Welcome to the FAST Initiative.

We hope that you find the Human Resources Employee Records and Unemployment courses informational and applicable to your daily duties.

We will provide you with an overview of the institution's policies and procedures that will be beneficial to you, your department, and the University.

After this course, a review handout and Quick Reference Guide will be available on the FAST website.

In addition to the topics in this course, remember that it is every employee's responsibility to perform their duties in accordance with their department's policies and the University's Business Procedures Manual.

We will begin by discussing Employee Records.

Slide notes

This course will discuss staff employee records and how they are stored at the departmental level.

We will then tell you how you can request your records or what to do if you need a Verification of Employment or VOE.

The University takes appropriate steps to protect the privacy of personal information contained in human resources files.

The University's Employee Records Department has the responsibility
- to maintain employee files for all University of Kentucky employees,
- to store records for past employees and
- retrieve employee records when necessary while remaining compliant with University policies and procedures and Open Records regulations.

Every employee and past employee of the University has a file that includes information that relates to their employment.

Some employee records are kept electronically, while some may still be physical documents.

It is recommended that departments store all employee records electronically.

Departments with physical documents should retain them securely until five years after the employee leaves the department.

To store these documents securely, scan any paper documents that are not already in the performance evaluation system.

After five years of the employee no longer being in your department, contact the Employee Records Department to transfer any digital documentation into a departmental One Drive.

Any paper, digital or electronic media, that has not been transferred to One Drive are accounted for on a Records Destruction Certificate or RDC.

To obtain an RDC, contact UK Libraries-Records Management.

Slide notes

A Verification of Employment, also called a VOE, is a document that can be requested by an organization, requested by an organization, such as a bank or other financial institution.

This is used to verify an employee's job title, dates of employment, or pay information.

University employees are prohibited from releasing any information about another employee to an outside organization without written authorization from that individual.

VOEs and Employee Records can be requested on the UK Human Resources Website.
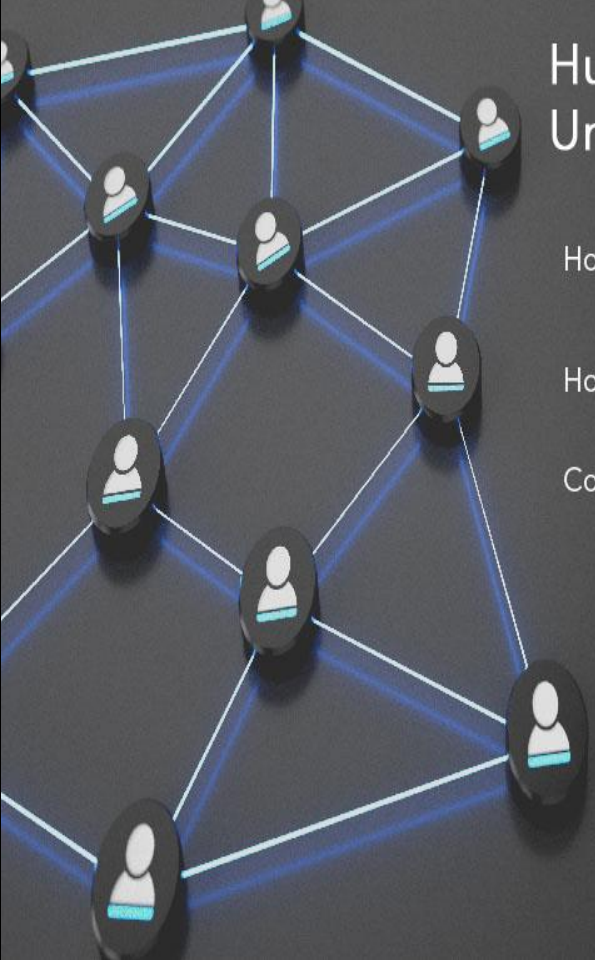
If an employee has been separated from the University for more than six months, they must email the UK Legal Office to begin an Open Records Request.

Slide 8 - HR_Unemp_Title

This completes the Employee Records portion of this course.

The next section will cover Human Resources Unemployment.

Slide notes

This course will discuss how people can apply for unemployment benefits and how to connect people in crisis with assistance agencies.

We will also look at the different functions of the University's Human Resources Unemployment Office, called HR UE in this training and the Kentucky Office of Unemployment Insurance.

Let's get started with the functions of the University's HR UE.

University's HR UE

HR Policies and Procedures #100

Provides guidance about unemployment benefits

Position loss due to:
- Work not being available
- Reduction in force

University's HR UE

HR Policies and Procedures #100

Provides guidance about unemployment benefits

Collaborates with the Kentucky Office of Unemployment Insurance

Connects people in crisis with assistance programs

Assistance Programs such as:
- Supplemental Nutrition Assistance Plan (SNAP)
- Kentucky Bridge Program for homeowners
- Basic Needs Lexington (food, housing, financial assistance, etc.)
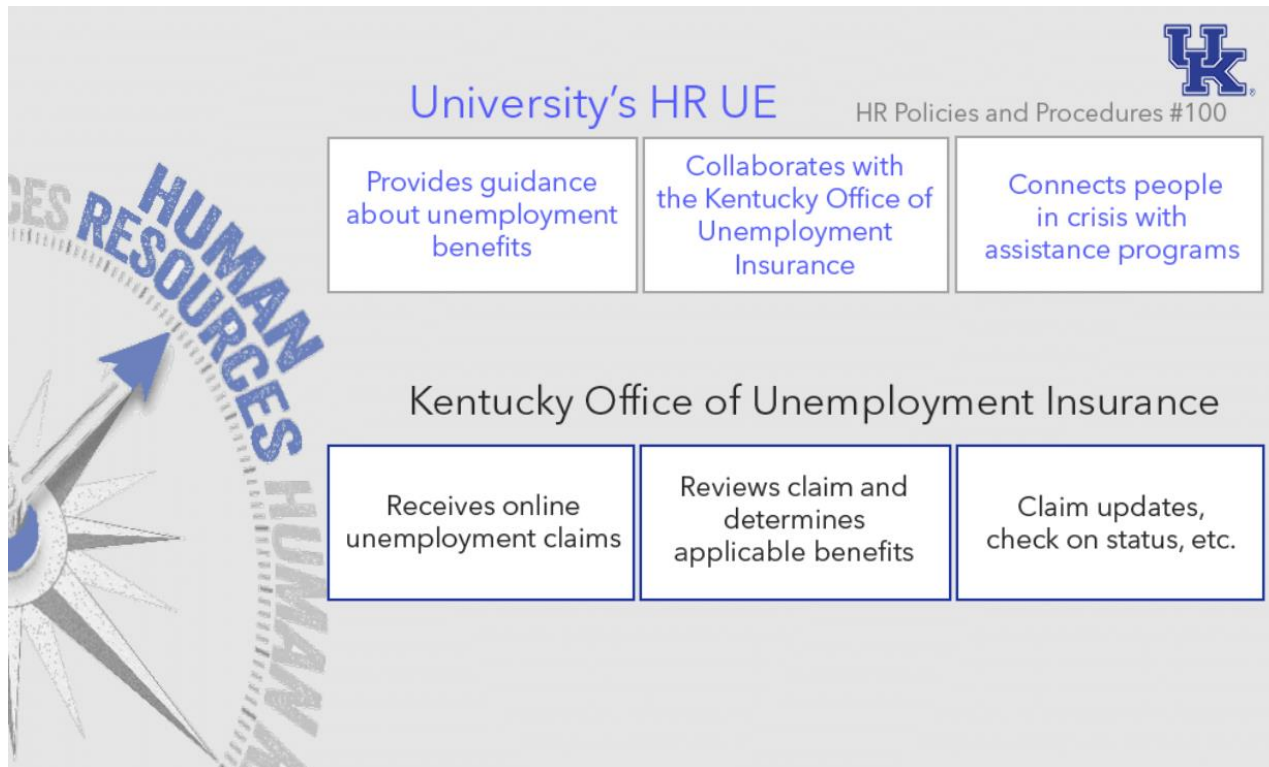- UK HR Work+Life Connections

Kentucky Office of Unemployment Insurance

Receives online unemployment claims

Claims can be submitted regardless of full, part-time or separation status

There are two offices to assist with unemployment.

One is the University's HR UE, and the other is the state of Kentucky's Office of Unemployment Insurance.

HR UE provides guidance on unemployment benefits for people who have lost their position due to work not being available or a reduction in force.

They also work in conjunction with Kentucky's Office of Unemployment Insurance by providing documentation for unemployment claims.

In addition, they connect employees or former employees who are in crisis with federal, state, city, and University assistance programs.

Next, the Kentucky Office of Unemployment Insurance receives unemployment claims, which can only be completed online on their website.

Anyone who has lost their job, regardless of full, part-time, or separation status, can submit an online claim.

This office will review the claims and supporting documents to determine what benefits are applicable.

Only the Kentucky Office of Unemployment Insurance can be of assistance if revisions to a claim are needed or to check claim status.

If you or an employee has a question about unemployment, please contact the appropriate office.

Both the University HR UE and the Kentucky Office of Unemployment are available to answer general unemployment questions.

The Kentucky Office of Unemployment will answer questions relating to employment benefits and payment.

They can also answer questions about claims and can help with issues like submitting a claim or changing the PIN.
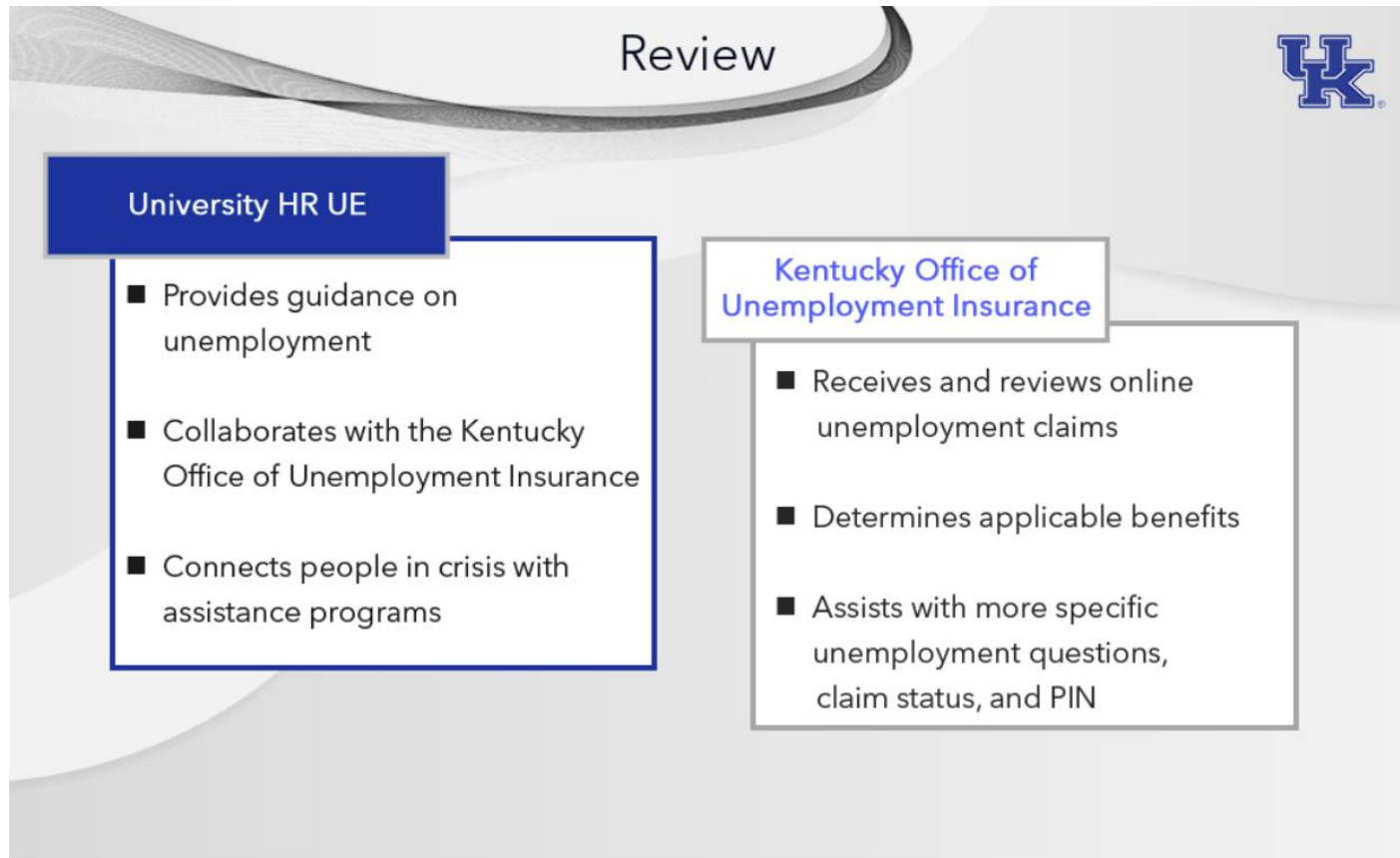
Slide notes

To quickly review the course, let's start with the functions of the University's HR UE.

They provide general guidance on unemployment, work with The Kentucky Office of Unemployment Insurance, and they connect people in crisis to assistance programs.

The Kentucky Office of Unemployment Insurance receives and reviews online claims, determines applicable benefits, and answers more specific questions about unemployment, such as claims status.

Contact information for both the University HR UE and the Kentucky Office of Unemployment Insurance is listed in the Quick Reference Guide.