Using the personnel and position details outlined on the approved Employee Notice (to be attached to this checklist), please ensure appropriate actions and tasks are completed as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personnel and Position Summary** | | | | |
| Employee Name: | |  | PERNR: |  |
| Detail Type: | Internal (Not to exceed 1 year)  Internal up to midpoint (Not to exceed 1 year)  Internal w/ Overlap (Not to exceed 90 calendar days)  Internal w/ Overlap up to midpoint (Not to exceed 90 calendar days)  External (Not to exceed 90 calendar days)  External up to midpoint (Not to exceed 90 calendar days)  External w/ Overlap (Not to exceed 90 calendar days)  External w/ Overlap up to midpoint (Not to exceed 90 calendar days) | | Effective Date: |  |
| Planned Reversion Date: |  |
| Latest Reversion Date: |  |
| **Tasks to Consider/Complete:** | | | | |
| Work Tax Area | | | | |
| Shift Premium  Locality Premium | | | | |
| OT Designation: If employee is being detailed from an Exempt position to a Non-Exempt position,   provide form to employee for voluntary election. | | | | |
| Tasks associated with Performance Evaluation | | | | |
| Employment status (Employee cannot be serving a probationary period) | | | | |
| If applicable: | | | | |
| Signature Authorization | | | | |
| Non-Merit paperwork | | | | |
| Security access to Personnel Cabinet HR systems | | | | |
| Building/office access | | | | |
| Review emergency procedures | | | | |
| Provide and review agency policy statements | | | | |
| Schedule agency specific training (to include KHRIS ESS Self-Time Entry, if necessary) | | | | |
| Unemployment Insurance- Benefits Acknowledgement Form (Only applicable if detailed to the following   job titles: Secretary, Deputy Secretary, Executive Director, or Commissioner.) | | | | |
| Statement of Financial Disclosure- If the employee is being detailed to serve in an officer position as  defined by KRS 11A.010(7), refer them to Ethics Commission website to file within 30 days of effective  date. | | | | |
| Is detailed position a supervisory position? | | | | |
| KHRIS MSS Tutorials (to include KHRIS ESS Self-Time Entry-Approval, if necessary) | | | | |
| Performance Matters Supervisor Evaluation Training | | | | |

NOTICE: This checklist may not encompass every scenario or cabinet-specific requirement. Please consult with the Personnel Cabinet for any specific questions.