

# 2026 EMPLOYER workshop



new  
DESIGNATED  
agents  
&  
EMPLOYER  
contacts

## KPERS Poll

**Were you able to attend Part 1?**

- Yes
- No

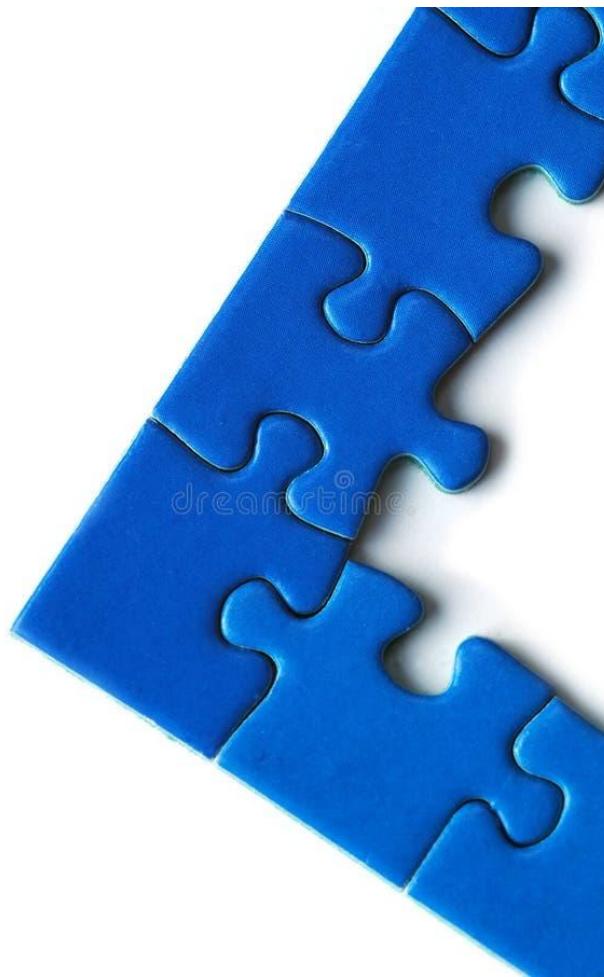


## Topics Part 1- last week

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

## Putting Together the KPERS Puzzle

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



## Overview

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



## Topics Part 2

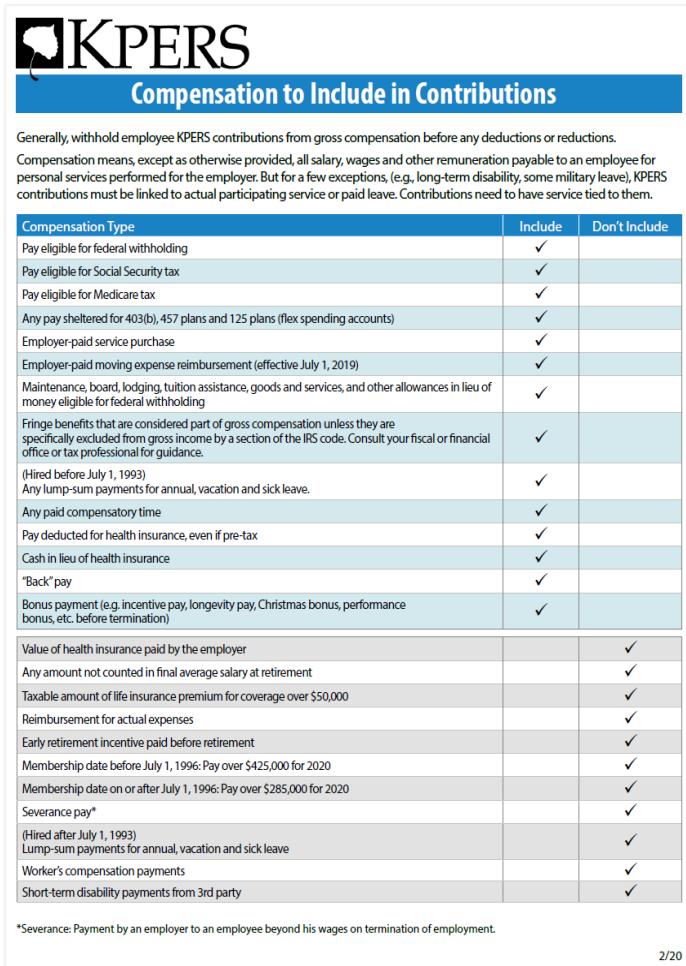
- Pay Period Reporting
- Leaving Employment
- Service Purchase
- Retirement
- Working After Retirement
- Education and Training



# pay reporting

# Reporting Compensation

- Withhold KPERS from **gross compensation** before any deductions or reductions.
- Compensation means all salary and wages linked to service or paid leave.



Generally, withhold employee KPERS contributions from gross compensation before any deductions or reductions. Compensation means, except as otherwise provided, all salary, wages and other remuneration payable to an employee for personal services performed for the employer. But for a few exceptions, (e.g., long-term disability, some military leave), KPERS contributions must be linked to actual participating service or paid leave. Contributions need to have service tied to them.

Compensation Type	Include	Don't Include
Pay eligible for federal withholding	✓	
Pay eligible for Social Security tax	✓	
Pay eligible for Medicare tax	✓	
Any pay sheltered for 403(b), 457 plans and 125 plans (flex spending accounts)	✓	
Employer-paid service purchase	✓	
Employer-paid moving expense reimbursement (effective July 1, 2019)	✓	
Maintenance, board, lodging, tuition assistance, goods and services, and other allowances in lieu of money eligible for federal withholding	✓	
Fringe benefits that are considered part of gross compensation unless they are specifically excluded from gross income by a section of the IRS code. Consult your fiscal or financial office or tax professional for guidance.	✓	
(Hired before July 1, 1993) Any lump-sum payments for annual, vacation and sick leave.	✓	
Any paid compensatory time	✓	
Pay deducted for health insurance, even if pre-tax	✓	
Cash in lieu of health insurance	✓	
"Back" pay	✓	
Bonus payment (e.g. incentive pay, longevity pay, Christmas bonus, performance bonus, etc. before termination)	✓	
Value of health insurance paid by the employer	✓	
Any amount not counted in final average salary at retirement	✓	
Taxable amount of life insurance premium for coverage over \$50,000	✓	
Reimbursement for actual expenses	✓	
Early retirement incentive paid before retirement	✓	
Membership date before July 1, 1996: Pay over \$425,000 for 2020	✓	
Membership date on or after July 1, 1996: Pay over \$285,000 for 2020	✓	
Severance pay*	✓	
(Hired after July 1, 1993) Lump-sum payments for annual, vacation and sick leave	✓	
Worker's compensation payments	✓	
Short-term disability payments from 3rd party	✓	

\*Severance: Payment by an employer to an employee beyond his wages on termination of employment.

2/20

## Reporting Compensation

Take KPERS Contributions from:

- **Longevity Paid Yearly**
- **Insurance Reimbursement**
- **Holiday Pay**
- **Overtime**
- **Bonuses**
  - Signing
  - Merit
  - Retention
  - IR
  - To Take or Keep a Position
  - Early Notification
  - Any Bonus not tied to Termination

## Do Not Withhold or Report to KPERS

- Early Retirement Incentives
- Bridge Payments Tied to Early Retirement Incentives
- Severance Pay



## Add-On Pay

Membership date **before July 1, 1993, or in “Year of Service”**,

### **Take KPERS Contributions from:**

- Unused Sick Leave
- Annual (Vacation) Leave
- PTO/ Personal Days
- Longevity Pay only paid at retirement
- Retirement Bonus
- Bonus Sick Leave
- Bonus Hours 80- in lieu of raises



## Pay Report

## Employer Pay Reports

You haven't started yet

1. Which plans would you like to report on?

<input type="checkbox"/>	Pay Date	Due Date	Plan	Cycle
<input type="checkbox"/>	06/10/2022	06/15/2022	KPERS	
<input type="checkbox"/>	06/10/2022	06/15/2022	KP&F	99
<input type="checkbox"/>	06/10/2022	06/15/2022		
<input type="checkbox"/>	06/10/2022	06/15/2022		
<input type="checkbox"/>	06/10/2022	06/15/2022		

2. How will you input your data?

Manual Entry  Upload File

Download KPERS file to populate in excel

[Download KPERS File](#)

3. Total contributions from your records

4. Did any employees RETURN to or BEGIN work since your last report?

Yes, return to work  Yes, new employee  No

## 2. How will you input your data?

Manual Entry  Upload File

Download KPERS file to populate in excel

[Download KPERS File](#)

Step 1 Enter Information

Step 2 Fix Errors

Step 3 Review & Submit

Step 4 Make Payment

Total contributions includes all contribution types

Total From Your Records	Employee Contributions	Service Purchases	Employer Contributions	Insurance Contributions	Total Contributions
\$1,053.67	\$383.45	\$70.11	\$536.20	\$63.91	\$1,053.67

Save Back Next

Errors	SSN	First Name	Last Name	Plan	Wages	EE Contributions	Service Purchase	End Date	Reason
	██████████	██████████	██████████	KPERS	\$1,145.53	\$58.73	\$0.00	██████████	██████████
Error - Reported employee contributions don't match our system. Please edit wages or contributions.									
	██████████	██████████	██████████	██████████	\$2,081.06	\$124.86	\$164.40	██████████	██████████

- Click on  to view errors.
- Fix errors to go to next step.
- Make sure total from your record match total contributions.

If no errors in step 1,  
screen will skip to step 3

Make Payment

▼ Confirmation 1430446

KPERS 4/18/2018

EE Contributions	\$383.45
Service Purchase	\$70.11
ER Contributions	\$536.20
Insurance	\$63.91
<b>Late Fee</b>	<b>\$9.42</b>
Total	\$1,063.09
Total Paid	\$1,063.09

[Return to Dashboard](#)

[Print/Download PDF](#)

[Print](#)

- Confirmation page
- Print/Download PDF

## Adjustments

Increase wages that have already been reported.

- Reported incorrect pay
- Report additional pay
- Report missed pay

Decrease wages that have already been reported.

- Reported incorrect pay
- Reported additional pay
- Withheld leave payouts by mistake

## Adjustments

Refund all employee contributions.

- Employee earned less than 50% of pay
- Employee not in a covered position
- Employee not enrolled by mistake

Need to change contribution amounts because of a service purchase.

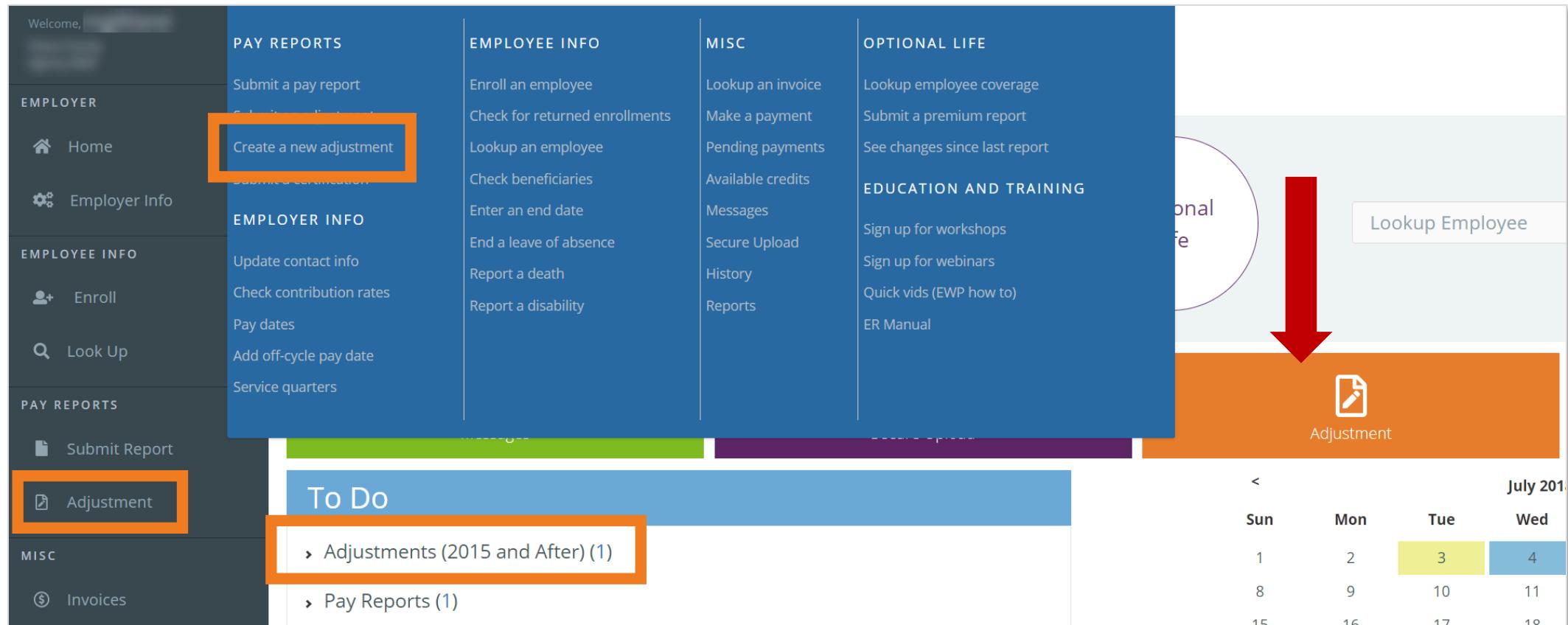
Make an adjustment as soon as the error is discovered.

## Adjustments

- Adjustments change the record. They are not payments.
- KPERS sends an invoice in the To Do list.
- Make payment using the EWP remittance process.
- Money owed to agency will be in the form of a credit.

If duration of arrearage is more than 6 months, employer pays employee and contributions .

# Adjustments



Welcome, [REDACTED]

**EMPLOYER**

- Home
- Employer Info

**EMPLOYEE INFO**

- Enroll
- Look Up

**PAY REPORTS**

- Submit Report
- Adjustment

**PAY REPORTS**

- Create a new adjustment

**EMPLOYEE INFO**

- Update contact info
- Check contribution rates
- Pay dates
- Add off-cycle pay date
- Service quarters

**MISC**

- Invoices

**OPTIONAL LIFE**

- Lookup employee coverage
- Submit a premium report
- See changes since last report

**EDUCATION AND TRAINING**

- Sign up for workshops
- Sign up for webinars
- Quick vids (EWP how to)
- ER Manual

**Lookup Employee**

**To Do**

- Adjustments (2015 and After) (1)
- Pay Reports (1)

Adjustment

July 2014

Sun	Mon	Tue	Wed
1	2	3	4
8	9	10	11
15	16	17	18

Questions?



## Contact Fiscal Services

[kpersFS@kspers.gov](mailto:kpersFS@kspers.gov)

Toll-free, 1-844-468-8929

In Topeka, 268-6886





# leaving employment

## Employee Resources

**Call our Info Line at 1-888-275-5737.**

- Discuss the status of member account
- Discuss member options
- Discuss continuing life insurance



**Leaving Employment and Your Retirement System Benefits**

**If You Leave Employment, There Are a Few Things to Consider:**

- What are your life insurance needs?
- Does KPERS have your contact information?
- Is your beneficiary up to date?
- What happens to your contribution account/retirement benefit?

**Your Life Insurance Needs**

Your life insurance ends when you leave KPERS-covered employment. You can continue some or all of your current coverage. You have 60 days to submit your form to KPERS or Standard Insurance Company.

**How Much Coverage Can I Keep?**

That depends on your current coverage. All KPERS members\* have basic life insurance equal to 150% of their annual salary. You may also have optional life insurance. You can choose to convert or port the total amount of your combined coverage, or any lesser amount.

**You Have Two Options:**

1. **Convert** your coverage to an individual **whole** life policy.
2. **Port** your coverage to an individual **term** life policy.

Conversion and portability forms explain the benefits and costs for each option. You can get these forms from your employer or download them at [kpers.gov](http://kpers.gov).

For KPERS members moving to a Board of Regents position, please contact KPERS Optional Life Insurance Specialist (1-844-468-8929 or [olif\\_fs@kpers.gov](mailto:olif_fs@kpers.gov)) so your coverage remains active. If you move to a different KPERS plan (i.e. KPERS to KP&F), your optional coverage will automatically transfer to your new employer.

\*Note: KP&F members do not have basic life insurance.

**KPERS Needs Your Contact Information**

While you're working, we send important information to you through your employer. When you leave employment, we need to send information directly to you. Please update your address in your online account by visiting [kpers.gov](http://kpers.gov), or email us at [kpers@kpers.gov](mailto:kpers@kpers.gov).

**Update Your Beneficiary**

It's important to keep your beneficiary designation up to date, even though you're inactive. Your beneficiary will receive your contributions and interest. Your spouse can receive a monthly benefit if you meet the criteria. You can update your beneficiaries in your online account at [kpers.gov](http://kpers.gov).

**Need an Account?**

It's easy to set up. Find tips at: [kpers.gov/howto](http://kpers.gov/howto)

1-888-275-5737 | [kpers@kpers.gov](mailto:kpers@kpers.gov) | [kpers.gov](http://kpers.gov)

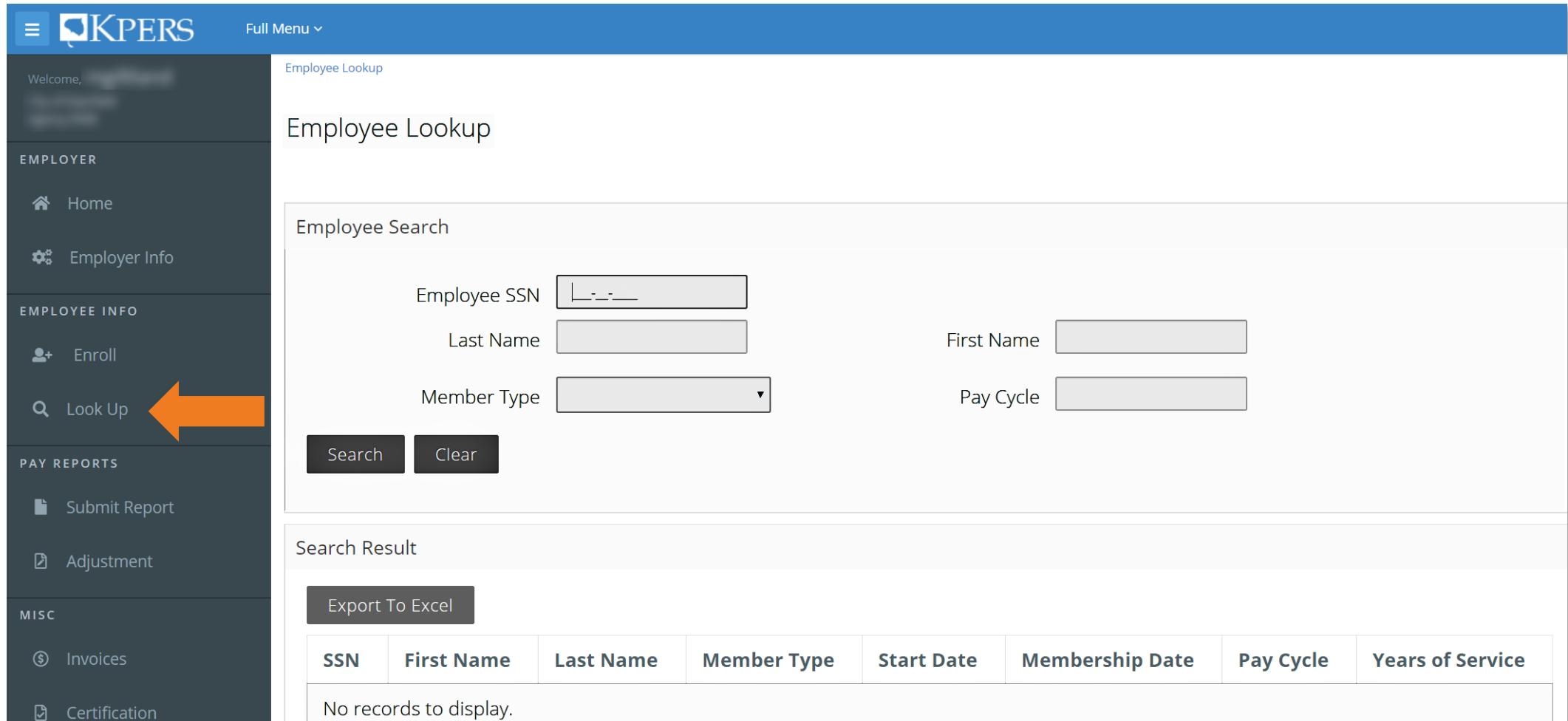
**KPERS**

## End Dates

- Add to employee record **as soon as possible**
- If not vested, employee **groups status determined by end date** from old employer and enrollment date from new employer
- Can submit end dates in **employee record, Pay Report** and **OGLI** (up to 90 days ahead)

Best to wait until after the member has left to enter an end date.

# Employee Search



Welcome, [REDACTED]

**EMPLOYER**

- Home
- Employer Info

**EMPLOYEE INFO**

- Enroll
- Look Up 

**PAY REPORTS**

- Submit Report
- Adjustment

**MISC**

- Invoices
- Certification

**Employee Lookup**

**Employee Search**

Employee SSN	Last Name	First Name	Member Type	Pay Cycle
<input type="text"/>				

**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.							

## Entering End Dates

Employment History

Agency	Pay Cycle	Employment Status	Start Date	End Date	Forfeited
[REDACTED]	01	Enrollment	10/25/2009	<a href="#">Enter Date</a>	

Full Menu ▾

Employee Lookup / Employee Info / Add End Date \*

### Add End Date

Submit Cancel

Employee Information

SSN	Gender	Male
First Name	Middle Initial	J
Last Name	Start Date	[REDACTED]
End Date	06/01/2018	Reason
Comments	Termination	
Leaving employment		

Click on **Enter Date**  
Select **end date** and **reason**  
Leave **comments** when applicable

## Entering End Dates

### Reason Codes

- **Termination**- death, retirement, leaving employment
- **Non-Covered**
- **Military Leave**- military duty
- **Leave of Absence**- employee's health, family health, administrative

## Leave of Absence



### About KPERS

Revised: 7/22

### Contact KPERS

Revised: 7/22

### Disability

Revised: 6/21

### Leaving Employment

Revised: 2/20

### Membership: School

Revised: 9/21

## Leave of Absence

**Non-State**– Less than 50% of regular gross wages based on a standard two-week period. End date is last day of the two -week period member was less than 50%. LOA start date – Following day.

**State** – Less than 50% after 10 working days. End date is last day of the pay period they were less than 50%. LOA start date – First day of the following pay period.

## Return Employee to Payroll in One, Two, Three Steps

1. Submit an end date for leave.
2. Choose **Reason Code** as Return to Payroll
3. Add Position and click Return to Payroll

## Withdrawal KPERS 1, 2 & 3

### **Employee must:**

- Wait 31 days after employment ends or teacher contract ends.
- Submit KPERS-13 “Application to Withdraw” (takes about 4 weeks to process).
- Give up all Retirement System rights, benefits and services.

KPERS sends 1099 tax form the following January

## Withdrawal When Ineligible

- Non-vested member moves from covered position to non-covered position with same employer
  - Contributions continue to earn interest while employee is in non-covered position
- Member goes on leave of absence, including military leave
- There's a legal dispute with employer



# service purchase

## Types

- Year of Service
- Forfeited KPERS
- Military
- Elected Official Service
- In-State or Out-of-State Non-Federal Public Service
- Vista Service
- Peace Corp

Submit **separate application** for each type of service

## Cost

- Based on employee's age & salary at time of application
- Cost will only be determined after an application is received.

An application is not a commitment to purchase.

## Payment Methods

### Lump Sum

- Personal check
- Rollover or trustee-to-trustee transfer
- Discover card

### Payroll Deduction

- **Can't be undone**
- Percentage is **in addition** to normal deduction
- May only apply for **one** payroll deduction at a time

# retirement



## Retirement Dates

- Retirement date is 1st of month following last day on payroll
- All compensation owed to the employee must be paid in a lump sum by the first payroll date after their selected retirement date.

## Retirement Dates-School

### Licensed Employee

- Retirement date as early as June 1, if all work is completed under contract before June 1
- All compensation owed to the employee must be paid in a lump sum by the first payroll date after their selected retirement date.

The Lump Sum includes the remainder of any contract pay

## Regular Retirement Eligibility (Full Benefit)

### KPERS 1

- Age 65 with 1 year
- Age 62 with 10 years
- Any age when age & years of service equal 85 points

### KPERS 2

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

## Early Retirement Eligibility (Reduced Benefit)

### KPERS 1

- Age 55 with 10 years

### KPERS 2

- Age 55 with 10 years

Greater reduction tables apply

Early retirement permanently reduces monthly benefit

## Benefit Calculation

### KPERS 1

EXAMPLE

Final Avg Salary	$\times$	Statutory Multiplier	$\times$	Years of Service	=	Annual Benefit	$\div$	Months in Year	=	Monthly Benefit
40,000	$\times$	1.75%	$\times$	20	=	\$14,000	$\div$	12	=	\$1,167
40,000	$\times$	1.85%	$\times$	10	=	+\$7,400	$\div$	12	=	+\$617
				Combined (Total)		\$21,400	$\div$	12		<b>\$1,784</b>

KPERS 1: Service before January 1, 2014, is calculated at 1.75%. Service January 1, 2014, and after is calculated at 1.85%.

### KPERS 2

EXAMPLE

Final Avg Salary	$\times$	Statutory Multiplier	$\times$	Years of Service	=	Annual Benefit	$\div$	Months in Year	=	Monthly Benefit
40,000	$\times$	1.85%	$\times$	30	=	\$22,200	$\div$	12	=	<b>\$1,850</b>

## Calculating Final Average Salary

### KPERS 1

#### **Hired before July 1, 1993, or in your “Year of Service” before July 1, 1993**

- Highest three years (12 quarters), or
- Highest four years (16 quarters) including additional compensation

#### **Hired on or after July 1, 1993**

- Highest three years (12 quarters)

### KPERS 2

- Highest five years (20 quarters)

## Annualizing Compensation

	2025	2024	2023	2020
<b>Quarter 4</b>		\$11,250	\$10,500	\$10,000
<b>Quarter 3</b>		\$11,250	\$10,500	\$10,000
<b>Quarter 2</b>	\$2,600	\$11,250	\$10,500	\$10,000
<b>Quarter 1</b>	\$11,250	\$11,250	\$10,500	\$10,000
	<b>\$13,850</b>	<b>\$45,000</b>	<b>\$42,000</b>	<b>\$40,000</b>

**Final Average Salary** \$42,750

Example of the highest 12 quarters of the member's KPERS career.

## “Spike” Law

When **add-on pay** for accumulated sick leave, vacation or annual leave, etc., **increases FAS by 15% more** than if the employee had not been eligible to use add-ons in his final average salary.

- Applies only to KPERS 1 with membership date before July 1, 1993, or was in “year of service.”
- Employer pays actuarial increase.

## “Cap” Law

If an employee's compensation used in calculating the final average salary is more than 15% higher than the preceding year, the amount which exceeds the 15% will not be included in final average salary (FAS).

KPERS 1 = Cap 15%

KPERS 2=Cap 7.5%

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### **Compensation that is not capped**

- Add-on (if membership date is before July 1, 1993, and 4-year FAS is used)
- Increase in compensation due to reclassification or re-allocation
- Overtime

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### **Compensation that is capped**

- Part-time members over 15% because they work more hours (not overtime hours)
- Extra duties, like lawn mowing and landscaping
- Raises & bonuses

## Payment Options KPERS 1 & KPERS 2

- Maximum Option
- Joint-Survivor Options
- Life-Certain Options
- Partial Lump-Sum Options



## Retirement Options

### Monthly Benefit

Benefit Option	No Lump Sum	10% Lump Sum	20% Lump Sum	30% Lump Sum	40% Lump Sum	50% Lump Sum
PLSO	\$0.00	\$21,077.91	\$42,155.82	\$63,233.73	\$84,311.64	\$105,389.55
Maximum	\$2,087.22	\$1,878.50	\$1,669.78	\$1,461.05	\$1,252.33	\$1,043.61
50% Joint-Survivor	\$1,941.11	\$1,747.00	\$1,552.89	\$1,358.78	\$1,164.67	\$970.56
75% Joint-Survivor	\$1,868.06	\$1,681.26	\$1,494.45	\$1,307.64	\$1,120.84	\$934.03
100% Joint-Survivor	\$1,795.01	\$1,615.51	\$1,436.01	\$1,256.51	\$1,077.01	\$897.50
5-Year Life-Certain	\$2,045.48	\$1,840.93	\$1,636.38	\$1,431.83	\$1,227.29	\$1,022.74
10-Year Life-Certain	\$1,982.86	\$1,784.57	\$1,586.29	\$1,388.00	\$1,189.72	\$991.43
15-Year Life-Certain	\$1,836.75	\$1,653.08	\$1,469.40	\$1,285.73	\$1,102.05	\$918.38

## Eligibility (KPERS 3)

### **Normal** Retirement (unreduced)

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

### **Early** Retirement (reduced)

- Age 55 with 10 years

## Benefit Calculations (KPERS 3)

- Employee's account balance (contribution account and retirement credit value)
- Actuarial factors

### EXAMPLE

Employee Account Balance:	\$200,000
Retirement Credit Balance:	\$140,000
Actuarial Factor:	12.262500%
Annual Benefit:	$\$340,000 / 12.262500 = \$27,727$
Monthly Benefit:	$\$27,727 / 12 = \$2,310.58$

The ratio and age determines the actuarial factor.

# Retirement Application (KPERS 3)

## Forms by Number

Forms listed by their number.

[Request a paper copy of any form](#)

## Forms Listed in Ascending Order

- [KPERS-15 Booklet](#), Application for Retirement Benefits and Related Forms, (PDF, 485KB) – [Request a paper copy](#)
- [K-15/3](#), Application for Retirement Benefit for KPERS 3 members, (PDF, 421KB)
- [KPERS-15B](#), Direct Deposit - Agreement for Payment of Benefit to Financial Institution, (PDF, 215KB)
- [KPERS-15F](#) Retirement Benefit Estimate Request (PDF, 155KB)

**Part B – Retirement Benefit Options** – All retirement options pay you a guaranteed monthly benefit for the rest of your life. Review the separate publication *KPERS 3 Retirement Options* for details about each option. Select **one** of the six monthly benefit options, and then complete any additional areas indicated. Kansas law does not allow you to change this option after your retirement date.

**Base Benefit and Life-Certain Options**

1.  Base Benefit (Life-Certain 10 Years)    2.  5-Year Life-Certain Option    3.  15-Year Life-Certain Option

*If you chose the Base Benefit or other life-certain option, you must submit a Designation of Beneficiary – Retired form (KPERS-7/99R). The form is included in this booklet. You can change beneficiaries at any time by completing a new form.*

**Joint-Survivor Options**

4.  50% Joint-Survivor Benefit    5.  75% Joint-Survivor Benefit    6.  100% Joint-Survivor Benefit

*If you chose a joint-survivor option, complete all information for your joint annuitant below. You must provide proof of age and all name changes for your joint annuitant. Your joint annuitant cannot be changed later.*

a. Name (First, MI, Last): \_\_\_\_\_ b. Social Security Number: \_\_\_\_\_  
c. Date of Birth: \_\_\_\_\_ d.  Male  Female

**Part C – Self-Funded Cost-of-Living Adjustment (COLA)** – You must indicate whether you are electing the COLA option. Choosing this option means your initial monthly benefit is reduced to fund the annual increase. Annual increases are on July 1, and begin one year after retirement.

**Self-Funded Cost-of-Living Adjustment Option Election**

1. "I elect the COLA."  Yes  No

*If you chose "yes," select a percentage option below. If you chose "no," advance to Part D.*

"Having elected the COLA option above, I understand that my monthly benefit will be permanently reduced to fund the annual increase according to the percentage I choose."

2.  1%  2%

Requires a KPERS 3 Retirement Application K3-15

## Payment Options (KPERS 3)

- Base Monthly Option
- Life Certain Options
- Joint Survivor Options
- Partial Lump-Sum Options
- Cost-of-Living Adjustment Options

## Retirement Options (KPERS 3)

Benefit Option	No Lump Sum	10% Lump Sum	30% Lump Sum
<b>BASE BENEFIT</b> Life-Certain 10 Years	<b>\$3,143.86</b>	<b>\$2,829.47</b>	<b>\$2,200.70</b>
Partial Lump-Sum Option	\$0.00	\$46,261.83	\$138,785.48
Life-Certain 5 Years	\$3,186.22	\$2,874.45	\$2,244.71
Life-Certain 15 Years	\$3,048.46	\$2,743.61	\$2,133.92
Joint-Survivor 50%	\$3,009.34	\$2,708.40	\$2,106.54
Joint-Survivor 75%	\$2,904.09	\$2,613.68	\$2,032.86
Joint-Survivor 100%	\$2,805.95	\$2,525.35	\$1,964.16

## Retirement Dates

**Help employees choose the best retirement date.**

- Rounding quarters (KPERS 1 and 2)
- Using add-on pay (certain KPERS 1)
- Completing estimates



## Rounding Quarters

- KPERS lists service credit in terms of quarters.
- Only need to work one day into a quarter to get credit for the entire quarter.
- When calculating a retirement benefit

18.25 = 18 years of service

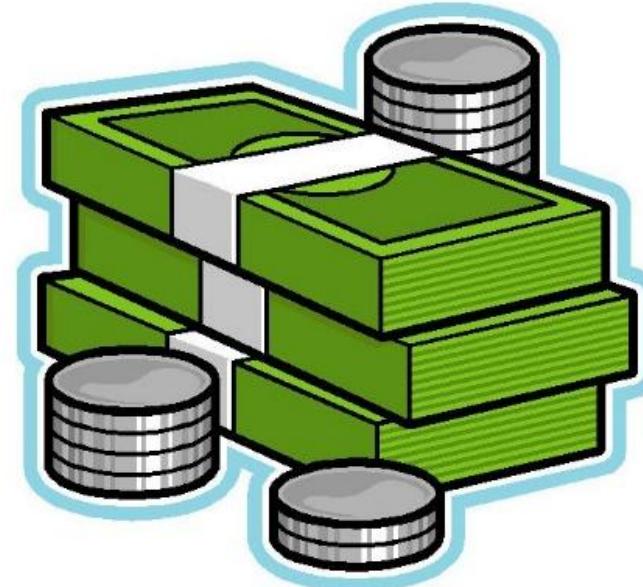
**18.50** = 19 years of service

## Add-On Pay

Membership date **before July 1, 1993, or in “Year of Service”**,

### Take KPERS Contributions from:

- Unused Sick Leave
- Annual (Vacation) Leave
- PTO/ Personal Days
- Longevity Pay only paid at retirement
- Retirement Bonus
- Bonus Sick Leave
- Bonus Hours 80- in lieu of raises



## Add-On Pay

- To maximize add- on pay, rounding quarter and end date is important.
- Member should contact KPERS to find the best retirement date.



## Add-On Pay- School Contract Employees

When able to use Add-On pay, it is best to use if add-on pay equals two months of the member's regular pay to make it worth waiting until the end of the contract to retire.

Can retire June 1 or July 1- Add-On pay won't be used.

Wait until the end of the contract- Add-On pay can be used.

See "Summer Pay for Retiring School Employees" Cheat Sheet

# Completing KPERS- 15E



Members

Retirees

Employers

Forms &amp; Pubs

About Us

Contact Us

Search Topic


**■ Part A – Member Information**

1. Social Security Number: \_\_\_\_\_
2. Name (First, MI, Last): \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Employer: \_\_\_\_\_
5. City, State, Zip: \_\_\_\_\_
6. Position: \_\_\_\_\_
7. Expected Retirement Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
8. Is Member Subject to Continuing Contract Law?  No  Yes; Date Contract Expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
9. Daytime Telephone Number: (\_\_\_\_\_) \_\_\_\_\_
10. E-mail Address: \_\_\_\_\_

**■ Part B – Joint Annuitant Information** – To have joint-survivor options estimated, complete the information below for the person you want as your joint annuitant.

1. Name (First, MI, Last): \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**■ Part C – KPERS 3 Pay Information**

1. Current Annual Salary Subject to KPERS Contributions: \$ \_\_\_\_\_

**■ Part D – KPERS 1, KPERS 2, KP&F and Judges Pay Information**

**Important:** Do not include any incentive pay or additional compensation for unused sick or annual leave in amounts listed in 1-2 below.

Year	Amount
_____	\$ _____

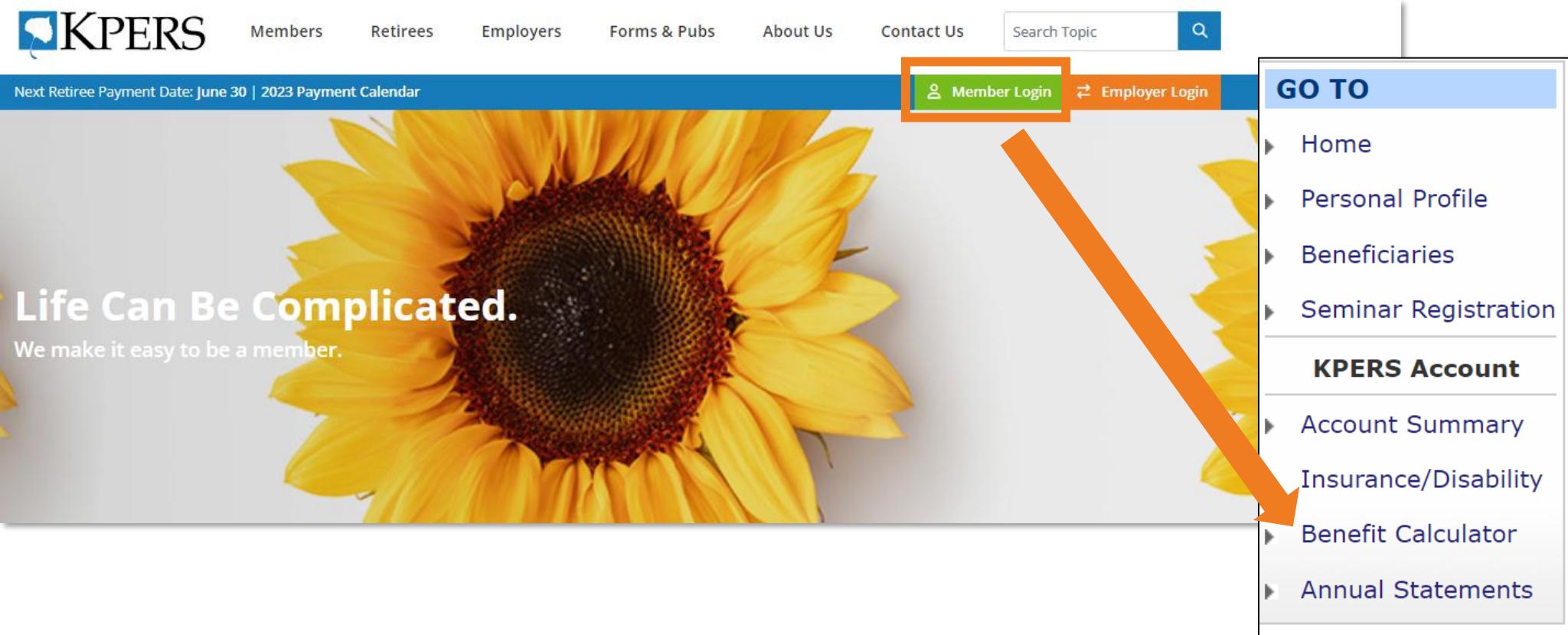
1. Current Annual Salary Subject to KPERS Contributions: *If retiring in current year, include only compensation through estimated last day on payroll.* \_\_\_\_\_
2. Next Annual Salary Subject to KPERS Contributions: *If retiring in next year, include only compensation through estimated last day on payroll.* \_\_\_\_\_
3. Lump-Sum Payment for Sick and/or Annual Leave (only KPERS 1): \_\_\_\_\_ \$ \_\_\_\_\_ *Paid when member leaves work, not included in above salaries.*

"I certify that the information provided on this form is true to the best of my knowledge. I understand that the retirement estimate calculated with this information is just an estimate. KPERS will calculate the actual benefit at retirement using verified final amounts and pay the benefit according to applicable laws and regulations."

Member Signature: \_\_\_\_\_ Month/Day/Year: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Designated Agent Signature: \_\_\_\_\_ Month/Day/Year: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

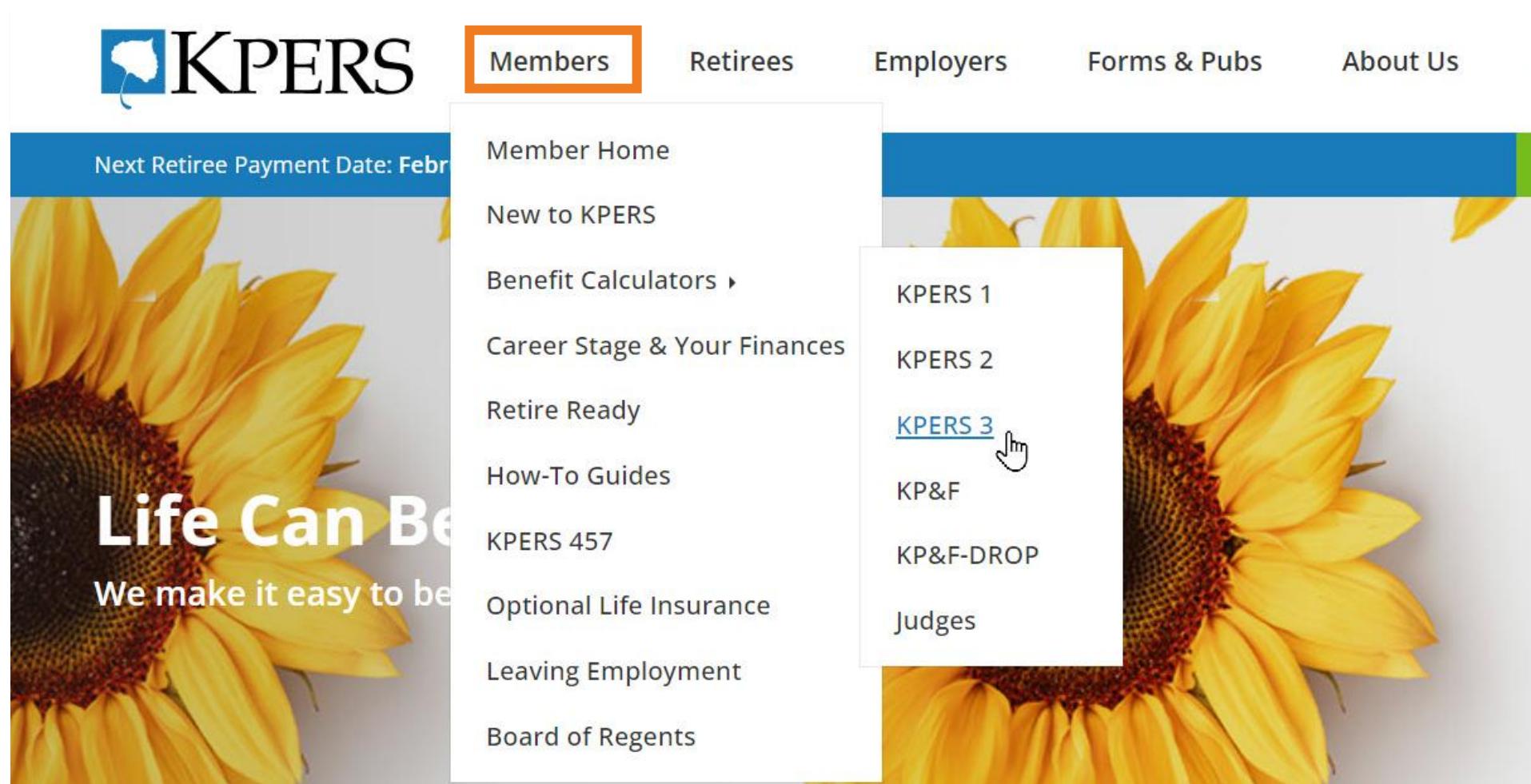
## Estimates Using Member Account



The screenshot shows the KPERS website homepage. At the top, there is a navigation bar with links for Members, Retirees, Employers, Forms & Pubs, About Us, and Contact Us. A search bar with a magnifying glass icon is also present. Below the navigation bar, a banner displays the next retiree payment date: "Next Retiree Payment Date: June 30 | 2023 Payment Calendar". The main content area features a large sunflower image with the text "Life Can Be Complicated. We make it easy to be a member." A green "Member Login" button is highlighted with an orange box. An orange arrow points from this button to a "GO TO" menu on the right side. The "GO TO" menu lists several options: Home, Personal Profile, Beneficiaries, Seminar Registration, KPERS Account, Account Summary, Insurance/Disability, Benefit Calculator, and Annual Statements.

- ▶ Home
- ▶ Personal Profile
- ▶ Beneficiaries
- ▶ Seminar Registration
- KPERS Account**
- ▶ Account Summary
- ▶ Insurance/Disability
- ▶ Benefit Calculator
- ▶ Annual Statements

## Estimates on KPERS Website



Next Retiree Payment Date: February 2024

Life Can Be Good. We make it easy to be.

**Members**

- Member Home
- New to KPERS
- Benefit Calculators ▾
- Career Stage & Your Finances
- Retire Ready
- How-To Guides
- KPERS 457
- Optional Life Insurance
- Leaving Employment
- Board of Regents

KPERS 1

KPERS 2

KPERS 3 

KP&F

KP&F-DROP

Judges



retirement

# Member Annual Statement

Employee Lookup

Employee Search

Employee SSN:

Last Name:

Member Type:

**Search** **Clear**

EMPLOYER

- Home
- Employer Info

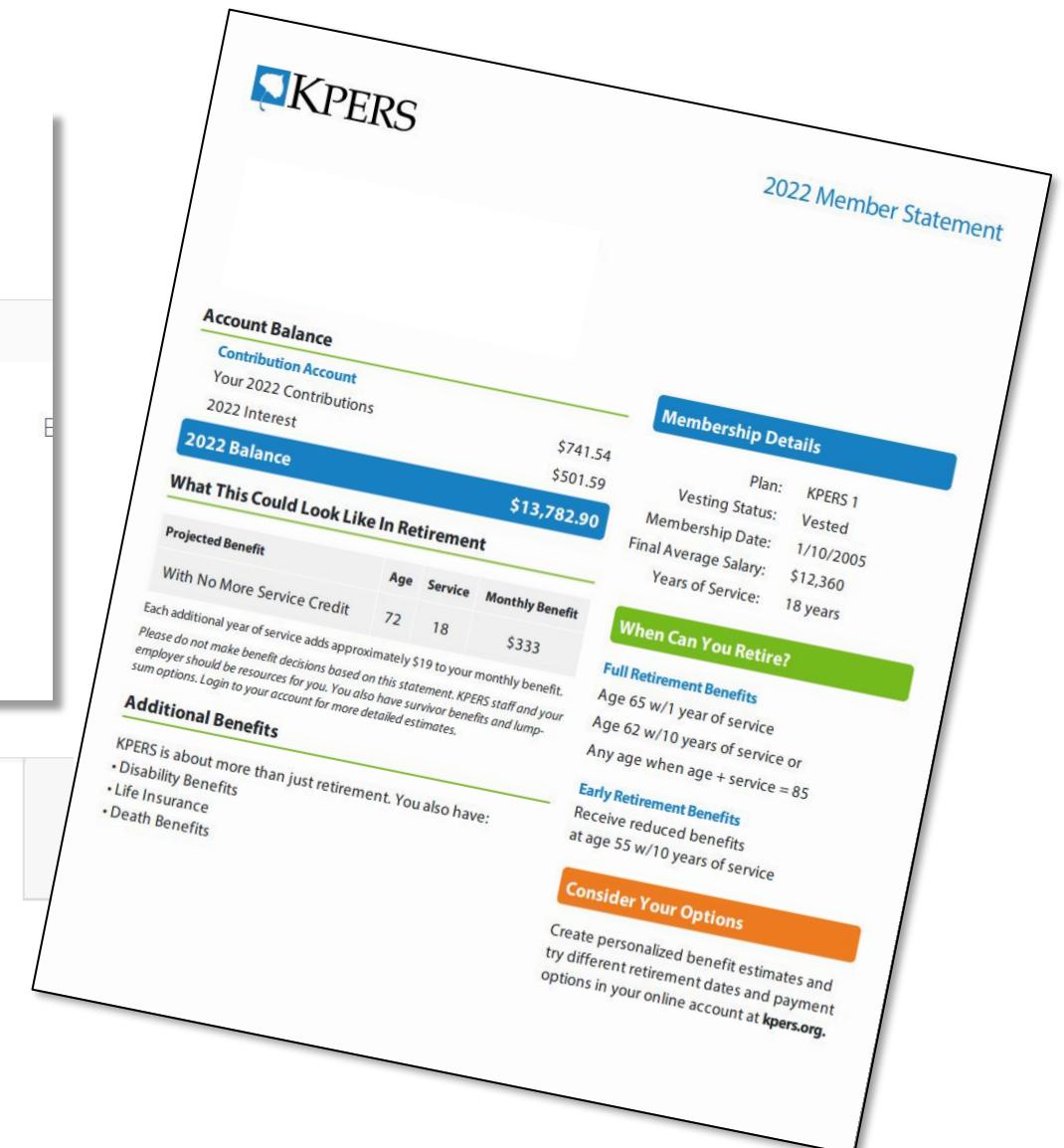
EMPLOYEE INFO

- Enroll
- Look Up

PAY REPORTS

KPERS Data Employee Elections Notes

Annual Statements  
2024 | 2023



## Retire Ready

- Attend in-person webinars or seminars.
- Listen to a recorded webinar.

**Retire Ready**  
Know what you need to know when it's time to go.  
[Attend a Pre-Retirement Webinar](#)



When Can I Go? | How Much Will I Get? | Seminars, Webinars & Things to Consider

---

**What to do and When**

2-5 Years

1 Year

6 Months

**i** **Pre-Retirement Help**

- In-Person Seminars
- Webinars
- Working After Retirement
- Pre-Retirement Guides KPERS 1 & 2 | KP&F
- Benefit Estimate Request Form
- Retiree Death Benefit

## Certifications

KPERS needs the Employer to confirm this information as soon as possible.

- End date is correct
- Final pay was received

### To Do

- Adjustments created (2015-2018) (9)
- Adjustments created (2019 and after) (12)
- Invoice (1)
- OGLI REPORT (1)
- Pay Reports (5)
- Retirement Certification (10) 
- Verify Rates (1)



# working after retirement

## Waiting Period

- If under age 62, **180-day** waiting period
- If 62 or older, **60-day** waiting period
- Begins with KPERS **retirement date**

## Waiting Period

Applies to all **KPERS** employers

- Permanent, seasonal and temporary positions
- Covered and non-covered positions
- 3rd-party positions
- Same or different employer

No waiting period for any non-KPERS employer

## No Prearrangement

**No pre-arrangement** (written or verbal) to return to work

- Anytime **before** KPERS retirement date
- During the waiting period

**Penalties** could apply

Jeopardizes KPERS “**Qualified Status**” with the IRS

## Definition of Prearrangement

SB 74-4914 subsection (9)

“...facts and circumstances of the situation indicate that the employer and employee **reasonably anticipated** that **further services** would be performed after the employee’s retirement.”

## No Prearrangement Employee

Employee **certifies** on Retirement Application, as required by Kansas law, that **no prearrangement** has been made.

### Penalty for retiree

- Benefit **suspended** for 6 months after ending employment.
- Must **repay benefits** all paid while working after retirement.

#### ■ Part E – Member Certification

**Note:** This section must be completed regardless of which retirement payment option you chose.

1. I certify that I am:  Married  Not Married
2. I certify that I have received information about continuing life insurance.  Yes  No
3. By signing below, I understand Kansas law requires a 60-day waiting period (180-day if retiring before age 62) for KPERS members who return to work for any KPERS employer. KP&F members have a 30-day waiting period. This waiting period begins the day after my retirement date.
4. I understand Kansas law requires me to verify that I have no prearrangement to return to work for any KPERS employer, including Board of Regents institutions. I understand this includes part-time and non-KPERS positions with any KPERS employer. By signing below, I certify I have not made and will not make any prearrangement before retirement or during my waiting period to return to work for my employer or another Retirement System employer.
5. I understand that if I am found to have made a prearrangement to return to work or have violated the waiting period agreement for returning to work, my retirement benefit will be suspended starting the month I return to work until six months after I end employment. I further understand I will be required to repay to the Retirement System all monthly retirement benefits received after I began employment.
6. I confirm my choice of retirement benefit options, with the understanding that Kansas law does not allow me to change this option after my retirement date. I confirm that all information I have provided on this form, including supporting documentation of birth and name change, is true to the best of my knowledge.

Member Signature: \_\_\_\_\_ Month/Day/Year: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Notary Public:** State of \_\_\_\_\_ County of \_\_\_\_\_

Signed or attested before me on (date) \_\_\_\_\_ by (name of member) \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_ My appointment expires (month/day/year) \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

(SEAL)

## No Prearrangement Employer

Employer's **appointing authority** certifies there have been no prearrangements on the **Employer Certification of No Prearranged Employment (KPERS-15R-E)** form.

### **Penalty for employer**

- Pays all IRS-associated costs
- Pays costs of legal defense
- Pays costs for collecting repayment from the employee

Position Types	Covered Positions	Non-Covered Positions
Earnings Limit	No Limit	No Limit
Employer Contributions	Up to \$40,000: <b>Reg Rate</b> Above \$40,000: <b>30%</b>	No Contributions (still enroll & report wages)
Waiting Period	Retire before age 62: 180 Days Retire age 62 or after: 60 Days	

## Getting Close to \$40,000

Pay Date 09/13/2018

Step 1

Enter Information

Step 2

Fix Errors

Step 3

Review &amp; Submit

Step 4

Make Payment

Notification on EWP when  
retiree hits \$38,000

A warning when retiree  
goes past \$40,000

Member has reached \$25,000. Employer rate will increase to 30% next pay date.

SSN

Employee Name

Plan

Wages

End Date

Reason

[REDACTED]	[REDACTED]	KPERS After Retirement	\$20,000.00
------------	------------	------------------------	-------------

I confirm the above totals are correct

## Exceptions (Do Not Enroll)

- Election poll workers
- Sub teachers without a contract
- Legislative staff
- Positions covered by KBOR Mandatory Retirement Plan

Still must follow “no- prearrangement”  
and waiting-period rules.

## Enrollment

Enroll Employee

Start New Enrollment

Step 1

Enter SSN

Enter SSN

Step 2

Enter Data

Step 3

Review & Submit

There is a match in our system for  
Retirement Date:07/01/2004 YTD Compensation:\$0.00  
Do you want to enroll?

Yes     No

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

## Overview

- Accurate Pay Period Reporting is essential.
- Members to contact KPERS when leaving employment.
- Certifications must be completed in a timely manner.
- KPERS retirees must follow Working After Retirement rules.





# education & training

## 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

## Contact us

To arrange educational opportunities, email us  
**[employers@kspers.gov](mailto:employers@kspers.gov)**

## Contact us

General Questions:

[employers@kpers.gov](mailto:employers@kpers.gov)

**1.888.275.5737**

Pay Period Reporting and OGLI:

[kpersfs@kpers.gov](mailto:kpersfs@kpers.gov)

**1.844.468.8929**





# Thank you!

