KPERS

File Layout Requirements

Here are the data fields needed for **pay reporting** and their requirements. KPERS will need this information whether you **upload a file** or do manual entry. You can change your method at any time.

Required file type: comma delimited text file (.csv)

Field	Agency Id	Plan Id	SSN	First Name	M.I.	Last Name	Pay Date	Gross Wages	Adj to Gross Wages	Member Contributions	Service Purchase Amount	Begin Date	End Date	Reason Code
Examples	1234	1	123456789	Joe	H	Smith	01/22/1900	1234.56	0	74.07	0	02/01/1992	02/01/2017	6
Length	4 digits	1 digit	9 digits no dashes	Up to 15 char	1 char	Up to 20 char	mm/dd/yyyy	10 char 7 num 1 dec pt 2 dec	10 char 7 num 1 dec pt 2 dec	10 char 7 num 1 dec pt 2 dec	10 char 7 num 1 dec pt 2 dec	mm/dd/yyyy	mm/dd/yyyy	1 digit

Submit KPERS covered wages

You have the option of using one or two fields to submit data: Gross Wages and Adj to Gross Wages (Adjustments to Gross Wages). Submit for all plans, including working after retirement.

Option 1: One field. Submit KPERS covered wages in Gross Wages field. Leave Adj to Gross Wages blank.

Option 2: Two fields. Submit Gross Wages and Adj to Gross Wages to get to KPERS covered wages.

The formula KPERS will use to calculate KPERS covered wages is: **Gross Wages - Adj to Gross Wages = KPERS Covered Wages**.

Submit member contributions

You have the choice of submitting data on Service Purchase Amounts included with regular employee contributions, or separately, using two fields.

Option 1: One field. Submit regular contributions and service purchase amounts (if any) in the Member Contributions field. Leave Service Purchase Amount blank.

Option 2: Two fields. Submit regular contributions in the Member Contributions field. Submit service purchase amounts (if any) in the Service Purchase Amount field.

Submit begin and end dates (not required on contribution report)

You can submit Enrollments, which need to include begin dates.

You have the choice to submit End Date information through an EWP pay report. The end date will populate all areas of the EWP and employee's KPERS record. A reason code is required to save an end date.

Reason Codes

Leave of absence
Military leave
Termination
Non-covered