

# PVA Summer Conference

Division of Human Resources

June 7<sup>th</sup>, 2023

**DIVISION OF HUMAN RESOURCES**

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# PVA Employee Relations and Benefits

Teresa Hall & Elizabeth Cunningham

# Benefits

## Health Insurance

- **Plans**
  - Livingwell CDHP
  - Livingwell PPO
  - Livingwell Basic
- **Programs and Services**
  - Livingwell
  - Smart Shopper
  - LiveHealth Online
  - Diabetes Prevention-Lark
  - Castlight

## Benefits (cont.)

### Optional Insurance

- Dental
- Vision
- Life

### 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. You have 35 calendar days from the date of your qualifying event to submit your paperwork.
- Dental & Vision- Please contact the Employee Relations Branch for specifics

## Benefits (cont.)

### 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 that are enrolled in Supplemental Term Life Insurance
- Rates available on Personnel Website

## Benefits (cont.)

### Kentucky Deferred Compensation

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

Visit the Personnel Cabinet Website for  
more Benefits detail.

[Personnel Portal \(ky.gov\)](#)



# 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 up to twelve (12) weeks of unpaid family 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 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 and 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(cont.)

- 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(cont.)

- 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 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 Comp

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

**502.564.6847**

**888.860.0302**

**101 KAR 2:140**

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

# Updated PVA Network

PVA Human Resources - Department of Revenue  
([ky.gov](http://ky.gov))



# HUMAN RESOURCES PROCESSING BRANCH

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# PERSONNEL ACTION PROCESS

- ▶ Complete the Request for Personnel Action (RPA) timely (15 days before the effective date) and with accuracy.
- ▶ Complete the state application (must meet minimum standards) with any college and/or work experiences. The experiences determines the candidate's qualifications.
- ▶ All forms on hiring checklist must be completed and/or signed. (Packets and updated forms can be obtain through your HR Consultant or the PVA Employee Relations Branch).

# REQUEST FOR PERSONNEL ACTION (RPA)

RPA's are sent to [dorpvaapprovals@ky.gov](mailto:dorpvaapprovals@ky.gov) for budget approval.

NOTE: Budget approves available funds and DHR approves qualification and/or experience have been met.

REQUEST FOR PERSONNEL ACTION			
<i>(For use by Property Valuation Administrators updated January 2023)</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, use must encrypt the email.</small>
ACTION TYPE		POSITION TYPE	EFFECTIVE DATE
Select One		Select One	
GENDER	RACE	COMMENTS	
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			
PVA Approval		Date	
For Internal Use:			
Budget Approval _____		Approval Date _____	
HR Approval _____		Processed Date _____	

# GRADE CERTIFICATION

- ▶ Upon receipt of an application and education verification, DHR will certify the individuals' qualifications.
- ▶ PVA must contact Budget (Kim Holt) for available grade and available funds approval.
- ▶ Remaining hiring packet is to be sent to your Human Resource Administration (HRA) consultant not later than 15 days of appointment.

# Appointments

To ensure proper actions for benefit purposes, it is imperative that your HR Consultant is notified prior to hiring or leaving their current employment.

- ▶ Please complete and submit all forms on both the hiring and onboarding checklists.
- ▶ Please confirm with potential employee whether or not they have had previous state, county or teacher's service (KPPA, CERS or KTRS).

# Part-time, Seasonal/Interim

Per 105 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 seasonal they must have a 3 month break before returning.
- ▶ If employee does not observe 3 month break in service all omitted contributions (contributions not withheld and paid to KPPA) will be billed to the county.

# SEPARATIONS

To ensure proper actions for benefit purposes, it is imperative that your HR Consultant is notified prior to separation.

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

# UNEMPLOYMENT INSURANCE

Unemployment Insurance is the provision 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



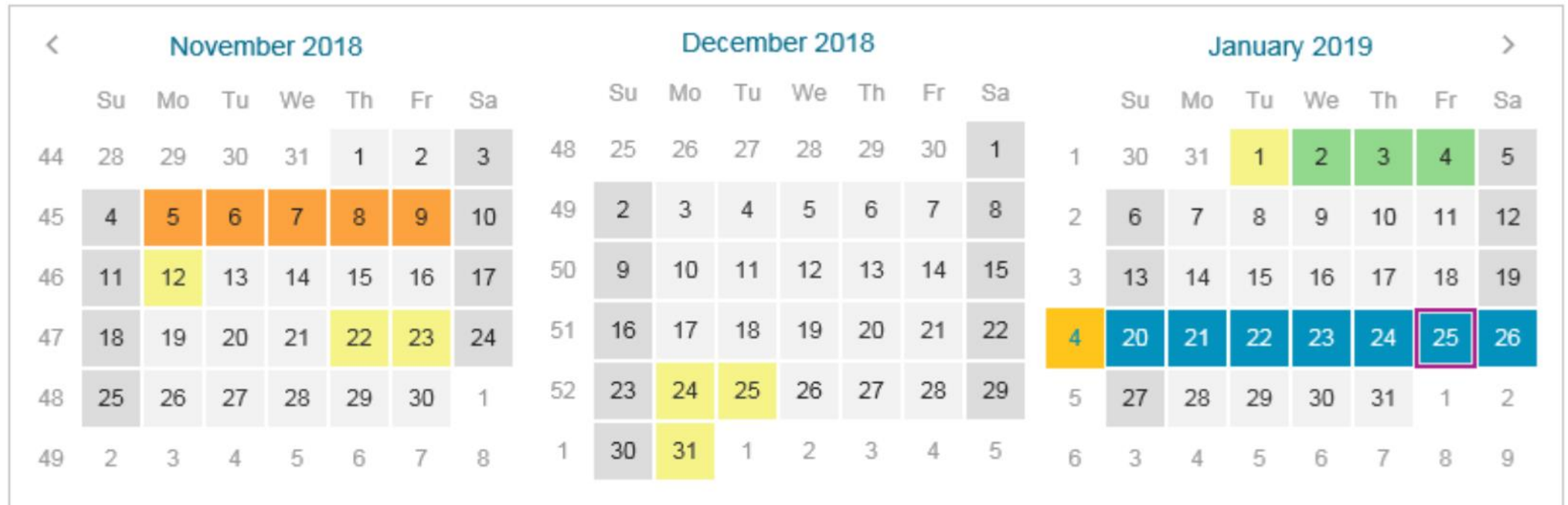
# TIMESHEET REPORTING

# 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 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 (at the discretion of the PVA), then they must enter the code HOLP.

# Timesheet Reporting (Continued...)

## Calendar



Complete (green) Not Released (orange) Rejected (red) Non-Working Day (grey) Holiday (yellow)  
Approved (light grey) Current Selection (blue) Today (purple border)



# Timesheet Reporting (Continued...)

- ▶ If rejected or changed after approved, deputy must include comments in notes. Resubmit for approval.
- ▶ Deputies should notify approver if they have made changes after approval. Please contact DHR if changes are made during payroll.
- ▶ For split workweeks, you see time from the previous period, please do not delete. If deleted, your pay will be reduced by those hours. (Employee 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...)

## NOTE:

- ▶ If using the same computer to use time, you may need to wait 30 minutes before logging on. This could cause the previous user's time to be changed.
- ▶ PLEASE...PLEASE...PLEASE...DO NOT MAKE CHANGES TO TIMESHEET IN PREVIOUS PERIODS WITHOUT NOTIFYING APPROVER AND YOUR HR CONSULTANT.
- ▶ 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.
- ▶ Employees must work 100 hours or more per month in order to earn annual and sick leave for the month.
- ▶ Timesheets can be printed from Time Statement in KHRIS (after payroll).

## Timesheet Reporting (Continued...)

If the courthouse is closed by Judge-Executive Order (due to adverse weather, burst pipes, electrical outage, etc.) the time should be reported as CLOS in KHRIS. An office closing form, along with supporting documentation (copy of the Judge-Executive Order) should be submitted to your HR Consultant with the Division of Human Resources.



### PVA Office Closing



\_\_\_\_\_  
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

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

\_\_\_\_\_  
Please indicate how employee(s) will report leave.

**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 KHRIS timesheet.

\_\_\_\_\_  
PVA Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PVA Administrative Support Branch

\_\_\_\_\_  
Date Received

# Timesheet Reporting...Continued Office Closure

## Options for closure

- ▶ Judge Executive Closure
- ▶ 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



# Timesheet Reporting (Continued...)

## Employee Self Service (ESS)

### Tutorials

- ▶ Time Recording Basics
- ▶ Accurate Time Reporting


<https://extranet.personnel.ky.gov/Pages/learning-EE.aspx>

## Manager Self Service (MSS)

### Tutorials

- ▶ Time Approval Basics
- ▶ Accurate Time Reporting

<https://extranet.personnel.ky.gov/Pages/learning-MGR.aspx>

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the page, creating a modern, layered effect. The text is centered on a white background.

KENTUCKY PUBLIC PENSION AUTHORITY  
&  
RE-EMPLOYMENT AFTER RETIREMENT

# KENTUCKY PUBLIC PENSION 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**

<https://www.kyret.ky.gov/Pages/index.aspx>

# REEMPLOYMENT AFTER RETIREMENT

## **No Second Retirement Account:**

Retired members whose initial reemployment with a participating employer occurs on or after September 1, 2008, will not submit employee contributions, earn service credit nor be eligible for a second retirement account.

<https://www.kyret.ky.gov/Pages/index.aspx>

# REEMPLOYMENT AFTER RETIREMENT...Continued

## 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 the necessary forms.

### *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.

<https://www.kyret.ky.gov/Pages/index.aspx>



**KENTUCKY PUBLIC PENSIONS AUTHORITY**  
 1260 Louisville Road • Frankfort, KY 40601  
 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov



**Form 6754**  
 Revised 04/2021

**Member Reemployment Certification**

**Member Information** Please provide your Member ID or Social Security number in the Member ID box below.

Member Name:	Member ID:
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Pursuant to 105 KAR 1:390, any retired member who desires to reemploy as an employee, independent contractor, leased employee, or volunteer with a participating employer of Kentucky Public Pensions Authority within twelve (12) calendar months of the retired member's initial retirement date must disclose that information.

A retired member reemploying twelve (12) calendar months after the retired member's initial retirement date is not required to submit this Form.

- Participating employer full name: \_\_\_\_\_
- Job title: \_\_\_\_\_
- Anticipated start date (mm/dd/yyyy): \_\_\_\_\_
- Check whether the position is:  
 Full-time or  Part-time
- Check whether you are Medicare eligible:  
 Yes  No
- Check the space below identifying the type of position:  
 Employee  Independent Contractor  Leased Employee  Volunteer
- If you checked independent contractor, leased employee or volunteer in the previous question, please provide a description of job duties and responsibilities and other relevant information in the space below (attach additional pages if necessary). If you are returning to work as an independent contractor or leased employee, you must include a complete copy of your work contract.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Member Certification (signature and date required)**  
 I acknowledge that, subject to penalty of perjury for providing false information in accordance with KRS 523.010 to 523.110, and subject to having my retirement voided requiring my repayment of all retirement allowances, dependent child payments, and health insurance premiums paid to me by the Kentucky Public Pensions Authority, the information provided herein is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**KENTUCKY PUBLIC PENSIONS AUTHORITY**  
 1260 Louisville Road • Frankfort, KY 40601  
 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov



**Form 6751**  
 Revised 04/2021

**Employer Certification Regarding Reemployment**

**Member Information**

Reemploying Employer:	Employer Code:
Member Name:	Member ID:
Start date:	

It is a violation of federal and state law for a member to receive retirement benefits or a refund if there has not been a bona fide separation from service with the participating employer (and affiliated entities). Bona fide separation from service means a cessation of the employment relationship between the member and the member's employer without a prearranged agreement that, upon retirement, the member will return to work for any Kentucky Public Pensions Authority's participating employer in any capacity. A prearranged agreement means any agreement, whether written or verbal, prior to the member's effective retirement date between the member and a participating employer for the member to return to work with the participating employer upon retirement.

My name is: \_\_\_\_\_ . I am the agency head, appointing authority, or authorized designee for the participating employer. I acknowledge that if my agency reemploys a Kentucky Public Pensions Authority's retired member within twelve (12) months of the member's initial retirement date, my agency is required by law to submit the required form and any additional requested information to confirm the retired member's employment status. If my agency fails to certify the reemployment status of the retired member or provide any additional information requested by Kentucky Public Pensions Authority, the retired member's retirement benefits shall be voided and the retired member required to repay all retirement allowances, dependent child payments, and health plan premiums paid by Kentucky Public Pensions Authority. I have made a personal inquiry and confirm that this participating employer: (check one)

- DID NOT** have a prearranged agreement with the above-named retired member to return to work in any capacity following the member's initial retirement date.
- DID** have a prearranged agreement with the above-named retired member to return to work in some capacity following the member's initial retirement date.

By submitting this form, I further understand that if my agency employs a retired member prior to the member's required months of break in service pursuant to KRS 61.637(17)(a)-(d), benefits shall be voided and the retired member shall be required to repay all retirement allowances, etc.

**Employer Certification (signature, job title, and date required)**  
 By signing this Form 6751, I acknowledge with full understanding that any person who provides a false statement, report, or representation is subject to penalty of perjury in accordance with KRS 523.010, et seq.

Signature: \_\_\_\_\_ Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

## REEMPLOYMENT 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.

<https://www.kyret.ky.gov/Pages/index.aspx>

## REEMPLOYMENT AFTER RETIREMENT...Continued HEALTH INSURANCE

If a retired member with an initial participation date prior to September 1, 2008, has elected health insurance coverage through KPPA but later reemploys with a participating agency in a regular full-time position, the agency is required to reimburse KPPA for the single coverage health insurance contribution provided to the retiree.

If a retired member with an initial participation date on or after September 1, 2008, reemploys with a participating agency in a regular, full-time position, the retired member will not be eligible for health insurance coverage from KPPA during the period of reemployment.

<https://www.kyret.ky.gov/Pages/index.aspx>



# Recontribution of Refunded Service

- ▶ A member currently participating in one of the state-administered retirement systems who has taken a refund of retirement contributions for previous employment may regain the service lost by paying the amount of contributions withdrawn plus interest calculated from the time of withdrawal.

**Note:** The member must accrue at least six additional months of service credit in a state-administered retirement system to validate the purchase.

- ▶ **A recontribution of refund will not alter the member's participation date.**
- ▶ For more details, please contact KPPA.

# FRINGE BENEFITS

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# 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:

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

Use of PVA Vehicle Use Form (must include FMLV). The preferred methods for submitting the vehicle Use form are as follow:

- ▶ Monthly
- ▶ Quarterly
- ▶ This would be for commuting or personal use.
- ▶ Submit fringe benefits by December 15, 2023.

# Fringe Benefits...Continued (PVA Reporting)

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

# Fringe Benefits...Continued

Deputies should calculate 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. \*\***

# Clothing Fringe Benefits Report

PROPERTY VALUATION ADMINISTRATOR'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:

- ▶ Complete and send to your HR Consultant for processing.
- ▶ Submit clothing fringe benefits by December 15, 2023.

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



# KY.GOV Email

All employees have a KY.GOV email address

PVAs and deputies should check their KY.GOV emails frequently. Important payroll/benefit information will be distributed to the KY.GOV.

This is the preferred email communication (Please check at least once a week).

Inactivity of use of KY.GOV email will cause your access to become disabled.



# SOMETHING TO WATCH FOR

## July 1, 2023 Request for Personnel Actions (RPA)

Appointments will be effective July 6<sup>th</sup> or July 16<sup>th</sup>. (No July 1<sup>st</sup> Appointments)

## Salary Increase (6%) Effective July 1, 2023.

- ▶ **When will the salary increase be received?**
- ▶ The salary increase is effective July 1, 2023, and it will be reflected in the pay received on Friday, July 28, 2023 (for the pay period of July 1-15, 2023).
- ▶ **Who is NOT eligible?**
  - Interim employees
  - Day Laborers
  - KRS Chapter 16 employees within the Trooper and Commercial Vehicle Enforcement (CVE) Officer series\*
  - Department of Corrections and Department of Juvenile Justice employees as identified in Senate Bill 162\*\*

Any questions pertaining to your eligibility or non-eligibility for the salary increase should be directed to your agency Human Resources (HR) office.





Are there any Questions or Comments?



Q. What to do if you see the error message that you are locked?

A. Employee & Approver must log off, wait 30 min. retry.

Q. What must a deputy enter if changes are made to timesheet after it has been approved or if timesheet has been rejected?

A. They must comment in notes and resubmit for approval.

Q. What code deputies use for reporting personal vehicle usage on their timesheet?

A. TRIP

Q. When should an RPA be submitted for any actions to be processed?

a. Any time there is a need.

b. At least one day prior to the effective date

c. At least 15 days prior to effective date.

A. c. At least 15 days prior to effective date.



**DIVISION OF HUMAN RESOURCES**

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