

CRITICAL SYSTEMS SUMMARY

A CD of the complete User Manuals for these systems are stored in a safe located in the Division of Technology Services CIO/Director's office.

Kentucky Human Resource Information System (KHRIS)

The Kentucky Human Resource Information System (KHRIS) integrates all critical human resource applications within one system and streamlines business processes across the Commonwealth. The KHRIS solution includes the following modules:

- ⇒ Personnel Administration
- ⇒ Organizational Management
- ⇒ Payroll Administration
- ⇒ Benefits Administration
- ⇒ Benefits Billing & Receivables
- ⇒ Time Administration
- ⇒ Employee/Manager Self-Service
- ⇒ Idea Management

KHRIS unifies government agencies, centralizes data, and ensures top quality services to our customers. Commonwealth employees gain access through the Employee Self-Service (ESS) Center to their own information driving efficiency and transparency. Access to ESS is possible through any computer where you can access the internet. To cut down on paper forms and provide quicker information processing, ESS allows employees to:

- ⇒ View current life and health benefit selections
- ⇒ Maintain dependent information
- ⇒ Change life insurance beneficiaries
- ⇒ Enroll in and print a copy of life and health benefits
- ⇒ View, copy and save current and past salary statements
- ⇒ View leave balances, including annual, sick, compensatory, and accumulated adverse weather leave
- ⇒ Make changes for federal and state tax withholdings
- ⇒ Change current address and enter a future address for planned moves
- ⇒ Add or change bank information for direct deposit

Most critical to those employees covered by the state payroll is the ability to pay the employees timely. Additionally, it is critical in providing members' benefits through the KY Employees' Health Plan and KY Group Life program. KHRIS is the system responsible for both pay and administration of benefits.



KHRIS Payroll Module

Processing payrolls in state government involves four separate entities or agencies. The first step begins at the agency level. The agency prepares the initiating pay documents, based on time and employee records in their office. The pay documents are submitted to the Personnel Cabinet, Payroll Operations Branch, for processing and audit. The Personnel Cabinet then forwards the payroll to the Finance and Administration Cabinet, Division of Accounts, for audit, posting of account charges and issuance of a warrant. The necessary documentation is then sent to the State Treasurer's Office where the checks are actually written (either from a voucher or check tape) and ACH electronic file initiated. Upon completion of this process, the EFT is distributed or the paper check is sent or picked up by the agency for distribution to the employee. Obviously, this is a most simplified description of the payroll process. There are many detailed steps that occur at each of the agencies involved.

KHRIS Benefits Administration Module

The Benefits Administration module maintains the health related enrollment information for all persons and their dependents covered by the Commonwealth of Kentucky's sponsored health insurance plans and the Health Care and Dependent Care Flexible Spending Account information for all participating companies. Paper and electronic applications, terminations, transfers, and qualifying events are processed by the system and passed to the insurance carriers to ensure proper coverage is maintained through each plan year. The system is responsible for capturing and maintaining the following information that is used by the Benefits Accounting module (FSCD) for its processing:

- ⇒ Plan Holder Demographics
- ⇒ Company Information
- ⇒ Plan Information
- ⇒ Cost Information (Health)
- ⇒ FSA Contributions

The Bill Generation process works with the information from the Benefits Administration Module to communicate additions, terminations, and changes within KHRIS to generate appropriate bill records for each active plan for each individual plan holder during a billing period.

KHRIS Benefits Accounting Module

The Benefits Accounting Module performs the accounting functions associated with the bills and payments for health and life insurance coverage for all persons covered by the Commonwealth of Kentucky's sponsored health insurance plans and persons within companies participating in the Flexible Spending Account plans. The system is primarily comprised of two components.



Career Opportunities System (COS)

The Career Opportunities System (COS) is the online recruitment system for the Personnel Cabinet's Division of Career Opportunities and allows candidates to complete, save, and submit an online application to state government Merit, interim, Co-op, FFTL, GFTL and Vocational & Technical vacancies. IBM® Kenexa® BrassRing® on Cloud software for COS and is accessible by URL via the internet. All application and database servers are hosted offsite by Kenexa/IBM.

The system is comprised of two components.

1) The Talent-Gateway is the applicant component of the system which enables an applicant to complete and store an online application, upload and save resumes and cover letters, and search and submit to vacancies. The Talent-Gateway is available by URL via the internet and its link is housed on the Personnel Cabinet's Career website, <https://career.ky.gov>. The Talent-Gateway passes candidate data and submissions to job postings with the HR end user component of COS, Kenexa BrassRing.

2) Kenexa BrassRing is the HR end user component of the system which originates all requisition data. The system is access by URL through the internet. Users are given access to the URL and assigned a login and password. The system enables KY users in reviewing applicant submissions for approval to Registers per requisition to hiring agencies for appointments to posted vacancies. Custom development of the software also allows for automation of this process for previously reviewed candidates and certification of the Certified Register Report for classified positions.

Kentucky Enterprise Learning Management System (KELMS)

The Kentucky Enterprise Learning Management System (KELMS) is the third party cloud hosted learning management system for the Personnel Cabinet's Governmental Service System and allows training liaisons and employees to register for instructor-lead and on-line course offerings. SumTotal Sytems software for KELMS is accessible via internet URL and is housed on the Personnel Cabinet's Training website, <https://training.personnel.ky.gov>. All application and database servers are hosted offsite by Skillsoft.

KELMS is built from five interface files produced by KHRIS Monday – Friday at 22:00.

- ⇒ Job Details.txt
- ⇒ Organizational Details.txt
- ⇒ Employee Detail.txt
- ⇒ Employee Job.txt
- ⇒ Employee Org.txt

