



**Current FACts**  
 FAC News to Use  
 June 11, 2015

**FAC Spotlight:**  
**1st Phase of Ky Business Registration Website Recently Launched for New Businesses**  
*COT and DOR integral partners*

Thanks to the efforts of the Finance Cabinet and several other state agencies, new business owners will find the Kentucky Business One Stop Portal even easier to navigate, thanks to new time- and cost-saving features.

With a single log-on at [onestop.ky.gov](http://onestop.ky.gov), business owners can register with both the Secretary of State's Office and the Department of Revenue, file their withholding tax return, and renew Occupations & Professional licenses.



"Throughout my administration, we have worked hard to make navigating state government easier for all Kentuckians, but especially for Kentucky's thriving business community," said Gov. Steve Beshear. "Citizens and businesses expect easy, reliable and accessible government in an online marketplace environment. These new portal features will make it easier for businesses to incorporate, register for a tax identification number or conduct other business with state government."

One of the most noticeable changes is that when a business receives approval, the applicant will see his or her transactions on a "dashboard." From the dashboard, the owner can access all pertinent information including the automatically assigned tax account numbers and the ability to immediately view and print a Sales and Use Tax Permit.

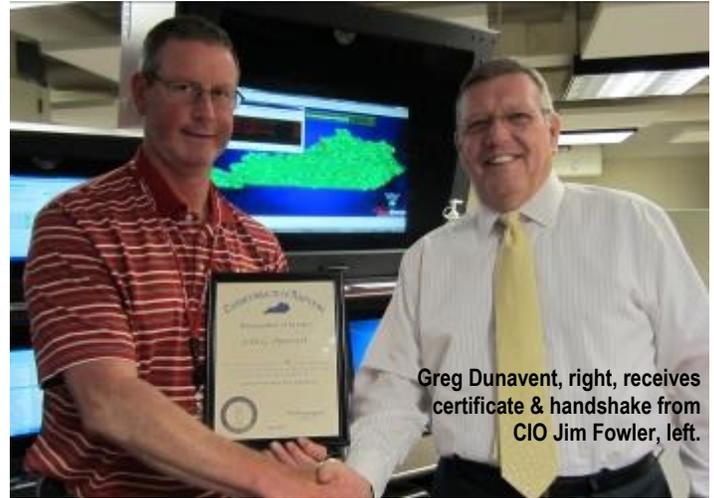
"This truly has been a team effort among agencies," said Secretary Lori Flanery. "We've also had a huge internal team focused on this effort—from the IT programming and design to revenue processes and review and more."

Cont'd on Pg. 2

**COT's Dunavent Recognized for 30 Years of Service**

Submitted by Kevin Kinnaird,  
 Commonwealth Office of Technology

Greg Dunavent began his career in state government at a time when the first portable, hand-held, cellular telephones were becoming commercially available.



Greg Dunavent, right, receives certificate & handshake from CIO Jim Fowler, left.



While cumbersome, hefty brick phones have all but vanished, Dunavent, production coordinator and first shift console supervisor at Commonwealth Office of Technology, is still standing. On Wednesday, he celebrated 30 years of service in state government

during an impromptu celebration at COT featuring a handshake and certificate from CIO Jim Fowler.

The world had yet to experience St. Elmo's Fire, Live Aid, or the Space Shuttle Challenger disaster 30 years ago, but Dunavent was a man in motion in his first job as a seasonal landscaper around the state Capitol.

Within a few years, Dunavent said he was hired as a computer operator at the Department of Information Systems (now COT), performing tape operations and printing jobs, and he never looked back.

Today he oversees a crew responsible for monitoring servers, security cameras, the Alternate Data Center, and the Kentucky Emergency Warning System among other things.

Through the years, Dunavent said the nature of his job has evolved so things can run more efficient.

"It's more technical – more automatic and less paperwork," Dunavent said.



**2015 Relay for Life**  
**New Location**  
**June 13, 2015**  
**CIVIC CENTER**  
**4 pm – 12 am**

## Portal from Pg. 1

Other new interactive features mean changes take place in real time and include:

- A unique Commonwealth Business Identification number (CBI), which will eventually be the only number that a business needs to interact with state government.



- A streamlined central registration system. Now a business will need to enter or update only once "common information" such as business name, address and phone number.

- The capability for businesses to manage security for their own data by delegating access to other individuals such as lawyers, accountants or managers.

Phase one enhancements "soft" launched April 30. Already more than 1,500 new businesses have registered and nearly 1,500 registration applications are in progress. Phase two of the portal will launch in late August and will allow existing businesses to manage their information from the portal.

The Kentucky Business One Stop Portal was created in 2011 to simplify and streamline business interactions with different government agencies. It is as a partnership of the Office of the Secretary of State, the Finance and Administration Cabinet, and the Cabinet for Economic Development. Additional agencies and services will be added in future enhancements.

## Landscape Division Hosts Illinois Group

In preparation for a renovation of the Illinois governor's mansion grounds, the head horticulturist from that state came looking for ideas. He brought along 30 or so of his friends (pictured below) to view the Kentucky Governor's Mansion grounds.

Tim Depenbrock and Beth Sebastian, with the Ky Div. of Landscape, gave everyone a tour of the front and back gardens, after which Boro Rudic gave them a tour of the inside of the Mansion. The group was also treated to a walk on the Capitol grounds where the Kentucky team had the opportunity to show the group our Native Habitat, Edible Landscape plantings and the Governor's Garden program.

## IMPORTANT:

### Fiscal Year End and Purchases

You are reminded that fiscal year 2015 ends on June 30, 2015 and various deadlines/requirements must be met for purchases. REMEMBER --- goods must be received by Tuesday, June 30 in order to be paid with FY15 funds.

[Click here](#) for more information and other important notes.



Illinois group pictured on front porch of the Governor's Mansion with fountain in foreground.

# MANDATORY TRAINING

All Finance & Administration Cabinet Employees Must Complete  
Two Online Courses by August 30, 2015

The Personnel Cabinet - Department of Human Resources Administration has released two online training course for all state employees.

## **Security Awareness and Accurate Time Reporting**

The **Security Awareness** video is designed to give employees an understanding of this important topic.

The **Accurate Time Reporting** course is designed to offer employees an overview of the guidelines for time and attendance.

**All** Finance and Administration Cabinet employees are **required** to view the **Security Awareness** and **Accurate Time Reporting** videos by **August 30, 2015**. All newly eligible employees in years thereafter are required to complete the online training.

[Click here](#) to access both the **Security Awareness** and the **Accurate Time Reporting** online courses and printable versions.

NOTE: The courses may take a few moments to load once you click on the link, please be patient.

Upon completion of the course, employees are required to submit an Employee Acknowledgement Form to their supervisor **and** Amanda Arnold ([Amanda.Arnold@ky.gov](mailto:Amanda.Arnold@ky.gov)) within the Division of Human Resources.

**You will not receive credit for the course unless the Division of Human Resources receives your acknowledgement form.**

If you have difficulty accessing the course, please contact your agency information technology staff.

Supervisors, please ensure all staff are alerted about this training requirement and that they have access to computers to complete.