

MEMORANDUM

To: KPERs Designated Agents

From: KPERs Office

Re: Designated Agent Workshops

Date: August 22, 2001

Our Designated Agent workshops will begin in September this year. This year the workshops will begin at 9:00 A.M. and end at approximately 4:00 P.M.

We will be going over the workshop manual with special emphasis on the following:

- Membership (with examples on how to complete the K-1 forms)
- Service credit and Purchasing Service Credit
- Benefits payable to active members of KPERs
- Reporting (a new manual for reporting has been created. We will also provide examples on reporting as well as how to complete the KPERs-17 forms).
- New EFT manual
- New Optional Group Life Insurance manual
- Retirement (how to calculate the new partial lump-sum option)

Enclosed you will find a registration form along with a list of locations for the workshops. Please return the registration form to make sure we have plenty of seating for everyone. You may also register by e-mail (kpers@kpers.org). Please include your name, name of employer, date and location of the workshop you would like to attend as well as number attending.

If you cannot attend, return the registration form or contact our office letting us know you cannot attend and we will mail you a workshop manual along with the new manuals mentioned above.

Please bring your white Designated Agent Workshop Book with you. We look forward to seeing you at one of the workshops.

Dianna Berry
Educational Information Representative

**2001 DESIGNATED AGENT WORKSHOP LOCATIONS
(9:00 A.M. to 4:00 P.M.)**

- September 25: **GREAT BEND**
Great Bend Recreation Commission
1214 Stone St
- September 26: **LIBERAL**
Seward Co Community College
Student Activity Building (use NE door), Room SW229D
1801 N Kansas Ave
- INDEPENDENCE**
Judicial Center (basement)
300 East Main
- September 27: **ULYSSES**
Pioneer Communications
120 W Kansas Avenue
- BURLINGTON**
Kelley Hall Building
Kelley Park
625 S 3rd
- October 2: **PITTSBURG**
Memorial Auditorium (Room B-1)
503 N Pine
- October 3: **CHANUTE**
Holiday Park Motel
3030 S Santa Fe
- October 4: **MANHATTAN**
City Hall
City Commission Room
1101 Poyntz
- October 9: **HAYS**
Hays Recreation Commission
1105 Canterbury
- October 10: **DODGE CITY**
Dodge House Hotel & Convention Center
2408 W. Wyatt Earp
- OTTAWA**
City Hall
101 S Hickory St
- October 11: **GARDEN CITY**
Finnup Center for Conservation Education
Finnup Park Zoo
312 Finnup Drive
- EMPORIA**

Lyon Co Service Center
618 Commercial

October 16:

PRATT
Pratt Community Center
619 N Main

EL DORADO
El Dorado Civic Center
201 East Central

WINFIELD
First United Methodist Church
Fellowship Hall
10th & Millington

October 17:

WICHITA
Eugene Huges Metropolitan Complex
Door C-East side
29th & Oliver

October 23:

HIAWATHA
Fisher Community Center
201 E Iowa

October 24:

ATWOOD
Rawlins Co. Court Room, Court House
607 Main

HUTCHINSON
Kansas Department of Transportation
1220 W 4th Ave

October 25:

OAKLEY
NW Ks Educational Service Center
703 W. 2nd

October 25:

LEAVENWORTH
Riverfront Community Center
123 Esplanade

October 30:

SALINA
BiCentennial Center
800 The Midway

November 7:

PHILLIPSBURG
Huck Boyd Community Center
Conference Room
860 Park St.

CONCORDIA
Cloud Co Community College
Conference Center

KANSAS CITY
Kansas City Kansas Community College
Conference Center
7250 State Ave

November 8:

WAKEENEY

Western Co-op Electric
635 S 13th

OLATHE

Holiday Inn (Olathe Great Plains Mall Area)
101 West 151st

MARYSVILLE

City Hall
209 N 8th

December 4:

TOPEKA

Kaw Area Technical School
5724 SW Huntoon
Conference Room C-D

December 5:

TOPEKA

Kaw Area Technical School
5724 SW Huntoon
Conference Room C-D

December 6:

TOPEKA-STATE EMPLOYERS ONLY

Kaw Area Technical School
5724 SW Huntoon
Conference Room C-D