

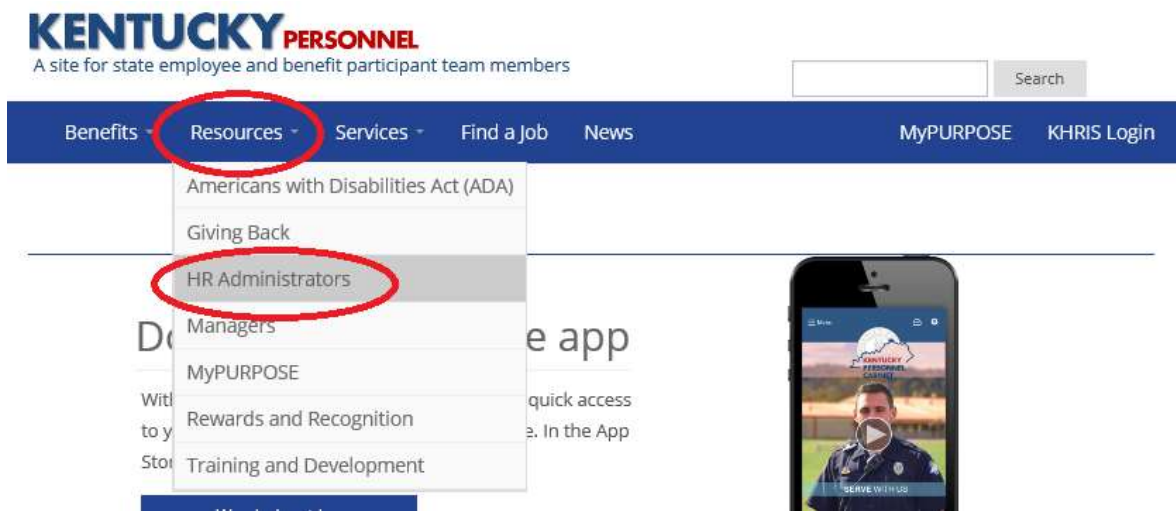
Human Resources (HR) Website Overview

The HR website is a valuable resource for agency HR staff who possess an HR role within KHRIS. Contents include but are not limited to process documents, report instructions, newsletters, and calendars. The design and availability of content are largely driven by agency HR surveys and feedback as well as statistics that are pulled from web access/usage. Suggestions are always welcome and can be directed to StephanieL.Carpenter@ky.gov or may be submitted via [Business Request](#).

This document provides an overview of the HR website.

Access

The HR website is accessible through the [Personnel Cabinet website](#) by selecting Resources/HR Administrators.



Once selected, a log on screen appears. Information is not confidential but is maintained separate from the Personnel Cabinet website and secure for HR staff, to avoid unnecessary confusion.



Log in using your KHRIS credentials, and the HR website will appear.

Welcome to the Personnel Cabinet's human resource website! Specifically designed for agency HR staff, this website is intended to serve as a primary resource in fulfilling your HR responsibilities. Below you will find charm blocks offering quick links to a number of frequently used documents, forms, etc. These correspond with the options available above under Resources. If you find yourself unable to locate an item, please feel free to contact us by submitting a business request, and we will be more than happy to assist. You can also share comments and suggestions in that same manner.

| | | | |
|--|--|--|--|
| <p>Calendar</p> <p>Operations Recruiting Training</p> | <p>Careers</p> <p>Hiring and Selection Internal Mobility Form Recruitment Unclassified Recruitment</p> <p>View more</p> | <p>Class & Comp</p> <p>FLSA Non-Merit Info Org charts Reorganization Salary Schedule</p> <p>View more</p> | <p>Forms</p> <p>Exit Interview Questions Leave Sharing forms PD worksheet Signature Auth forms</p> <p>View more</p> |
| <p>Insurance</p> <p>Admin Manual Forms Memos Resources Upload Portal</p> | <p>Legal information</p> <p>Appeal Form Disc/Pers Action Guide Grievance form LRC</p> <p>View more</p> | <p>Org Management</p> <p>Block 50 Ineligible Change Reports Enterprise Structure Job Class Specs Reports</p> <p>View more</p> | <p>Payroll</p> <p>Direct Deposit OT/Comp Election Form Reports Taxes</p> <p>View more</p> |
| <p>Performance Mgmt</p> <p>Employee Info Evaluator Info Reports</p> <p>View more</p> | <p>Personnel Admin</p> <p>Docs & Workflow Contractors Dual Employment Reports Void vs Correction</p> <p>View more</p> | <p>Publications/Media</p> <p>KY-HR Policy & Procedure Personnel Memos</p> <p>View more</p> | <p>Reference</p> <p>KPPA Benefits Schedule Records Retention</p> <p>View more</p> |
| <p>Request Assistance</p> <p>Submit Business Request Security Access Report an issue</p> <p>View more</p> | <p>Time/Leave</p> <p>Leave Sharing Reports Timesheet template TMOB chart</p> <p>View more</p> | <p>Training & Dev</p> <p>Employee Info Manager Info Agency HR Info System (KHRS/MyPURPOSE)</p> <p>View more</p> | <p>Other</p> <p>Agency Contact Listing Employee Handbook Reports</p> |

Website Terminology

Welcome Screen or Landing Page: The main screen that appears upon logging in (above).

Header: Space at the top of the welcome screen. Access is provided for searching and selecting content from within Services and Resources. Access is also provided to a number of HR Systems as well as the Benefit Members and Employees Portal (state employee website).



Footer: Space at the bottom of the welcome screen. Access is provided to policies, Personnel Cabinet information as well as a number of “Help” items. Links are also available to Personnel Cabinet social media accounts.

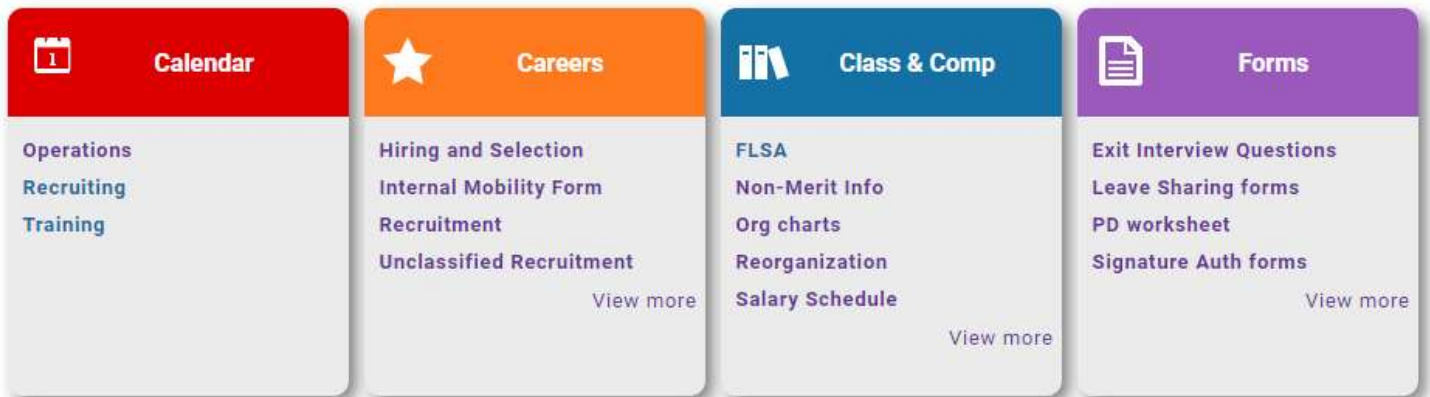
Help Items: Includes contact information for the Personnel Cabinet, *agencies, helpful information for HR systems which includes a link to submit a Business Request as well as a link to provide feedback.

***Contact Agency HR Office/Agency HR Directory:** HR Executives are responsible for providing updates to this listing which also supports a number of email distribution listings. It's important this information remain update-to-date so staff receive important information from the Personnel Cabinet and because it is accessible to employees via the state employee website. It includes the names of HR staff, program liaisons, as well as Personnel Cabinet consultants assigned to the agency.

Drop-Down Options: Where green downward arrows are visible in the header, additional contents are available upon selection.



Charm Blocks: The colorful boxes that fill the screen. There is one for each HR business area and/or system module. Most are also available as drop-down options under either Services or Resources.



Quick Links: The links that appear within each of the Charm Blocks. These provide 1-click access to the most frequently used pages and documents. Where available, selecting View more will provide access to additional content within that category.



Website Highlights

The HR website contains more than 600 individual documents. All of which are subject to change at any time. A few key items include the following:

Operations Calendar: Provides information pertaining to HR systems, including system outages (outlined in red) and other events vital to processing actions and payroll. It is updated as often as needed so it's important to reference the version posted on the website.



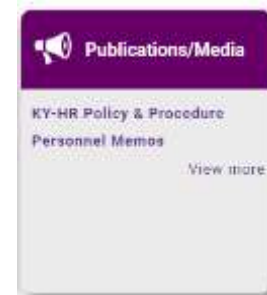
Revised: 08/27/2019
-SUBJECT TO CHANGE-

JUNE 2020 KHRIS OPERATIONS CALENDAR

[Click HERE to return to cover page](#)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 31 MAY 31-21 | 1 MAY 24-22 | 2 MAY 25-23 | 3 MAY 26-24 | 4 MAY 27-25 | 5 MAY 28-26 | 6 MAY 29-27 |
| 7 MAY 29-27 | 8 MAY 30-28 | 9 MAY 31-29 | 10 JUN 01-30 | 11 JUN 02-31 | 12 JUN 03-31 | 13 JUN 04-31 |
| 14 MAY 31-29 | 15 MAY 31-29 | 16 JUN 01-30 | 17 JUN 02-31 | 18 JUN 03-31 | 19 JUN 04-31 | 20 JUN 05-31 |
| 21 MAY 31-29 | 22 MAY 31-29 | 23 JUN 01-30 | 24 JUN 02-31 | 25 JUN 03-31 | 26 JUN 04-31 | 27 JUN 05-31 |
| 28 MAY 31-29 | 29 MAY 31-29 | 30 JUN 01-30 | 31 JUN 02-31 | 32 JUN 03-31 | 33 JUN 04-31 | 34 JUN 05-31 |

KY-HR: Policy & Procedure Publication: A monthly newsletter that provides important updates including policy and processing changes and reminders. Often includes time sensitive material so it's important to review upon receipt. The page includes archived issued as well as an index of all content for at least the last ten years. Inclusion on appropriate email distribution list is necessary in order to receive this publication. Links are also included to access Personnel Memos and other Personnel media on the Personnel Cabinet website.



Publications and Other Media

KY HR - Policy and Procedure Publication

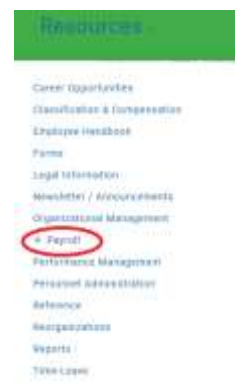
- Searchable Index
- 2022-01, January
- 2022-02, February
- 2022-03, April
- 2022-04, May
- 2022-05, June
- 2022-06, July
- 2022-07, August
- 2022-08, September
- 2022-09, October
- 2022-10, November



Reporting: A number of standard reports are available to staff possessing an HR role. Listings are broken out by business area and are accessible from either their own business page or charm block or under Resources/Reporting.

Each listing provides:

- Name of report
- Transaction code with link to instructions on how to properly run report
- Description
- List of fields/data that is provided with report.



In event that a report isn't available with needed information, HR Executive can submit a Business Request to discuss potential for creating a custom report

Home > Payroll

Payroll

The following information is for agency HR staff and is related to payroll.

Back Pay

- Checklist for Processing Back Pay
- Guidelines for Calculating Back Pay Orders(Approved by Court or Administrative Agency)
- Employee Affidavit

Block Payments

- Compensatory Leave Block Payments
- Job Classes & Agencies Not Eligible for Block 30 Payments

Claims

- Process Information
- How to Process Claims (HR) (Information Only)



Business Requests: Also available at the bottom of most all pages, the link to submit a Business Request is found within the Request Assistance charm block.

This process was developed to provide agencies a consistent method for requesting assistance and to allow the Personnel Cabinet's Department of Human Resource Administration the ability to manage and document those requests efficiently. Detailed instructions are available [HERE](#).



Business Request Form

DO NOT enter sensitive data such as SSN or OCB in this field.

Give a short title to help you keep track of future communications *

Please enter your full name *

Email address at which you want to be contacted? *

Phone Number *

Next