

- I9
- Tax Forms (W4)
- MetLife application
- Direct Deposit
- EEO
- Work Schedule
- KPPA
 - Membership
 - Beneficiary

Optional Forms:

- KECC
- Deferred Comp Reimbursement
- Outside Employment

Encryption

- #encrypt
- #rmsencrypt (only when using KY.gov email)

Benefits

Health Insurance

Plans

- LivingWell CDHP
- LivingWell PPO
- LivingWell Basic
- LivingWell High Deductible Plan

Optional Insurance

Plans

- Dental
- Vision
- Life

Benefits

Qualifying Events

- Health - If you have experienced a life-changing (qualifying) event a new child, divorce, marriage, loss of coverage, Medicare or Medicaid, etc. - you can adjust your health benefit options to reflect your current needs and status.
- Life - Complete an enrollment /change application and submit to the Employee Relations Branch.
- Dental & Vision - Please contact the Employee Relations Branch for specifics.
- You have 30 calendar days from the date of your qualifying event to submit your paperwork.

Benefits

MetLife Insurance

- \$20,000 Life Insurance policy provided at no cost
- Option to purchase additional life insurance for you and your eligible dependents.
- Estate Planning available for those who are enrolled in Supplemental Term Life Insurance
- Rates available on Personnel Website

Benefits

Kentucky Deferred Compensation

- Supplemental Retirement Savings Plan
- Plans Available
 - IRA
 - Roth 401(k)
 - Roth 457(b)
 - Deemed Roth IRA
- New Hire Auto Enrollment
 - All appointments after July 2019
 - 90 days to opt out

Visit the Personnel Cabinet Website for
more Benefit details.

[Personnel Portal \(ky.gov\)](https://personnel.ky.gov)

FMLA

In general, the Family Medical Leave Act (FMLA) is a federal law that provides up to 12 weeks unpaid, job-protected leave to employees for certain family and medical reasons.

If an employee is out 3 or more consecutive workdays, the Supervisor must report the situation to HR.

Eligible Kentucky Executive Branch employees covered by KRS Chapter 18A are entitled to twelve (12) weeks of unpaid family and medical leave per CALENDAR YEAR.

101 KAR 2:102, Sections 3

101 KAR 3:015, Section 3

FMLA Eligibility

To be eligible for Family Medical Leave, an employee must have:

1. Completed at least twelve (12) months of state service; and
2. Worked or been on paid leave for at least 1,250 hours in the twelve months immediately preceding the first day of Family and Medical Leave.

FMLA Leave Entitlement

An eligible employee must be granted at least twelve (12) weeks of Family Medical Leave during the calendar year for one or more of the following reasons:

- For the birth of a son or daughter, and to care for the newborn child;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent with serious health condition.
- (**LEAVE ENHANCEMENT** - To care for an "immediate family member" with a serious health condition).

FMLA Leave Entitlement

- Because of a serious health condition that makes an employee unable to perform the functions of the employee's job;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, parent, or someone of similarly close relationship is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation;

FMLA Leave Entitlement

- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, next of kin, or someone of similarly close relationship to the servicemember.

****NOTE:** An eligible employee is entitled up to 26 workweeks of leave to care for a covered service member with a serious injury or illness during a single twelve (12) month period.

Types of FMLA Leave

Intermittent

- Intermittent leave is Family Medical Leave taken in blocks of time due to a single qualifying reason.
- A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday.

Examples

- ▶ Maternity, Adoptions
- ▶ Medical Treatments
- ▶ Care for a Family Member

Continuous

- Continuous leave is Family Medical Leave taken continuous due to single qualifying reason.

Examples

- ▶ Surgeries
- ▶ Maternity, Adoptions
- ▶ Care for a Family Member

Workers Compensation

The Kentucky Workers Compensation Program (excludes Transportation Cabinet employees) provides medical and disability benefits to employees who may experience a work-related injury or illness. A managed care program is used to provide covered medical benefits.

[Workers comp \(ky.gov\)](http://ky.gov/workerscomp)

[Workers Comp](http://ky.gov/workerscomp)

502.564.6847

888.860.0302

101 KAR 2:140

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the image, creating a modern, dynamic feel.

PROCESSING AND RECRUITMENT BRANCH HUMAN RESOURCES

Hiring Process

Candidate Selected by PVA Office

- **15 Days prior to anticipated start date**
- Submit Employee forms to HR
 - State Application
 - Copy of High School Diploma/GED Certificate/ GED Transcripts
 - Copy of College Degree/Official/Notary Transcript
- Submit RPA(in Excel format) to DOR Budget
 - RPA is available on the PVA Network
 - Emailed to DORPVAApprovals@ky.gov
 - CC your HR Consultant on email to DOR

Budget Approval

- Budget submits RPA to HR once approved

Hiring Process

HR Approval

- Approval of new hire comes from HR and verifies start date
- New Hire forms to be sent to your HR Consultant
 - Position Description
 - KRC Acknowledgement of Confidentiality
 - Fair Labor Standards Act Test and Form
 - Code of Ethics Certification
 - Previous Employment Form
- Computer Access Form- Send to: PVA.TechSupport@ky.gov

*** Always use most recent forms from PVA Network**

PERSONNEL ACTION PROCESS

- Complete the Request for Personnel Action (RPA) with accuracy at least 15 days before the effective date.
- Complete the state application including dates and any college and/or work experiences. (must meet minimum grade requirements) The experiences determine the candidate's qualifications.
- All forms on the hiring checklist must be completed and/or signed. (Packets and updated forms can be obtained through the PVA Network or from your HR Consultant or the PVA Employee Relations Branch).

REQUEST FOR PERSONNEL ACTION (RPA)

RPAs are to be sent to DORPVAApprovals@ky.gov for budget approval.

NOTE: Budget approves available funds & DHR verifies for approval that qualifications and/or experience have been met.

REQUEST FOR PERSONNEL ACTION			
<i>(For use by Property Valuation Administrators updated September 16, 2024)</i>			
NAME (Last, First Middle)		PREFERRED NAME	WORK COUNTY
			Select One
HOME ADDRESS (street, city, state, zip)		HOME COUNTY	DATE OF BIRTH
		Select One	SSN OR PERNER <small>If using SSN, we must encrypt the email.</small>
ACTION TYPE and REASON		POSITION TYPE	EFFECTIVE DATE
Select One	Select One	Select One	
GENDER	RACE	COMMENTS (Must provide details)	
Select One	Select One		
TIME APPROVER NAME			
CURRENT TITLE		CURRENT SALARY	CURRENT GRADE
NEW TITLE		NEW SALARY	NEW GRADE
FLSA STATUS		OO PORTION	OX PORTION
Select One			
PYA Approval			Date
For Internal Use:			
Budget Approval _____		Approval Date _____	
HR Approval _____		Processed Date _____	

FAIR LABOR STANDARD ACT

- 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.

APPOINTMENTS

To ensure accurate appointment actions, it is imperative that your HR Consultant is notified prior to hiring.

- Please complete and submit all forms on both the hiring and benefit checklists.
- Please confirm with the potential employee whether or not they have had previous service in either state, county or the education system (KPPA, CERS or KTRS).

SEPARATIONS

To ensure proper separation, it is imperative that your HR Consultant is notified prior to the separation/retirement.

- Please submit RPA within 15 days
- Please notify us if employee has accepted a position with a government entity (KPPA, CERS or KTRS).

UNEMPLOYMENT INSURANCE

Unemployment Insurance is provided to an employee who is discharged from employment.

Types of Unemployment Status:

- Voluntary Resignation
- Dismissal

The burden of proof rests with:

Employee – to prove a forced resignation

Employer – to prove employee's misconduct

DEFERRED COMPENSATION & PAYOUTS

- Deferred comp is not considered pre-tax for Social Security and Medicare.
- The taxes withheld are calculated based on the gross.
- Local taxes are also calculated on the gross.

Example

Gross payout amount: **\$7,225.47** Deferral Max: **\$6,250.00**

- For Federal and State taxes, one would only be taxed on the difference between their gross less the deferral amount ($\$7,225.47 - \$6,250.00 = \$975.47$) If you take $\$975.47 \times 22\%$ (Federal Supplemental Rate) = \$214.60 if had not deferred, the federal tax withholding would have been \$1,589.60.
- For State taxes, it would be calculated on $\$975.47 \times 4.5\%$ (state tax withholding rate) = \$43.90 if not deferred, the state tax withholdings would have been \$325.15. As you can see you had a substantial savings in Federal and State taxes because of the deferral.

EXIT INTERVIEW

- Employee that will be separating due to resignation, transfer, retirement, etc. should notify their HR Consultant prior to their last day of work. An exit interview will be preformed by the PVA.
- If retiring, the KPPA 6000 (section H) Form is to be completed by your HR Consultant.
- Employee should notify their HR Consultant regarding their payouts.

PROMOTIONS AND SALARY ADVANCEMENT

- All promotion and salary adjustment requests must be accompanied with an updated application and position description.
- The updates would reflect any changes since the employee's last promotion or salary advancement.

Note: Any salary advancement other than a vacancy promotion would be effective the 16th of the month.

LOCAL FUNDS (OX) SALARY INCREASES

If sufficient funds are available, the PVA may request to increase an employee's salary in 5% increments, up to the mid-point of the grade. This increase must be requested and paid through local funds (OX) and can only be given once every twelve (12) months. If these funds are not available in the subsequent fiscal year or at the discretion of an incoming PVA, the employee's salary will revert to their previous salary.

Note: Agreement is to be completed for each OX increase and filed in the Employee's personnel file at the PVA's Office.

PROPERTY VALUATION ADMINISTRATION OFFICE DISCRETIONARY FUND PAY GRADE/SALARY CHANGE AGREEMENT

This agreement acknowledges that I, _____ understand that the securing of this "Pay Grade/Salary Change" is dependent on the availability of County (OX) funds for the Fiscal Year _____. If these discretionary County (OX) funds are not available in the subsequent fiscal year, my "Pay Grade/Salary Change" personnel/payroll action will revert back to my previous salary.

PRINTED NAME

SIGNATURE

DATE

PVAs: A copy of this form should be permanently maintained in the Employee's personnel record.

PART-TIME, SEASONAL & INTERIM

Per KAR 1:140

- An employer participating in KPPA shall not classify an employee in more than one (1) non-participating position status during the fiscal year.
- Employee cannot be in two (2) non-participating status in the same fiscal year. If they work seasonally, they must have a 3-month break before returning.
- If employee does not observe a 3-month break in service, all omitted contributions (contributions not withheld and paid to KPPA) will be billed to the county.

***NOTE: Employees under 18 and without high school degree will be classified in a seasonal/interim position. Must indicate if part-time or full-time seasonal on RPA.**

TIMESHEET REPORTING

- The rule of thumb for submitting timesheets:
Submit by Noon the day after pay day and approve by the close of business the following day.
- The PVA should not submit a timesheet for themselves.
- 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. **(Their timesheet will also reflect an error due to system is looking for 24 hours. Be sure to submit and approve actual hours worked).**

TIMESHEET REPORTING (Continued...)

Time Approval

Unapproved Time (1)

ApproveRejectForward

<input type="checkbox"/>	Personnel No.	Employee Name	Next Processor	From	To	Message	Recorded Time	Retro
<input type="checkbox"/>	175547	Bellamy , Latrese V	Perry , Stacy M	10/17/2021	10/23/2021		41 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"/>								

Last Refresh 10/26/2021 13:28:35 EST Refresh

Review Working Times

Work Week From 10/17/2021 To 10/23/2021

Previous WeekNext Week

No Timesheet Submitted: 4

Incomplete Timesheet: 0

To be Approved: 0

Completely Approved: 4

Review Working Time

Team Reports

My Responsibility

Name	Personnel No.	E-Mail
Darby , Jeanne E	00163180	JEANNE.DARBY@KY.GOV
Bellamy , Latrese V	00175547	LATRESEV.BELLAMY@KY.GOV
Perry , Tina A	00181903	TINA.PERRY@KY.GOV
Adair , Mitchell G	00182722	MITCHELL.ADAIR@KY.GOV
Mitchell , Kimberly S	00183731	KIM.MITCHELL@KY.GOV
Abrams , Cynthia G	00201789	CYNDI.ABRAMS@KY.GOV
...

Time approver's view.

TIMESHEET REPORTING (Continued...)

<

KHRIS

Time Approval ▾

🔍

👤

Refresh

Time Approval

Unapproved Time (8)

Show Quick Criteria Maintenance

ApproveRejectForward

<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 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

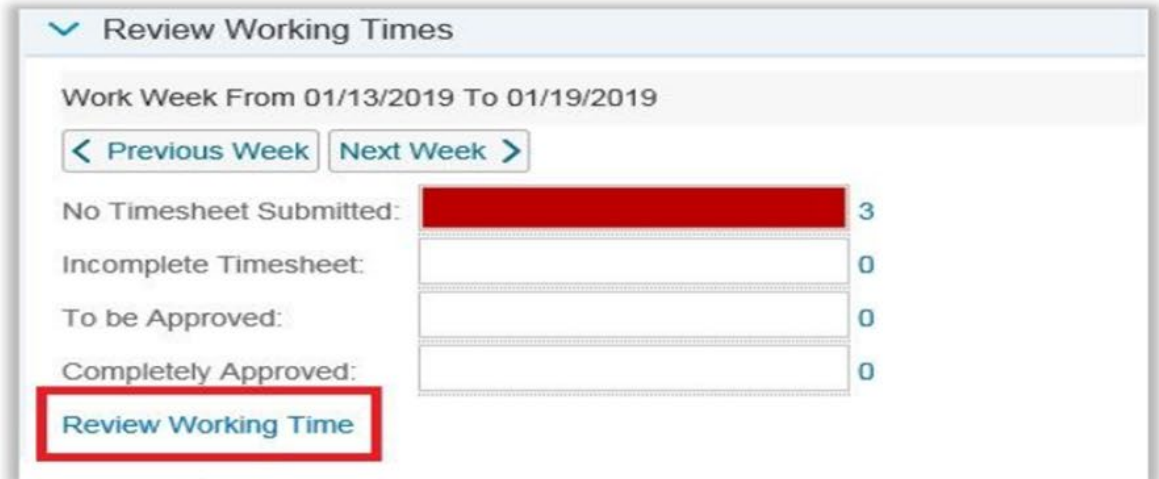
TIMESHEET REPORTING (Continued...)

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	

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...)

▼ Timesheet

[< Previous Week](#)[Next Week >](#)[Copy from Target Hours](#)[Insert Row](#)

	De...	Att./abs. type	Total	SU, 09/17	Det.	MO, 09/18	Det.	TU, 09/19	Det.	WE, 09/20	Det.	TH, 09/21	Det.	FR, 09/22	Det.	SA, 09/23	Det.
<input type="radio"/>			40			8		8		8		8		8			
<input type="radio"/>		Σ	0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00	
<input type="radio"/>		1REG - R... ▼	0														
<input type="radio"/>		6ADL - Ad... ▼	0														
<input type="radio"/>		ANLL - An... ▼	0														
<input type="radio"/>		SICK - Sic... ▼	0														
<input type="radio"/>		COMP - C... ▼	0														
<input type="radio"/>		▼															
<input type="radio"/>		▼															

No time reported

TIMESHEET REPORTING (continued...)

▼ Timesheet

< Previous Week

Next Week >

Copy from Target Hours

Insert Row

	De...	Att./abs. type	Total	SU, 08/27	Det.	MO, 08/28	Det.	TU, 08/29	Det.	WE, 08/30	Det.	TH, 08/31	Det.	FR, 09/01	Det.	SA, 09/02	Det.
<input type="radio"/>			40			8		8		8		8		8			
<input type="radio"/>		Σ	40.00	0.00		8.00		8.00		8.00		8.00		8.00		0.00	
<input type="radio"/>		1REG - R... ▼	33			8		8		7.50		4		5.50			
<input type="radio"/>		6ADL - Ad... ▼	0														
<input type="radio"/>		ANLL - An... ▼	0														
<input type="radio"/>		SICK - Sic... ▼	0														
<input type="radio"/>		COMP - C... ▼	6.50									4		2.50			
<input type="radio"/>		CLOS - Ag... ▼	0.50							0.50							
<input type="radio"/>		▼															

Reporting closure and comp used

Note: When using leave or additional hours work, comments are needed in the notes.

TIMESHEET REPORTING (continued...)

▼ Timesheet

[< Previous Week](#)[Next Week >](#)[Copy from Target Hours](#)[Insert Row](#)

	De...	Att./abs. type	Total	SU, 09/10	Det.	MO, 09/11	Det.	TU, 09/12	Det.	WE, 09/13	Det.	TH, 09/14	Det.	FR, 09/15	Det.	SA, 09/16	Det.
<input type="radio"/>			40			8		8		8		8		8			
<input type="radio"/>		Σ	40.00	0.00		8.00		8.00		8.00		8.00		8.00		0.00	
<input type="radio"/>		1REG - R... ▼	40			8		8		8		8		8			
<input type="radio"/>		6ADL - Ad... ▼	0														
<input type="radio"/>		ANLL - An... ▼	0														
<input type="radio"/>		SICK - Sic... ▼	0														
<input type="radio"/>		COMP - C... ▼	0														

Time has been entered but not submitted for approval.

TIMESHEET REPORTING (continued...)

<	May 2024							June 2024							July 2024							>	
	Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
18	28	29	30	1	2	3	4	22	26	27	28	29	30	31	1	27	30	1	2	3	4	5	6
19	5	6	7	8	9	10	11	23	2	3	4	5	6	7	8	28	7	8	9	10	11	12	13
20	12	13	14	15	16	17	18	24	9	10	11	12	13	14	15	29	14	15	16	17	18	19	20
21	19	20	21	22	23	24	25	25	16	17	18	19	20	21	22	30	21	22	23	24	25	26	27
22	26	27	28	29	30	31	1	26	23	24	25	26	27	28	29	31	28	29	30	31	1	2	3
23	2	3	4	5	6	7	8	27	30	1	2	3	4	5	6	32	4	5	6	7	8	9	10

 Complete  Not Released  Rejected  Non-Working Day  Holiday
 Approved  Current Selection  Today

TIMESHEET REPORTING (continued...)

Calendar

July 2023								August 2023								September 2023							
	Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
26	25	26	27	28	29	30	1	31	30	31	1	2	3	4	5	35	27	28	29	30	31	1	2
27	2	3	4	5	6	7	8	32	6	7	8	9	10	11	12	36	3	4	5	6	7	8	9
28	9	10	11	12	13	14	15	33	13	14	15	16	17	18	19	37	10	11	12	13	14	15	16
29	16	17	18	19	20	21	22	34	20	21	22	23	24	25	26	38	17	18	19	20	21	22	23
30	23	24	25	26	27	28	29	35	27	28	29	30	31	1	2	39	24	25	26	27	28	29	30
31	30	31	1	2	3	4	5	36	3	4	5	6	7	8	9	40	1	2	3	4	5	6	7

Complete Not Released Rejected Non-Working Day Holiday
Approved Current Selection Today

Leave Balances

Leave Type	Leave Balance	Gross Value
Annual Leave	516.00 Hours	\$ 17,157.00
Sick Leave	1,641.34 Hours	N/A
Comp Leave	209.90 Hours	\$ 6,979.18

Calendar view.

Leave balances – only can use time listed.

TIMESHEET REPORTING (continued...)

Previous Week		Next Week		Copy from Target Hours		Insert Row								
Del...	Att./abs. type	Total	SU, 10/07	Det.	MO, 10/08	Det.	TU, 10/09	Det.	WE, 10/10	Det.	TH, 10/11	Det.	FR, 10/12	Det.
		37.50			7.50		7.50		7.50		7.50		7.50	
		38.25	0.00		8.25		7.50		7.50		7.50		7.50	
	1REG - Regula...	37.50			7.50		7.50		7.50		7.50		7.50	
	6ADL - Additio...	0.75			0.75									
	ANLL - Annual ...	0												
	SICK - Sick Le...	0												
	COMP - Comp ...	0												

6ADL – Include a comment in notes when working additional hours.

TIMESHEET REPORTING (continued...)

For special election, the employees will use the following CODES:

- VOTE 4.00 hours
- 1REG 3.50 hours

If they work all day then:

- VOTE 4.00 hours
 - 1REG 3.50 hours
 - 6ADL 4.00 hours
-
- If office is closed, then you would use the number of hours the office was closed.
 - For absentee voting, report on the date you cast your vote.

TIMESHEET REPORTING (continued...)

- If rejected or changed after approved, a comment must be included in the notes section. [Save & Resubmit](#) for approval.
- Deputies should notify approver if they have made changes after approval. Please contact your HR Consultant if changes are made during payroll.
- For split workweeks, you will have to submit time from a previous period. (Will not be paid again for the previous period, therefore changes should not be made to timesheet).
- Future time worked (1REG) is not allowed to be submitted. Only leave time can be submitted in advance.

TIMESHEET REPORTING (continued...)

- If **deputies are** using the same computer to **enter** time, wait **30** minutes **between each** logging on. **If not done**, this could cause the previous user's time to be changed.
- **PLEASE DO NOT MAKE CHANGES TO TIMESHEET IN PREVIOUS PERIODS WITHOUT NOTIFYING APPROVER.**
- Changes to timesheet after approval or during payroll could adversely affect payment.
- Leave accrual, usage and balances can be viewed in KHRIS under Time Statement.
- Comp accruals will be held until the next period during a split workweek.
- Check for accurate time codes **before approving**.

TIMESHEET REPORTING (continued...)

Amending timesheet

- Put comment in notes.
- Replace erroneous hours with zero.
- Enter hours under amended code.
- Resubmit for approval (or re-approval).
- Approver must approve (or re-approve).

For additional assistance, contact your HR Consultant.

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



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 HOURS

FULL-TIME EMPLOYEES

- Must work or use leave for 37.50 hours per week.
- Minimum of 30 minutes for lunch break
- Two rest periods (breaks), a minimum of 10 minutes each.

PART-TIME EMPLOYEES

- Not to exceed 99.75 hours a month
- Meals and breaks are contingent on how many hours worked in a day.
- Employees in Kentucky are required to have one paid 10-minute rest period for each 4-hour work period.

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, 2024.

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		
QUARTER LEASE VALUE:	\$0 (Annual Lease Value/4 Quarters)																	
QUARTER TOTAL PERSONAL USE	0																	
QUARTER TOTAL USE MILES	-																	
<div> <div>YEARLY TOTALS</div> <div> <div>PERSONAL MILES</div> <div>TOTAL USE MILES</div> <div>COMMUTING DAYS</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> </div>																		
*FOR THE MONTH OF DECEMBER, USE ONE OF THE HIGHEST MONTHS OR ELEVEN MONTHS AVERAGE																		
TOTAL TAXABLE VALUE TO PVA FOR QUARTER																		
#DIV/0! (Qtrr Lease Value*Qtrr Personal Miles/Qtrr Total Vehicle Miles)																		

FRINGE BENEFITS

Deputies should calculate the trips made and report use of the office vehicle per pay period. The use of the vehicle for **commuting should be reported on the time sheet as “TRIP” and would be entered as 1 (one way) or 2 (both ways).**

If the vehicle is not left on public property after working hours and is **used only for the purpose of commuting to and from work the value will be \$1.50 per one way or \$3.00 per day.**

**** The PVA should maintain a *Monthly Report* of employees using the office vehicle and how many days, to make sure all is recorded on the time sheet. ****

FRINGE BENEFITS REPORT

Monthly Reporting

***When vehicle remains on public property,
use top portion of form.***

***For individual usage, please use bottom
portion of the form.***

Vehicle Fringe Benefits (For Deputies Only) MONTHLY REPORT

YEAR

COUNTY

REPORTING PERIOD

If the vehicle remains on public property after working hours, please list the license number and the individual responsible for the vehicle.

LICENSE #/s

NAME OF INDIVIDUAL/S

If the vehicle is not left on public property after working hours and is used only for the purpose of commuting to and from work, please list below the license number and name of the individual who used the vehicle and the number of days the vehicle was used for commuting purposes. Deputies can report on their KHRIS timesheet as TRIP (trip equals one way – to and from equals two trips).

LICENSE #

NAME

OF DAYS

I hereby certify, subject to the provision of KRS 532.100 (unsworn falsification to authorities) that all data furnished herewith are true and correct to the best of my knowledge.

Signature:

Property Valuation Administrator

Date:

CLOTHING FRINGE BENEFITS REPORT

PROPERTY VALUATION ADMINISTRATION'S OFFICE CLOTHING FRINGE BENEFITS REPORT

When clothing is purchased throughout the calendar year it becomes a taxable fringe benefit upon delivery (to the employee) and will need to be reported (to the PVA Administrative Support Branch) at point of receipt of those employees.

COUNTY: YEAR:

Item of clothing provided: # of items Cost/Price

Shirt(s)	<input type="text"/>	<input type="text"/>
Sweatshirt(s)	<input type="text"/>	<input type="text"/>
Tee shirt(s)	<input type="text"/>	<input type="text"/>
Sweater(s)	<input type="text"/>	<input type="text"/>
Jacket(s)	<input type="text"/>	<input type="text"/>
Pants/slacks	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Monetary Value: \$

NAME: DATE:

PERNR (Personnel Number) FOR DEPUTY/PVA

- ▶ Complete and send to your HR Consultant for processing.
- ▶ Submit clothing fringe benefits report at the time of receipt of clothing or no later than December 15, 2024.

YEAR-END CLOSEOUT

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

- Submit RPA for any name changes for W-2 update by December 15, 2024.
- Verify mailing address for W-2 distribution.

Note: To receive W-2 through KHRIS, be sure to elect electronic W-2. (This election will allow you to retrieve a copy at any time after they have been posted).

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

PVA Network

PVA Human Resources - Department of Revenue (ky.gov)

<https://revenue.ky.gov/PVANetwork/Pages/Administrative-Support.aspx>



FINANCE AND
ADMINISTRATION CABINET

Questions?

THANK YOU!

DIVISION OF HUMAN RESOURCES

Grover "Dale" Clemons, Division Director

Grover.Clemons@ky.gov / 502-564-0408

Teresa Miner, Assistant Director

TeresaK.Miner@ky.gov / 502-229-7742

HR Processing Branch

Latrese Bellamy-Branch Manger

Cyndi Abrams ~ Adair-Grant County

Cyndi.Abrams@ky.gov / 502-564-6937

**Deborah Beasley ~ Graves- McLean County
(excluding Jefferson)**

Deborah.Beasley@ky.gov / [502-564-0222](tel:502-564-0222)

**Latrese Bellamy ~ Madison –Woodford
County (including Jefferson)**

LatreseV.Bellamy@ky.gov / [502-564-6938](tel:502-564-6938)

Employee Relations Branch

Elizabeth Cunningham, Branch Manager

Elizabeth.Cunningham@ky.gov / 502-564-0780

Teresa Hall

TeresaS.Hall@ky.gov / 502-564-4319

PVAEmployeeRelations@ky.gov