

2025 KPERS Employer Conference

Pay Period Reporting

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Pay Reporting

Questions?



Contact Fiscal Services

kpersFS@kspers.gov

Toll-free, 1-844-468-8929

In Topeka, 268-6886



Pay Reporting

Questions?



Compensation to Include

- Located in the Employer Manual under Helpful Resources



Compensation to Include in Contributions

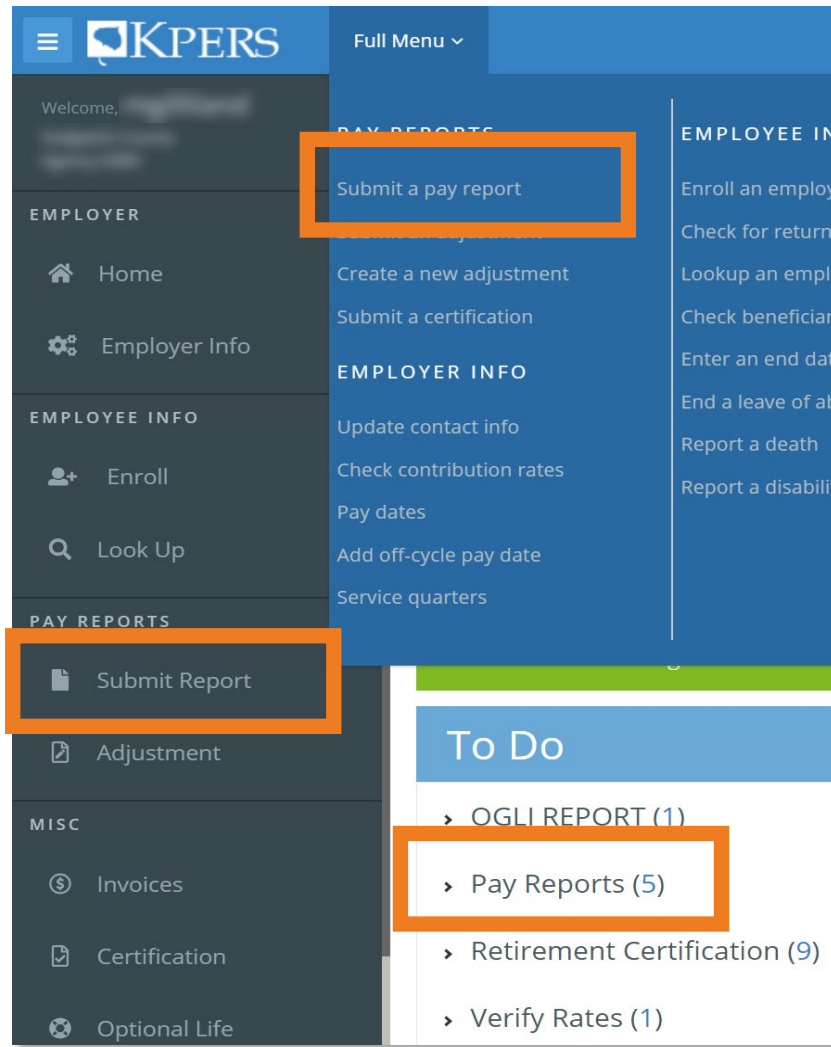
Generally, withhold employee KPERS contributions from gross compensation before any deductions or reductions.

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) Lump-sum payments for annual, vacation, sick leave and compensatory time at termination or retirement	✓	
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 \$450,000 for 2022		✓
Membership date on or after July 1, 1996: Pay over \$305,000 for 2022		✓
Severance: Payment by an employer to an employee beyond his wages on termination of employment.		✓



Pay Reporting



Pay Reporting

1. Which plans would you like to report on?

<input type="checkbox"/>	Pay Date	Due Date	Plan	Cycle
<input type="checkbox"/>	02/18/2022	02/24/2022	KPERS	01
<input type="checkbox"/>	02/18/2022	02/24/2022	KPERS After Retirement	02
<input type="checkbox"/>	02/18/2022	02/24/2022	KPERS After Retirement	01
<input type="checkbox"/>	02/18/2022	02/24/2022	KPERS	02

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

\$0.00

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



Pay Reporting

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"/>	06/15/2018	06/20/2018	KPERS After Retirement	
<input type="checkbox"/>	06/15/2018	06/20/2018	KP&F	98
<input type="checkbox"/>	06/15/2018	06/20/2018	KP&F	89
<input type="checkbox"/>	06/15/2018	06/20/2018	KPERS	
<input type="checkbox"/>	06/15/2018	06/20/2018	KP&F	99

- Can report for multiple pay cycles at same time, if **same pay dates**
- When **starting** reports together, must be **completed** together
- Click "**start over**" to go back and separate reports



Pay Reporting

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

- Enter data manually or upload a file
- Total contributions includes employee, employer, and service purchase contributions.



Pay Reporting

KPERS Full Menu

Step 1 Enter Information

Step 2 Fix Errors

Step 3 Review & Submit

Step 4 Make Payment

Total From Your Records: \$1,053.67

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

Save Enroll Export To Excel Next

SSN	First Name	Last Name	Plan	Wages	EE Contributions	Service Purchase	End Date	Reason
[SSN]	[Name]	[Name]	KPERS	\$1,145.53	\$68.73	\$0.00	[Date]	[Reason]
[SSN]	[Name]	[Name]	KPERS	\$1,298.10	\$77.89	\$0.00	[Date]	[Reason]
[SSN]	[Name]	[Name]	KPERS	\$1,866.22	\$111.97	\$0.00	[Date]	[Reason]
[SSN]	[Name]	[Name]	KPERS	\$2,081.06	\$124.86	\$164.40	[Date]	[Reason]

Enter wages & contributions
(if uploading, skip Step 1)

End dates entered here and anywhere
on the EWP populate entire system



Pay Reporting

Step 1
Enter Information

**Step 2
Fix Errors**

Step 3
Review & Submit

Step 4
Make Payment

Total From Your Records
\$1,053.67

Employee Contributions	Service Purchases	Employer Contributions	Insurance Contributions	Total Contributions
\$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
i				KPERS	\$1,145.53	\$58.73	\$0.00		
Error: Reported employee contributions don't match our system. Please edit wages or contributions.									
i					\$2,081.06	\$124.86	\$164.40		

Total contributions includes all contribution types

- Click on **i** 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



Pay Reporting

Warnings

Contact Fiscal Services to suppress the Warning.

				KPERS	\$10,118.74	\$607.12	\$0.0
Warning - Member with at least 100% wage change, please apply summer pay. If not summer pay contact KPERS.							



Pay Reporting

Pay Date 04/18/2018

Step 1
Enter Information

Step 2
Fix Errors

Step 3
Review & Submit

Step 4
Make Payment

	Wages	Amount Owed
▼ KPERS-BLANK	\$6,390.91	\$1,053.67
Employee Contributions		\$383.45
Service Purchase		\$70.11
Employer Contributions		\$536.20
Insurance		\$63.91
		Total Contributions Entered \$1,053.67

› Members with 50% wage change

I confirm the above totals are correct


Back

Submit & View Invoice

After you submit,
system takes you to
invoice for you to pay



Pay Reporting

 Full Menu ▾

Invoices

Invoices

Open Invoices

Pending

Credits

Invoice Number	Type	Amount	Pay By Noon On	Plan
235168	Pay Report 04/18/2018	\$1,053.67	04/20/2018	KPERS

Make Payment



Pay Reporting

Page 1 of 2 KPERS

<input type="checkbox"/>	Pay Report 04/05/2018 02	\$5,165.88
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Bank Info Security State Bank

Payment Date

07/20/2018

Due 04/09/2018 12 pm CST

Total Payment

\$0.00

[Pay Now](#) [Skip](#)

- **Select invoice to pay - click Skip for next one**
 - When invoice is selected, the system will populate amount in **Total Payment** field
 - Employer can **override by ± \$1.00** (one dollar) – to override, enter corrected amount **AFTER** invoice amount is auto-populated
- **Choose what bank account to use (most have just one)**
- **Select Payment Date (defaults to next available date)**
- **When paying 2+ invoices, system adds total payments together**



Pay Reporting

Make Payment

▼ Confirmation 1430446

KPERS 4/18/2018

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

[Return to Dashboard](#)

[Print/Download PDF](#)

[Print](#)

- Confirmation page
- Print/Download PDF



Adjustments

Make Adjustments When Need to:

- Change previously reported contribution amounts for a member.
- Change contribution amounts because of a service purchase
- Report contributions that were not made while mistakenly waiting a year to begin employee's membership.
- Refund contributions employee should not have made.
- Pay any arrearages for unpaid contributions.



Pay Reporting

Adjustments

Step 1
Dates & Wages

Step 2
Review & Submit

Step 3
Confirmation

SSN	[REDACTED]		
Name	[REDACTED]		
Reason	Increase in wages already reported		
YTD Compensation	\$47,942.94		
Pay Date From	02/26/2016	Pay Date To	02/26/2016
Comments	I didn't enter wages correctly		

	Previous	Corrected	Difference
KPERS Covered Payroll	\$1,669.96	\$1,769.96	\$100.00
Employee Contr	\$100.20	\$106.20	\$6.00
Employer Contr	\$153.30	\$162.48	\$9.18
Insurance	\$16.70	\$17.70	\$1.00
Service Purchase	\$0.00	\$0.00	\$0.00
Total	\$270.20	\$286.38	\$16.18

Total Amount Owed \$16.18

This invoice is **not** auto-generated, like other functions. KPERS staff **reviews** and then the system generates the invoice. It will show on **To-Do** when it's ready.



Pay Reporting

Adjustments

- Create an adjustment in the EWP.
- Adjustments change the record. They are not payments.
- KPERS will then send an invoice in the To Do list.
- You must make a payment using the EWP remittance process.



Pay Reporting

Take Aways

- Contact the correct department kpersfs@kspers.gov 1-844-468-8929
- Use “Compensation to Include” handout.
- Fiscal Services must suppress warnings
- Complete Pay Report well before Due Date.



Thank you!

Questions?

