Co-op/Intern Processing Instructions

The Kentucky State Government Co-op/Intern Program provides students the opportunity to combine academic studies with on-the-job training and experience while completing their education. While these students can be unpaid, or paid by the educational institution's work-study funds, only those students who will be paid using agency funds through KHRIS require personnel records in KHRIS.

Provided below are processing instructions related to the position establishment, appointment of the student, and separation upon completion of the assignment.

ESTABLISH POSITION – POSITION DESCRIPTION REQUIRED	
FORM FIELD	***SELECTION/CONTENTS***
Effective Date *Note: This field will default with current date and must be updated if the current date is incorrect.*	First report date or prior (if new establishment)
Job Number	20001917 (Co-Op/Intern)
Personnel Area	(0001) Executive
Personnel Subarea	(1007) Interim N-Exempt
Employee Group	(B) Non-Chapter
Employee Subgroup	(09) SC Co-Op 40 - Hourly (10) SC Co-Op 37.5 - Hourly
Pay Grade Type	(03) Hourly
Pay Grade Area	(06) Exceptions
Pay Grade	48
Unclassified	Check the Unclassified box
Cap	Select "Included in Cap"
Work County	Select Appropriate Work County
Function Group	Select Appropriate Function Group for Agency Fund
Time Approver	Enter Position (# if Different from Supervisor)
Cost Center	Enter Agency's Cost Center
Supervisor Position Number	Enter Supervisor's Position Number
Order Number	Enter Applicable Agency Information
Unit	Enter Applicable Agency Information
Location	Enter Applicable Agency Information
Activity	Enter Applicable Agency Information
WBS Element	Enter Applicable Agency Information
Functional Area	Enter Applicable Agency Information
Remarks	
Position Description *PD should be completed to accurately reflect the area(s) of responsibility, following standard PD requirements.*	Required

APPOINTMENT	
FORM FIELD	***SELECTION/CONTENTS***
Action Reason	Interim/Interim Up to Midpoint
Effective Date *Note: This field will default with current date and must be updated.*	First report date
New Position	Co-Op/Intern Position Number
Initialize	
First Name	Student's Official First Name
Middle Name	Student's Official Middle Initial
Last Name	Student's Official Last Name
SSN	Student's SSN (#########)
Gender	Student's Gender
Date of Birth	Student's Date of Birth (MM/DD/YYYY)
COS Requisition #	n/a
Home Address Line 1, etc.	Student's Home Address
Work Address Line 1, etc.	Student's Home Address
Work Schedule Rule	40HR24/7 or 37.5HR24/7
Shift Premium Indicator	10
Overtime Status	P, Student is eligible to elect Comp Time
Actual Pay Amount	Enter Hourly Rate
Residence Tax Area	Enter Residence Tax Area
Work Tax Area	Applicable Work Tax Area
Residence Status	Applicable Residence Status
Ethnic Origin	Applicable Ethnicity
Military Status	
Retirement Code	No Retirement Plan
Check Distribution Code	
Remarks	
Note: Personnel Forms should be keyed using proper casing.	

SEPARATION	
FORM FIELD	***SELECTION/CONTENTS***
Action Reason	T – Time Limit
Effective Date	First day the student is no longer employed
The student's home address populates from IT0006 – Addresses. Update if necessary.	
Remarks	