



KHRIS Reporting Officials

We have been made aware of an issue with adjustments being submitted through Employer Self Service (ESS). **Until further notice, please discontinue using the Adjustments module in ESS.** Our team will process adjustments manually until the problem is resolved.

Submitting Adjustments

If you need to submit non-monetary adjustments, please email your Employer Reporting, Compliance and Education representative directly:

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.

Next Steps

Once the adjustment has been applied, you will receive confirmation from our team. Please do not resume submitting adjustments online until you receive notification from our office.

Thank you in advance for your assistance.



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