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.

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| **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.