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

- **Benefits Information**
  - Enrollment Overview
  - External Organizations as Beneficiaries
  - Family Members/Dependents
  - Life Insurance Beneficiaries
  - Open Enrollment (when applicable)
- **Payment Information**
  - *Salary Statement*
  - Tax Withholding
  - W2 Reprint Request
- **Employee Search**
- **Personal Information**
  - Addresses
  - Bank Information for Direct Deposit
  - Emergency Contacts
  - Personal Data
- **Working Time**
  - Leave Balance Overview
  - Leave Balance View
  - Overtime Request

Tutorials are available for some of these features at:
https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx

TEAM KENTUCKY
PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, KY 40601

https://personnel.ky.gov
https://khris.ky.gov

Guide to Accessing & Understanding:

Your Electronic Salary Statement

KHRIS
Connecting the Commonwealth

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

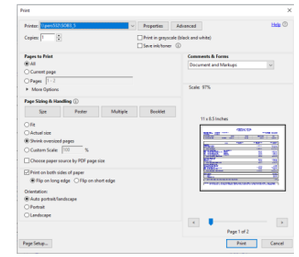
Overview and Selection

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://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.

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.

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

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

	Hours	Retro-active Amount	Current Period Amount	Year To Date Amount
EARNINGS				
Compensated Hours			1,739.41	19,133.51
Overtime				56.20
***Total Earnings			1,739.41	19,189.71
STATUTORY DEDUCTIONS				
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
VOLUNTARY DEDUCTIONS				
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
EMPLOYER CONTRIBUTIONS				
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

LEAVE QUOTAS	Earned	Used	Balance
*** Annual	13.13		461.15
*** Sick	7.50		508.32
*** Compensatory	1.00	3.75	201.52

*** Split Work Week 6ADL Hours Held For Next Pay Period	0.25

NOTICE:	Beginning in 2012, remuneration statement and check dates for each June 1-15 pay period may differ due to the Budget Bill enacted by the General Assembly, which requires that each year, pay that would otherwise fall on June 30th shall not be released until the first business day of July, although payroll processing is completed according to the usual schedule. This will not affect employees in the County Clerk's and Sheriff's offices.

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---

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.