

Don't forget about other resources available through Employee Self-Service:

• **Benefits Information**

- Enrollment Overview
- Dependents and Beneficiaries
- Life Insurance Beneficiaries
- Open Enrollment (when applicable)

• **Payment Information**

- Salary Statement
- Tax Withholding
- W2 Reprint Request
- Election for Online W-2
- Online W-2

• **Personal Information**

- Addresses
- Bank Information for Direct Deposit
- Emergency Contacts
- Personal Data

• **Working Time**

- Time Recording
- Leave Balance Overview
- Time Statement

• **Employee Information**

- Position Description
- MyPANS

<https://extranet.personnel.ky.gov>  
<https://khris.ky.gov>



501 High Street, 3rd Floor  
Frankfort, KY 40601

<https://extranet.personnel.ky.gov>  
<https://khris.ky.gov>

☰ Guide to Accessing & Understanding:

# Your Electronic Salary Statement



## How to Access Your Electronic Salary Statement

- 1) In your Internet browser, enter <https://khris.ky.gov/>.
- 2) Log on to **KHRIS Employee Self-Service** using your KHRIS User ID\* and Password.



- 3) Select the **Salary Statement** tile within the **Employee Self-Service** section of the screen.



Your current statement will appear!



- 4) All of your statements since April 2011 are available here. There is no need to print copies of them as they can be accessed at any\*\* time.

Simply use the buttons below to scroll back and forth through statements or click the Overview and Selection option to see a list.

< Previous Statement   Next Statement >

> Overview and Selection

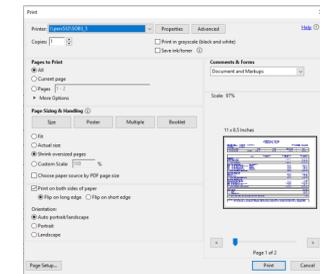
- 5) If you'd still like to print them - here's how:

**Print a Copy**

Place your cursor on the document and a PDF menu will appear. Select Print.



Follow the prompts to select a device and print.



Simply Log Off when you're finished.

\*Your KHRIS User ID consists of 3 letters and 4 numbers. If you forget your ID or your password (or need to set up your initial password as a first time/New User - go to <https://khris.ky.gov/> and click the link that best describes the assistance you need and simply follow the instructions.

\*\* Except when KHRIS is down for a scheduled outage. Those dates and times can be found at <https://extranet.personnel.ky.gov/DHRA/OpsCalendar.pdf>.

Download the Personnel Cabinet Mobile App and view your last payroll details anytime!

# A Breakdown of Your Salary Statement :



**Provides information to identify employee and payment:**

Employee Name, Personnel Number, pay period covered, the date the check was issued and the check number.

Commonwealth of Kentucky  
501 High Street, 3rd Floor  
Frankfort, KY 40601

EMPLOYEE NAME Doe, Jane  
PERSONNEL NUMBER 00123456

PERIOD ENDING 05/31/2013  
PAY DATE 06/14/2013

**Provides payment summary:**

Begins with gross pay amount for this pay period and shows amounts subtracted for taxes and deductions resulting in net payment.

---Breakdown shown below---

**Employer Contributions:**

Lists payments that are made by the employer towards the employee's benefit package, including insurance and retirement. Provides current and YTD amounts.

**Leave Quotas:**

Lists types of leave with the amounts earned and used during the pay period. Also provides an ending balance.

**Split Work Week:**

When additional compensatory time is earned but carried to the next pay period for processing it appears here.

Check/EFT Number:	Gross	Taxes	Deductions	Net
00185531001440	1,739.41	456.70	145.61	1,137.10

Hours	Retro-active Amount	Current Period Amount	Year To Date Amount
<b>EARNINGS</b>			
Compensated Hours		1,739.41	19,133.51
Overtime			56.20
***Total Earnings		1,739.41	19,189.71
<b>STATUTORY DEDUCTIONS</b>			
FED TX Withholding Tax		211.73	2,346.29
FED TX EE Social Security Tax		101.29	1,117.56
FED TX EE Medicare Tax		23.69	261.37
KY TX Withholding Tax		86.07	949.87
KY20 TX EE Occupation Tax		33.92	374.21
***Total Statutory Deductions		456.70	5,049.30
<b>VOLUNTARY DEDUCTIONS</b>			
CW Capitol Choice PreTx		18.64	205.04
KERS EE Retirement		86.97	959.48
Deferred Comp 401K		40.00	440.00
Burch Dental Plan			116.25
***Total Voluntary Deductions		145.61	1,720.77
<b>EMPLOYER CONTRIBUTIONS</b>			
CW Capitol Choice ER		306.47	3,371.17
Basic Life/ADD&D Employer			6.70
KERS Retirement ER		410.67	4,530.64
FED TX ER Social Security Tax		101.29	1,117.56
FED TX ER Medicare Tax		23.69	261.37
***Total Employer Contributions		842.12	9,287.44
<b>LEAVE QUOTAS</b>			
*** Annual		13.13	461.15
*** Sick		7.50	508.32
*** Compensatory		1.00	201.52
*** Split Work Week 6ADL Hours Held For Next Pay Period			0.25

**Earnings:**

Lists the source of an employee's pay, such as whether the pay is for regular/compensated hours, overtime hours, or even a Block 50 payment. Provides current and YTD amounts.

**Taxes:**

Lists the individual taxes deducted as required by federal and state law. Provides current and YTD amounts.

**Deductions:**

Lists the individual employee-specific deductions. Provides current and YTD amounts.

Contact your HR office if you need additional assistance.