



# Personnel Administration II

Brief Review of Personnel Administration

Lesson 1: Personnel Action Breakdown

Lesson 2: Reporting

Lesson 3: Service Verifications

Wrap Up

## **By the end of this course participants will be able to:**

- Navigate KHRIS to locate needed information
- Calculate salary and date changes for employees
- Streamline personnel processing
- Clarify the differences between Rehires and Dual Appointments
- Determine appropriate uses for the Voids and Corrections
- Locate and interpret important HR legislation
- Utilize multiple reports to track required information
- Develop reporting criteria to fit agency needs
- Verify an employee's months of service and leave balances



# Personnel Administration

## Brief Review

## Brief Review of Personnel Administration

Lesson 1: Personnel Action Breakdown

Lesson 2: Reporting

Lesson 3: Service Verifications

Wrap Up

## *What is Personnel Administration?*

Personnel Administration in the Commonwealth is the component of Human Resources responsible for the management of employee information.

This information includes:

- Employee Master Data
- HR Processes such as:
  - Employee Actions
  - Personnel Files
  - Employee Service



# Personnel Administration - Review

## *HR Master Data*

- Centrally stored employee information that is shared across modules within KHRIS
- Information that remains the same over a long period of time



# Personnel Administration - Review



The **life cycle** of an employee comprises many different events.

An **action** combines logically related information into one group.

# Personnel Administration - Review

KHRIS utilizes *Infotypes* to group related data to form units of information.

## KHRIS Personnel Records

**Display HR Master Data**

Personnel no. 55307

Name Carol McFarland Status Active

EE group A 18A Personnel area 0001 Executive

EE subgroup 02 ASC Salary 37.5 Pers. subarea 1001 FT N-Exempt

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text	E
0000 Actions	✓
0001 Organizational Assignment	✓
0002 Personal Data	✓
0006 Addresses	✓
0007 Planned Working Time	✓
0008 Basic Pay	✓
0009 Bank Details	✓
0019 Monitoring of Tasks	
0023 Other/Previous Employers	

Period

Period

From To

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype STy

## Manual Personnel Records



# Personnel Administration - Review

**Subtypes** are an expansion of an infotype.

For example:

- Communication is the infotype
- E-mail is the subtype

The screenshot displays the 'Display HR Master Data' interface. At the top, it shows personnel information for 'Hailey Berry' with personnel number 5, EE group 'L External - BN', and EE subgroup '41 24 Non-Paid'. Below this, there are tabs for 'Basic personal data', 'Payroll', 'Benefits', and 'T'. A dropdown menu is open, showing a list of infotypes under 'Infotype text'. The '0105 Communication' infotype is selected and highlighted in yellow. To the right of this menu, a list of subtypes for infotype 0105 is displayed, with '0010 E-mail' highlighted in yellow. The subtype list includes: 0001 System user name (SY-UNAME), 0010 E-mail, Z001 Business Partner Number, Z003 Document Code, Z004 Department Code, Z005 Document ID, Z006 Document Vendor Line #, Z007 User Security Agreement, and Z008 Check Distribution Code.

STyp	Name
0001	System user name (SY-UNAME)
0010	E-mail
Z001	Business Partner Number
Z003	Document Code
Z004	Department Code
Z005	Document ID
Z006	Document Vendor Line #
Z007	User Security Agreement
Z008	Check Distribution Code

# Personnel Administration - Review

Every action and infotype in KHRIS must have a beginning and ending date.

- When we create or revise a record, we are required to enter a beginning date
- The beginning date is reflective of the effective date of the record.
- When we revise a record, the end date of the previous record will populate automatically based on the effective date of the new record
- KHRIS automatically assigns the date of 12/31/9999, or “infinity”, as the end date of an active record.



# Personnel Administration - Review

**Validity Periods** are the start and end dates that define the life span of an infotype.

**Display 0006 Addresses**

Personnel No	33526	Name	Judy Smith			
Position	99999999	Integration:	default position			
Status	Active					
Start	05/02/2010	to	12/31/9999	Changed on	08/01/2010	CONVADM

**Start Date**

**End Date**

# Personnel Administration - Review

**Delimit** means to put an end date on a previous record. When the new record is created, KHRIS automatically delimits the previous record to one day prior to the new record's effective date.

- Preserves history
- End date becomes the date before the effective date of the newly created record

**Overview 0007 Planned Working Time**

Personnel No: 138491      Name: Gladys Berry  
EE group: L External - BN      Personnel area: 0004      Benefits Only      Status: Active  
EE subgroup: 41 24 Non-Paid      Pers. subarea: 2001      Board of Ed.

Choose: 01/01/1800      12/31/9999

Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	WkD...	P	LI	AI
09/12/2010	12/31/9999	24/737.5	0	100.00	162.50	37.50	7.50	5.00			
05/02/2010	09/11/2010	24/7	1	100.00	172.33	40.00	8.00	5.00			

# Personnel Administration - Review

## Personnel Action

- Action Type groups personnel actions according to business aspects

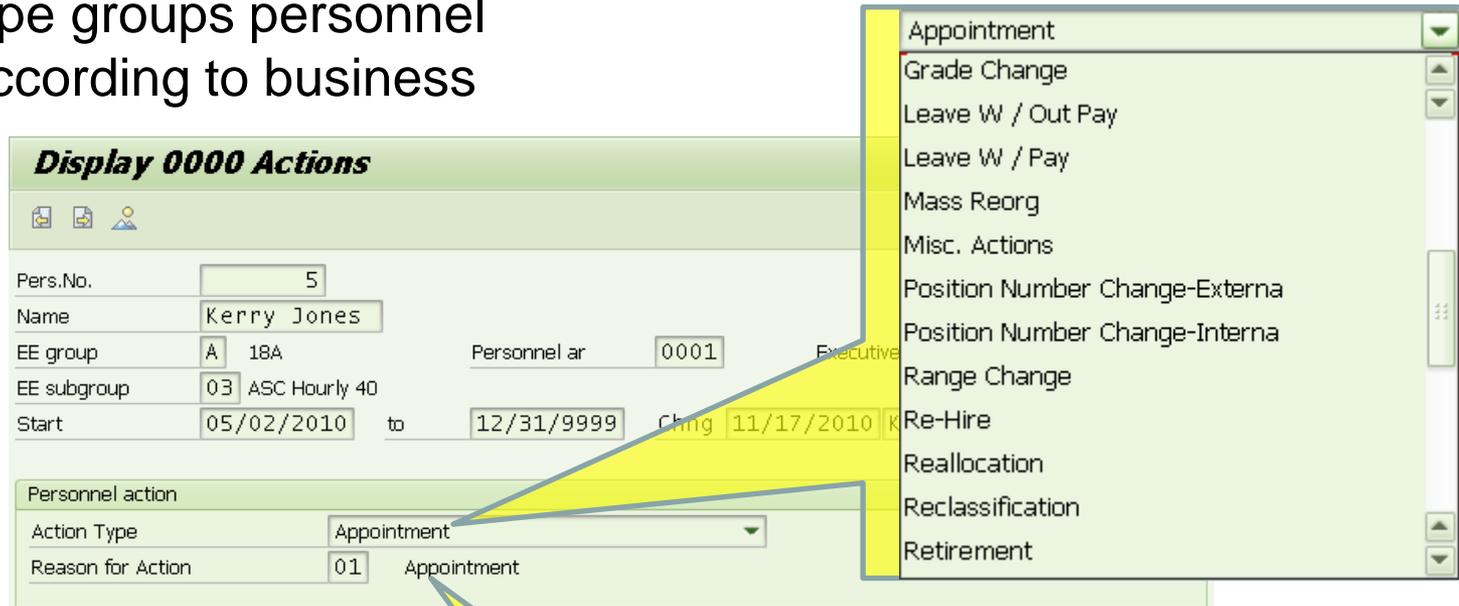
**Display 0000 Actions**

Pers.No.   
Name   
EE group  18A Personnel ar  Executive  
EE subgroup  ASC Hourly 40  
Start  to  Chng  K

Personnel action

Action Type

Reason for Action  Appointment

A screenshot of a web-based personnel administration interface. The main form is titled "Display 0000 Actions" and contains several input fields for employee information: Pers.No. (5), Name (Kerry Jones), EE group (A 18A), Personnel ar (0001), EE subgroup (03 ASC Hourly 40), and Start dates (05/02/2010 to 12/31/9999). Below these is a "Personnel action" section with "Action Type" set to "Appointment" and "Reason for Action" set to "01 Appointment". A yellow callout box points to the "Appointment" dropdown menu, which is open and shows a list of action types: Appointment, Grade Change, Leave W / Out Pay, Leave W / Pay, Mass Reorg, Misc. Actions, Position Number Change-Externa, Position Number Change-Interna, Range Change, Re-Hire, Reallocation, Reclassification, and Retirement.

- Selection of an Action Type triggers the Reason for Action

Ac...	Name of reason for action
01	Appointment
02	Appointment up to Midpoint
03	Interim
04	Interim up to midpoint
05	Prev Uncl w/no Prior Class-Min
06	Prev Uncl w/no Prior Class-Mid
98	Void - Appointment
99	Correct - Appointment

# Personnel Administration - Review

The HCMPF forms are accessed through the HR Generalist Tab on the KHRIS Self-Service Center.

- Web-based portal (<https://khris.ky.gov>)
- Access based on the assigned security role

The screenshot displays the KHRIS Self-Service Center interface. At the top, there is a navigation bar with tabs for Employee Self-Service, Manager Self-Service, PC PA Admin, HR Generalist, Image Connect, Worklist, and Employee Suggestion System. The HR Generalist tab is selected. Below the navigation bar, there is a search bar and a 'Log off' link. The main content area is divided into several sections: Benefits information, Payment information, Employee Search, Personal Information, Working Time, and Resources. Each section contains links to various services and information. The KHRIS logo is visible in the bottom right corner of the interface.

**Benefits information**  
Here you can view your current benefit selections, family member / dependent / beneficiary records and identify external organizations (such as charities) to designate as your beneficiaries.  
[Enrollment Overview](#)  
[External Organizations as Beneficiaries](#)  
[Family Members / Dependents / Beneficiary Records](#)  
[Life Insurance Beneficiary Change](#)

**Payment information**  
Review your salary statements, change your tax withholdings or request a W2 reprint.  
[Salary Statement](#)  
[Tax Withholdings](#)  
[W2 Reprint Request](#)

**Employee Search**  
Search for employees by name and find basic information about colleagues.  
[Who's Who](#)

**Personal Information**  
Maintain your addresses, emergency contacts, bank information and personal data.  
[Addresses](#)  
[Home and Email addresses](#)  
[Bank information for Direct Deposit](#)  
[Emergency Contacts](#)  
[Personal Data](#)

**Working Time**  
Check your leave balances, request overtime, review your time statement.  
[Leave Balance Overview](#)  
[Leave Release Value](#)  
[Time Statement](#)

**Resources**  
Below are links to valuable employee resources. The first is a direct link to the Employee Handbook that pertains to all 15A/Executive Branch employees. The second is a link to the state employee website. The third is a link to tutorials which teach you how to complete various ESS tasks such as updating personal information, enrolling in direct deposit and even viewing salary statements and leave balances.  
[Employee Handbook](#)  
[Go to State Employee Website](#)  
[Go to tutorial page](#)

**Important Information**

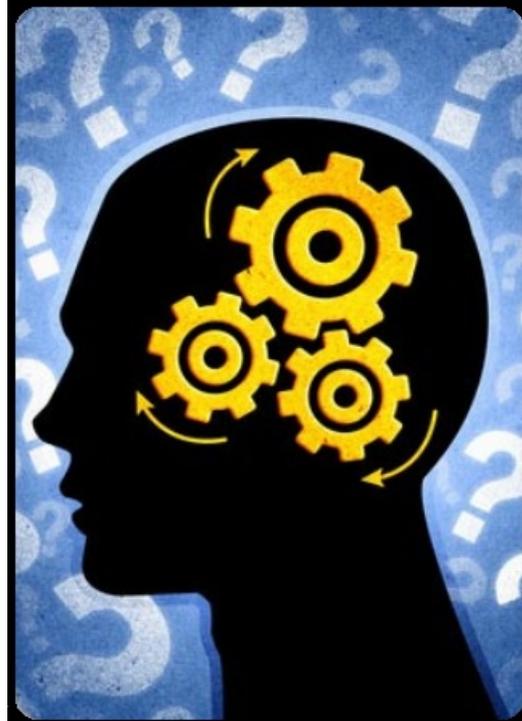
**KHRIS**  
Kentucky Human Resource Information System  
Connecting the Commonwealth

## INTEGRATION



Each entry made in KHRIS affects one or more components of an employee's time and pay.

# Personnel Administration - Review





# Personnel Action Breakdown

## Lesson 1

Brief Review of Personnel Administration

**Lesson 1: Personnel Action Breakdown**

Lesson 2: Reporting

Lesson 3: Service Verifications

Wrap Up

## **By the end of this lesson participants will be able to:**

- Locate needed information in KHRIS
- Manually calculate salary and date changes
- Eliminate unnecessary steps in personnel processing
- Definitively understand the differences between Duals and Rehires
- Correctly use Void and Correction forms
- Refer to relevant HR legislation

**Personnel Actions are the steps you complete to manage and maintain employee records.**

- Change in Pay
- Leave Without Pay
- Leave With Pay
- Miscellaneous Actions
- Position Number Change – External
- Position Number Change – Internal
- Retirement
- Return from Leave W/Pay
- Return from Leave W/O Pay
- Separation
- Suspension
- Void or Correction
- Appointment
- Dual Appointment
- Rehire
- Return from Suspension

## Scenario 1 – Develop a Processing Checklist for the following action types:

- Appointment
- Position Number Change – External
- Suspension/Return from Suspension
- Separation



## Process Annual Increments using the CHANGE IN PAY form – Action Reason ANNUAL INCREMENT.

Infotypes Updated:

- IT0000 Actions
- IT0008 Basic Pay
- IT0041 Date Specs
- IT9005 Remarks

Reference Number:		
		
<b>Personnel Cabinet Change In Pay</b>		
Personnel Number:		
First Name: Amy	Middle Name:	Last Name: Anderson
SSN: 123-45-6789	Pay Grade: 17	Work County: Franklin
Org Unit: 11111111		
Position: 33333333		
Action Reason: Annual Increment	Effective Date: 05/01/2015	
<b>Basic Pay Change:</b>		
FROM: Pay Amount: 4723.60		
TO: Pay Amount: 4770.84	ACE Percentage:	
<b>Additional Payment:</b>		
Pay Amount:	ERA Percentage:	
Remarks:		

# Order of Calculating Increments

In order to calculate salary correctly, annual increments should be processed in accordance with \_\_\_\_\_ *Order of Calculating Increments and Other Salary Increases Which Occur at the Same Time*, which reads:

If an employee's increment date occurs on the same date that a salary adjustment or advancement is granted, the increment shall be applied before the adjustment or advancement is added to the employee's salary except if the adjustment is based on a pay grade change or a salary schedule change.

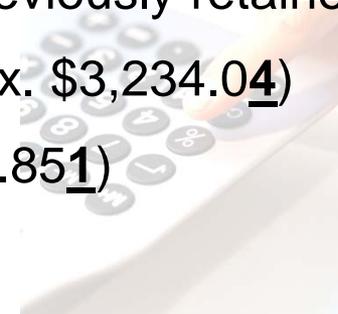
## **EXCEPTION: REVERSIONS**

In accordance with \_\_\_\_\_, the salary of an employee who is reverted while serving a promotional probationary period, or following detail to special duty in a higher class, shall be adjusted to:

1. The salary received prior to the promotion or detail; and
2. All salary advancements and adjustments which would have been awarded if the promotion or detail had not occurred.

## Important Reminders on Manually Calculating Salaries

1. Pay Grade Changes and Salary Schedule changes should be processed first.
2. Annual Increments should be processed prior to all actions with the exception of pay grade and salary schedule changes. (Exception – Reversion)
3. Work Week Changes should be processed prior to position number changes.
4. The hourly salary is not different if the employee changes from 37.5 hours to 40 hours or from 40 to 37.5.
5. When promoting (or demoting), the employee's salary would increase (or decrease) by 5% per grade or the employee would go to the minimum salary of the new grade – whichever is GREATER. (Unless EE previously retained)
6. Monthly salaries always round up to the next even cent. (Ex. \$3,234.04)
7. Hourly salaries always round up to the thousandth. (Ex. 14.851)



# Salary Calculation - Example

An employee making \$2,600 per month is due to complete promotional probation on December 1, 2014. He is also due his annual increment on the same date. What will his new monthly salary be after receiving a promotional increase and his annual increment?

# SCENARIO 2

# SALARY CALCULATION

## ***Change In Pay***



## **Employee may not resign or be dismissed from INVL. Must be returned.**

---

If approved by the secretary, an appointing authority may place an employee on special leave with pay for investigative purposes pending an investigation of an allegation of employee misconduct.

**(d)** The appointing authority shall notify the employee, in writing, of the completion of the investigation and the action taken...

...This notification shall be made to the employee, whether the employee has remained in state service, or has voluntarily resigned after being placed on special leave for investigative purposes.

## **Employee may resign or be dismissed from ADLV. No need to return.**

---

Prior to dismissal, a classified employee with status shall be notified in writing of the intent to dismiss him. The notice shall also state:

- (c) Whether the employee is placed on administrative leave by the appointing authority with pay upon receiving the intent to dismiss letter prior to the agency's final action.

## *Leave With Pay*



**After how many days of sick leave without pay does the employee's personnel status change?**

Employee must be on leave without pay for \_\_\_ consecutive calendar days before being placed on sick leave by personnel action.

---

## Classified Leave General Requirements

### Section 2: Sick Leave

**(3)** Sick leave without pay. **(a)** An appointing authority shall grant sick leave without pay, without a change in the employee's personnel status, for the duration of an employee's impairment by injury or illness, if: **(1)** The leave does not exceed \_\_ continuous calendar days...

**(4)** Sick leave by personnel action. **(a)** If the duration of an employee's impairment by illness or injury exceeds the sick leave without pay allotment of \_\_ calendar days, including holidays, the appointing authority shall place the employee on sick leave without pay by personnel action.

# Effects of Leave on Important Dates

The *annual increment date* and/or *probationary task date* may be affected when an employee is on leave for a prolonged period of time.

Which legislation provides authority to extend an employee's initial probation?

\_\_\_\_\_ -...If employee is granted leave in excess of \_\_\_\_\_ consecutive work days during this period, his initial probation shall be extended for the same length as the granted leave.

# Effects of Leave on Important Dates (cont.)

**Which legislation provides authority to extend an employee's promotional probation?**

\_\_\_\_\_ -...If employee is granted leave in excess of \_\_\_ consecutive work days during this period, his promotional probation shall be extended for the same length of time as the granted leave.

# Effects of Leave on Important Dates (cont)

**Which legislation provides directive to adjust an employee's annual increment date after a period of leave without pay?**

\_\_\_\_\_ - An employee returning to duty from leave without pay shall receive an annual increment on the first of the month after completing twelve (12) months of service since the last increment was received.

*General Practice Note: A day in the month is a good day for the month when calculating annual increment date changes.*

# Military Leave Without Pay

**Employees on Military Leave receive any increases which they are due during their leave.**

**These would include:**

- Governor's wage equity
- Annual increments
- Probationary increases
- Scheduled reallocations



# SCENARIO 3

## RETURNS FROM LEAVE

## *Leave Without Pay*



# Dual Appointment

**Purpose: To appoint a person who already has a Personnel Number (PerNr) in KHRIS.**

Position can be:

- Commonwealth paid
- Non-Commonwealth paid
  - Examples: State Active Duty, Board of Ed, KTRS/KERS

The original PERNR will be used as the Reference Personnel Number on the form and a second PERNR will be created for this position.

		<b>Personnel Cabinet</b>	
		<b>Appointment - Dual Employee</b>	
Action Reason: <input type="text"/>		Effective Date: Jan 2, 2013	New Position: <input type="text"/> <input type="button" value="Initialize"/>
Reference Personnel Number: <input type="text"/>		Personnel Number: 00000000	
First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>	Suffix: <input type="text"/>
SSN: <input type="text"/>	Pay Grade: <input type="text"/>	Work County: <input type="text"/>	
Org Unit: <input type="text"/>			
Position: <input type="text"/>			
Gender: <input type="text"/>	Date of Birth: <input type="text"/>	Overlap: <input type="checkbox"/>	COS Requisition #: <input type="text"/>
<b>Home Address</b>			
Address Line 1: <input type="text"/>			
Address Line 2: <input type="text"/>			
City: <input type="text"/>			
County: <input type="text"/>			
State: <input type="text"/>			
Zip Code: <input type="text"/>			
Default Work Schedule: <input type="text"/>		Work Schedule Rule: <input type="text"/>	
Shift Premium Indicator: 10		Overtime Status: <input type="text"/>	

# Dual Appointment (cont)

## Important Note:

Withdrawn *Non-Commonwealth Paid PERNR* cannot be rehired into a Commonwealth Paid position.

These individuals must be processed as a dual appointment referencing the withdrawn PERNR.

		<b>Personnel Cabinet</b>	
		<b>Appointment - Dual Employee</b>	
Action Reason: <input type="text"/>		Effective Date: Jan 2, 2013	New Position: <input type="text"/>
		<input type="button" value="Initialize"/>	
Reference Personnel Number: <input type="text"/>		Personnel Number: 00000000	
First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>	Suffix: <input type="text"/>
SSN: <input type="text"/>	Pay Grade: <input type="text"/>	Work County: <input type="text"/>	
Org Unit: <input type="text"/>			
Position: <input type="text"/>			
Gender: <input type="text"/>	Date of Birth: <input type="text"/>	Overlap: <input type="checkbox"/>	COS Requisition #: <input type="text"/>
<b>Home Address</b>			
Address Line 1: <input type="text"/>			
Address Line 2: <input type="text"/>			
City: <input type="text"/>			
County: <input type="text"/>			
State: <input type="text"/>			
Zip Code: <input type="text"/>			
Default Work Schedule: <input type="text"/>		Work Schedule Rule: <input type="text"/>	
Shift Premium Indicator: 10		Overtime Status: <input type="text"/>	

**Purpose: To rehire a person who was previously employed in KHRIS (in a Commonwealth Paid position).**

Examples include:

- (Re)appointments
- Returning retirees
- Reinstatements
- Reemployments

This person will already exist in KHRIS with a withdrawn PERNR, which will be made active upon approval.

Reference Number: \_\_\_\_\_



## Personnel Cabinet Rehire

---

Action Reason: \_\_\_\_\_ Effective Date: \_\_\_\_\_ New Position:

**Personnel Number:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix:   
SSN: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ Work County: \_\_\_\_\_  
Org Unit: \_\_\_\_\_  
Position: \_\_\_\_\_

Gender:  Date of Birth: \_\_\_\_\_ Overlap:  COS Requisition #: \_\_\_\_\_

Home Address	Work Address
Address Line 1: _____	Address Line 1: _____
Address Line 2: _____	Address Line 2: _____
City: _____	City: _____
County: <input type="text"/>	County: _____
State: <input type="text"/>	State: <input type="text"/>
Zip Code: _____	Zip Code: _____
Default Work Schedule: _____	Work Schedule Rule: <input type="text"/>
Shift Premium Indicator: _____	Overtime Status: _____

**If you plan to rehire an employee who retired or separated prior to December 1, 2010, KHRIS will not recognize the person as a previous employee.**

These actions will need to be processed as follows:

- If the former employee is receiving benefits (health insurance) through our retirement systems, the Action will be processed on the Dual Appointment form
  - The HRG will need to contact the Personnel Administration Branch for the reference Personnel Number
  - A second Personnel Number will be issued to the employee
- If the applicant is not receiving benefits (health insurance) through our retirement systems, the Action will be processed on the Appointment form

**Note: Returning Retirees should be designated in the remarks field.**

# SCENARIO 4

## Dual vs. Rehire

# *Rehire*

# *Dual Appointment*



# Void or Correction

**Purpose: To advise the Personnel Administration Branch of actions which need to be removed or corrected.**

- Voids request to remove the processed actions entirely
- Corrections request to change information processed within the action.

The effective date should always mirror the originally processed date of the action being voided or corrected.

Reference Number:

---



**Personnel Cabinet**  
**Void or Correction**

---

Personnel Number: 00000005		
First Name: Haley	Middle Name: Regina	Last Name: Berry
SSN: 758-96-0755	Pay Grade: NON-PAID	Work County:
Org Unit: 10006088		
Position: 99999999		

---

Action:  Action Reason:  Void  Correction Effective Date:

---

Remarks:

**Note: Timely processing is imperative. Allowing a payroll to run prior to corrective action may alter or eliminate the ability to repair the record.**

## To Reiterate:

### **Agencies initiate a void or correction form from the HRG tab.**

- Upon approval, the action does not make the necessary changes; instead, the form actually directs the consultants in the Personnel Administration Branch to make the changes.
- Since the form is simply directions for what changes need to be made, the remarks field on this form is essential. Explain the reason for action and be clear in providing directions.

# Void Versus Correction

ACTION TYPE	REASONS FOR CORRECTION	REASONS FOR VOID
Appointment	<ul style="list-style-type: none"> <li>▪ Wrong action reason</li> <li>▪ Wrong effective date</li> <li>▪ Wrong position number</li> <li>▪ Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee is a no show</li> <li>▪ Employee later declines offer of employment</li> </ul>
Re-Hire	<ul style="list-style-type: none"> <li>▪ Wrong action reason</li> <li>▪ Wrong position number</li> <li>▪ Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee is a no show</li> <li>▪ Employee later declines offer of employment</li> <li>▪ Wrong effective date</li> </ul>
Reclassification	<ul style="list-style-type: none"> <li>▪ Wrong effective date</li> <li>▪ Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action processed in error</li> <li>▪ Action processed in the incorrect order for calculating salary</li> </ul>
Reallocation	<ul style="list-style-type: none"> <li>▪ Wrong effective date</li> <li>▪ Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action processed in error</li> <li>▪ Action processed in the incorrect order for calculating salary</li> </ul>
Position Number Change (Ext/Int)	<ul style="list-style-type: none"> <li>▪ Wrong effective date</li> <li>▪ Wrong position number</li> <li>▪ Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action processed in error</li> <li>▪ Action processed in the incorrect order for calculating salary</li> </ul>
Change in Pay	<ul style="list-style-type: none"> <li>▪ Wrong effective date</li> <li>▪ Wrong salary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action processed in the incorrect order for calculating salary</li> <li>▪ Agency intended to mark the employee off of the mass update listing</li> <li>▪ Mass update posted after separation, or other preceding action</li> </ul>

# Void Versus Correction

ACTION TYPE	REASONS FOR CORRECTION	REASONS FOR VOID
Suspension/Return from Suspension	<ul style="list-style-type: none"> <li>▪ Incorrect remarks</li> <li>▪ Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action was overturned or adjusted by Board/Court order</li> <li>▪ Appointing Authority decided to rescind the disciplinary action</li> </ul>
Leave without Pay/Return	<ul style="list-style-type: none"> <li>▪ To correct remarks</li> <li>▪ Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action was overturned or adjusted by Board/Court order</li> <li>▪ Timesheet and leave/return action(s) disagree</li> </ul>
Leave with Pay/Return	<ul style="list-style-type: none"> <li>▪ To correct remarks</li> <li>▪ Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action was overturned or adjusted by Board/Court order</li> <li>▪ Appointing Authority decided to rescind the placement on leave</li> </ul>
Separation	<ul style="list-style-type: none"> <li>▪ To correct remarks</li> <li>▪ Wrong action reason</li> <li>▪ Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action was overturned or adjusted by Board/Court order</li> <li>▪ Appointing Authority decided to rescind an involuntary separation or acceptance with prejudice</li> <li>▪ Employee decided to rescind a voluntary resignation.</li> <li>▪ Timesheet and separation action disagrees</li> </ul>
Retirement	<ul style="list-style-type: none"> <li>▪ To correct remarks</li> <li>▪ Wrong action reason</li> <li>▪ Wrong effective date</li> </ul>	<ul style="list-style-type: none"> <li>▪ Action was overturned or adjusted by Board/Court order</li> <li>▪ Appointing Authority decided to rescind acceptance with prejudice</li> <li>▪ Employee decided to rescind a voluntary resignation.</li> <li>▪ Timesheet and retirement action disagrees</li> </ul>

# SCENARIO 5

## Void vs. Correction

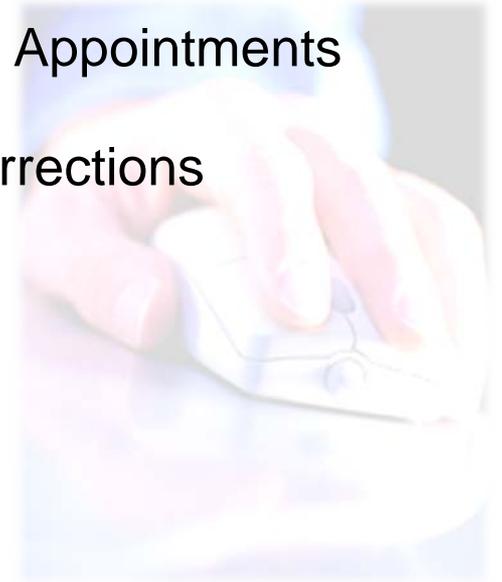
## *Void/Correction*



- 1. Which leave with pay action requires the employee to be returned prior to separation?**
- 2. Which personnel form would be used to appoint a person who is currently listed as State Active Duty?**
- 3. Which form does not automatically update information in KHRIS?**
- 4. When promoting an employee from a 37.5 hour position to a 40, in which order would you calculate the salary?**
- 5. How many days must an employee be on leave in order to extend probation?**
- 6. Employee is being reclassified on his increment date. In what order should these actions be processed?**

## In this lesson you learned to:

- Navigate KHRIS to locate needed information
- Calculate salary and date changes for employees
- Streamline personnel processing
- Clarify the differences between Rehires and Dual Appointments
- Determine appropriate uses for the Voids and Corrections
- Locate and interpret important HR legislation





# Reporting

## Lesson 2

Brief Review of Personnel Administration

Lesson 1: Personnel Action Breakdown

Lesson 2: Reporting

Lesson 3: Service Verifications

Wrap Up

**By the end of this lesson participants will be able to:**

- Understand components of the selection screen and better utilize reporting features
- Identify legislation which require scheduled reporting in order to remain in compliance.
- Locate and execute reports which assist agencies with adhering to legislation.
- Develop custom reporting criteria to fit agency needs

**SAP Standard Reports** – Out of the box reports developed by SAP. PA standard reports are typically identified with transactions starting with the letter **S**.

**Commonwealth Custom Reporting** – Custom reporting developed to fit the needs of the Commonwealth. PA custom reports are typically identified with transactions starting with the letter **Z**.

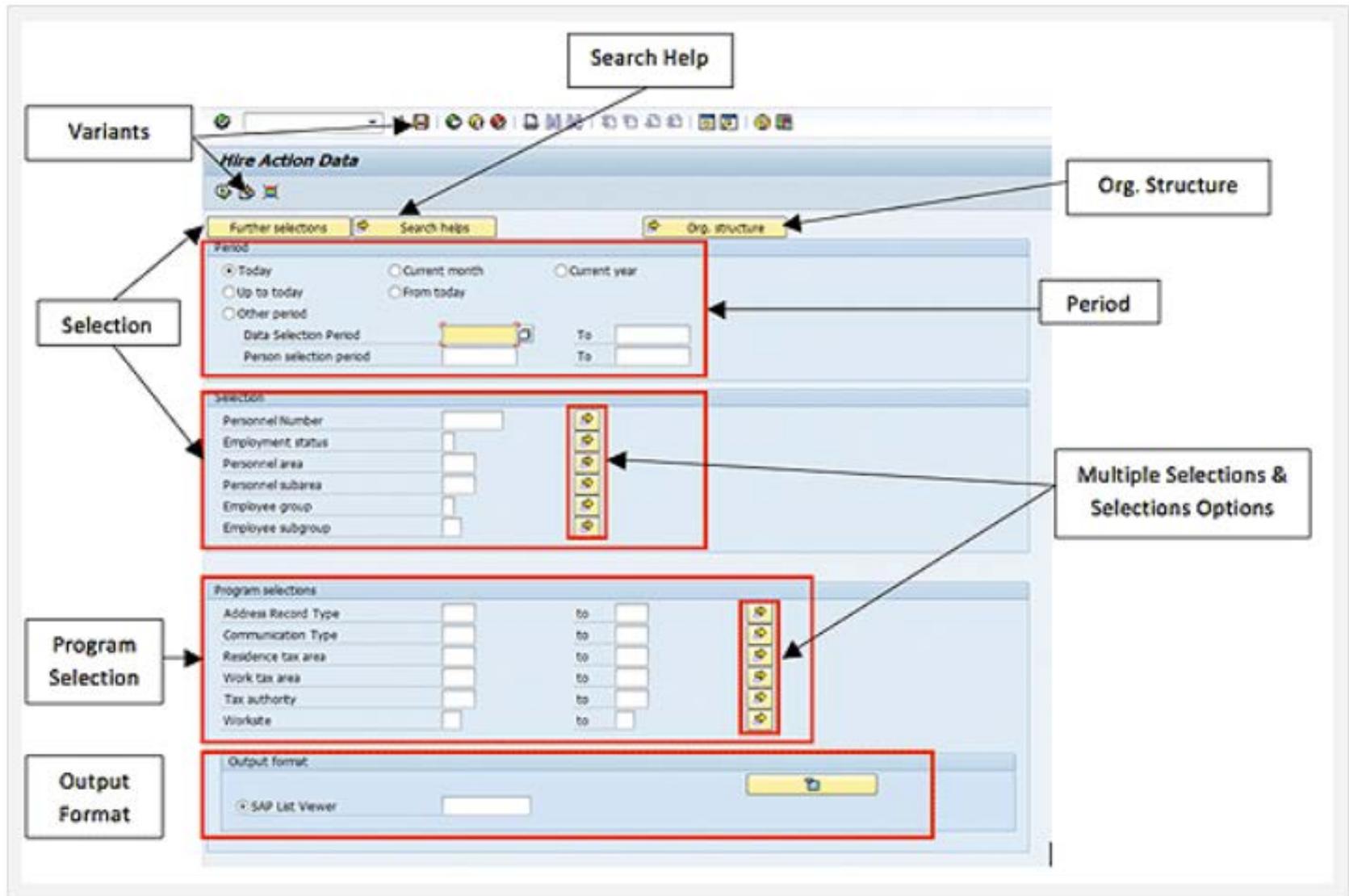
**Report** – an organized presentation of data and a means of analyzing figures by applying rules to the information and exploring the results.

**Query** – a method to retrieve a set of business objects based on specific criteria. Queries are the basis upon which reports are built.

## **The Personnel Administration Standard Report Selection Screen includes several options for specifying selection criteria for generating a list or results.**

- Selection Screen format is similar for many reports and queries in Personnel Administration
- Screen displays a series of selections fields that are arranged in group boxes according to content
- Criteria determines the data that will be displayed on the report output
- Some options, such as “Output Format”, may not be included on all selection screens.

# Standard Selection Screen



The **Period** grouping is where the user would determine which data should be displayed based on the records' validity (start and end dates).

The screenshot shows a 'Period' selection window. It contains several radio button options: 'Today' (selected), 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these are two date selection fields: 'Data Selection Period' and 'Person selection period', each with a 'To' field. A yellow highlight is on the 'Data Selection Period' field. Callout boxes provide additional context: 'Based on System Date' points to 'Today', 'Current month', and 'Current year'; 'System Date to 12/31/9999' points to 'From today'; and '01/01/1800 to System Date' points to 'Up to today'.

## Other Period:

- Data Selection Period: Data selected based on the validity of specific infotypes.
- Person Selection Period: Personnel Numbers valid for the period defined based on IT0001 Org Assignment.

The **Selection** grouping contains the standard selection fields Personnel Number and Employment Status as well as the components of the Enterprise Structure.

Selection		
Personnel Number	<input type="text"/>	
Employment status	<input type="text" value="≠ 0"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Employee group	<input type="text"/>	
Employee subgroup	<input type="text"/>	

Some reports exclude Terminated Employees by Default

# Further Selections

By selecting **Further selections**, additional selection fields can be added to the report selection screen.

The screenshot shows a software window titled "Choose Selection Fields" with two main panes. The left pane, "Selection options", lists various fields like "Action Type", "Customer-specific status", "Special payment status", "Company Code", "Organization key", "Business area", "Legal person", "Payroll area", "Work contract", "Controlling area", "Cost center", "Organizational unit", and "Position". The right pane, "Selection fields", lists "Personnel Number", "Employment status", "Personnel area", "Personnel subarea", "Employee group", and "Employee subgroup". A central column contains four navigation buttons: a right arrow, a right arrow with a vertical bar, a left arrow, and a left arrow with a vertical bar. Callout boxes provide the following information:

- Selections fields displayed in the report**: Points to the "Selection fields" list on the right.
- Selection options that can be included in the report**: Points to the "Selection options" list on the left.
- Incorporate Selection options (selected or all) to Selection Fields**: Points to the right arrow button.
- Remove (selected or all) Selection Fields in the report**: Points to the left arrow button.

# Program Selections

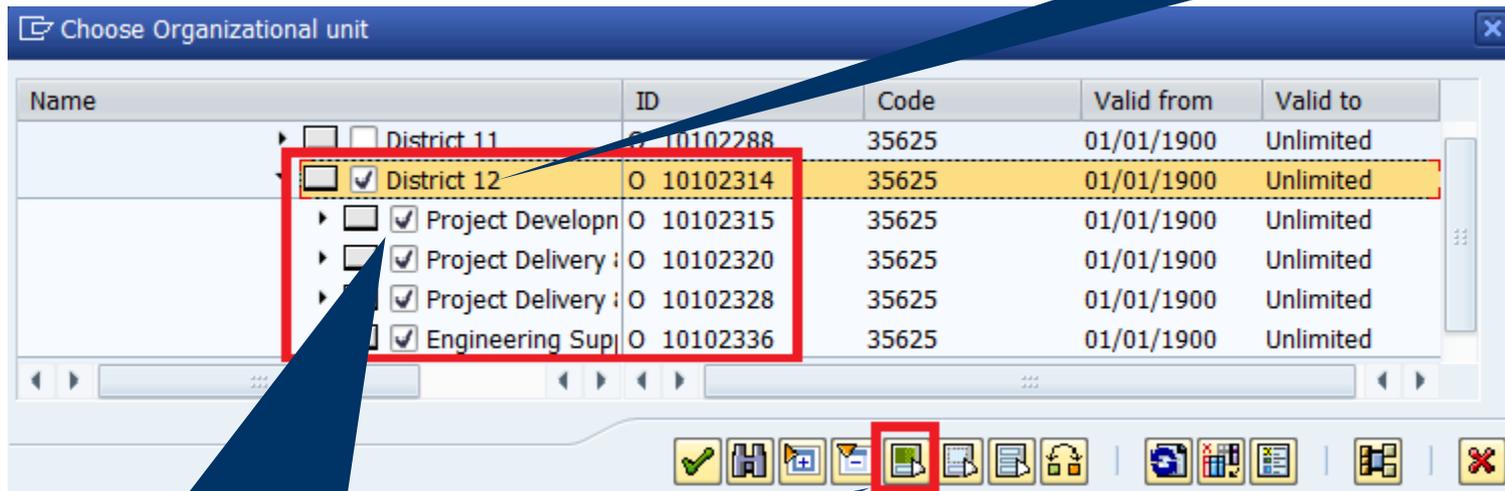
In the **Program Selections** grouping, relevant selection fields are listed which support the purpose of the report. The program selection fields provided on the selection screen will vary based on the data the report provides.

Program selections				
Action Type	<input type="text" value="Z1"/>	to	<input type="text" value="ZP"/>	
Reason for Action	<input type="text"/>	to	<input type="text"/>	
Start Date	<input type="text"/>	to	<input type="text"/>	

# Organizational Structure

By selecting  **Org. structure**, you can restrict the set of employees to be included in a report to those in specific organizational units.

**Parent Org Unit Selected**



Name	ID	Code	Valid from	Valid to
<input type="checkbox"/> District 11	O 10102288	35625	01/01/1900	Unlimited
<input checked="" type="checkbox"/> District 12	O 10102314	35625	01/01/1900	Unlimited
<input checked="" type="checkbox"/> Project Developn	O 10102315	35625	01/01/1900	Unlimited
<input checked="" type="checkbox"/> Project Delivery :	O 10102320	35625	01/01/1900	Unlimited
<input checked="" type="checkbox"/> Project Delivery :	O 10102328	35625	01/01/1900	Unlimited
<input checked="" type="checkbox"/> Engineering Supp	O 10102336	35625	01/01/1900	Unlimited

**By clicking “Select Subtree” icon, all suborg units are selected.**

# Selection Options

For those fields included in the Selection and Program Selections groupings, Multiple Selection features provide numerous options for specifying the needed values.

Selection

Personnel Number	<input type="text"/>	
Employment status	<input type="text"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Employee group	<input type="text"/>	
Employee subgroup	<input type="text"/>	

Multiple Selection for Employee group

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O... S

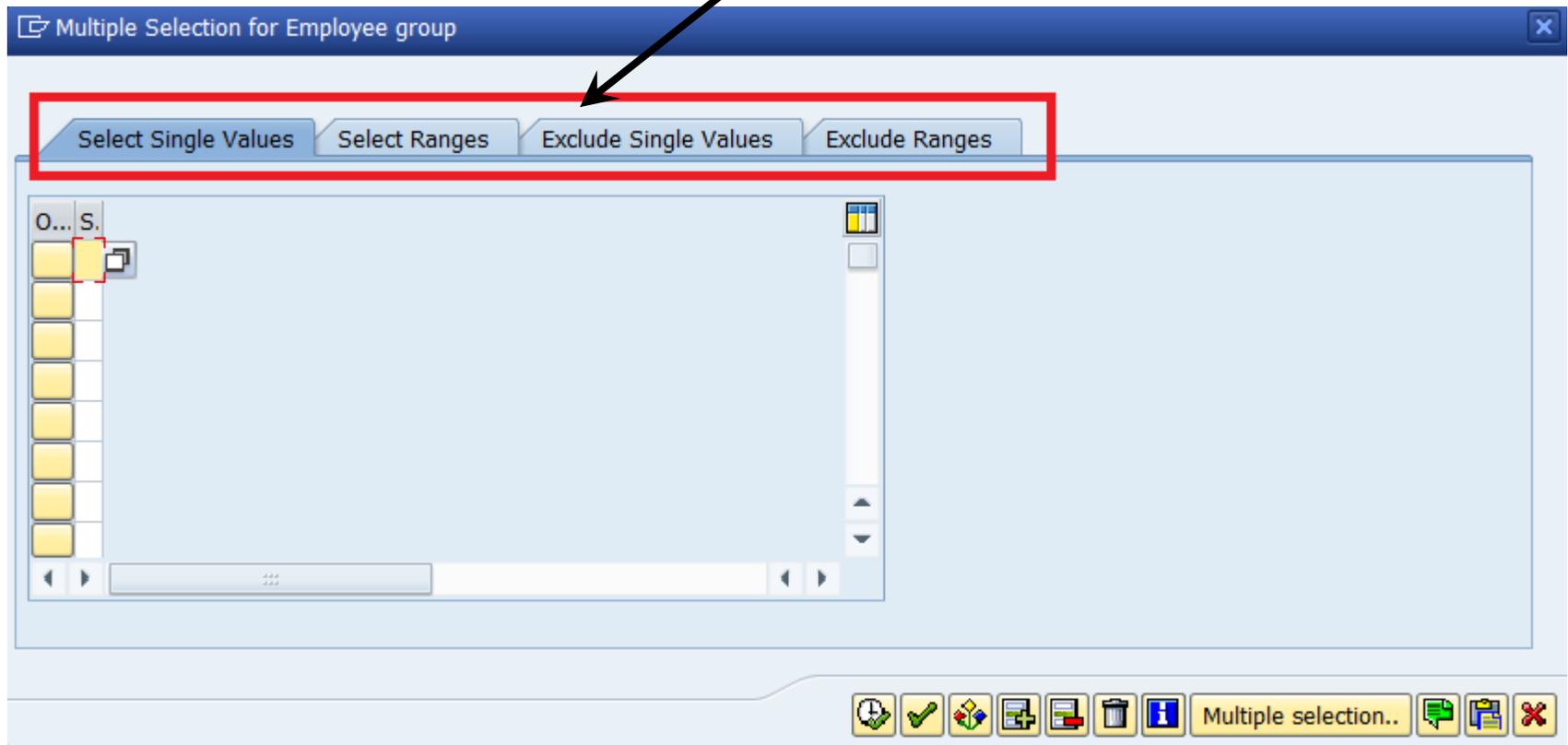
<input type="checkbox"/>	

Multiple selection..

By clicking these arrows, the Multiple Selection Screen is displayed (left).

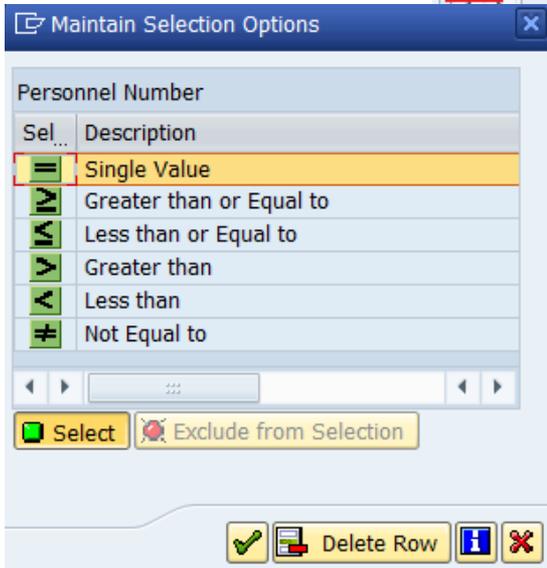
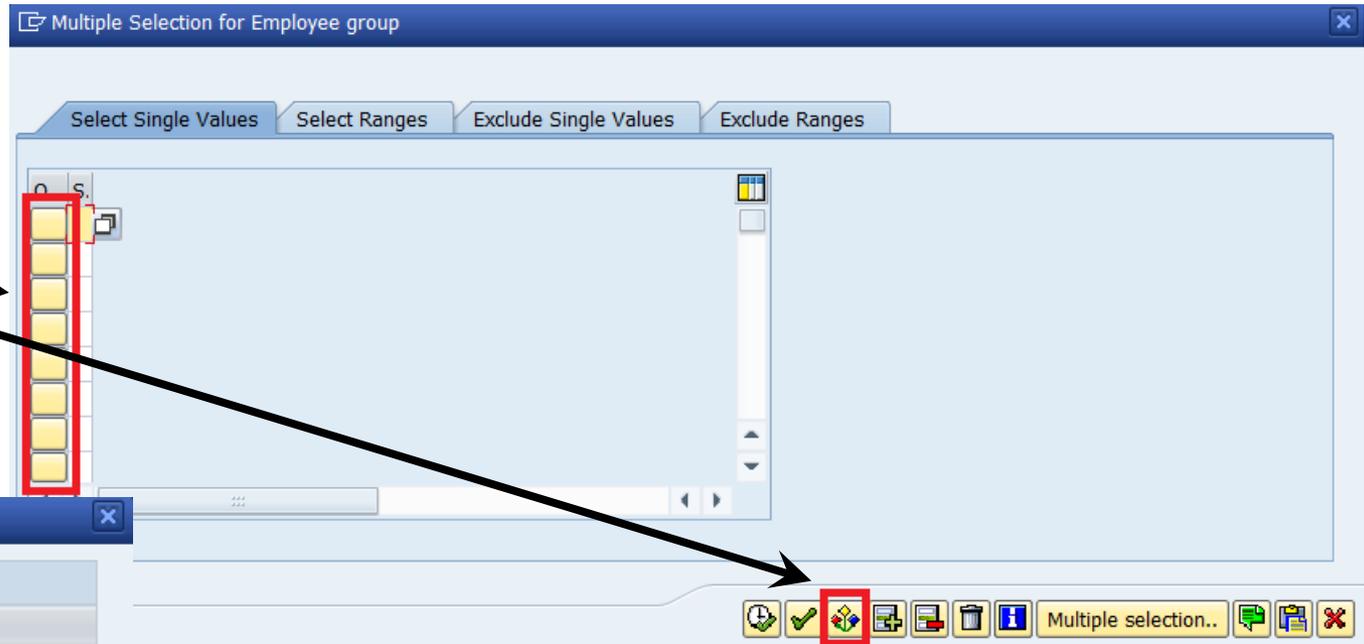
# Selection Tabs

Individual values or ranges can be included or excluded.



# Maintain Selection Options

By selecting these buttons, Selection Options (below) can be maintained.



# Multiple Selection

Employee Group (2) 22 Entries found | Multiple Selection for Employee group

Restrictions

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

EEG...	Name of EE group
<input type="checkbox"/>	A 18A
<input type="checkbox"/>	B Non-Chapter
<input type="checkbox"/>	C Tech Ed-Standard
<input type="checkbox"/>	D Tech Ed-Non Standard
<input type="checkbox"/>	E 161
<input type="checkbox"/>	F PVA
<input type="checkbox"/>	G Pers Srv Ctr -No BN
<input type="checkbox"/>	H Day Labor
<input type="checkbox"/>	I UPS
<input type="checkbox"/>	J County Pay
<input type="checkbox"/>	K State Act. Duty
<input type="checkbox"/>	L External - BN
<input type="checkbox"/>	M Contractors - Unpaid
<input type="checkbox"/>	N AOC
<input type="checkbox"/>	O Judicial Retire.
<input type="checkbox"/>	P LRC
<input type="checkbox"/>	Q General Assembly
<input type="checkbox"/>	R Chapter 16
<input type="checkbox"/>	S Chapter16-Pers Srv C
<input type="checkbox"/>	T Elected Officials
<input type="checkbox"/>	U Pers Srv Ctr w/ BN
<input type="checkbox"/>	V 161-Non Standard

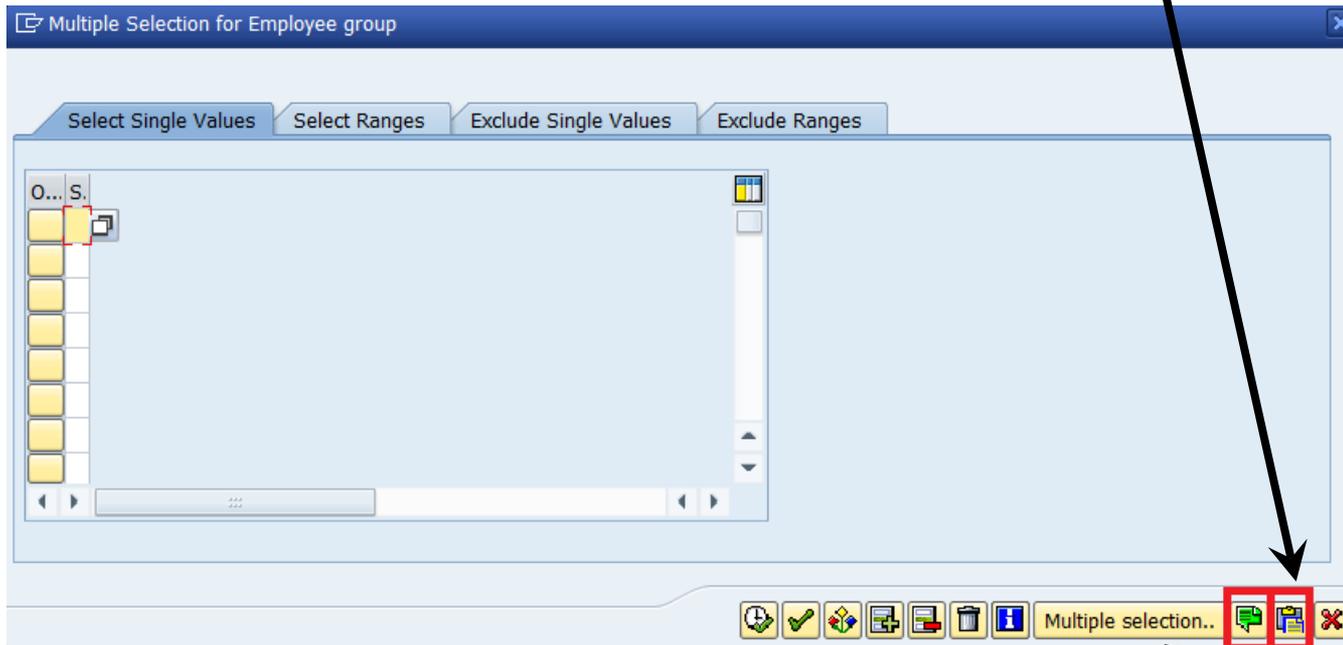
22 Entries found

Multiple selection..

Select the Multiple Selection icon to display values available from the field table. Available values can be selected by checking the boxes in the left column.

# Import Criteria

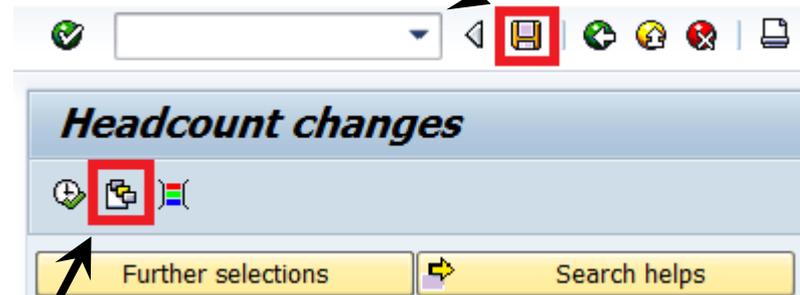
**Upload from Clipboard** allows criteria copied from a spreadsheet to be pasted into the value column.



**Import from Text File** allows criteria from a .txt file to be included.

For reports that are regularly run, you can save your criteria in a **variant** to prevent repetitive data entry.

Once specific selections are entered, a variant can be saved using the **Save As Variant** icon.

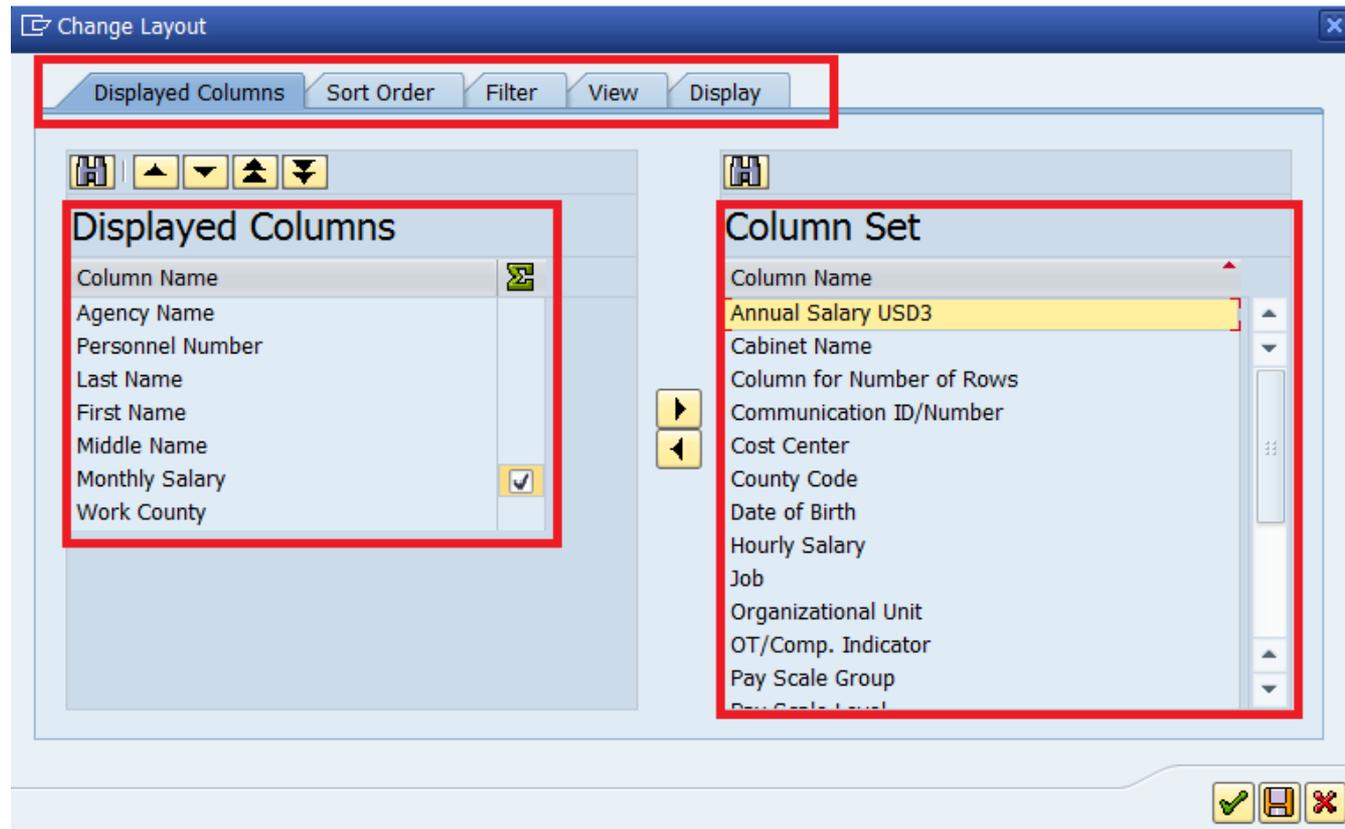


Retrieve saved variants using the **Get Variant** icon.



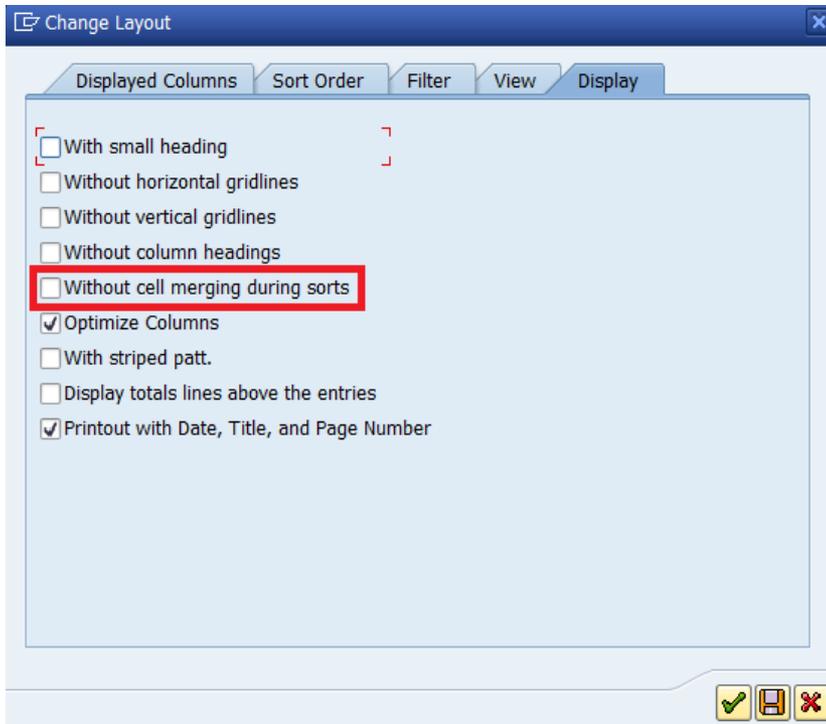
# Change Layout

When the Change Layout icon is selected, numerous options become available. The displayed columns can be hidden, summed, sorted or filtered.



# Additional Display Options

If you prefer to view data in every cell (rather than blank fields for repetitive data), select the box next to “Without cell merging during sorts” on the **Display** tab of the **Change Layout** window.



## Before

Cabinet Name	Cost Ctr	Agency Name	Org.unit
Justice & Public Safety Cabinet	5452700000	Department of Corrections	10105615
			10105615
			10105614
			10105614
			10105614
			10105614

## After

Cabinet Name	Cost Ctr	Agency Name	Org.unit
Justice & Public Safety Cabinet	5452700000	Department of Corrections	10105615
Justice & Public Safety Cabinet	5452700000	Department of Corrections	10105615
Justice & Public Safety Cabinet	5452700000	Department of Corrections	10105614
Justice & Public Safety Cabinet	5452700000	Department of Corrections	10105614
Justice & Public Safety Cabinet	5452700000	Department of Corrections	10105614
Justice & Public Safety Cabinet	5452700000	Department of Corrections	10105614

# Sums and Subtotals

Columns with figures can be summed by selecting the column and then clicking the **Total** icon.

**Empl Refids with Title Grade Salary by Agy**

Position	Hourly Salary $\Sigma$	Monthly Salary $\Sigma$	Annual Salary
CVE Captain	25.947	4,497.540	53,970.480
CVE Captain	25.947	4,497.540	53,970.480
CVE Captain	<b>51.894</b>	<b>8,995.080</b>	<b>107,940.960</b>
CVE Lieutenant	25.993	4,505.520	54,066.240
CVE Lieutenant	25.993	4,505.520	54,066.240
CVE Lieutenant	<b>51.986</b>	<b>9,011.040</b>	<b>108,132.480</b>
CVE Officer I	14.688	2,545.920	30,551.040
CVE Officer I	14.688	2,545.920	30,551.040
CVE Officer I	14.688	2,545.920	30,551.040
CVE Officer I	14.688	2,545.920	30,551.040
CVE Officer I	<b>58.752</b>	<b>10,183.680</b>	<b>122,204.160</b>
CVE Officer II	15.422	2,673.220	32,078.640
CVE Officer II	15.422	2,673.220	32,078.640
CVE Officer II	15.423	2,673.240	32,078.880
CVE Officer II	15.423	2,673.240	32,078.880
CVE Officer II	15.423	2,673.240	32,078.880
CVE Officer II	15.423	2,673.240	32,078.880
CVE Officer II	15.275	2,647.720	31,772.640
CVE Officer II	15.275	2,647.720	31,772.640
CVE Officer II	<b>123.086</b>	<b>21,334.840</b>	<b>256,018.080</b>
CVE Sergeant	17.088	2,961.840	35,542.080
CVE Sergeant	17.088	2,961.840	35,542.080
CVE Sergeant	20.268	3,513.200	42,158.400
CVE Sergeant	20.268	3,513.200	42,158.400
CVE Sergeant	20.223	3,505.260	42,063.120
CVE Sergeant	20.223	3,505.260	42,063.120
CVE Sergeant	<b>115.158</b>	<b>19,960.600</b>	<b>239,527.200</b>
	<b>400.876</b>	<b>69,485.240</b>	<b>833,822.880</b>

Subtotal the provided figures by selecting a reference column (i.e. Position, Job, Work County, etc.) and then clicking the **Subtotal** icon.

# Questions and Answers



---

---

## **Section 3 Temporary Overlap**

For training purposes or if it is in the best interests of the service, with the approval of the secretary, an agency may place an employee in a position currently occupied by another employee. If an employee is so placed, the period shall not exceed \_\_\_ calendar days.

- 
- (20) "Interim employee" means an *unclassified* employee without status who has been appointed to an interim position that shall be less than \_ months duration;
- (21) "Interim position" means a position established to address a one-time or recurring need of less than \_ months duration and exempt from the classified service under KRS 18A.115;

---

Section 1 (2) If an interim employee serves in an interim capacity, the interim shall be for less than \_ full months in a single department during a twelve (12) month period.

---

## Section 2 Sick Leave (4)(c)

Sick leave by personnel action shall not exceed \_\_\_\_\_.

---

Section 2 (1) With prior approval of the secretary, if the services of an employee with status are needed in a position within an agency other than the position to which the employee is regularly assigned, the employee may be detailed to that position. If detailed to that position, the period shall not exceed \_\_\_\_\_.

## **Suggested Use:**

Run this report each pay period to ensure individuals with expiring tasks are monitored and processed appropriately.

## **Tasks to Monitor include (but are not limited to):**

Details to Special Duty

Interim terms

Sick Leave without Pay

Probation Completions

Temporary Overlaps

Execute ZPAQ0031 – Task Monitoring

**Date: July 16, 2014**

Agency 10000586 needs to ensure all expired *temporary overlap* tasks (ZA) have been reviewed for the upcoming month of August, 2014.



## Task

Utilize ZPAQ0031 to determine if any expiring tasks need attention.



# ZPAR084 – Home Address Changes

## **Suggested Use:**

Run this report each pay period to determine if any individuals have moved in or out of a residential tax area (requiring updates to residential tax.)

**Note:** Applicable counties are preset in the County Code Selection.

Execute ZPAR084 – Home Address Changes\_Residential Tax Status

**Date: August 31, 2014**

Agency **10000586** needs to ensure their employees' residential taxes are correctly recorded for the recent pay period **8/16/2014 – 8/31/2014**



## Task

Utilize **ZPAR084** to determine if residential taxes should be changed.



---

## Section 1. New Appointments.

(1) An appointing authority shall appoint a new employee at a salary not to exceed the midpoint of the pay grade.

(2) The appointing authority shall adjust to that salary an employee who is earning less than the new appointee's salary, if the appointing authority determines that the incumbent employee:

- (a) Is in the same class;
- (b) Is in the same work county; and
- (c) Has a similar combination of education and experience relating to the job classification.

---

## Section 2 Reentrance to Classified Service

### (2) Other Reentering Employees

- (a) Former classified employees. An appointing authority shall set the salary of a former classified employee, other than a returning retiree, who is being reemployed, reinstated, or probationarily appointed in one of the following ways:
1. In accordance with the standards used for making new appointments; or
  2. Up to the same salary as that paid at the time of separation from the classified service, if that salary does not exceed the midpoint salary plus the difference between the entry level salary and the midpoint salary.

# ZPAQ0002 – DTC In-Range Salary Compare

## **Suggested Use:**

Run this report to pull the names and salaries of employees in a specified job and work county when appointing a new classified employee at a salary above entry.

**Note:** Compliance with 101 KAR 2:034

Execute ZPAQ0002 – DTC In-Range Salary Compare.

## Date: First of Next Pay Period

Agency 10001454 is appointing a Administrative Specialist III (20001819) in Franklin County (037) at a monthly salary of \$3,000.



## Task

Utilize ZPAQ0002 to determine if any employees could be impacted.



# ZPAR004\_POSITION – PA Master Position Report

## **Suggested Use:**

Run this report monthly to review your employees, vacancies, etc.

**Note:** This report is an excellent tool to assist agencies with reviewing accuracy of FLSA status, unknown race/gender designations, overtime designations, etc.

Execute **ZPAR004\_POSITION** – PA Master Position Report

## Date: Current Date

You have been asked for a listing of current employees assigned to organization **10005296**, along with their title, grade, salary, and increment date.



## Task

Utilize **ZPAR004\_Position** to locate the requested data.



## Suggested Use:

This report has various uses.

**Note:** The Flexible Employee Data report is the most adaptable standard report which falls under Personnel Administration. The user has freedom to pick from numerous available selection criteria and reporting fields. The user must request that the report provide the employee's personnel number, name, job, etc. in order for the information to display on the output.

Execute S\_AHR\_61016362 – FLEXIBLE EMPLOYEE DATA

## Date: Current Date

The Investigations & Litigation Branch employs numerous Staff Attorneys (a job which is exempt according to FLSA). You have been requested to audit the employees of this branch to ensure compliance.



## Task

Utilize **S\_AHR\_61016362** to review the FLSA status these individuals.



# ZPAQ0032 – All Actions Approved for Month

## **Suggested Use:**

Run this report to obtain a listing or a count of actions approved for a given period.

**Note:** Report may require additional filtering of the output data.

Execute ZPAQ0032 – All Actions Approved for Month

## Date: Current Date

The Commissioner has inquired for a listing of appointments (Z1) which were keyed in agency **10003632** during the month of April 2014.



## Task

Utilize **ZPAQ0032** to determine how many appointments were keyed.



# ZPAQ0038 – Employee Listing with EE Ref ID

## **Suggested Use:**

Run this report to obtain a listing of organizational unit, personnel number, employee ID, social security number, birth date, salary information, etc. for an employee (or group of employees).

**Note:** This report only provides data on active employees as of the selected date range.

Execute ZPAQ0038 – Employee Listing with EE Ref ID

## Date: Current Date

You have been asked for a listing of current employees assigned to organization **10000585**, along with the personnel number and employee ID for each.



## Task

Utilize **ZPAQ0038** to locate the requested data.



# ZEVR005 – EVALUATION LEAVE AWARD

## **Suggested Use:**

Run this report to obtain a listing of employees, along with their evaluation score and leave award (if applicable)

**Note:** For accurate reporting, the reporting period should be the evaluation period of which you are looking for the score. The Quota Correction Date should be April 16<sup>th</sup> of the year following the evaluation year.

Execute ZEVR005 – Evaluation Leave Award

## Date: Current Date

Employee 3985 complained that she has never received her evaluation leave award for her 2013 final evaluation rating.



## Task

Utilize **ZEVR005** to locate the requested data.



## **Suggested Use:**

This report has various uses. It provides organizational information, enterprise structure, demographics, months of service, salary, employee status, etc.

Execute ZPAR021 – Seniority Report

## Date: Current Date

Agency has requested to view a listing of all current employees assigned to organizational unit **10000988**, along with their personnel number, job title, months of service, pay grade, salary, and employee status.



## Task

Utilize **ZPAR021** to locate the requested data.



# Questions and Answers



# Knowledge Check

1. What criteria should be included on the selection screen of *ZPAQ002* “DTC- In-Range Salary Compare” to determine if any employees are potentially affected by a new appointee’s in-range salary.
2. Which report allows the user to select both criteria and output fields using the selection screen?
3. What report should be run to ensure an agency remains knowledgeable of important expiration dates (i.e. overlaps, details, interims, etc.)?
4. *ZEVR005* “Evaluation Leave Report” provides two important pieces of information. What does this report provide?



# Service Verifications

## Lesson 3

Brief Review of Personnel Administration

Lesson 1: Personnel Action Breakdown

Lesson 2: Reporting

**Lesson 3: Service Verifications**

Wrap Up

## **By the end of this lesson participants will be able to:**

- Understand when it is necessary to verify service and/or leave.
- Provide the statutes and regulations which support how months of service and leaves are accrued
- Follow the appropriate procedures for verifying service
- Immediately respond to an employee if inquiring about ineligible service
- Determine when requests must be elevated to the Personnel Cabinet

## Primary reasons to verify service:

- Employee Inquiry
- Rehire of legacy employee



Note: Agencies should not habitually submit service verifications for employee acknowledgements or rehires (of KHRIS employee) unless there is cause for concern.

## KRS 18A.005 Definitions for Chapter

- (15) “Federally Funded Time-Limited Employee” means an employee in the *unclassified* service appointed to a position that is funded 100% by a federal grant or grants...

### HOWEVER

- (16) “Federally funded position” means a full-time or a part-time position in which the *unclassified* employee is **ELIGIBLE** for benefits at the same level as a *classified* employee in a permanent position.
- (20) “Interim employee” means an *unclassified* employee without status who has been appointed to an interim position that shall be less than 9 months duration.
- (23) “Part-time position” means a position other than an interim position, requiring an employee to work less than 100 hours per month.

## **101 KAR 2:102 – Classified Leave General Requirements**

### **Section 1. Annual Leave. (1) Accrual of annual leave.**

(b) A full-time employee shall have worked, or been on paid leave, other than educational leave with pay, for 100 or more regular hours per month to accrue annual leave.

(d) In computing months of total service for the purpose of earning annual leave, only the months for which an employee earned annual leave shall be counted.

(e) A former employee who has been rehired, except as provided in paragraph (f) of this subsection, shall receive credit for prior service, unless the employee had been dismissed as a result of misconduct or a violation of KRS 18A.140, 18A.145, or 18A.990.

(f) An employee, who has retired from a position covered by a state retirement system, is receiving retirement benefits, and returns to state service, shall not receive credit for months of service prior to retirement.

(g) A part-time employee shall not be entitled to annual leave.

---

## **101 KAR 2:102 – Classified Leave General Requirements**

### **Section 2. Sick Leave. (1) Accrual of sick leave.**

- (b) An employee shall have worked or been on paid leave, other than educational leave, for 100 or more regular hours in a month to accrue sick leave.
- (f) In computing months of total service for the purpose of crediting sick leave, only the months for which an employee earned sick leave shall be counted.
- (g) The total service shall be verified before the leave is credited to the employee's record.
- (h) A former employee who has been rehired, except as provided in paragraph (i) of this subsection, shall receive credit for prior service, unless the employee had been dismissed as a result of misconduct or a violation of KRS 18A.140, 18A.145, or 18A.990.
- (i) A former employee who is appointed, reinstated, or reemployed, other than a former employee receiving benefits pursuant to a state retirement system, shall be credited with the unused sick leave balance credited to him upon separation.

# Verification References (cont.)

## **101 KAR 3:015 Leave Requirements for Unclassified Service**

### **Section 1. Annual Leave. (1) Accrual of annual leave.**

(b) A full-time employee shall have worked, or been on paid leave, other than educational leave with pay, for 100 or more regular hours per month to accrue annual leave.

(d) In computing months of total service for the purpose of earning annual leave, only the months for which an employee earned annual leave shall be counted.

(e) A former employee who has been rehired, except as provided in paragraph (f) of this subsection, shall receive credit for prior service, unless the employee had been dismissed as a result of misconduct or a violation of KRS 18A.140, 18A.145, or 18A.990.

(f) An employee, who has retired from a position covered by a state retirement system, is receiving retirement benefits, and returns to state service, shall not receive credit for months of service prior to retirement.

(g) A part-time or interim employee shall not be entitled to annual leave.

# Verification References (cont.)

## **101 KAR 3:015 Leave Requirements for Unclassified Service**

### **Section 2. Sick Leave. (1) Accrual of sick leave.**

(b) An employee shall have worked or been on paid leave, other than educational leave, for 100 or more regular hours in a month to accrue sick leave.

(f) In computing months of total service for the purpose of crediting sick leave, only the months for which an employee earned sick leave shall be counted.

(g) The total service shall be verified before the leave shall be credited to the employee's record.

(h) A former employee who has been rehired, except as provided in paragraph (i) of this subsection, shall receive credit for prior service, unless the employee had been dismissed as a result of misconduct or a violation of KRS 18A.140, 18A.145, or 18A.990.

(i) A former employee, other than a former employee receiving benefits pursuant to a state retirement system, who is appointed to an unclassified position, shall be credited with the unused sick leave balance upon separation.

# Summary of Eligibility

- Part-time employees..... **Not Eligible** to Accrue
- FT Interims..... Eligible for Sick – **Not Eligible for Annual**
- FFTL..... Full-Time is Eligible
- Returning Retirees..... **Not Eligible** for Pre-Retirement Accruals
- Employees dismissed (due to Misconduct)..... **Not Eligible** for Pre-Dismissal Accruals
- Board of Education..... **Not Eligible** unless hired in KDE
- City Governments..... **Not Eligible**
- Colleges/Universities..... **Not Eligible**
- Kentucky Housing Corp.... **Not Eligible**
- Local Health Departments.. **Not Eligible**
- Military Leave..... Eligible
- Sick Leave..... **Not Eligible** if less than 100 hours in month
- AOC/PVA/UPS..... Eligible – contact directly

# Procedures – Employee Request

**The request for verification of leave and/or service starts with the employee.**

**This is often initiated because the employee disagrees with the information on record.**

**Upon reentrance to state service, agencies can provide the previous service verification form to an employee who worked prior to KHRIS implementation.**



# Procedures – Agency Review

**The agency human resources office is responsible for the initial review of the employee's request for service verification.**



**The agency HR office should respond if the employee:**

- **Does not have previous service with an eligible agency, OR**
- ***Only* has service within the current agency, of which, records are accessible to the HR office.**

# Procedures – Personnel Cabinet Review

**When should the *Employee Request for State Service Verification* form be forwarded to the Personnel Cabinet?**

- If the employee has service in **eligible** agencies outside of the agency's authorization
- If the employee previously worked for the agency, but the service was prior to Document Direct and/or the service records have been destroyed due to retention.

**All requests should be submitted through the Business Request process on the proper form.**



Business Request

## HR Website>Resources>Reference>Verifications

- Procedures
- Legislation
- Form
- Questions & Answers

## **KHRIS Transactions**

1. PT\_BAL00 – Cumulated Time Evaluation Results
  - a. Variant 00\_ACCRUAL – Leave Balance Summary
  - b. Variant 00\_MOS – Annual/Sick Months of Service
2. PT50 – Quota Overview
3. ZTMR019 – Leave History Report
4. ZTM\_LEAVEBALANCEDOLS – Leave Balances with Dollars

## **Document Direct Reports**

1. PERCP164 – Leave History
2. PERQEHSS – Quarterly Employee History
3. PERPAY2R; PERPAY 2S – Regular & Supplemental PY Reports

# SCENARIO 6

# SERVICE VERIFICATION

# Knowledge Check

1. An interim employee is eligible for what type of service?
2. How many hours must an employee work (or be on paid leave) during the month in order to be eligible to accrue leave?
3. How would HR verify an employee's previous service with the Office of the Property Value Administrator?
4. Would FFTL positions be eligible to accrue months of service?
5. When should an agency forward a service request to the Personnel Administration branch?
6. Would service (which was accrued with the Board of Education) be eligible for verification?

## In this lesson, you have learned:

- Why we verify service
- How to verify service
- Who is eligible for service and leave accruals

# Questions and Answers





Wrap-up

Brief Review of Personnel Administration

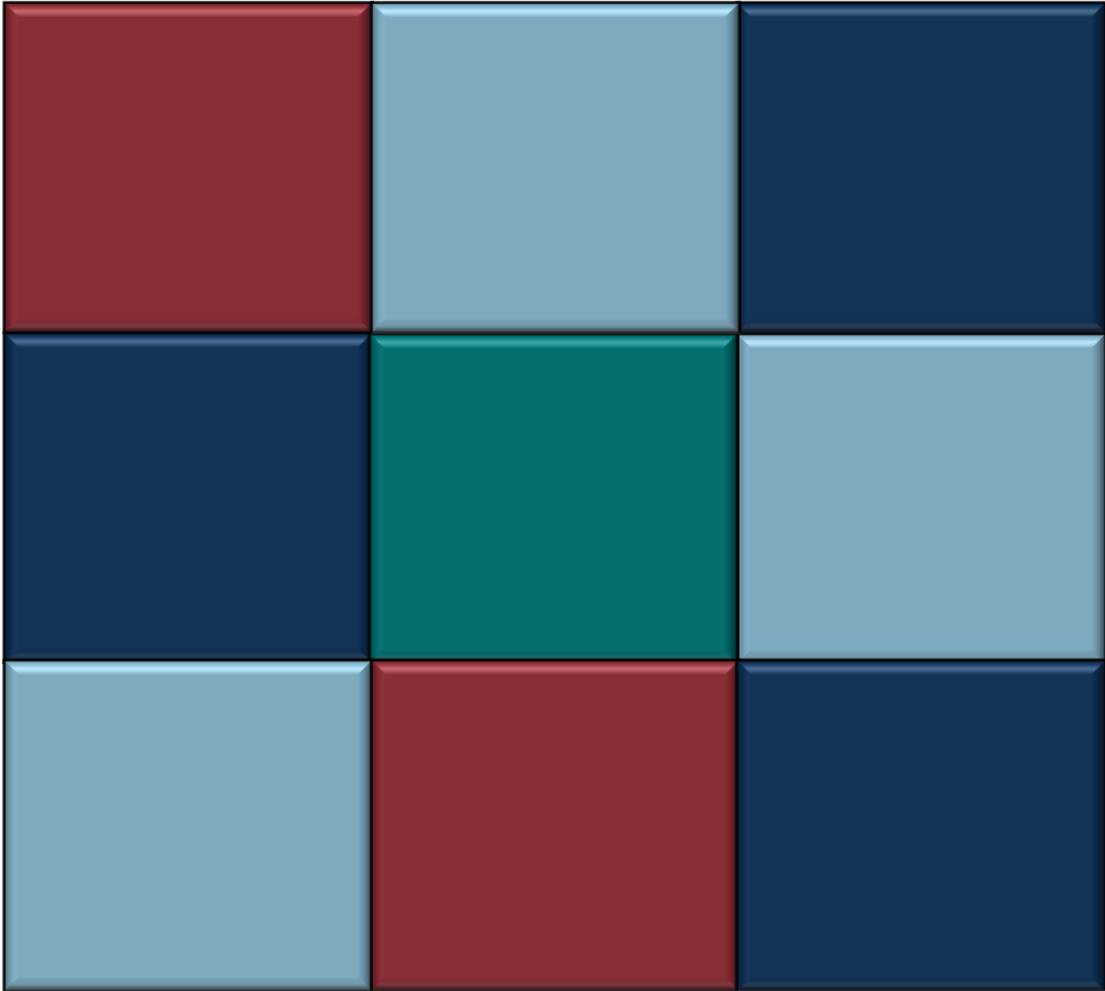
Lesson 1: Personnel Action Breakdown

Lesson 2: Reporting

Lesson 3: Service Verifications

Wrap Up

# Knowledge Check



## **Participants should now be able to:**

- Navigate KHRIS to locate needed information
- Calculate salary and date changes for employees
- Streamline personnel processing
- Clarify the differences between Rehires and Dual Appointments
- Determine appropriate uses for the Voids and Corrections
- Locate and interpret important HR legislation
- Utilize multiple reports to track required information
- Develop reporting criteria to fit agency needs
- Verify an employee's months of service and leave balances

# Questions and Answers



**Your feedback is invaluable to the success of KHRIS**

