

2026
EMPLOYER
workshop

new
DESIGNATED
agents
&
EMPLOYER
contacts



Topics Part 1

- KPERS overview
- The Employer
- Useful Tools
- Membership
- Enrollment
- Long-Term Disability
- Death Benefits
- Optional Group Life
- KPERS 457

Three overlapping hexagons in blue, orange, and green are located in the top-left corner of the slide.

Topics Part 2

- Pay Period Reporting
- Leaving Employment
- Service Purchase
- Retirement
- Working After Retirement
- Education and Training

Putting Together the KPERS Puzzle

- Necessary Pieces
- Building the Framework
- See the Bigger Picture



KPER Poll

How long have you been a Designated Agent or Additional Contact in the KPER system?

- Less than 6 months
- 6 months to a year
- Less than 2 years
- Less than 5 years
- KPER and I go way back



Three large, solid-colored hexagons are arranged on the left side of the slide. From top to bottom, they are blue, green, and orange. The green hexagon is the largest and is positioned in the center of the three. The blue and orange hexagons are partially visible on the left edge of the frame.

overview

What is KPERS?

The Kansas Legislature created KPERS in 1962.

- Three statewide defined benefit retirement plans (**KPERS, KP&F & Judges**) overseen by a nine-member board of trustees.
- KPERS also oversees KPERS 457, a voluntary 457(b) savings plan for all State and many local employees.

What is KPERS?

401(a) Defined Benefit Plan

- Members' benefits are **guaranteed by law** and **depend on a formula**, not on member contributions or market performance.
- KPERS retiree benefits are safe and **guaranteed by Kansas law**.

How KPERS Works?

- Legislature defines benefits and funding.
- Actuary projects how much benefits will cost.
- Employers and members make contributions to KPERS.
- KPERS invests the money over time.
- KPERS pays benefits with contributions and investment earnings.

Three large, solid-colored hexagons are arranged in a triangular pattern on the left side of the slide. The top hexagon is blue, the bottom-left is orange, and the central one is green.

the employer

Role of a Designated Agent

- By law, affiliated employers are required to name a Designated Agent.
- Distribute Retirement System information to members in a timely manner
- Perform transactions using the Employer Web Portal in a timely manner.

Only one person can be the Designated Agent.



Employer Web Portal (EWP) Additional Contacts

Designated Agents need to assign and closely maintain Additional Contact roles for the EWP.

-
- | | |
|----------------------|---------------------------------------|
| • Designated Agent | • Message Admin |
| • Bank | • OGLI (Optional Life Insurance) |
| • Death & Disability | • Pay Reports |
| • Enrollment | • Certify Rates and Period of Service |
| • Invoice | • Read Only |
-

KPER Poll

Which One Are You?

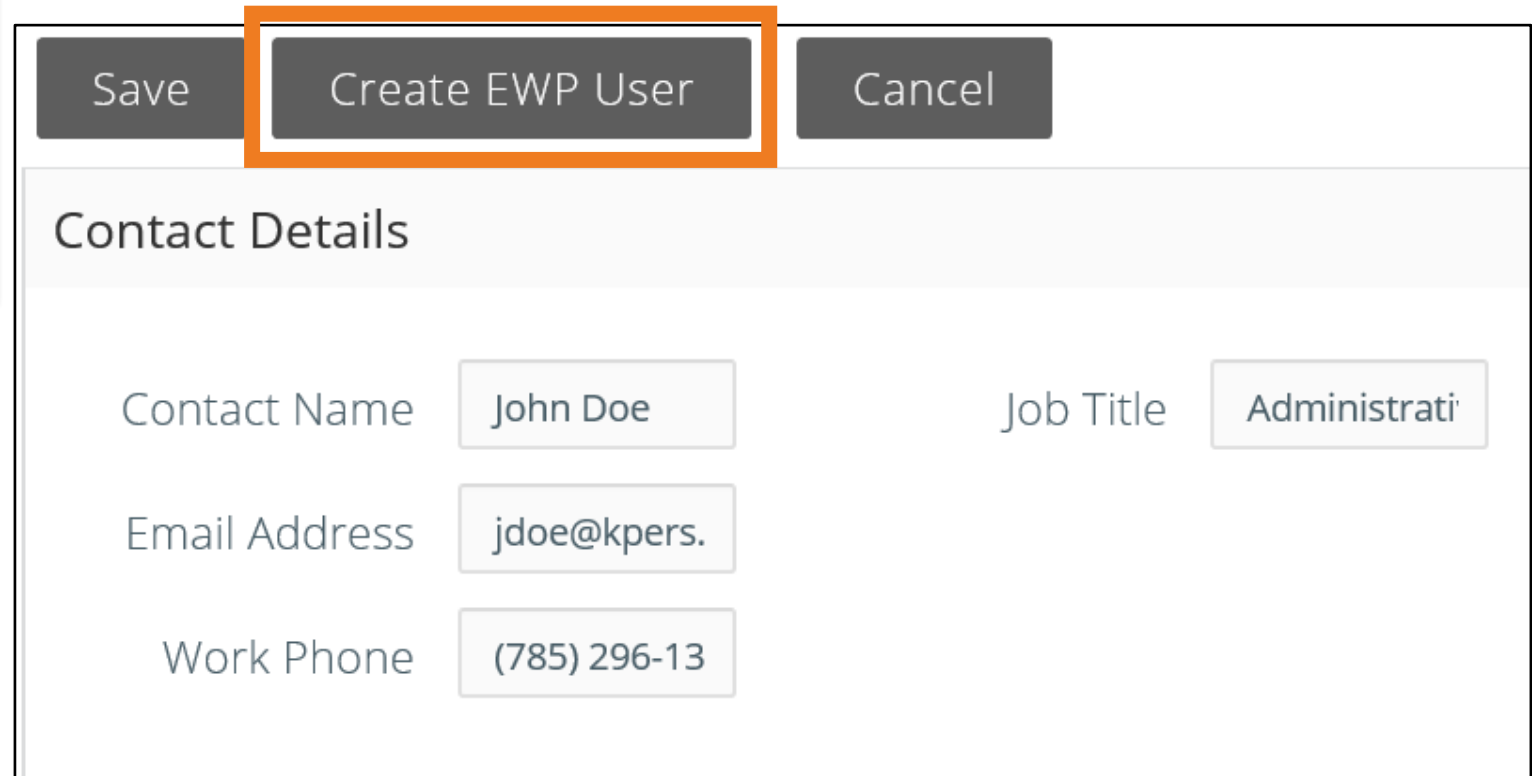
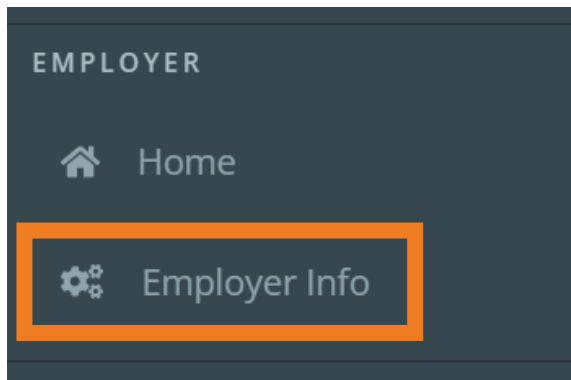
- Designated Agent
- Additional Contact



Logins

- Need own email address as a login.
- Accounts deleted for inactivity after **90** days.
- Email sent to Designated Agent after 45 days of inactivity.
- Only **KPERS** can reinstate Designated Agents.
- Only **Designated Agents** can reinstate Additional Users.
- Instructions available on website

Add/Delete Additional EWP Users



A screenshot of the 'Create EWP User' form. The form has a white background and a dark gray header bar. The header bar contains three buttons: 'Save', 'Create EWP User' (highlighted with an orange border), and 'Cancel'. Below the header bar is a section titled 'Contact Details' in a light gray bar. The form contains four input fields: 'Contact Name' with the value 'John Doe', 'Email Address' with the value 'jdoe@kpers.', 'Work Phone' with the value '(785) 296-13', and 'Job Title' with the value 'Administrati'.

Passwords

The Designated Agent can reset passwords.

- **Unlock User** for a new password.
- **Reset User** for new security questions and password.



Save
Unlock User
Reset User
Cancel

Contact Details

Contact Name

Cathy Rafferty

Email Address

crafferty@kpers.org

Work Phone

(785) 200-0000

Roles and Addresses

☐ Bank
☒ Death & Disability
☐ Designated Agent
☐ Enrollment
☒ Invoice
☒ Message Admin
☒ OGLI
☒ Pay Reports
☒ POS Certify
☒ Rate Certify

☐

Line 1

☐

510 N Main Room

2025 Employer Workshop

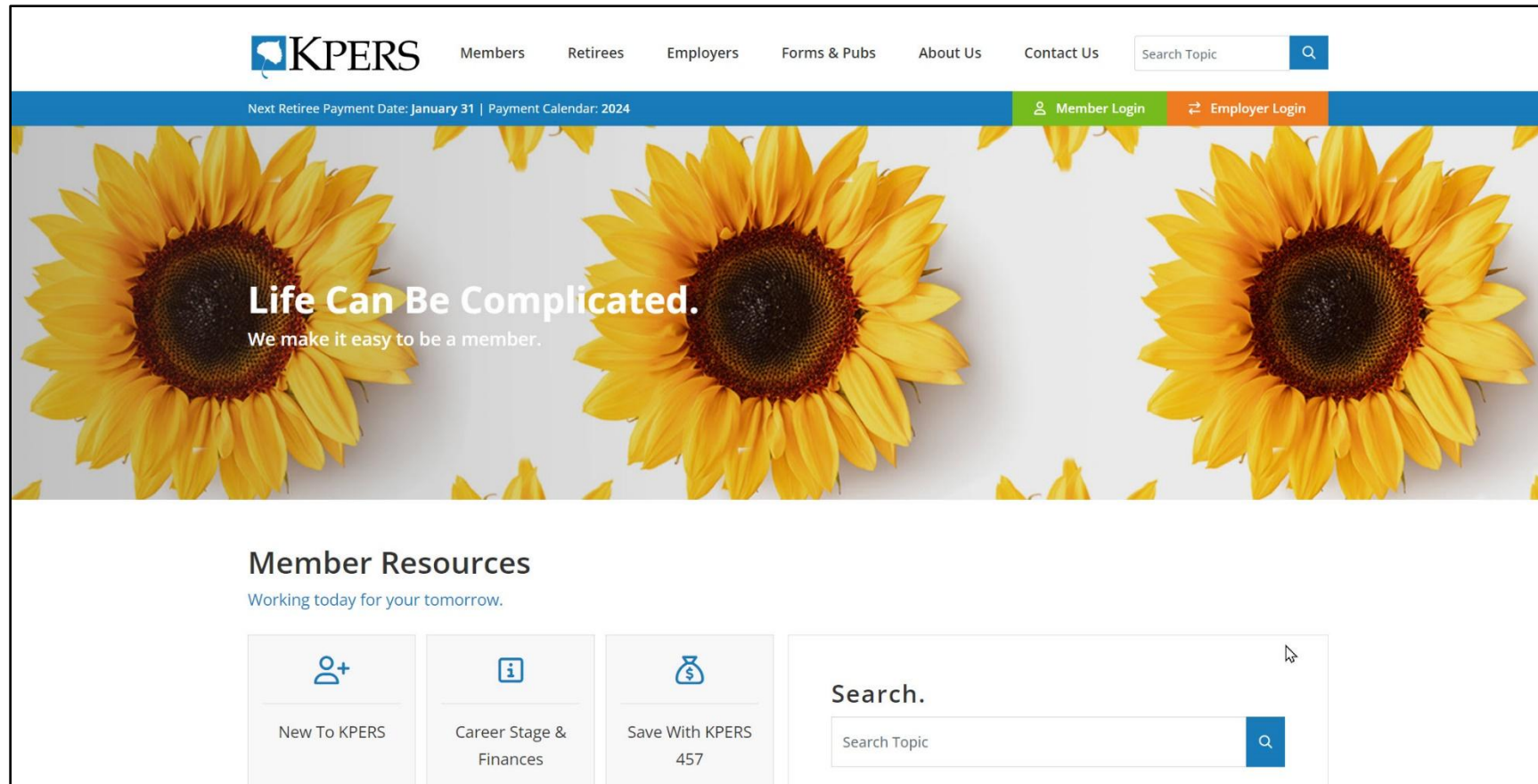
16

New Designated Agent & Employer Contacts

Three large, overlapping hexagons in blue, green, and orange are positioned on the left side of the slide.

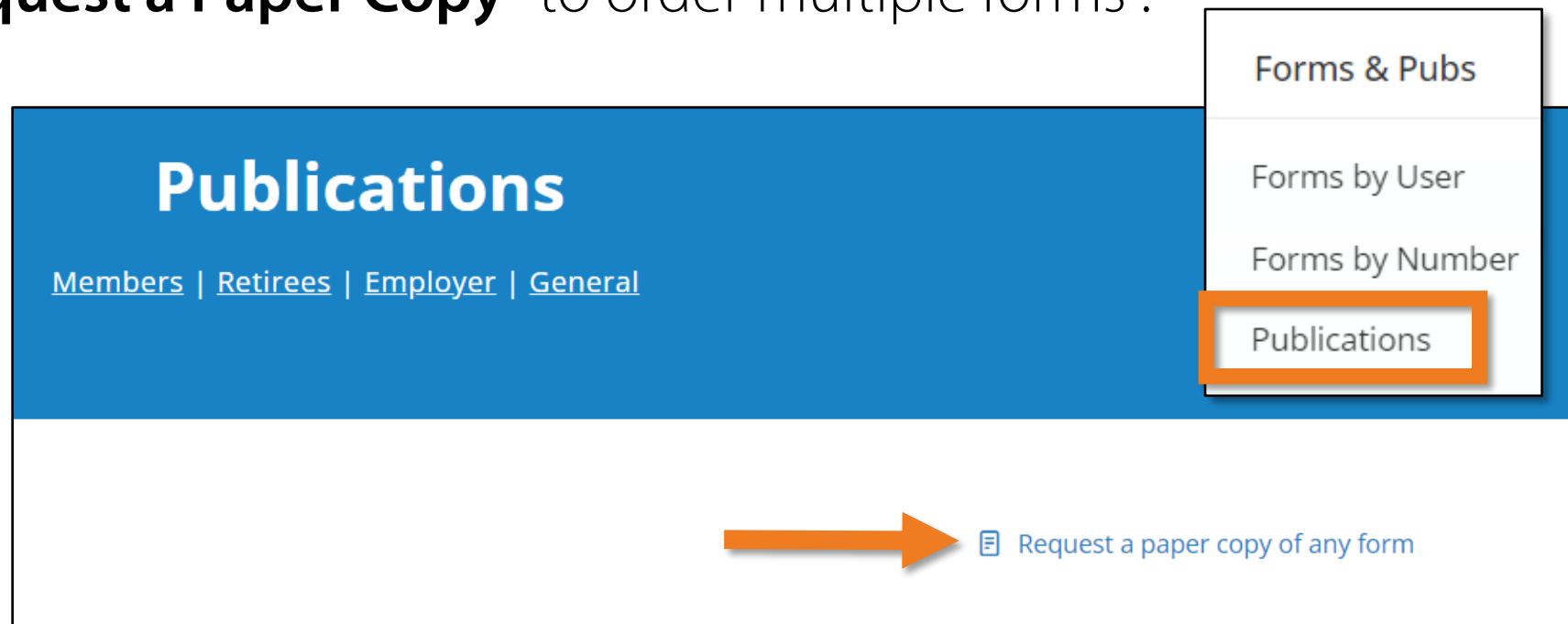
useful tools

Website (kspers.gov)




Forms and Publications

- Print needed forms and publications.
- **“Request a Paper Copy”** to order multiple forms .



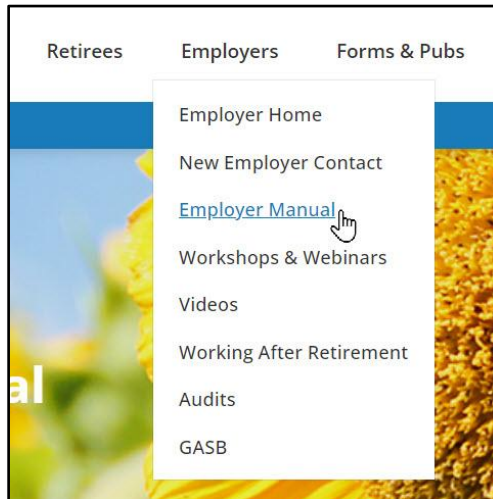
Employer Section



Welcome Employers!
Thank you for all you do for KPERS and its members.

[New Employer Contact](#) [Webinars & Workshops](#) [Employer Videos](#) [Employer Manual](#)

Employer Manual



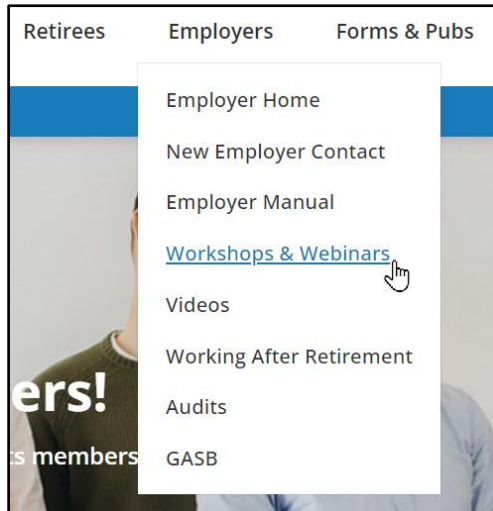
Employer Manual

Employer Manual

Sections are listed in alphabetical order. Can't find it, try [Additional Resources](#).

About KPERS Revised: 7/22	Adjustments Revised: 2/22	Beneficiary Revised: 4/19
Contact KPERS Revised: 7/22	Contribution Rates Revised: 6/21	Designated Agent Revised: 4/19
Disability Revised: 6/21	Employer Web Portal Revised: 4/19	Kansas Board of Regents Revised: 1/22
Leaving Employment Revised: 2/20	Member Benefits Revised: 4/19	Membership: Non-School Revised: 11/21
Membership: School Revised: 9/21	Optional Life Insurance Revised: 7/22	Pay Reporting Revised: 4/22
Retirement - KPERS 1 Revised: 10/23	Retirement - KPERS 2 Revised: 10/23	Retirement - KPERS 3 Revised: 10/23
Service Credit Revised: 9/21	Service Quarters Revised: 6/19	Working After Retirement Revised: 11/20

Workshops & Webinars



Webinars & Workshops

Subject Spotlight Webinars

We host employer webinars on timely topics, specific things important to employers. "Disability" was our final Subject Spotlight for 2023, but we are planning more for 2024. Check back here and your email inbox for the latest announcements.

Most Recent Spotlight

- **Disability** December 13, 2023 @ 10:00 a.m.
- [Disability Slides](#) (PDF)
- [Disability Recording](#) (leaves KPERS site)

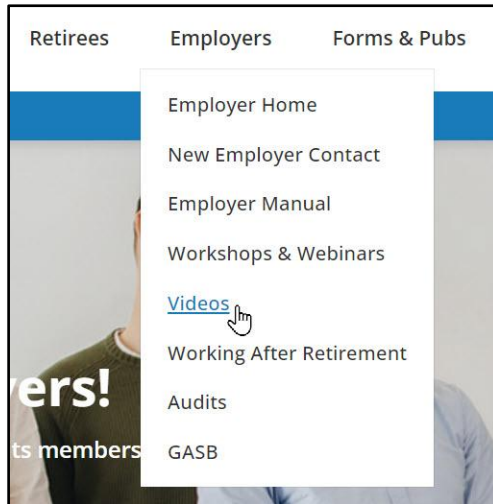
>> In Case You Missed It

Notification of Death: October 18, 2023 @ 10:00 a.m. | [Slides](#) (PDF) | [Recording](#) (leaves KPERS site)

Retirement & Summer Pay: May 17, 2023 @ 9:30 a.m. | [Slides](#) (PDF) | [Recording](#) (leaves KPERS site)

KP&F: Mar 1, 2023 @ 10 a.m. | [Slides](#) (PDF) | [Recording](#) (leaves KPERS site)

Videos



Employer Videos

The Basics



Pay Reporting 01:08

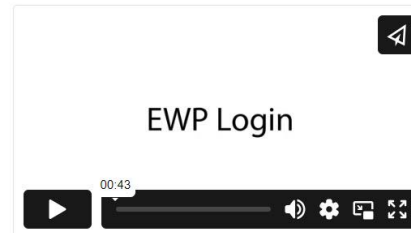


Working After Retirement 01:40

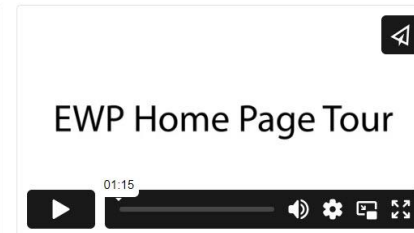


Leave of Absence 00:58

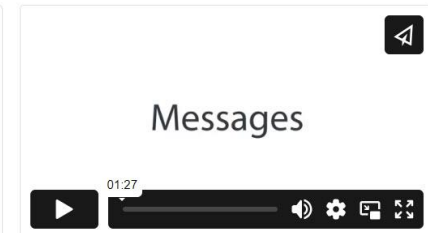
EWP QuickVids



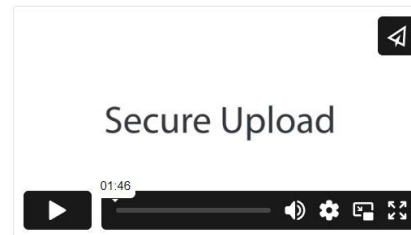
EWP Login 00:43



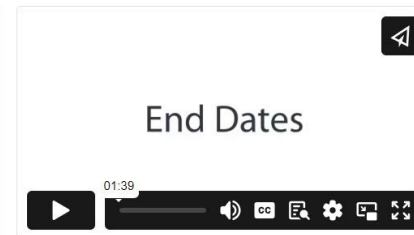
EWP Home Page Tour 01:15



Messages 01:20

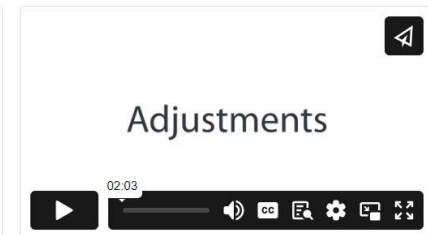


Secure Upload 01:46



End Dates 01:39

[End Date QuickSteps \(PDF\)](#)



Adjustments 02:03

Employer Web Portal (EWP)

EMPLOYER

Home

Employer Info

EMPLOYEE INFO

Enroll

Look Up

PAY REPORTS

Submit Report

Adjustment

MISC

Invoices

Certification

Optional Life

History

Reports

Pay Reports

Enroll Employee

Optional Life

Messages

Secure Upload

Adjustment

Invoices

To Do

Active Death Certification (1)

Adjustments created (2019 and after) (2)

End Date (3)

OGLI REPORT (1)

Pay Reports (5)

Retirement Certification (4)

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

To Do List

The screenshot shows the KPERS Employer portal interface. On the left is a dark sidebar menu with the following sections:

- EMPLOYER**
 - Home
 - Employer Info
- EMPLOYEE INFO**
 - Enroll
 - Look Up
- PAY REPORTS**
 - Submit Report
 - Adjustment
- MISC**
 - Invoices
 - Certification
 - Optional Life
 - History
 - Reports

The main content area features a 'To Do' list at the bottom, which is highlighted in the image. Above the list are tiles for 'Pay Reports', 'Enroll Employee', and 'Messages' (with a notification badge showing '0').

To Do

- › Active Death Certification (1)
- › Adjustments created (2019 and after) (2)
- › End Date (3)
- › OGLI REPORT (1)
- › Pay Reports (5)
- › Retirement Certification (4)

To Do

- › Active Death Certification (1)
- › Adjustments created (2019 and after) (2)
- › End Date (3)
- › OGLI REPORT (1)
- › Pay Reports (5)
- › Retirement Certification (4)

Employee Search

Welcome, [User Name]

EMPLOYER

Home

Employer Info

EMPLOYEE INFO

Enroll

Look Up

PAY REPORTS

Submit Report

Adjustment

MISC

Invoices

Certification

Employee Lookup

Employee Lookup

Employee Search

Employee SSN

Employment Status

Last Name

First Name

Member Type

Pay Cycle

Search

Clear

Search Result

Export To Excel

SSN	First Name	Last Name	Member Type	Start Date	Membership Date	Pay Cycle	Years of Service
No records to display.							

History

EMPLOYER

Home

Employer Info

EMPLOYEE INFO

Enroll

Look Up

PAY REPORTS

Submit Report

Adjustment

MISC

Invoices

Certification

Optional Life

History

Reports

History

Pay Reports

Payments & Invoices

Adjustments

Enrollments

OGLI

Service Quarters

Rates

By Pay Report

By SSN

Plan

2015 & After

Pay Date

From

To

OR

2014 & Before

Payroll Year From

Payroll Year To

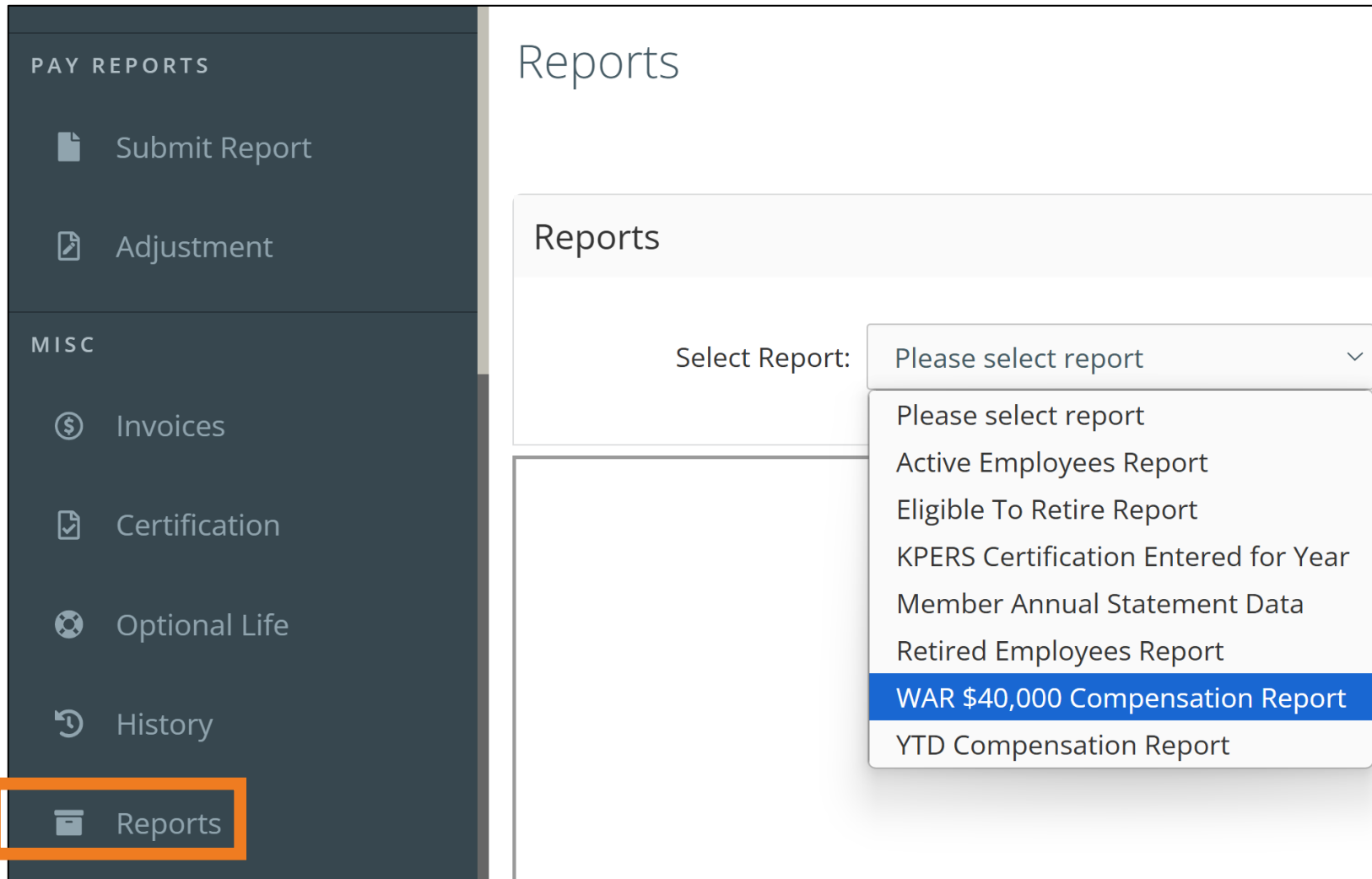
Search

Clear

Export To Excel

Pay cycle	Plan	EE contribution	Service Purchase	ER contribution	Insurance	Total KPERS Covered Wages
No records to display.						

Reports



The screenshot shows the KPERS Reports interface. On the left is a dark sidebar with a menu. The 'Reports' item at the bottom of the sidebar is highlighted with an orange rectangle. The main content area is titled 'Reports' and contains a 'Select Report:' dropdown menu. The dropdown is open, showing a list of report options. The 'WAR \$40,000 Compensation Report' is highlighted in blue.

PAY REPORTS

- Submit Report
- Adjustment

MISC

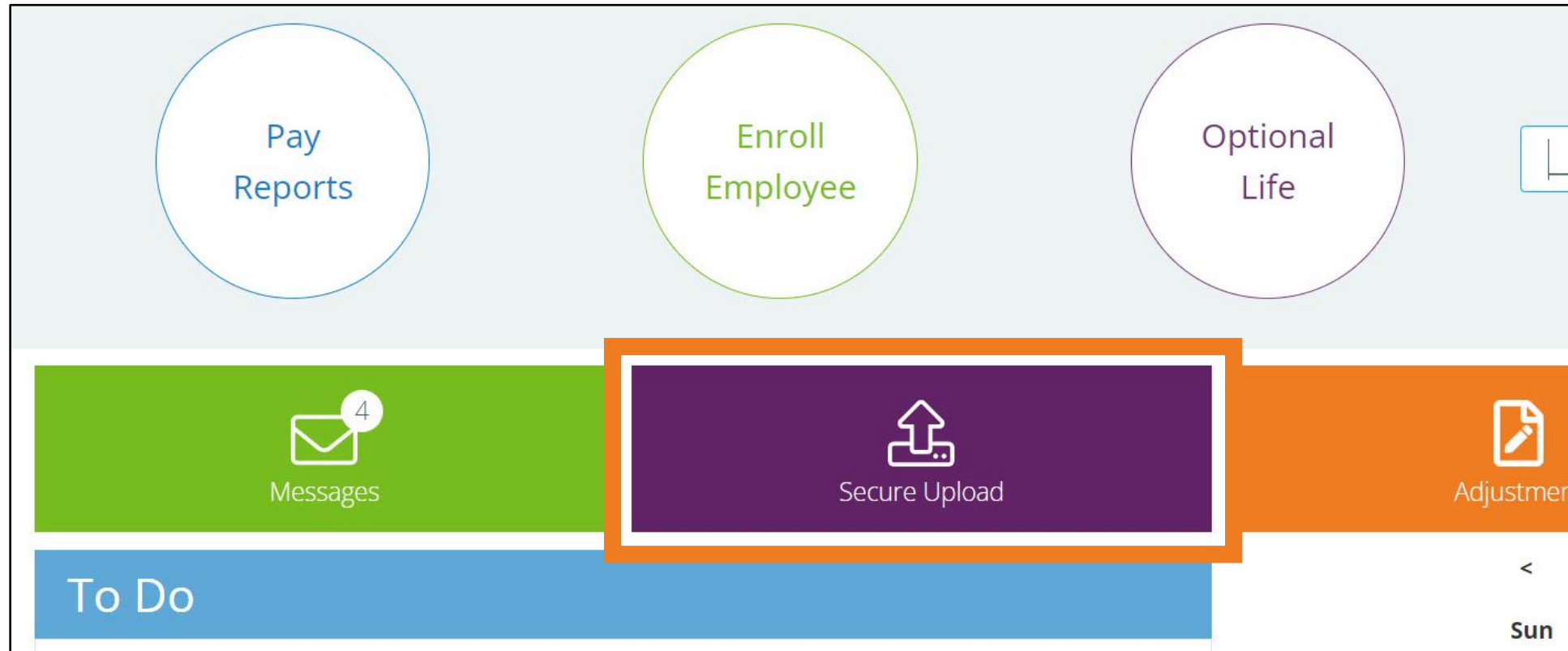
- Invoices
- Certification
- Optional Life
- History
- Reports**

Reports

Select Report: Please select report

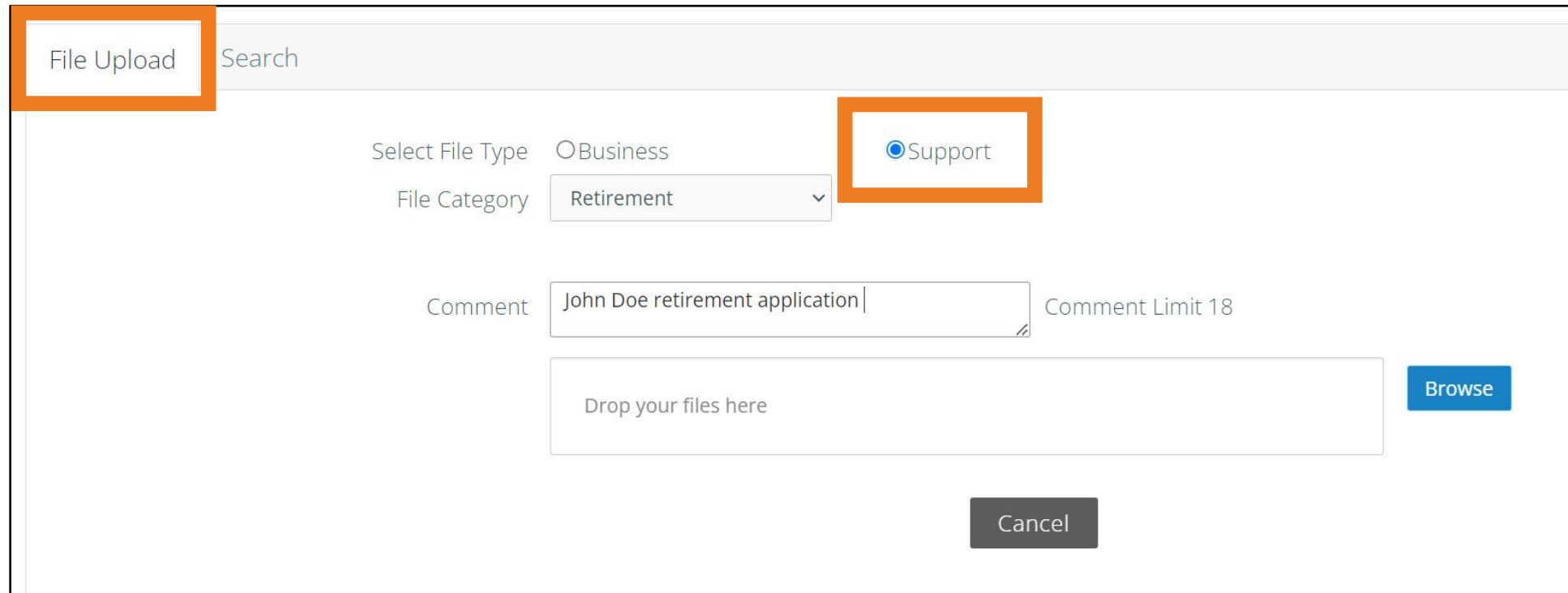
- Please select report
- Active Employees Report
- Eligible To Retire Report
- KPERS Certification Entered for Year
- Member Annual Statement Data
- Retired Employees Report
- WAR \$40,000 Compensation Report**
- YTD Compensation Report

EWP Secure Upload



Secure way to send documents to KPERS

EWP Secure Upload



File Upload Search

Select File Type ☐ Business ☒ Support

File Category Retirement

Comment John Doe retirement application Comment Limit 18

Drop your files here Browse

Cancel

Secure way to send documents to KPERS

EWP Secure Upload

File Upload

File Upload Search

Select File Type
 ☐ Business
 ☒ Support

File Category

Select

Status

Processed

Date Sent
 From

 To

Search


Status	File	Comment	Reject Reason	Sent Date	Download	Delete
--------	------	---------	---------------	-----------	----------	--------

EWP Messages

Home

Pay Reports

Enroll Employee


Messages

To Do

› OGLI REPORT (1)

› Pay Reports (2)

Inbox

New

Delete

Advanced Search

Export

< 1 2 3 > Displaying 1 - 10 of 29

<input type="checkbox"/>	Subject	Category	Date
<input type="checkbox"/>	BANK HOLIDAYS FOR 2024	Broadcast	12
<input type="checkbox"/>	Not all member annual statements ready		03
<input type="checkbox"/>	STATE AND BANK HOLIDAYS FOR 2023	Broadcast	12
<input type="checkbox"/>	2024 Off-Cycle Pay Periods Ready	Broadcast	01
<input type="checkbox"/>	Add Off-Cycle Pay Now	Broadcast	01

KPERS Website (active member section)

Choose Your Group To Learn More

KPERS 1

Hired Before July 1, 2009

KPERS 2

Hired July 1, 2009 - December 31, 2014

KPERS 3

Hired January 1, 2015 and After

KP&F

Kansas Police & Fire, EMTs

Judges

Elected & Appointed Judges

Not Sure?

We'll help you find your group!

Member Web Portal

The screenshot shows the KPERS Member Web Portal. At the top, there is a navigation bar with the KPERS logo and links for Members, Retirees, Employers, Forms & Pubs, and About Us. A search bar is located on the right. Below the navigation bar, there is a blue banner with the text "Home / Members". On the right side of the banner, there are two buttons: "Member Login" (highlighted with an orange box and the text "Click here") and "Employer Login". Below the banner, the main content area features the KPERS logo and the text "Kansas Public Employees Retirement System". There is a large image of a family. Below the image, there are links for "New User" and "What you'll need to enroll". A "User ID" input field is present, followed by "Login" and "Forgot User Id" links. On the right side, there is a "GO TO" menu with links for Home, Personal Profile, Beneficiaries, Seminar Registration, and KPERS Account (which includes Account Summary, Insurance/Disability, Benefit Calculator, and Annual Statements). A message icon indicates "0 new Messages". An orange arrow points from the text "Portal Home" to the "Home" link in the "GO TO" menu.

Click here

Member Login

Employer Login

0 new Messages

GO TO





- Home
- Personal Profile
- Beneficiaries
- Seminar Registration

KPERS Account

- Account Summary
- Insurance/Disability
- Benefit Calculator
- Annual Statements

Portal Home

Contact KPERS

	 KPERS GENERAL QUESTIONS	 KPERS REPORTING	 KPERS OPTIONAL LIFE	 kpers457 ALL QUESTIONS
Toll-Free	1-888-275-5737	1-844-468-8929	1-844-468-8929	1-800-232-0024 participants/employees
Topeka	785-296-6166	785-268-6886	785-268-6886	1-833-232-0024 employers only
Email	employers@kspers.gov	kpersFS@kspers.gov	ogli_fs@kspers.gov	kpers457@kspers.gov
Fax	1-785-296-6638	1-785-256-9503	1-785-256-9503	n/a
Mail	611 S. Kansas Ave Suite 100 Topeka, KS 66603	611 S. Kansas Ave Suite 100 Topeka, KS 66603	611 S. Kansas Ave Suite 100 Topeka, KS 66603	P.O. Box 173764 Denver, CO 80217-3764
Web	kspers.gov	kspers.gov	kspers.gov/optionallife	kpers457.org

Helping KPERS

Include **agency ID number**

Include member's name and last 4 of **SSN**

Contact the correct department the first time.

- **Fiscal Services** - pay reporting and optional life
- **Member Services** - everything else.

Refer to the **Employer Manual**.

Three large, solid-colored hexagons are arranged on the left side of the slide. From top to bottom, they are blue, green, and orange. The green hexagon is the largest and is positioned in the center of the three.

membership

Covered Position

Based on the Job Description

Non-School

Is this position eligible?

- Covered by Social Security?
- At least 1,000 hours of paid work per year?
- Continuously or consistently employed?
- Not temporary or seasonal?
- Working directly for the affiliated employer?

School

Is this position eligible?

- Covered by Social Security?
- At least 630 hours of paid work per year?
- Continuously or consistently employed?
- Not temporary or seasonal?
- Working directly for the affiliated employer?

Membership Is Mandatory

- Can't opt out
- Can't withdraw while working
- Can't borrow from account
- Can't contribute more

Membership starts the first day of employment

Membership Groups

KPERS 1

Hired before
July 1, 2009

KPERS 3

Hired on
or after
Jan 1, 2015

KPERS 2

Hired
July 1, 2009 -
Dec 31, 2014

Vesting

Vested Members

Vest with 5 years of service
(18 quarters rounds to five years)

Lifetime monthly benefit

Earn interest, even after leaving
employment

Non-vested Members

Withdraw within 5 years after leaving
employment (unless working for
another KPERS employer)

Withdrawn members return as a KPERS
3 member

End Dates

Start dates & end dates are very important:

- To track service credit accurately.
- To report wages accurately.
- For the withdrawal process.

Start Date	End Date
06/15/1998	Enter Date

(in employee record)

Employee Contributions & Interest

- Employees contribute **6%**
- Contributions based on employee gross wages
- Contributions are **pretax**

KPERS 1 and KPERS 2 members credited interest each
June 30 for balance in account on previous Dec 31

KPERS 3 Retirement Plan

Defined Benefit With a Twist

Contribution Account and Retirement Credits

- Kept separate
- Grow over time

KPERS 3 retirement benefit based on amount in
contribution account and retirement credits

KPERS 3 Retirement Plan

KPERS 3 is a **“Cash Balance”** Plan



Contribution Account



Retirement Credit Account

Employee Contributions (KPERS 3)

- Employees contribute **6%**
- Contributions are based on employee gross wages
- Contributions are **pretax**

KPERS 3 members will be credited interest quarterly for the balance in the account on the previous quarter (4% annually).

KPERS 3 Retirement Credits

- Credits earned quarterly based on **length of service**

Years Worked	Annual Rate
Less than 5	3%
5 – 11	4%
12 - 23	5%
24 or more	6%

- Represented as **dollar amounts**
- Build in value over time and **only available at retirement**

KPERS 3 Retirement Plan

- Interest compounded **quarterly**
- Beneficial for **early to mid-career** members
- Possibility of **additional** interest earned



Similarities and Differences

- **Age 62 with 10 years**
- **85-Point Rule**

KPERS 1

Benefit based on
Final Average Salary and
Years of Service

- Age 65 with 5 years
- Age 60 with 30 years

KPERS 2

Benefit based on
Final Average Salary and
Years of Service



- Age 65 with 5 years
- Age 60 with 30 years

KPERS 3

**Benefit based on
Contribution Account and
Retirement Credit Value**

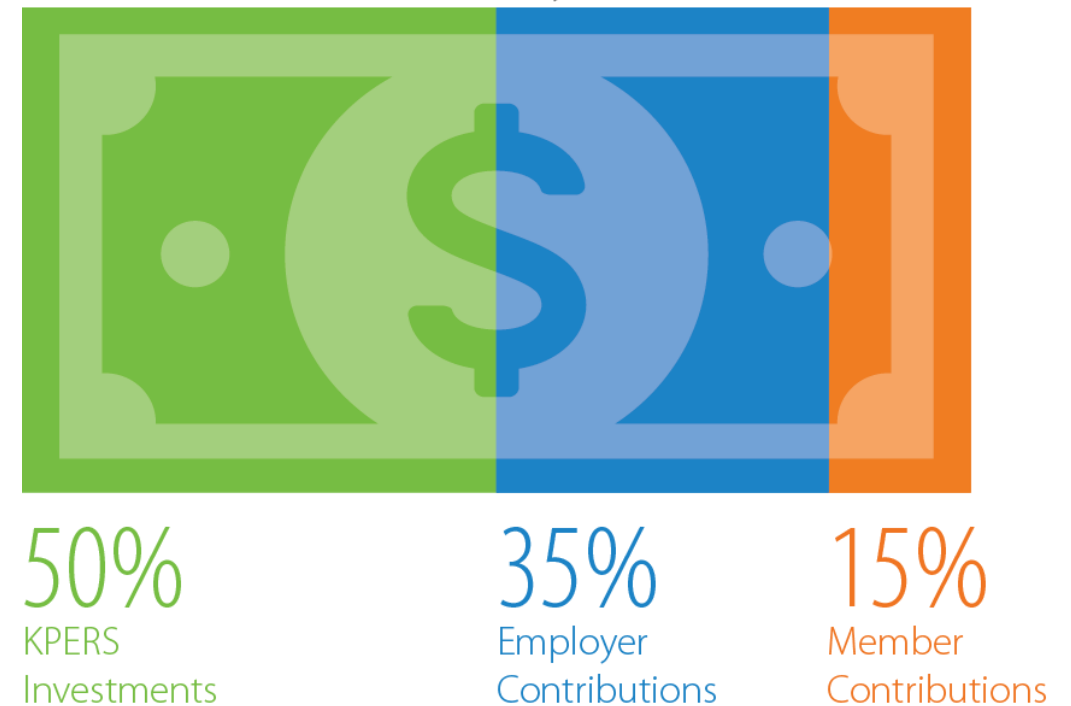


Employer Contributions

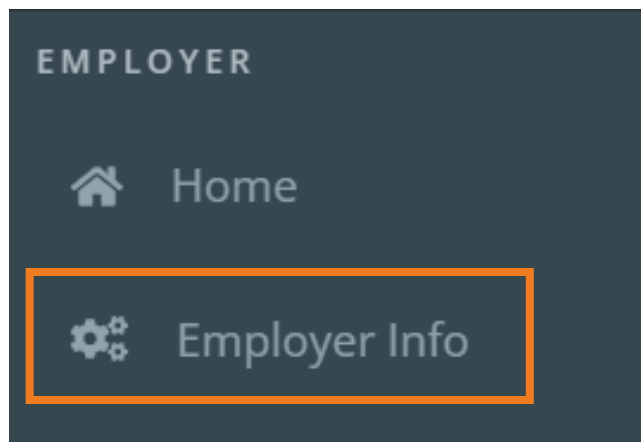
- Not deposited into the member's account
- Deposited into the KPERS trust fund for
 - **Death** benefits
 - **Future** retirement benefits

Revenues by Source

Percent of total revenue over 20 years, as of 6/30/2023



Contribution Rates



Details	EE/ER Rate	Pay Cycles	Education	New EE/ER Rate
Current EE/ER Rates				
Plan Name ▲	Member Type	Effective Date	Employee Rate	Employer Rate
KPERS	KPERS 1	01/01/2024	0.0600	0.0926
KPERS	KPERS 2	01/01/2024	0.0600	0.0926
KPERS	KPERS 3	01/01/2024	0.0600	0.0926
WAR	Working After Retirement-3rd Party or Independent Contractor	01/01/2024	0.0000	0.0926
WAR	Non-covered	01/01/2024	0.0000	0.0000
WAR	After Retirement 2018	01/01/2024	0.0000	0.0926
WAR	State Legislator or Elected Official After Retirement	01/01/2024	0.0000	0.0000
Previous EE/ER Rates				
Plan Name ▲	Member Type	Effective Date	Employee Rate	Employer Rate
KPERS	KPERS 1	01/01/2023	0.0600	0.0843

Three large, overlapping hexagons are positioned on the left side of the slide. The top-left hexagon is blue, the bottom-left hexagon is orange, and the central hexagon is green. The word "enrollments" is written in a blue, sans-serif font to the right of the green hexagon.

enrollments

Who?

- All covered employees
- Those moving from a covered position to a non-covered position if staying with the same employer.
- Working-after-retirement employees (exceptions may apply)

Timely Enrollment is Important!

Enroll all covered members before the next pay period report is generated.

- Member information needs to be entered correctly.
- Members can't sign-on to the Member Web Portal until they are enrolled.
- Members' beneficiaries can't be added until they are enrolled.

Dual Employment

Two or More Employers

- All positions must be KPERS-covered
- All employers withhold both employee and employer contributions
- All employers withhold any service purchase contributions

Dual employment does **not** give extra years of service
but does increase member's salary

Dual Employment

Verify Member is still employed.

- If not, enter an end date for the member.
- If still employed, inform KPERS.

To Do

- › Adjustments created (2019 and after)
- › End Date (1)
- › Invoice (1)
- › Pay Reports (4)
- › Retirement Certification (2)

Totality of Employment

- Works one covered position and other jobs with same employer.
- Deduct KPERS contributions from all compensation

Totality of employment does **not** add years to service credit but
does increase member's salary

Elected Officials

- At least 1,000 hours or \$5,000 per year
- Elect membership within 90 days of taking oath
- of office
 - 14 days, membership immediate
 - 15-90 days, membership starts next quarter



Must fill out "Election of Membership" form; membership is irrevocable

On-Call Employee

- Works at least **20 hours/week** continuously for 52 weeks/year
- 20-hours includes only time spent **responding to calls**
- Do not count hours waiting to respond

Enrollment for School Positions		
Position	Description	Enroll?
Daily-Call Substitute	<ul style="list-style-type: none"> Can decide yes or no to work May work 630 hours or more per year but not required May be asked to substitute teach at different schools 	No
Long-Term Sub Teacher	<ul style="list-style-type: none"> Hired to sub every day in same school district If hiring a KPERS retiree, working-after-retirement rules apply 	Yes
Temporary Teacher	<ul style="list-style-type: none"> Hired for a period of time until regular teacher returns Temporary teacher does not meet membership requirements If regular teacher does not return, temporary teacher may be assigned as Replacement Teacher (see below) If hiring a KPERS retiree, working-after-retirement rules apply 	No
Replacement Teacher	<ul style="list-style-type: none"> Can be hired and assigned to position if regular teacher can't complete school year Becomes KPERS member when permanently assigned to position If hiring a KPERS retiree, working-after-retirement rules apply 	Yes
Concurrent Employment	<ul style="list-style-type: none"> Member that works for two or more school employers Positions don't stand alone as a KPERS-covered position Positions are not seasonal or temporary Combined 630 hours/school year or 3.5 hours/day for at least 180 days If hiring a KPERS retiree, working-after-retirement rules apply 	Yes

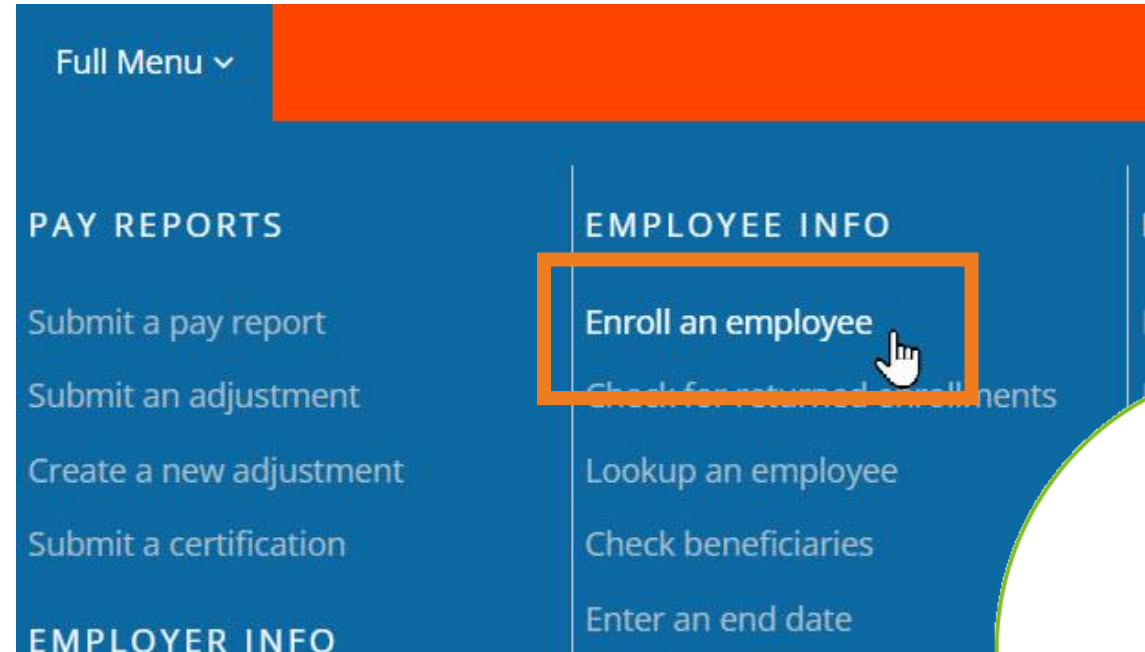
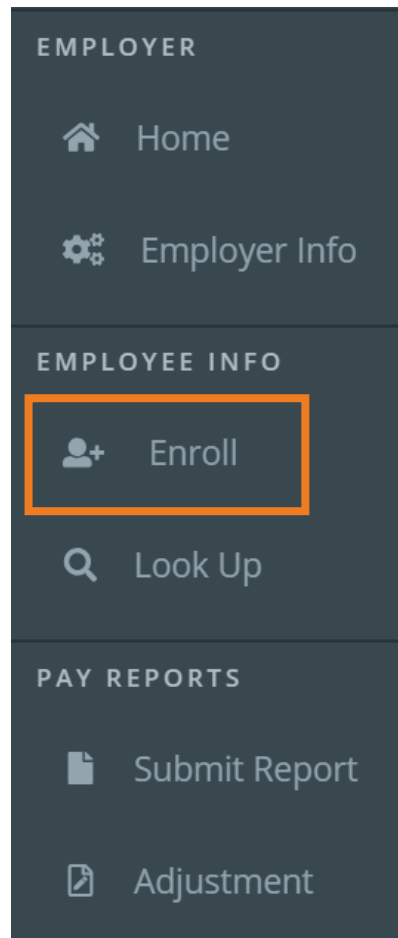
Concurrent Employment – **School only**

Two or more school employers

- Positions don't stand alone as KPERS-covered positions
- Positions are not seasonal
- Positions are not temporary
- Combined 630 hrs/school yr or 3.5 hrs/day for at least 180 days

Concurrent employment does not add years to service credit
but does increase member's salary

Enrollments on the new EWP



Enroll Employee

Start New Enrollment

Step 1

Enter SSN

Step 2

Enter Data

Step 3

Review & Submit

Step 4

Confirmation

Enter SSN

Is this position eligible?

- Covered by Social Security?
- At least 1,000 hours of paid work per year?
- Continuously or consistently employed?
- Not temporary or seasonal?
- Working directly for the affiliated employer?

Next

Step 1

Enter SSN

Step 2

Enter Data

Step 3

Review & Submit

Step 4

Confirmation

Member's Begin or Return Date

06/21/2018



Employee Information

SSN 010-10-1010

First Name

John

Middle Name

Last Name

Doe

Suffix

D.O.B

01/01/1995



Gender

Male

KPERS Information

Member Group

☒ KPERS☐ KP&F

Member category

☐ Elected Official

Job Details

Position

Clerk

Pay Cycle

Blank

Cancel

Next

John Doe

Step 1 Enter SSN	Step 2 Enter Data	Step 3 Review & Submit	Step 4 Confirmation
<p>010-10-1010</p> <p>John Doe</p> <p>D.O.B 01/01/1995</p> <p>Gender M</p> <p>Membership Date 06/21/2018</p> <p>Position Clerk</p> <p>Pay Cycle 01</p> <p>Employee Rate 0.06</p> <p>Employer Rate 0.0839</p> <p>Rate displayed is only as of Start of employment and may change going forward.</p>			



You submitted it, but we need more info from you.

SSN	First Name	Last Name	Member Type	Reject Reason	Delete
No records to display.					

You haven't submitted it yet

SSN	First Name	Last Name	Member Type	Delete
No records to display.				

We're still working on it.

SSN	First Name	Last Name	Member Type
No records to display.			

Three large, solid-colored hexagons are arranged on the left side of the slide. From top-left to bottom-left, they are blue, orange, and green. The green hexagon is the largest and is positioned in the center of the three.

Benefits of KPERS membership

Three large, overlapping hexagons in blue, orange, and green are positioned on the left side of the slide.

long-term disability benefit

Employee Benefits While on Disability

- Continue to earn **service credit**.
- Continue to have **basic life** insurance coverage
- If participating in **optional life** insurance, may continue group rate (member pays premium directly)

Definition

- Be under regular care of physician
- Disability must begin while an active member
- Must meet the following definition of disability
 - Disabled from own occupation for **24 months**
 - After benefits have been paid for 24 months, employee is unable to perform any occupation

KPERS disability is independent of getting Social Security disability.

Disability Payments

- 60% of current pay
- Minus Workers' Compensation, Social Security or any employer provided disability benefit.
- Minimum monthly benefit is \$100
- Maximum monthly benefit is \$5,000
- Confirmed each year to continue receiving benefits

180-Day Waiting Period

Important Note:

If employee attempts to return to work for up to **30 working days** during waiting period and again becomes disabled from same cause, waiting period will be **extended** by the number of days worked.

Employer Actions

Waiting period begins **first day** employee is **no longer at work**.

Fill out Disability section on the EWP as soon as employee **STOPS** working.

Leave of Absence and End Date is not used until employee is earning less than 50% based on a standard two-week period.

- Regular pay
- Sick and vacation leave

Employee Info

First, Last M.I.

000-00-0000

10/26/1993

[Report Death](#)

[Report Disability](#)

Member Type

EWP (Employee Record)

Leave of Absence

Situation	Employer Checklist
Member on leave of absence is earning less than 50% of full pay for 10 consecutive days.	<input type="checkbox"/> Give member Leaving Employment Flyer <input type="checkbox"/> Login to employer web portal (EWP) <input type="checkbox"/> Report disability in portal <input type="checkbox"/> Enter end date and select "Leave of Absence" as reason when member is no longer receiving compensation Quick Vid: End Dates <input type="checkbox"/> Give member Optional Life Insurance Continuation form (KPERS-79C)**
Member returns to work after a leave of absence.	<input type="checkbox"/> Login to EWP <input type="checkbox"/> Enter end date and select "Return to Payroll" as reason – The system auto-enrolls Quick Vid: End Dates

*Full pay is based on regular pay, accumulated sick leave, accumulated vacation, or any combination. Full pay does not include workers' compensation.



Benefits Begin

Once approved, benefits won't begin until:

- The employee completes 180 continuous days of total disability.

AND

- The date employee stops receiving any pay from KPERS employer.

Maximum Benefit Period

Disability Began

Max Benefit Period

Before age 60

Whichever comes first:

- (A) 65th birthday
- (B) Chosen retirement date

On or after age 60

Whichever comes first:

- (A) Period of 5 years
- (B) Chosen retirement date

Three large, overlapping hexagons in blue, green, and orange are positioned on the left side of the slide. The green hexagon is the central and largest one, with the blue and orange ones partially overlapping it and each other.

death benefits

Basic Life Insurance

- Active KPERS members covered at employer's expense
- Covered at 150% of current salary




Beneficiary Forms

Up-to-Date?

- Member Web Portal
- Annual Statement
- Employer Web Portal

On File with KPER?

- Check with KPER


KPERS-7/99 Rev. 11/16

SAVE

RESET

PRINT

DESIGNATION OF BENEFICIARY

For security reasons, do not submit form by e-mail.

■ **Important** – You have the option to make beneficiary changes in your online account at kpers.org. *Changes online or with this form replace all previous designations.* Read instructions on page 3. If you have more beneficiaries than spaces in any category, please use an Additional Beneficiaries page. Do not attach plain paper or continue on the back of this form. Additional pages must be attached to this completed form to be valid.

☐ Mark this box if you are using additional pages.

■ **Contact Us** – toll free: 1-888-275-5737 • phone: 785-296-6166 • fax: 785-296-6638
 email: kpers@kpers.org • web site: www.kpers.org • mail: 611 S. Kansas Ave., Suite 100, Topeka, KS 66603

■ **Part A – Member Information**

1. Social Security Number: <input style="width: 90%;" type="text"/>	2. Name (First, MI, Last): <input style="width: 90%;" type="text"/>
3. Telephone Number: <input style="width: 90%;" type="text"/>	4. Mailing Address: <input style="width: 90%;" type="text"/>
5. Employer: <input style="width: 90%;" type="text"/>	City, State, Zip: <input style="width: 90%;" type="text"/>

■ **Part B – Primary Beneficiary for KPER Retirement Benefits** – Includes accumulated contributions and interest. Each beneficiary will share your benefit equally. *You must name a primary beneficiary in this section.*

Members can name different beneficiaries for retirement benefits and group life insurance benefits.

Additional Death Benefits

- Surviving Spouse Option
- On-the-Job Death Benefit
- Accelerated Death Benefit
- Accidental Death and Dismemberment Benefit

Active Member Death

Paid to employee's beneficiaries:

- Basic life Insurance
- Return of contributions and interest
- Optional life insurance

Report death in
employee record on EWP

Employee Info

First, Last M.I.

000-00-0000

10/26/1993

[Report Death](#)

[Report Disability](#)

Member Type



Employer Action Steps

- Get as much contact information from the family as possible.
 - Best Contact Person
 - Address
 - Phone Number
- Check beneficiaries on file in the Employer Web Portal.

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optional life insurance

What Is It?

Optional life insurance (OGLI) is **additional coverage** beyond basic life insurance.

- Employer **must affiliate** to offer optional life.
- Coverage for **member, spouse, child**
- Member **decides how much coverage.**
- Member **pays premium** through payroll deduction.



Optional
Life

Want to Affiliate?

Affiliation Date	Enrollment Period	Coverage Effective Date
January 1	April	July 1 (same year)
July 1	October	January 1 (following year)

Contact KPERS to affiliate

Who Is It?



The Standard Life Insurance

National company with offices across U.S.

Kansas office w/3 dedicated account specialists

Coverage at a Glance


Anytime Coverage - Requires Health Questions			
Can enroll...	Employee	Spouse	Child
Anytime	Up to \$400,000 (in \$5,000 increments)	Up to \$100,000 (in \$5,000 increments)	Only available with new hire, open enrollment or family status change
Guaranteed Coverage - No Health Questions			
Can enroll...	Employee	Spouse	Child
New hire (within 31 days)	Up to \$250,000 (in \$5,000 increments)	Up to \$25,000 (in \$5,000 increments)	\$10,000 \$20,000
Family status change (within 31 days)	New or increase up to \$250,000 (in \$5,000 increments) \$250,000 max	New or increase up to \$25,000 (in \$5,000 increments) \$25,000 max	\$10,000 \$20,000
Annual open enrollment	New or increase up to \$50,000 (in \$5,000 increments) \$250,000 max	New or increase up to \$25,000 (in \$5,000 increments) \$25,000 max	\$10,000 \$20,000

Cancel coverage anytime

New Employee

- Have 31 days from date of hire to enroll in Optional Group Life Insurance.
- Give all new hires a paper enrollment form.

[Reset](#)



Group Number 753781

Standard Insurance Company

844-289-2306
800 SW Jackson, Ste 1110, Topeka, KS 66612

Optional Life Insurance Enrollment Form

Applicant Information

Your Social Security Number	Your Name (First, MI, Last)
Mailing Address	Telephone Number
City, State, Zip	Email Address
Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Former Name (First, MI, Last) <i>Complete only if you've had a name change</i>	

Coverage Information

Please refer to your Optional Life Booklet for detailed information about the coverage available to you:
https://www.standard.com/eforms/10391d_753781b.pdf

Member Life Insurance

In \$5,000 increments up to plan max \$400,000
Member may not be insured as both a member and a dependent.

Current Coverage	+	Coverage Increase	=	Total New Coverage Amount
	+		=	

Spouse Life Insurance

In \$5,000 increments up to plan max \$100,000
 Spouse Life requested amount \$

Spouse Social Security Number	Spouse Name (First, MI, Last)
Spouse Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Spouse Former Name (First, MI, Last) <i>Complete only if you've had a name change</i>	

Continuing Coverage When Leaving Employment

Within 60 days of last day on payroll

Can convert full amount with no health questions

- Portability Option – Term Policy
- Conversion Option – Whole-Life Policy

Employee Record

KPERS Data	Employee Elections	Notes	Retirement Help
------------	--------------------	-------	-----------------

Address

Email employee@employer.govt
Phone
DOB 01/01/1966

Beneficiaries

Name	Relationship	Type	Benefit	Date
John Doe	Husband	Primary	Retirement & Insurance	01/01/1965
Jimmy Doe	Son	Contingent	Retirement & Insurance	01/01/1990

[About Surviving Spouse Benefit Option](#)

Insurance details

Coverage Type	Coverage Amount	Effective Date	Premium Amount
Member	\$250,000.00	07/01/2021	\$9.45

Previous optional life membership will automatically transfer during enrollment if new employer is affiliated for optional life.

Paying the Premium

Coverage Lookup, Enter SSN

GO

[Premium Calculator](#)

Export All

Changes since last report

Export

< 1 2 > Displaying 1 - 10 of 13

SSN	First Name	Last Name	New Premium	Effective Date	Change
[REDACTED]	[REDACTED]	[REDACTED]	\$51.60	03/01/2018	Increase Requested
[REDACTED]	[REDACTED]	[REDACTED]	\$29.50	04/01/2018	New Enrollment
[REDACTED]	[REDACTED]	[REDACTED]	\$0.00	01/04/2018	Termination

Contact OGLI

KPER OGLI Contact

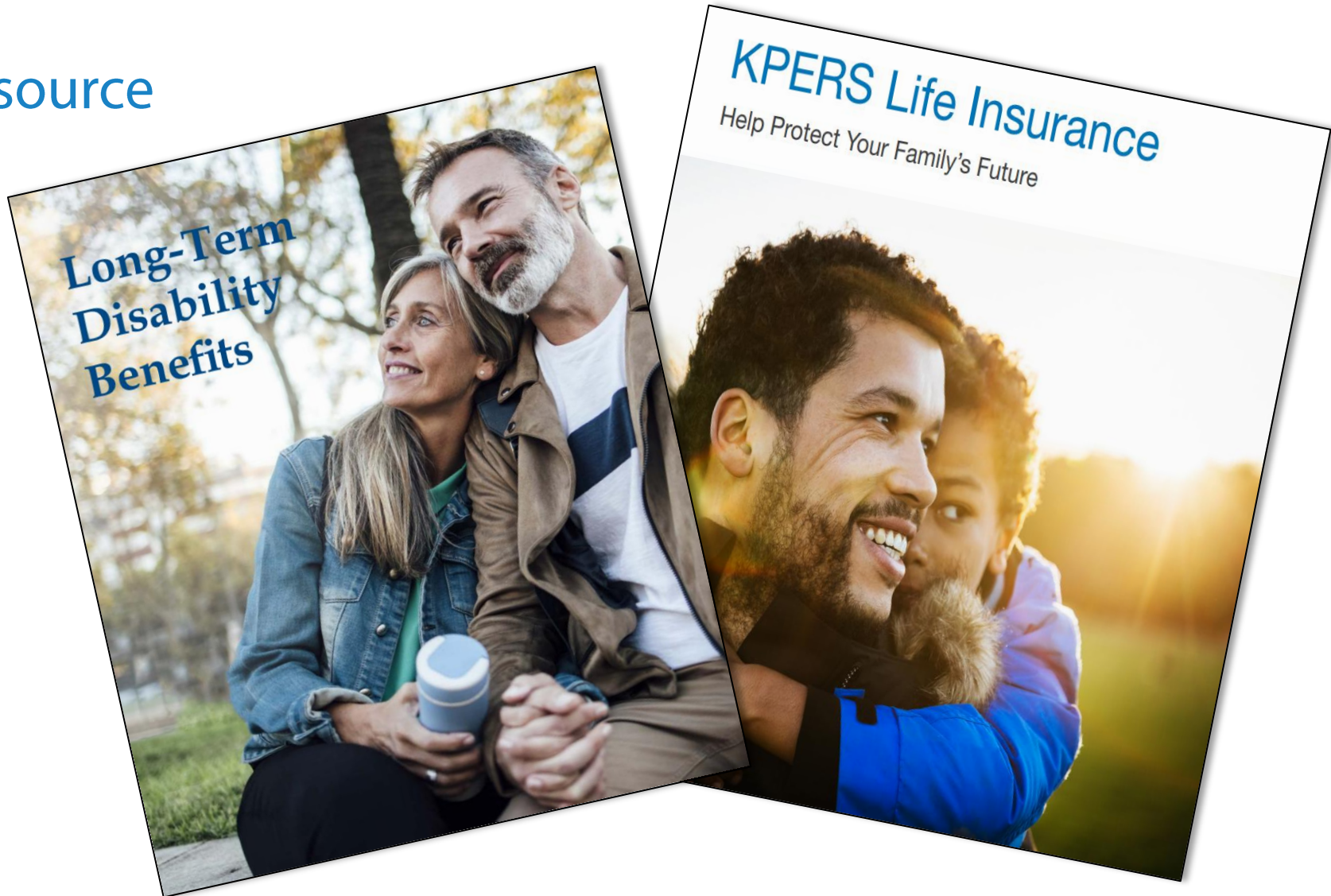
Ogli_FS@kspers.gov

Toll-free, 1-844-468-8929

In Topeka, 268-6886



Employee Resource



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KPERS 457

What is KPERs 457?

KPERs 457 is the State of Kansas Public Employees 457(b) Deferred Compensation Plan.

It's an optional savings plan to help employees supplement their KPERs or KP&F pension for better financial security in retirement.



Employers without KPERS 457

- State benefit available at **NO COST** to the employer
- **Pre-tax and Roth** contributions
- Even if you already have a voluntary plan (schools) **KPERS 457** might be a good fit.
- Employees **do not** need to be KPERS eligible (part-time, seasonal)
- KPERS oversight
- **Goodwill** of adding a new benefit
- Thinking about an employer contribution/match? **KPERS 401(a)**



Current KPERS 457 Employers

- **Thank you!**
- Make sure contact information is **up-to-date**
- Make sure you know **KPERS 457 Counselor**
- **Register** for quarterly education webinars
- **Education AND advice** available for employees
- Thinking about an employer contribution/match? **KPERS 401(a)**

Not sure? Have More Questions?

Len Lehmann, CRC© : KPERS 457
Senior Specialist Relationship Development

816-783-7049 | len.lehmann@empower.com

Overview

- You are an important piece!
- The User Manual is an important reference.
- Timely Enrollments and End Dates are vital.
- Membership has its perks.



Three large, solid-colored hexagons are arranged on the left side of the slide. From top to bottom, they are blue, green, and orange. The green hexagon is the largest and is positioned in the center of the three.

education & training

Three overlapping hexagons in blue, orange, and green are located in the top-left corner of the slide.

Presentations

- Presentations and Webinars
 - Basic KPERS 1,2, & 3
 - New Employees KPERS 3
 - Pre-Retirement
- Benefit Fairs
- One-on-One Counseling
 - Employees
 - New Designated Agent

Three overlapping hexagons in blue, orange, and green are located in the top-left corner of the slide.

Contact us

To arrange educational opportunities, email us
employers@kspers.gov

Contact us

General Questions:

employers@kspers.gov

1.888.275.5737

Pay Period Reporting and OGLI:

kpersfs@kspers.gov

1.844.468.8929



Thank you!

