

DEI MEMO 23-01

TO: ICs and HRGs

FROM: Department of Employee Insurance (DEI)

RE: Updates to the DEI Upload Link

DATE: March 3, 2023

In 2020, we launched a new process for ICs/HRGs to submit applications and supporting documentation to us, the DEI Upload Link. Although there have been many benefits to the process, such as expediting delivery of documents to DEI, we have seen a few concerns. After listening to some feedback from ICs, we believe it is better to offer a method for an IC to attach the completed application that the member completes. This will reduce the number of errors being entered into the online application. It will also reduce the number of entries an IC has to make. As a reminder, the enrollment application is an editable document, and the member can complete in electronically, with no need to print.

Currently, an IC must enter the entire application into the DEI Upload link and then our team re-enters that information into KHRIS, which is then sent to our benefit vendors. Effective Monday, March 6, that method will still be available but will eventually be phased out.

Going forward, you will use the same link to access the [DEI Upload](#) tool, but now you will select Active Agency PDF Upload. As of now, a PDF file (.pdf) is still the only acceptable format to attach a document, but we are researching to add other options. *NOTE: TRS/KPPA retiree ICs, you will continue to use the TRS/KPPA PDF Upload which has been active for some time now.* Once you select the Active Agency PDF Upload, you will enter a few required fields and then attach the application along with supporting documentation, if needed. You will find detailed steps attached.

As a reminder, applications you enter through this method are uploaded within 24 hours directly to our document storage queue. The applications are processed and entered into KHRIS in the order they are received. We recommend using the electronic process instead of mail, fax, or email. *NOTE: You should continue to enter New Hires in KHRIS, as well as any other actions that you have access to enter. The online tool should only be used for the new hires that you cannot enter in KHRIS.*

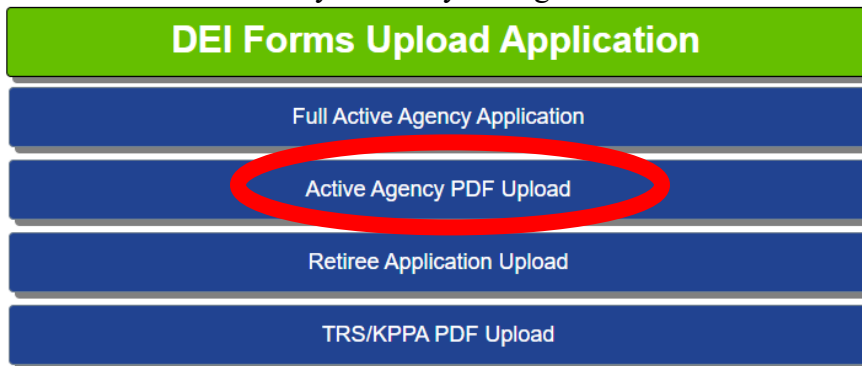
Website for ICs/HRGs to submit applications, exceptions, and supporting documentation to DEI (excludes life but it is coming soon): <https://apps.personnel.ky.gov/DEIFormUpload>

Log in using your KHRIS user ID and password. Once you log in, select Active Agency PDF Upload.

Things to know before you begin:

1. All documents must be a PDF document. If the application doesn't upload, you will be notified by DEI the following day to upload it again (we receive kickout reports).
 - a. To convert a document to PDF:
 - i. Click **file**, then select **Save as Adobe PDF**; OR
 - ii. Click **print** and then in the printer field choose **Microsoft Print to PDF** as the printer option, and then **save**.
2. Make sure you select **Save** for each document that is uploaded, or it won't attach.
3. Make sure all supporting documentation is uploaded with the application.
4. If you hit submit and it shows something is missing, please look for missing sections.

This is the first screen after you enter your login credentials.



You will select the Plan Year and Reason for Application (required fields) and Change in Employee Status or Qualifying Event(s) if applicable.

Department of Employee Insurance Submission Form

Fields marked with an * are required.

Plan Year:*

Reason for Application*	Change in Employee Status	Qualifying Event(s)
<input type="radio"/> New Hire <input type="radio"/> Rehire/Reinstate <input type="radio"/> New Group <input type="radio"/> Qualifying Event <input type="radio"/> Change or Update <input type="radio"/> ACA <input type="radio"/> Exception <input type="radio"/> Open Enrollment <input type="radio"/> Open Enrollment Exception <input type="radio"/> Update Demographics	<input type="radio"/> Summer Transfer <input type="radio"/> Transfer <input type="radio"/> Begin LWOP <input type="radio"/> End LWOP <input type="radio"/> Begin Military Leave <input type="radio"/> End Military Leave <input type="radio"/> Retired <input type="radio"/> Termination	<input type="radio"/> Marriage <input type="radio"/> Birth/Adoption/Placement <input type="radio"/> Court Order for Child <input type="radio"/> Divorce <input type="radio"/> Death <input type="radio"/> Loss of Individual Health <input type="radio"/> Loss of Group Health <input type="radio"/> Begin Medicare/Medicaid <input type="radio"/> End Medicare/Medicaid <input type="radio"/> Spouse/Dependent Starting Employment <input type="radio"/> Spouse/Dependent Terminating Employment <input type="radio"/> Other: <input type="text"/>

If you know the KHRIS PerNr or Employee ID, enter the information, and then enter (on your keyboard). The remaining fields will auto populate. If you do not have the KHRIS PerNr or Employee ID, you must enter the KHRIS Org#, Cost Center#, Company#, Company Name, Employee SSN, Last Name, and First Name.

NOTE: If you are entering a transfer and enter the PerNr, the information that auto populates will more than likely be from the previous agency. Please ensure you update the fields to reflect your agency information.

Employee Information - The following fields pertain to the agency that is submitting the application.

Employee ID or PERNR:

*If you know the Employee ID or PerNR, the remaining fields in the Employee Information section will autofill. If you do not have either, example for a new hire, then you must complete all the fields with the red asterisk.

KHRIS Personnel#: KHRIS ORG#*: Cost Center#*: Company#*: Company Name*:

Demographic Information

Employee SSN*: Last Name*: First Name*:

The Comments section is for any additional notes you would like to add or pertinent information that we need to know about the document being submitted. If there isn't anything needed, then leave the field blank.

The Application is required – you will select **Choose File**, select the file you want to use, and then click **Save**. If you have supporting documentation, follow the same steps for Extra Documentation. Make sure you select Save for each document that is uploaded, or only the documents you did select Save for will upload. Then select **Submit** at the bottom of the page.

Comments

Additional Attachments - *only PDFs allowed* - Please limit any scanned PDFs to a DPI of 300 or less.

Application*: No file chosen

Extra Documentation: No file chosen

Extra Documentation: No file chosen

Extra Documentation: No file chosen

Extra Documentation: No file chosen

This is the final page and YOUR CONFIRMATION of the upload. We recommend you print this page and attach to the hardcopy of the application that you will keep in your files.

Application for Christie Burkhead was submitted at 03/02/2023 01:08 PM.

To submit another Employee Health Insurance Application please, [CLICK HERE](#)

To return to the Personnel's Health Insurance page [CLICK HERE](#),
or simply close your browser.

Regards,

Your Personnel Cabinet Support Team