EVALUATOR'S GUIDE

REVIEW SUBMITTED IDEAS

1. Log onto the KHRIS Employee Self Service (ESS).
2. Choose the 'Employee Suggestion System' tab.
3. Select Evaluations under Evaluator on the left-hand side.
4. All suggestions assigned to you for review will be shown here.
5. Select the Idea Number, then Description to view suggestion.
6. Once you have opened the suggestion, you can approve, deny, request more information, or refer the suggestion to another evaluator.

SUGGESTION ELIGIBILITY

The suggestion is a positive idea that meets any of the following criteria:
1. Explains how to improve methods, equipment, or procedures.
2. Reduces time or cost of a work operation.
3. Creates a safer work environment.
4. Increases revenue.
5. Improves relationships with or services for the public.

The suggestion will:
1. Present an improvement in state service or function;
2. Explain how the change would be accomplished;
3. Define what benefits would be realized by the state, particularly in terms of efficiency, effectiveness, safety, economy, conservation of energy resource or public relations;
4. Be practical, useful and constructive; and
5. Be eligible only after legislative action or administrative regulation changes, if required, have been completed by the agency.

A suggestion is **not** eligible if the suggestion:
1. Falls within the scope of duties of the suggester *AND* which the suggester has the authority to initiate or

   implement without other administrative approval
2. Is made by a coordinator, or agency appointing authority (or designee).
3. Includes a proposal to perform routine maintenance operations or follow manufacturer's recommendations.
4. Is already under consideration.
5. Corrects an error or condition that exists because an established procedure was not followed.

HOW TO APPROVE OR DENY A SUGGESTION

To **approve** the suggestion:

1. Choose the 'Approve/Deny' button.
2. Choose the 'Yes 'checkbox.
3. Enter the Implementation Date.
4. Select the type of change box.
5. Choose all improvements that pertain from the 'Evaluation Checklist'.
6. Select either Calculated or Non-Tangible use.
7. On 'Calculated' use, you must enter the first year savings and cost. Non-Tangible use is automatically calculated as $100.
8. Enter comment stating reason for approving suggestion.
9. Select the 'Check' button to review.

To **deny** the suggestion:

1. Choose the 'Approve/Deny' button.
2. Choose the 'No' checkbox.
3. Check all reasons that pertain and enter a Comment and any attachments.
4. Select the 'Check' button to review.
5. Select the 'send' button.

REQUEST ADDITIONAL INFORMATION FROM SUBMITTER

If you need **more information** to evaluate the suggestion:

1. Choose the 'More Information Needed' button.
2. Enter a 'Comment' that will inform the submitter what additional information is needed.

REFER TO ANOTHER EVALUATOR

If you are not the appropriate person to evaluate the suggestion, you can **refer** it to another evaluator. To do this:

1. Choose the 'Refer' button.
2. Select the search icon to search for an evaluator.
3. Enter the last name and/or first name of the evaluator and press 'Start Search'.
4. Choose the evaluator by selecting the button next to their name and press 'OK'.
5. Enter a Comment and select 'Send'.