# KPERS

## quick **steps**

## End Dates



[Login](#) to the employer web portal (EWP)

**Step 1.** Use the look-up tool or click **Look Up** under Employer Info in the side menu
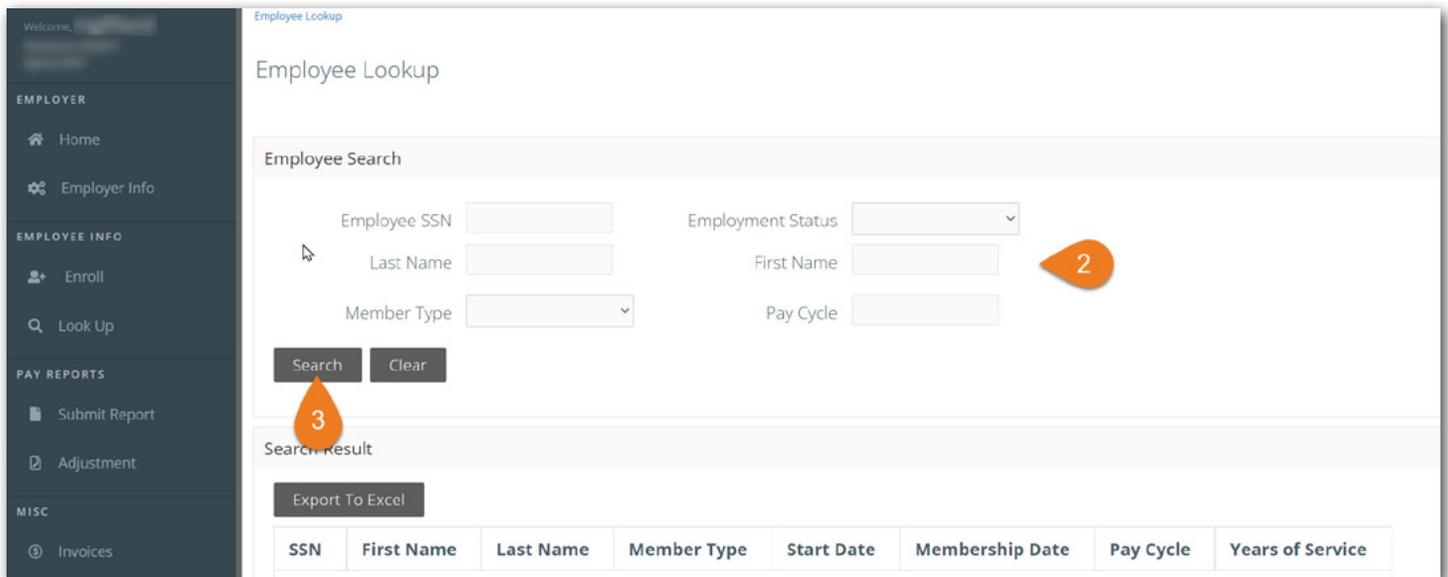


**Step 2.** Enter employee's **Social Security** number or search by other criteria

**Step 3.** Click **Search**

**Step 4.**    Click the SSN **link** to open an employee's record



**Step 5.**    Click the **Enter Date** link, under Employment History, in "End Date" column
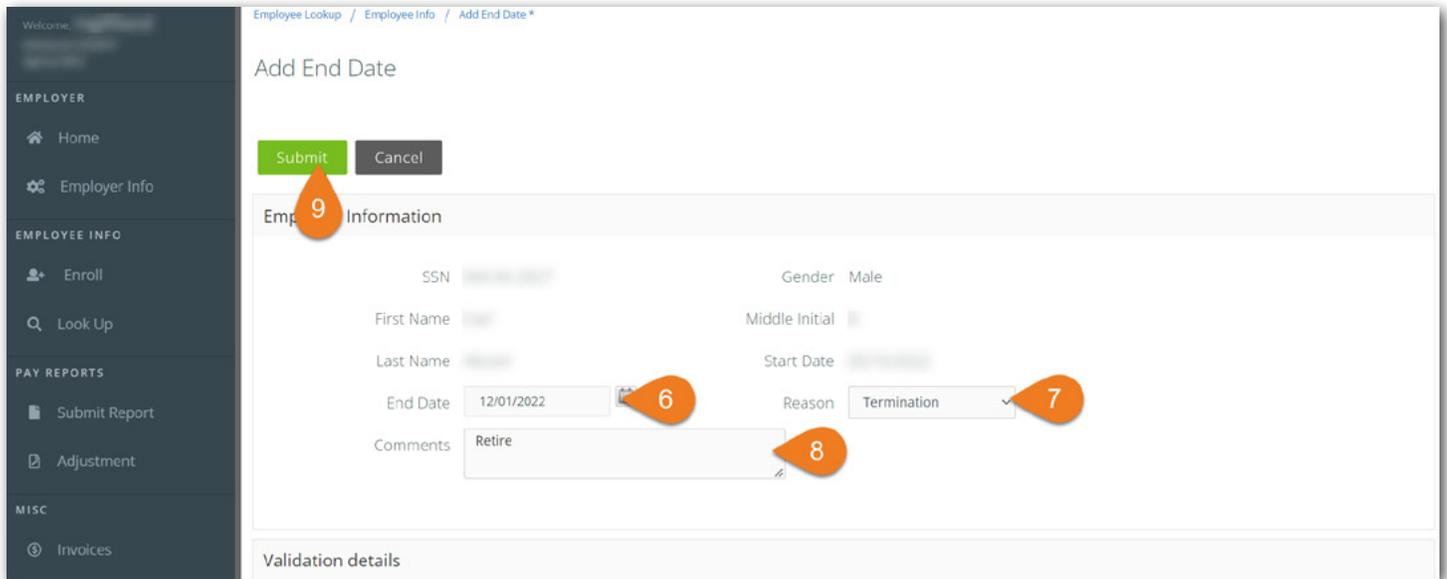
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**Step 6.**  Enter or select **end date** from calendar
**Step 7.**  Select a **reason** from pull-down menu[1]
**Step 8.**  Enter **comments** in box for more detail[2]
**Step 9.**  Click green **Submit** button (If warning "**End date is in prior pay period,**" after selecting submit, contact KPERS.)

### 1. Reason Guide

**Leave of Absence** – For leave of absence only. See Leave of Absence Chart for more info.

**Military Leave** – Employee is unable to work covered position due to military duty

**Non-Covered** – Employee position changes and doesn't meet membership requirements

**Termination** – Employee resigns, is terminated, or otherwise leaves employment

### 2. Comment Examples

Employee is retiring (termination)

Employee is on medical leave (leave of absence)

Employee position changes to seasonal only (non-covered)

**Note:** Choose "Termination" as the reason if employee is not returning to work from a leave of absence, miltary leave or has ended a non-covered position. Choose "Return to payroll" as the reason if employee is returning to employment.