

Adjustment Questions

Question: If it could be discussed about the definitions of the reasons for using an adjustment and to know which one you should use when entering an adjustment.

Answer:

- *Increase in wages already reported:* for adding in missed wages on a previous pay date. This could be overtime, regular wages, a bonus, etc.
- *Decrease in wages already reported:* for decreasing previously reported wages. This could be removing an accidental overpayment or removing non KPERS-covered wages.
- *Arrearage period is 6 months or less – Employee is paying member contributions:* for a late enrollment where the period from the begin to the end of the arrearage is less than 6 months and no contributions were withheld.
- *Arrearage period is 6 months or less – Employee is not paying member contributions:* for a late enrollment where the period from the begin to the end of the arrearage is less than 6 months and no contributions were withheld. No service credit will be given to the member, and only the employer contributions will be invoiced.
- *Arrearage period is more than 6 months:* for a late enrollment with contributions missed for longer than 6 months. Employer will pay both the employee and employer contributions, plus additional calculated interest on the arrearage.
- *Refunding all contributions:* when an end date should have been submitted before wages were reported (employee is not working in a covered position)
- *After Retirement- Increase in wages already reported:* only for Working After Retirement, to add in more wages.
- *After Retirement- Decrease in wage already reported:* only for Working After Retirement, to remove reported wages.
- *After Retirement – Arrearage period is more than 6 months:* only for Working After Retirement, when an enrollment was missed for longer than 6 months' time.

Question: How it is shown on an invoice and how to submit/respond and see the credit.

Answer: After an adjustment is posted by KPERS, the invoice or credit will process overnight and be available the next business day. Due to a high volume of adjustments, please contact KPERS if you need the adjustment prioritized.

Question: Is there a reason that adjustments need me to processed by the pay period versus by quarters unless crossing over years?

Answer: This will help for auditing purposes, if the corrected wages are reported for the correct pay period.

Question: Is there a minimum amount that we need to submit an adjustment for?

Answer: Adjustments that result in less than \$1 will not be accepted by our system. Payments to KPERS can be rounded by up to +/- \$1.

Question: Deadline dates, how, when and why the invoices change throughout the month.

Answer: Pay period report invoices are due 3 business days after the pay date. We cannot accept same-day payments at this time. Our system can only accept payments for the following business day if it is before noon or for 2 business days in the future once it is after noon. Adjustment invoices are due 30 days from the day the adjustment is processed.

Question: Are there common errors payroll teams make when calculating retroactive contributions?

Answer: The employer contribution rate could be different when the retroactive pay crosses into another year.

Question: Are there warning signs or reports that indicate an adjustment might be needed?

Answer: Our system is set to flag if wages are changed by 50% each pay date, and will provide an informational error for each affected employee.

Question: A step by step cheat sheet for adjustments would be helpful. I am just looking for a general refresher on adjustments.

Answer: There is a video on the KPERS website as well that will walk you through how to submit an adjustment. Go to [KSPERS.GOV](https://kspers.gov)>Employers>Employer Manual>Adjustments> Select "How do I make Adjustments"

- Fill out highlighted field and click the Next button

Start New Adjustment

* Employee SSN

Year to Adjust

Comments

Reason

- ☐ Increase in wages already reported
- ☐ Decrease in wages already reported
- ☐ Arrearage period is 6 months or less - Employee is paying member contributions
- ☐ Arrearage period is 6 months or less - Employee is not paying member contributions
- ☐ Arrearage period is more than 6 months
- ☐ Refunding all contributions
- ☐ After Retirement- Increase in wages already reported
- ☐ After Retirement- Decrease in wages already reported
- ☐ After Retirement- Arrearage period is more than 6 months

Next

- Select the pay date(s) to be adjusted and click the Show Pay Dates button

Pay Dates to Adjust

To [Show Pay Dates](#)

- Change the corrected wages to the corrected amount and click Next

Pay Date	Previous Wages	Corrected Wages
04/15/2025	\$735.74	<input type="text" value="\$735.74"/>

Comments

Message ID	Message	Severity
No records to display.		

[Next](#)

- Review the differences and click Submit if everything looks correct

Comments

	Previous	Corrected	Difference
KPERS Covered Payroll	\$735.74	\$800.00	\$64.26
Employee Contr	\$44.14	\$48.00	\$3.86
Employer Contr	\$85.93	\$93.44	\$7.51
Insurance	\$7.36	\$8.00	\$0.64
Service Purchase	\$0.00	\$0.00	\$0.00
Total	\$137.43	\$149.44	\$12.01

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Question: I have many adjustments however would like a guide as to when I can skip the adjustment and when I can't. For example, I know that if the EE contribution is less than a \$1 difference then I can skip it. I've kind of been going off if it's less than \$100 and in the same quarter (and same year) then skip it. I figured if it's in the same quarter then it won't hurt their retirement. That being said, I still have some pay periods that have quite a few adjustments even with me using this logic.

Answer: If it's in the same quarter, then add the adjusted wages to your next pay report. To fully answer this question, we would ask that you please reach out to KPERS so we can obtain additional information.