

# Fact Sheet for Employers

## 2011 Annual Contribution Report

Data ready on employer web portal: **January 5, 2012**

Reports due: **February 10, 2012**

**Important:** Pre-certified data **cannot** be changed on the annual report.

### **Pre-Certified Contributions on a Withdrawn Member** (Cannot be changed)

The amount should be the same amount that was certified on the Application for Withdrawal of Contributions, KPERS-13 form and/or KPERS-101 form. Any discrepancies are refunded to or collected from the withdrawn member/beneficiary by your agency. Contact KPERS for instructions on how to handle these money adjustments.

### **Pre-Certified Contributions on an Active Death** (Cannot be changed)

The amount should be the same amount that was certified on the Employer's Report of a Death, KPERS- 61 form. Any discrepancies are refunded to or collected from the beneficiary (ies) by your agency. Contact KPERS for instructions on how to handle these money adjustments.

### **Pre-Certified Contributions for Retirements**

Can be adjusted by submitting a KPERS-17OPT form or doing an adjustment on the portal. Do **not** change the annual contribution report.

### **Change Social Security Number or Name**

Submit a KPERS-12 form with the corrected information and appropriate documentation.

### **Address All Records**

You must address every record in the annual report.

**Example 1:** Member is on annual report and he or she left employment **before** 2011 – Enter end date and reason code “termination.”

**Example 2 :** Member went to a non-covered position – Enter end date and reason code “non-covered.”

**Example 3:** Member terminated before membership date – contact KPERS.

**Example 4 :** Member contributions should have been withheld and weren't – contact KPERS.

### **2011 Terminations**

Enter the last day on the payroll as the end date and termination reason code for employees who terminated in 2011. **Teachers** should have an end date of 08/31/11 (last day of the contract). *Exception:* If teacher retired June, July or August of current year.

### **2011 Return to Payroll**

Employees who left the payroll and returned to the payroll in the same year must have the contributions reported for each period of employment with the appropriate begin date, end date and reason code. Each employee will have two lines on the report, one for each employment period.



## Employees not on the Report

Web Portal: Any employee who is in a KPERS covered position and has made contributions, add a new payroll detail record. Also, complete a new enrollment on the portal during annual reporting.

No Web Portal Access: Any employee who is in a KPERS covered position and has made contributions should be added to the additions page on a paper report. Also, submit a Report of Member Status, KPERS-1 form with the annual contribution report.

## Warning Messages

Certain messages may require further information before KPERS can suppress the warnings. The information can be submitted to our office by email.

**632 Contribution reported is low** – Why did contributions decrease? Is an end date required, did the member work less hours, did the member transfer to a non-covered position, etc.?

**633 Purchase of service does not appear to be within reasonable limits** – Gross compensation is required to verify the service purchase contributions are correct

**636 Individual has multiple employment periods that must be addressed** – Member may have two payroll details on the report. If a portion of the employment was non-covered, KPERS will need to verify that the member is still working in the non-covered position to suppress the warning.

## Optional Group Life Insurance

Do **not** include OGLI amounts on the annual report.

## KPERS-17 Adjustments

Do not include monies remitted for KPERS-17 adjustments on the annual report.

## Insurance Moratorium

Reminder: There was an insurance contribution moratorium April 2011 to June 2011. However, during reporting, the Reports Total page will calculate for the entire year. Please refer to the letter sent to your employer at the end of December 2011.

## Reports Total Page for 2011

The Reports Total page will have separate fields reporting Tier 1 and Tier 2 contributions. The system will auto calculate these fields for most employers.

**For School employers and KP&F** employers, the totals on the 2011 annual contribution report should equal the amount your agency remitted for the year.

**For Local Non-School** employers, the total on the 2011 annual contribution report should equal the amount your employer remitted for the year plus the amount of Death & Disability insurance moratorium adjustment. This amount can be found in the letter sent to your employer at the end of December 2011. It can also be found by clicking Remittance History on the employer web portal.

## Report Due Date

Annual reports for all plans are due **February 10**.

**Note:** Do not mail a paper copy of the annual report after submitting it on the employer web portal.

## Questions

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