

Certifications

Why is a certification is needed? As an employer, we have already reported all this information.

When do I need to do a certification? Only when I see their name pop up on the website?

- A PPR certification is required when a member is leaving active employment. The PPR certification is designed to allow the employer to report the payroll of the retiring member without having to wait for the agency's full payroll to be reconciled, reported and processed.
- The purpose of the certification is to report the last day on payroll, the remaining payrolls needed and unused leave payouts for those eligible.
- A certification is only generated for those that are needed. If an end date and all payrolls have already been reported, then no certification will be generated.

What is the turnaround time from when an application is submitted, and the certification is completed and are on the EWP? We try to always give KPERS the 30 days+ before the retirement/DROP date, however in unforeseen circumstances, it may be less. We are being told they can always be turned in by the day before which can cause time constraints on both ends).

- Applications are accepted by KPERS as long as they are received prior to the selected retirement/DROP date. We prefer to get the application 30-60 days prior, however we can accept them as late as the last day of the month prior to the selected retirement/DROP date.
- If submitted last minute, you may wish to notify your employee this could delay their first monthly benefit payment. The benefit will still be paid as soon as possible.

What is the normal protocol for retirement application received notification and approval? Letters of acknowledgement and/or email of acknowledgement? (There doesn't seem to be a consistency in response for mail purposes and cost, email may be for cost effective).

- Upon receipt of an application, the analyst will review and verify all submitted documentation.
- The preferred time frame for the analyst to verify an application is 14 days from the receive date.
- Once the analyst verifies the application this will create the PPR certification in the EWP, if needed.
- Letters of acknowledgment are generated and mailed/emailed to the employer and the member based upon agency/analyst preferences.
- If any additional information is needed the analyst will reach out via email, phone call or letter.

What information needs to be submitted, and when, regarding certifications? A step-by-step cheat sheet for would be helpful. I am just looking for a general refresher on how to enter retirement certifications.

- When completing the certification, the first thing you will want to review and correct will be the last day on payroll. This date automatically generates as the last day of the month prior to the selected retirement date. The last day on payroll should reflect the last date the employee earned compensation.
- Depending whether the agency is school or non-school, there may be questions to complete regarding the position and how the employee is paid.
- Any remaining pay periods that are needed to complete the member's record.
- For employees with a hire date prior to 7/1/93, any unused leave payouts must be reported and have contributions withheld. You will enter the payout amount and type of pay under the add-on tab within the certification.
- The PPR certification needs to be completed and submitted as soon as the final payroll calculations are determined. Please do not submit estimated figures.
- The analyst will send a reminder to the DA when the deadline for finalizing the retirement benefit is nearing, if they have not yet received the certification.

I wanted to better understand the process your team follows regarding adjustments and certifications related to KPERS and KP&F when an employee retires. I'm particularly interested in the proactive steps. Specifically, what information you typically look for from our end to ensure everything is processed smoothly?

- When a retirement application is received, the analyst will review all previously reported salary to ensure all pay has been reported correctly. If there are any questions, the analyst will email the employer to clarify any inconsistencies.
- The DA may wish to confirm the hire date to determine the need for withholding contributions from any unused leave payouts prior to running the final payroll. This will help alleviate any last-minute adjustments that could hold up a retirement.

Does KPERS provide reports or tools to reconcile contributions before certification?

- No, the PPR certification will reflect the amount of contributions already reported through your normal pay period reporting. You will want to reconcile that amount to be correct prior to submitting the certification. Any pay periods being reported on the certification would be added to the amount already reported to equal the employee contributions for the year.