## Pay Reporting (Uploading File)



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

**Step 1.** Click **Submit Report** under Pay Reports in the side menu, **Pay Reports** at top, or the link in **To Do** list (if available).
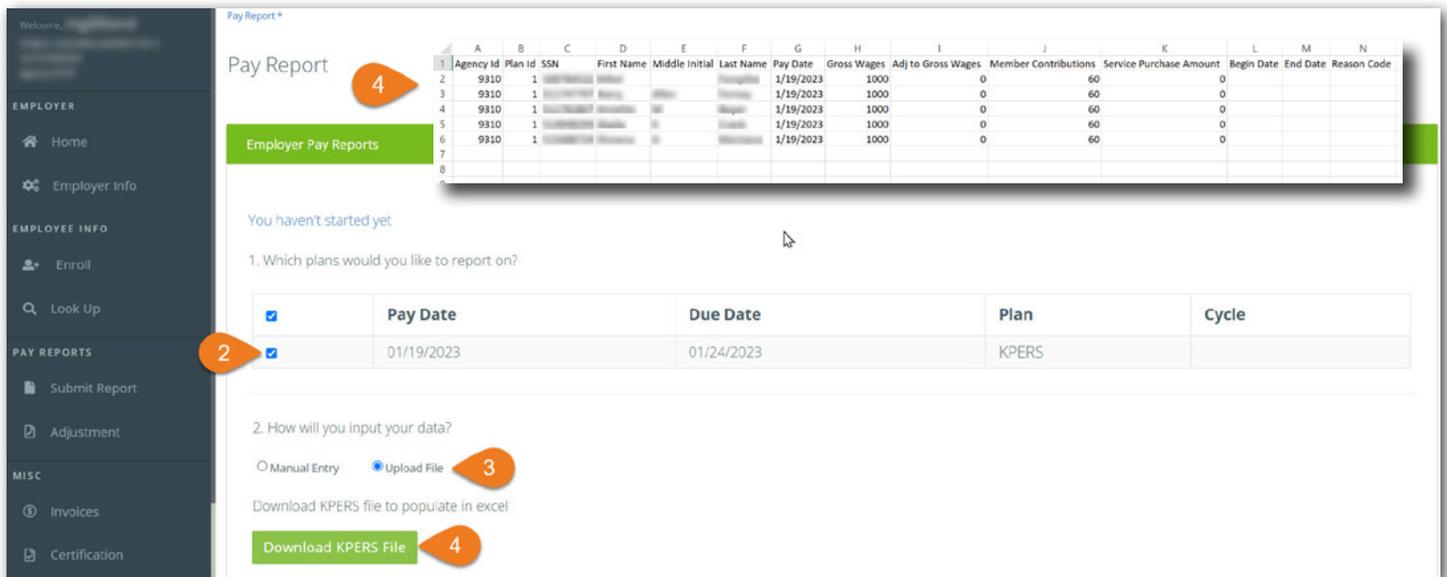


**Step 2.** Check box for the **Pay Date** and **Plan** report(s) you want to submit.
**Step 3.** Select **Upload File**.
**Step 4.** If you need it, click **Download KPERS File** for a formatted template from KPERS (sample inset above).

# Pay Reporting (Uploading File)
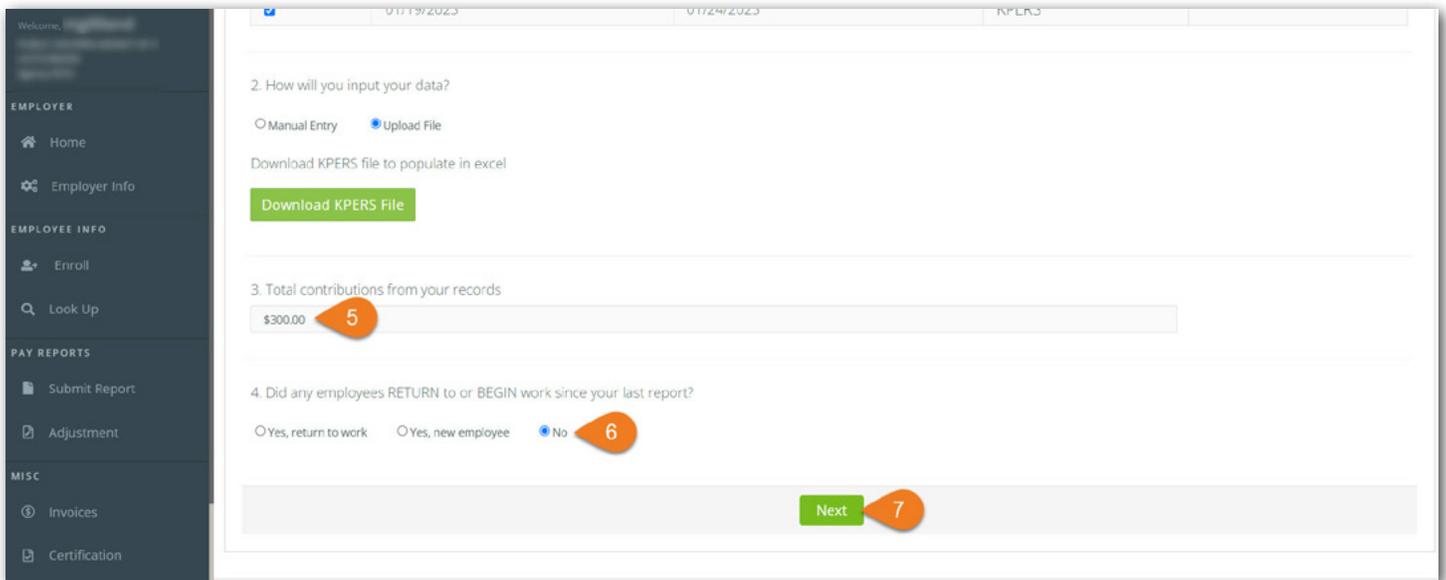


**Step 5.** Enter **Total Contributions** from your records .

**Step 6.** Click **No**, unless a current employee returned to work or a new employee started during this pay period.
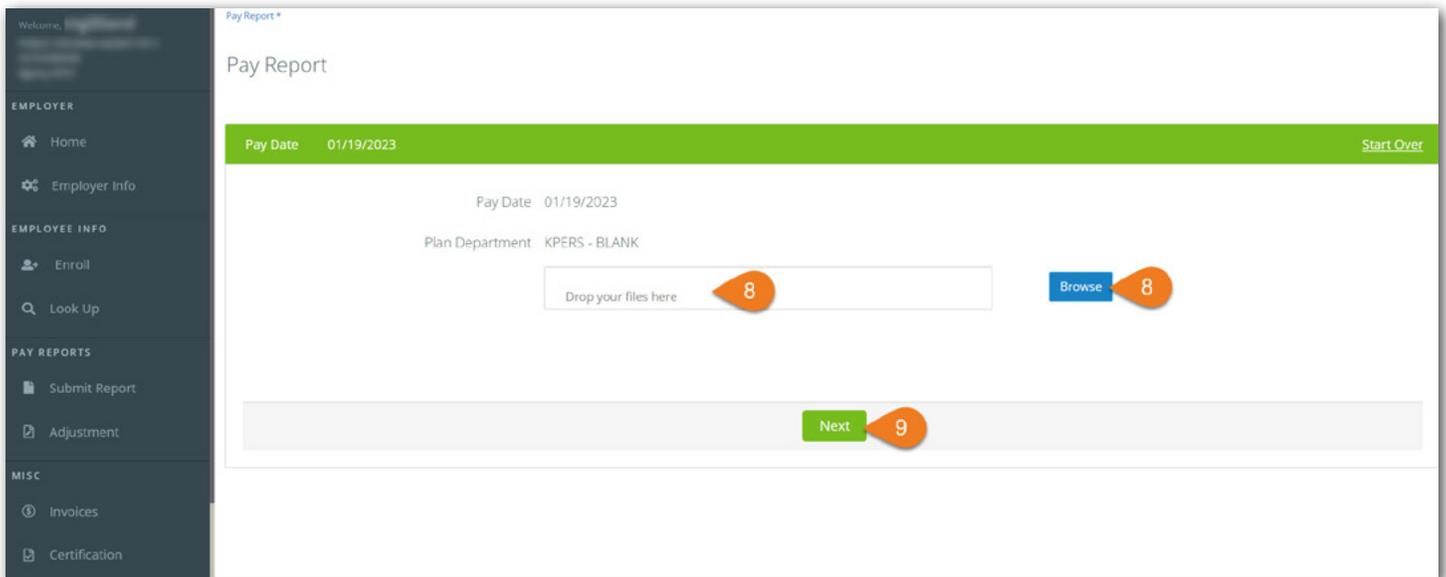
**Step 7.** Click **Next**.



**Step 8.** Either **drag and drop** your file(s) here, or **browse** your device.

**Step 9.** Click **Next**.

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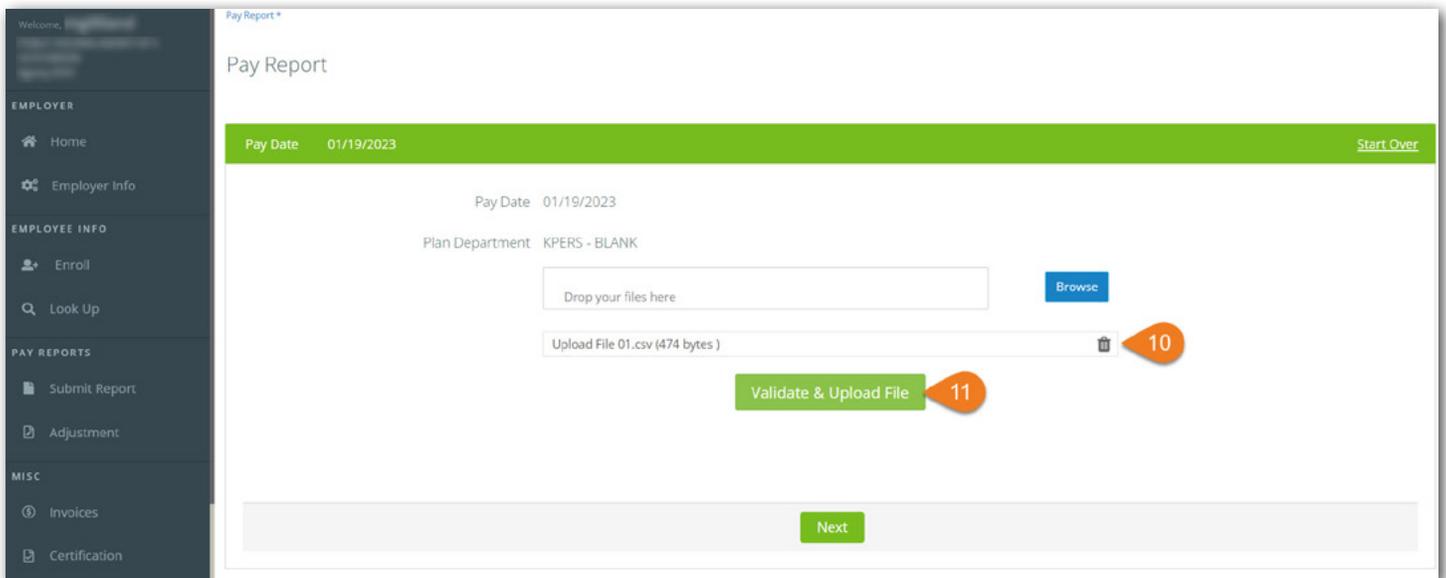


**Step 10.** Your file name displays here. You can click the **trash can** to load a different file.
**Step 11.** Click **Validate & Upload File**. You may have a short wait with large files.
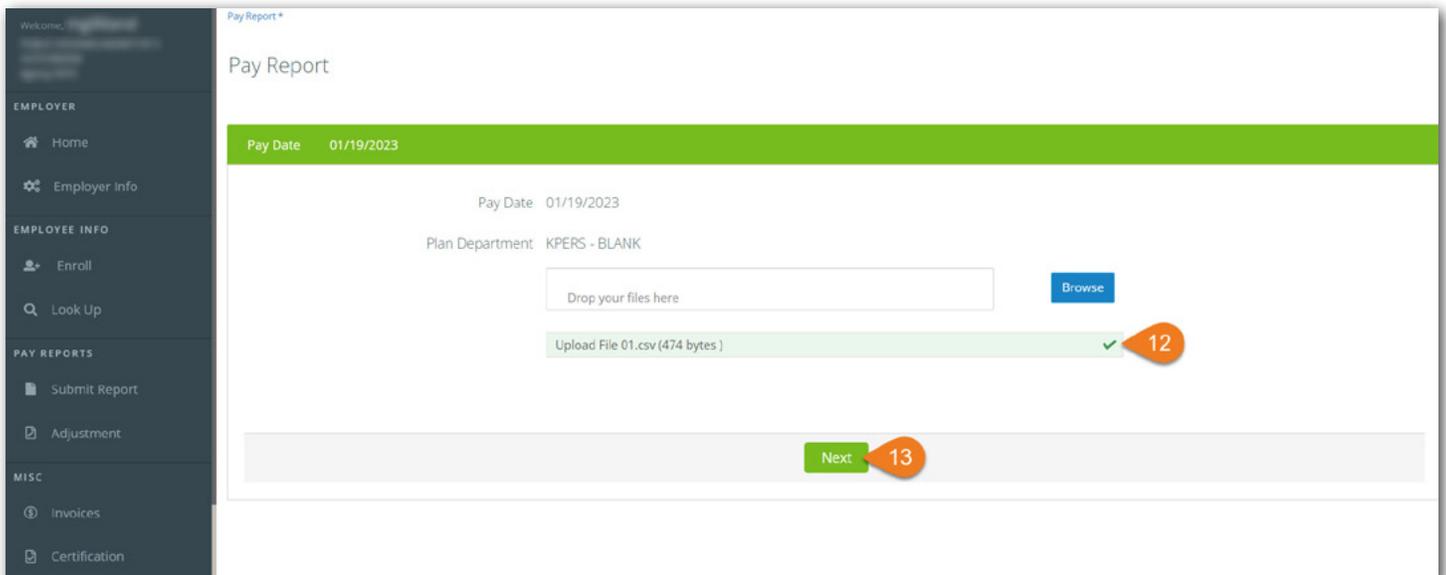


**Step 12.** If file format is correct, you'll see the green box and a check mark. If there is an error, please fix it and try again.
**Step 13.** Click **Next**.

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**Step 14.** If there are errors, click **info icon** ( *i* ) for more detail
**Step 15.** Errors can include: incorrect wages/contribution (ex. above). Fix errors by entering correct amounts and info. You may need to click on SSN link to fix some errors.
**Step 16.** Make sure **Total From Your Records** matches **Total Contributions**.



**Step 17.** Click **Save**.
**Step 18.** If error(s) clears, click **Next**.

## Pay Reporting (Uploading File)



**Step 19.** Review totals and, if approved, click **Submit & View Invoice**.
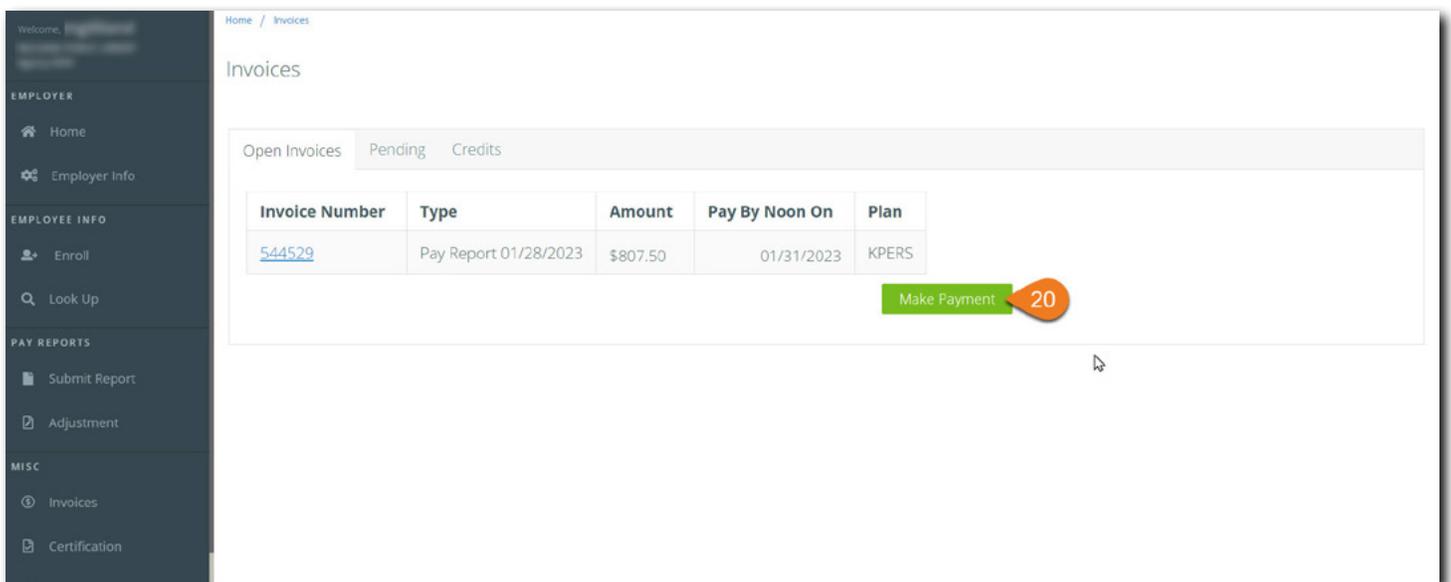


**Step 20.** When you're ready, click **Make Payment**.

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**Step 21.** Check the box for the **Pay Report(s)** you want to pay. The amount populates in the **Total Payment** field. If you use more than one bank to pay invoices, be sure to select the correct one.

**Step 22.** If you want to choose later **Payment Date**, select date from the calendar.

**Step 23.** Click **Pay Now** to pay your invoice.
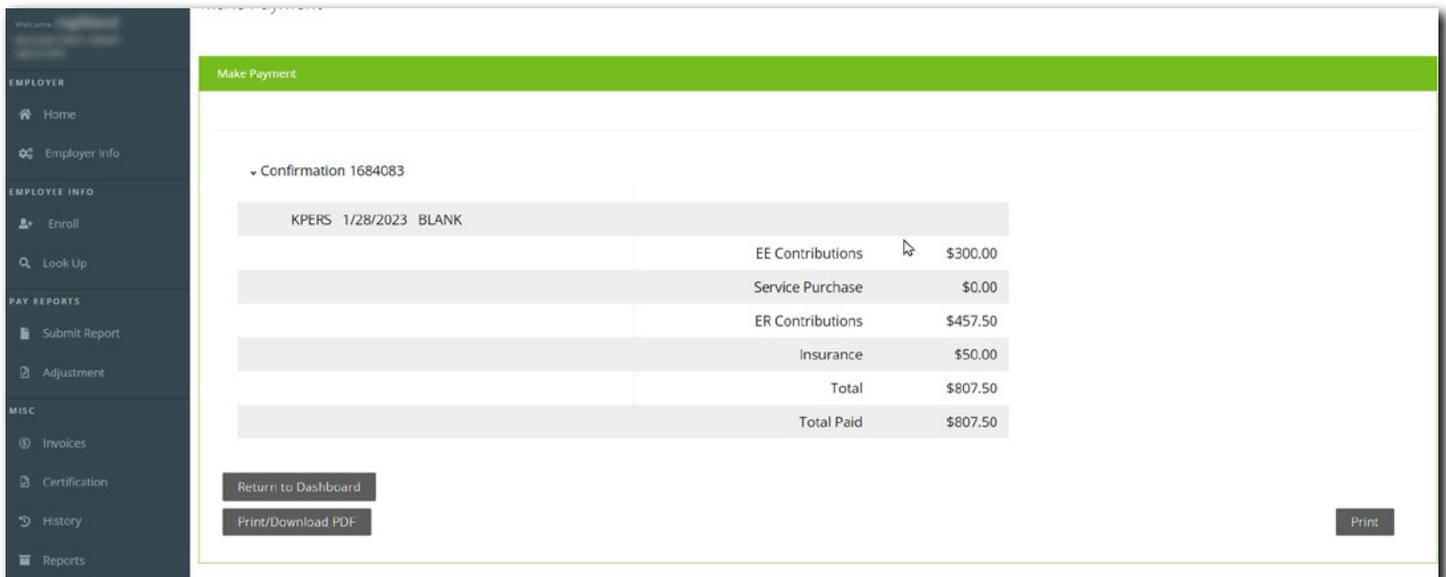


Look at the confirmation screen. If you see something wrong, contact KPERS.

From this screen, you can print or download a PDF copy. You can also return to the EWP Dashboard.