

**Kentucky Personnel Cabinet  
Critical Needs Requests for 2-3 Day Plan**

BUSINESS UNIT	# OF PEOPLE NEEDED	# OF PHONES	# OF PERSONAL COMPUTERS	TYPE OF SOFTWARE/ACCESS REQUIRED	# OF PRINTERS	# OF FAX	SPECIAL EQUIPMENT	Comments/ Recommendations
Division of Technology Services	25	10	Many	windows server, SQL, XP, atttachmate, Office, KHRIS, Internet, eMARS integration w/KHRIS, email	2	0	servers, tape drive, switches, patch cables, communications devices, 6 mobiles or personal mobiles if available	See 7-14 Day Plan section for extended needs.
Office of the Secretary	2	2	2	MS Office, Adobe Reader (latest version); Internet, KHRIS, email	Shared	Shared	2 mobiles or personal mobiles if available	See 7-14 Day Plan section for extended needs.
Office of Administrative Services	3	3	3	Microsoft, Office, eMARS/Info Advantage, KHRIS, Adobe Reader (latest version), internet, email	Shared	Shared	2 mobiles or personal mobiles if available, 1 scanner	See 7-14 Day Plan section for extended needs
Office of Public Affairs	2	2	2	MS Office, internet, SharePoint, email.	Shared	Shared	1 mobile or personal mobile if available	See 7-14 Day Plan section for extended needs
Office of Legal Services	2	2	2	MS Office, internet, KHRIS, email	Shared	Shared	access to OLS servers, CICS database, legal periodicals and reference works, 2 mobiles or personal mobiles if available	See 7-14 Day Plan section for extended needs.
Office of Employee Relations	12	11	12	MS Office, KHRIS, Adobe Acrobat X Professional, nero, internet, email, eMars	Shared	Shared	2 mobiles or personal mobiles if available	See 7-14 Day Plan section
Office of Diversity, Equality, and Training	2	1	2	MS Office, Internet, eMail, Photo Shop	1	1	1 mobile or personal mobile if available Color printer, storage space	See 7-14 Day Plan section for extended needs.
Office of Diversity, Equality, and Training - Training and Employee Development Branch	2	2	2	Email, MS Office, including Internet, KELMS	Shared	Shared	2 mobiles or personal mobiles if available	See 7-14 Day Plan section for extended needs.
Deferred Comp	6	2	2	Internet, MS Office, KHRIS, email	1	1	1 mobile phone if necessary 1 tape calculator	Work could be performed at another state facility. Some work could be performed at home. See 7-14 Day Plan section for extended needs.
Department of Human Resources Administration	13	6	13	MS Office, Doc Direct, mainframe, CICS, backup payroll jobs disks, AS400, Internet, KHRIS, email, eMARS	1	Shared	5 mobile phones if necessary, shared copier, high speed scanner	See 7-14 Day Plan section for extended needs.
Department of Employee Insurance	19	18	19	MS Office, filenet, internet, KHRIS, Confidential sharedrive with access to care database E-Mars, data received via SFTP sent to essential staff, VPN, Contact Center 6, SoftPhone VPN	Shared	Shared	3 mobile phones if necessary, tablets for managers/essential staff. Shared copier/printer/fax	See 7-14 Day Plan section for extended needs