



Onboarding Instructions Explanation of Form Fields/Questions



Form: User Information

1. **First Name***: Enter your official first name, as shown on your Social Security Card. You can provide a “preferred” name on #4.
2. **Middle Name**: Enter your official middle name, as shown on your Social Security Card.
3. **Last Name***: Enter your official last name, as shown on your Social Security Card.
4. **Preferred Name**: If you go by a name other than what is shown on your Social Security Card, enter it here. This preferred name may be used on items like email and agency contact listings, so it should be an actual name you use and not just a nickname.
5. **Please provide your date of birth***: Enter your date of birth in the format shown. You may use the calendar to select the date, ensuring the year of birth is correct.
6. **Social Security Number (SSN)***: Enter your SSN in the format shown. It is very important that you provide this information on this form and ensure it is entered correctly as it will create your official file.
7. **Address Line 1***: Enter your physical address. This will be used for tax set-up and for future correspondence.
8. **Address Line 2**: If you have addition address details, such as an apartment number, enter it.
9. **City***: Enter the city in which you live.
10. **County***: Select your residence county.
11. **Zip***: Enter the zip code for your address.
12. **State***: Select the state in which you live.
13. **Phone***: Enter your primary phone number. This can be a cell or home phone.
14. **Alternate Phone Number**: Enter an alternate phone number where you can be reached if you are not available at the primary phone number.
15. **Email***: Enter your personal email address. This will likely match the email address used to apply to the position and should not be a shared address. It will be used for correspondence prior to your hire date.
16. **Please indicate your veteran status below, if applicable**: Select a status, which can include “Not applicable”, if the field is truly not applicable or you prefer not to indicate a status. Please note that veteran status is not the same as Veteran’s Preference. Responses to this question are voluntary and may be used for reporting and agency recognition purposes.
17. **Emergency Contact First Name***: Enter the first name of the individual we can contact for you, in the event of an emergency.
18. **Emergency Contact Last Name***: Enter the last name of that individual.
19. **Emergency Contact Phone Number 1***: Enter a primary phone number where this individual can be reached.
20. **Emergency Contact Phone Number 2**: If available, enter an alternate phone number where this individual can be reached, if not available at the primary phone number.
21. **Emergency Contact Relationship to Employee***: Indicate your relationship to the individual.

**Indicates that field is required.*

Select **Review** once finished, to review the information you entered prior to submission.

If corrections are needed, select **Back** to return to the form to make your corrections. If no corrections are needed, select **Sign** to apply your electronic signature for submission. This process will require you to re-enter your username and password.

Remember that once submitted, you cannot make changes without seeking assistance from your agency HR office. After your hire date and once you receive access to the Kentucky Human Resource Information System (KHRIS) Employee Self-Service (ESS), you can make adjustments or additions to your or your emergency contact's information. Changes to personal data, such as your name or veteran status, can be made through your agency HR office.

Once submitted, select **Done** to close the form. This completed form will be stored under Profile/Snapshot/Documents.