



KHRIS Reporting Officials

Invoice Status Correction

We recently fixed an issue with the status of invoices that we want to make you aware of. When you select an invoice to pay in Employer Self Service (ESS), the status is set to pending. However, the invoice incorrectly remained in pending status after the payment was processed through eMars and applied through START. This has been corrected. Now all invoices that have been paid have the correct status of paid. Any invoices that are currently in pending status should be reviewed.

Please keep in mind that the invoice status will not immediately change to paid. If you select an invoice to pay, the status changes to pending until the payment is processed through eMars and applied through START. The eMars process takes two to five business days. If you have an invoice that has remained in pending status longer than five business days, please contact your ERCE representative so that we can review the invoice.

Online Adjustments

Last year, we asked you to discontinue using the adjustments module in ESS due to an issue we identified. At that time, we informed you that our team would process non-monetary adjustments manually. This has also been corrected. You can resume submitting non-monetary adjustments through ESS.

KHRIS Team

You can always email your Employer Reporting, Compliance and Education representative directly if you have questions:

Brenda Mathis at Brenda.Mathis@kyret.ky.gov

Deanna McDonald at Deanna.Mcdonald@kyret.ky.gov

Blaine Walker at Blaine.Walker@kyret.ky.gov

Not sure who your representative is? [Email the entire KHRIS team.](#)

Secure Email

We strongly encourage you to use the [KRS Secure Email Portal](#) when sending confidential information. Our [user manual](#) provides step-by-step instructions for using the portal.

Questions?

If you have questions, contact our office at 1-888-696-8810.

