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TIM LONGMEYER  
SECRETARY

April 30, 2014

Important Payroll Information

Dear fellow employee:

The 2012-2014 Budget Bill mandates that the regular payroll of June 30, 2014 cannot be issued prior to July 1, 2014. **Therefore, please be advised that the payroll you would have received on Monday, June 30, 2014 will be received on Tuesday, July 1, 2014.**

We have tried to make this transition as smooth as possible, but also recognize you will likely have many questions and concerns. Attached to this correspondence is comprehensive information that further explains the delay in payroll and what impact it may have on you. We encourage you to review this information carefully and follow-up with your HR administrator if you have any additional questions.

There are also some important things you can do in the meantime to become more prepared:

- **Enroll in direct deposit:** Direct electronic deposits into your checking account will speed up the amount of time it takes for that money to be available for you. Additionally, direct deposit helps avoid the instance where you may be out of town or unavailable to pick up your check. To enroll in direct deposit, you may contact your HR administrator or complete the information on the Employee Self-Service portal in KHRIS. Please do this before June 15, 2014.
- **Review your automatic bills:** If you have any bills that are automatically paid on the 30<sup>th</sup> of the month, you may want to consider changing the scheduled payment. While we have worked with financial institutions to the extent possible about the delay in pay, an automatic bill payment to a third party will be deducted from your account as scheduled. It is also a good idea to make these changes as soon as possible, because some businesses may require a certain number of days before making these changes effective.
- **Make alternative arrangements:** No amount from the June 30, 2014 payroll may be paid to employees before Tuesday, July 1, 2014, which is the first banking day of the new fiscal year. Agencies are not to provide these checks early to employees, and banking institutions have been advised that these checks should not be cashed early. Please make alternative arrangements as you deem fit. Keep in mind that the July 4<sup>th</sup> holiday is also that week – this is important for any travel plans you may have planned.

Also, please note that the 2014-2016 Budget Bill, which is effective for fiscal years 2014-2015 and 2015-2016, includes this same required deferral. Therefore, the payroll for June 30, 2015 will not be paid until July 1, 2015. The same goes for the June 30, 2016 payroll which will not be paid until July 1, 2016. There will be reminders closer to those dates, but taking additional steps now will help prepare you for future delays as well.

Again, please review the enclosed information as it relates to more specific issues. We are hopeful that with this additional information and guidance, we can limit the impact felt by state employees.

Sincerely,

A handwritten signature in blue ink that reads "Tim Longmeyer".

Tim Longmeyer,  
Personnel Cabinet Secretary

