

# Instruction Sheet

## 2009 Annual Contribution Report

Data ready on employer web portal: **January 6, 2010**

Reports due: **February 11, 2010**

**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### **Pre-certified contributions on a withdrawn member** (Cannot be changed)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 Any discrepancies are refunded to or collected from the withdrawn member/beneficiary by your agency.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 with the annual contribution report. Do **not** change the contribution report.

### **Change Social Security number or name**

Submit a KPERS-12 form with the corrected information.

### **Address all records**

If you have a person listed on your report and you do not have contributions to report, fill in the end date along with the reason code. Some examples are as follows: Member went to a non-covered position (**new term code 8**) or member terminated before membership date. If the KPERS-1 that was submitted needs to be voided (example, person did not show up for work) please contact our office.

### **Current year terminations**

Be sure to provide the last day on the payroll and termination code for employees who terminated in the same year as the report. **Teachers should be coded 08-31-09** (last day of the contract).

*Exception:* If they retired June, July or August of current year.

### **Current year return to payroll**

An employee 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 beginning and ending dates and code. They will need to have two lines on the report, one for each employment period.



### **Employees not on the report**

Any employee who is in a KPERS covered position and has made contributions should be added to the additions page on a paper report or added as a new record on the KPERS web portal during annual reporting. Also, the agency must submit a Report of Member Status, KPERS-1 form, with the annual contribution report.

### **KPERS-17EPD forms**

If your agency completed a KPERS-17EPD (Employer Paid) form that affects the contributions for the 2009 reporting year please enter the beginning date KPERS contributions were actually deducted from the employee's pay.

### **Optional group life insurance and first day coverage amounts**

OGLI and first day coverage amounts are **not** to be included on this report.

### **KPERS-17 adjustments**

Monies remitted for KPERS-17 adjustments for prior years should **not** be included on this report.

### **Report totals**

For School employers and KP&F employers, the totals on the 2009 annual contribution report should equal the amount your agency remitted for the year.

For Local Non-School employers, the totals on the 2009 annual contribution report should equal the amount your agency remitted for the year plus the amount of Death & Disability insurance moratorium credit. This amount can be found in the letter dated December 23, 2009. It can also be found by selecting Remittance History on the KPERS employer web portal. It is the journal voucher dated 12/01/2009.

### **Report due date**

Annual reports are due February 11, 2010.

### **Questions**

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