



Human Resources

2022 PVA Summer Conference
Covington, Kentucky

WHAT'S NEW?

We would like to introduce our newest HR Liaison to PVA Land, Laura Monroe. She will be working to assist with some of the counties. Effective July 1, 2022, the office assignments will be as follow:

Cyndi Abrams (Adair - Grant)

Latrese Bellamy (Graves – McLean)

Laura Monroe (Madison – Woodford)

CONTACTS

Cyndi Abrams

Adair - Grant

Phone: (502) 564-6937

Fax: (502) 564-2613

Cyndi.Abrams@ky.gov

Latrese Bellamy

Graves - McLean

Phone: (502) 564-6938

Fax: (502) 564-2613

LatreseV.Bellamy@ky.gov

Laura Monroe

Madison - Woodford

Phone: (502) 564-2303

Fax: (502) 564-2613

Laura.Monre@ky.gov

Stacy Perry, Division Director

Phone: (502) 564-0408 - Fax: (502) 564-2613

StacyM.Perry@ky.gov

Mailing and Physical Address



**Finance and Administration Cabinet
Division of Human Resources
200 Mero Street, 5th Floor
Frankfort, Kentucky 40622**

Note: Please include Attn: for Liaison's name.

Timesheet Reporting Tutorials

Employee Self Service (ESS)

Tutorials

- Time Recording Basics
- Accurate Time Reporting

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

Manager Self Service (MSS)

Tutorials

- Time Approval Basics
- Accurate Time Reporting

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

Timesheet Reporting & Timesheet Error

- Timesheet must be submitted and approved by the scheduled day and time listed on calendar.
 - Timesheets not submitted may cause a delay in payment. Part-time employees may not receive full payment if hours are not submitted and approved.
 - If there is a delay, employee will be paid during an off-cycle or by a manual adjustment. These will cause the employee to be paid after pay day and sometimes would be disbursed on the next pay day.
-

Timesheet Reporting & Timesheet Error

Compensatory Leave Time and Overtime Pay

Any compensatory and/or overtime incurred will be billed to the county and the PVA must submit reimbursement to the attention of **Kim Holt**.

If compensatory time is accrued, an employee must use those hours first, before taking annual leave. A PVA is responsible for knowing if an employee is carrying a compensatory time balance.

The first step in determining how to handle compensatory or overtime issues involves classifying a position as either “non-exempt” or “exempt” in accordance with the Federal Fair Labor Standards Act.

Note: Non-Exempt employees working more than 37.5 hours per week should be reported as earning compensatory leave up to 40 hours. If an employee works more than 40 hours per week, it should be reported as overtime at 1.5 time’s hourly rate on the timesheet.

COMP TIME

An employee would have to take time off during the week before they earned more than 2.50 hours within a week (Sunday through Saturday).

They can earn up to 2.50 without going into overtime if they do not take leave. If they take leave, then they can earn 2.50 plus the number of leave taken prior within the same week.

An employee would have to earn and burn COMP if the PVA does not want to pay overtime.

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.

PERSONNEL PROCESSING

- Complete the Request for Personnel Action (RPA) & forward to Property Tax Budget Branch (Kim Holt) dorpvaapprovals@ky.gov timely (15 days before the effective date) and with accuracy.
 - Complete the state application (must meet minimum **qualifications for the salary grade**) and **forward to Division of Human Resources (DHR)** (15 days before the effective date) with any college and/or work experiences. The **paid work experience** determines the candidate's qualifications.
 - All forms on hiring checklist must be completed and/or signed. (Packet and updated forms can be obtained through the PVA Network or your Liaison).
-

Onboarding (Appointments)

Confirm with potential employee whether or not they have had previous state, county, city or teacher's service (KERS, CERS or KTRS).

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

Please complete and submit all forms on the hiring checklist **(Some forms may require supervisor or witness signature)**.

Exiting (Separations)

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

- Submit RPA within 15 days upon notice.
- Employee should notify DHR if taking on a position with a government entity (KERS, CERS or KTRS).
- If retiring, the 6000H Form is to be completed by your HR Liaison.

Note: Please include last day worked and/or retirement effective date in comments.

RETIREMENT TIERS

Kentucky Public Pensions Authority (KPPA)

TIER 1

Members
Participating
before
September 1, 2008

TIER 2

Members
Participating
on or after
September 1, 2008
through
December 31, 2013

TIER 3

Members
Participating
January 1, 2014
and after

RE-EMPLOYMENT AFTER RETIREMENT...TWELVE (12) MONTH RULE

Within twelve (12) months of retirement:

- If a retired member seeks employment or begins serving as a volunteer with a participating agency within twelve (12) months of his or her effective retirement date, both the member and participating agency must notify KPPA by submitting Form 6751.

After twelve (12) months of retirement:

- Neither a retired member nor a participating agency are required to notify, seek a final determination, or submit forms to KPPA related to any employment, independent contractor, leased employee or volunteering, accepted twelve (12) months after the member's effective retirement date.
-

RE-EMPLOYMENT AFTER RETIREMENT...Continued

ELECTED OFFICIALS

Elected to the same office within twelve (12) months:

If an elected official participating in one of the systems administered by KPPA retires and is elected to the same office within twelve (12) months of his or her retirement date, the member's retirement will be voided, and the member will be required to repay all retirement benefits.

Break in Service: In almost all reemployment situations, the retired member is also required to observe a three (3) calendar month break in service from his or her effective retirement date before returning to work for a participating employer.

To learn more about how KPPA systems operates, go to **KYRET.KY.GOV**

Education Incentive Upon Retirement

Education incentives can only be disbursed once a year. Therefore, if anyone plans to retire in December, they will not receive payment for carry-over hours in the same year they had already received payment.

To receive payment, their retirement date must be effective February 1st of the following year.

For 2022 incentives, if not seeking for re-election, you must have completed hours two (2) months prior to retirement.

(Example: If retiring in November, must have hours by September so incentive can be disbursed in October.)

Insurance Qualifying Events

***You have 35 calendar days from the date of your qualifying event to submit your paperwork.**

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 your HR Liaison.

Dental & Vision

- Please contact your HR Liaison for specifics.
 - Forms can be found under Benefits.
 - <https://personnel.ky.gov>
-

2022 LivingWell Promise

Complete your LivingWell Promise by **July 1, 2022** to earn \$480 in premium discounts for 2023!

To enjoy more moments of better well-being and earn your reward, just complete one easy activity:

Biometric screening – Get a screening onsite, at a doctor’s office or through LabCorp.

OR

Health Assessment – Get a personalized health report online in just 10 minutes.

Visit KEHPLivingWell.com to complete your Promise today.

Questions? Visit KEHPLivingWell.com and the “Rewards” tab or contact WebMD Customer Service at 866-746-1316.

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.
-

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.
-



CONTACTS

- **Cyndi Abrams**

- Adair - Grant
- Phone: (502) 564-6937
- Fax: (502) 564-2613
- Cyndi.Abrams@ky.gov

- **Latrese Bellamy**

- Graves - McLean
- Phone: (502) 564-6938
- Fax: (502) 564-2613
- LatreseV.Bellamy@ky.gov

- **Laura Monroe**

- Madison - Woodford
- Phone: (502) 564-2303
- Fax: (502) 564-2613
- Laura.Monre@ky.gov

Stacy Perry, Division Director

Phone: (502) 564-0408 - Fax: (502) 564-2613

StacyM.Perry@ky.gov



**Be Safe
and Stay
Well!!**
