

The KHRIS Portal is home to:

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
 - Online W-2
- **Employee Search**
- **Personal Information**
 - Addresses
 - Bank Information for Direct Deposit
 - Emergency Contacts
 - Personal Data
- **Working Time**
 - Leave Balance Overview
 - Leave Balance View
 - Overtime Request

Manager Self-Service :

- **Team Calendar**
 - Employee Information
 - Reports
 - Who's Who
 - Resources for Managers

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



Your Guide to Accessing the Kentucky Human Resource Information System (KHRIS) Portal:



Connecting the Commonwealth

- Employee Self-Service
- Manager Self-Service

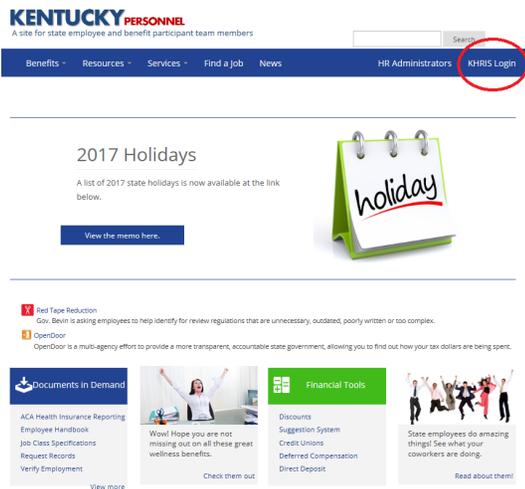
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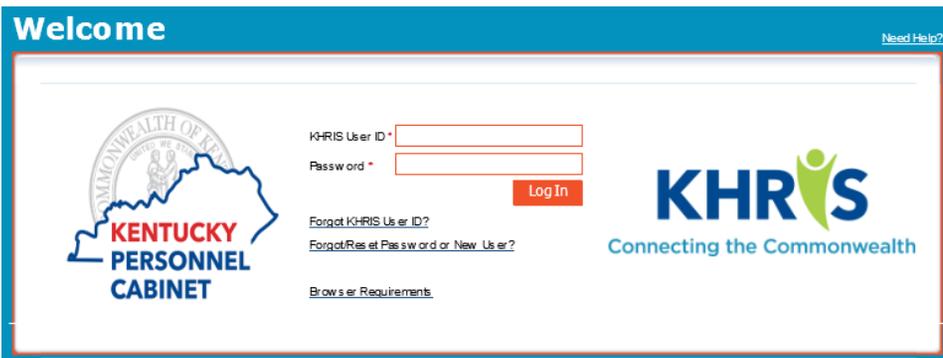
How to access the KHRIS portal :

The KHRIS portal is the online access point to view and/or update certain pieces of your personal employment information.

Visit the Personnel Cabinet's website at <https://personnel.ky.gov> to access the link:



Or visit the KHRIS portal direct at: <https://KHRIS.ky.gov>.



KHRIS User ID:

You must have a KHRIS User ID, also known as an Employee ID, to log-in. If you do not know this information and you have a valid work email account set-up in KHRIS, you can click "*Forgot KHRIS User ID?*" to have your KHRIS User ID emailed to you. If you do not have a work email address, please contact your agency HR office.

Password:

First time users must set their own password, before logging in. This is the same process to follow if you forget or need to reset your password in the future.

Click "*Forgot Password/New User?*" and answer the series of questions required to verify your identity. If answered successfully, you'll be prompted to set your own password and then you can return to the main screen to log-in. (If you enter the correct answers to the verification questions and receive any error message, please contact your agency HR office as you may have incorrect personal data on file.)

Once you have your KHRIS User ID and Password, you are ready to log-in!



Contact your agency HR office if you need additional assistance.