

Electronic Funds Transfer

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Introduction

Kansas law requires contributions and employee payroll deductions to be remitted by electronic funds transfer. We recommend the use of the Automated Clearing House (ACH) debit method to transfer funds. You authorize KPERS to electronically transfer payments from your employer's bank account into the KPERS account using the Employer Web Portal or by calling the InfoLine.

Frequency and Due Dates

Contributions are due within three business days of the payday, with the payday counted as the first day. Transactions must be initiated by 12 p.m. CST at least one federal banking day before the due date. Once the information is verified, the money is automatically debited from your bank account the following day and transferred electronically into the KPERS account at the State Treasurer's office. KPERS pays for the cost of transactions.

If you are a newly affiliated employer, please complete an [Authorization for Electronic Funds Transfer form \(EF-105\)](#) to get started. Current employers use this form to change bank information.

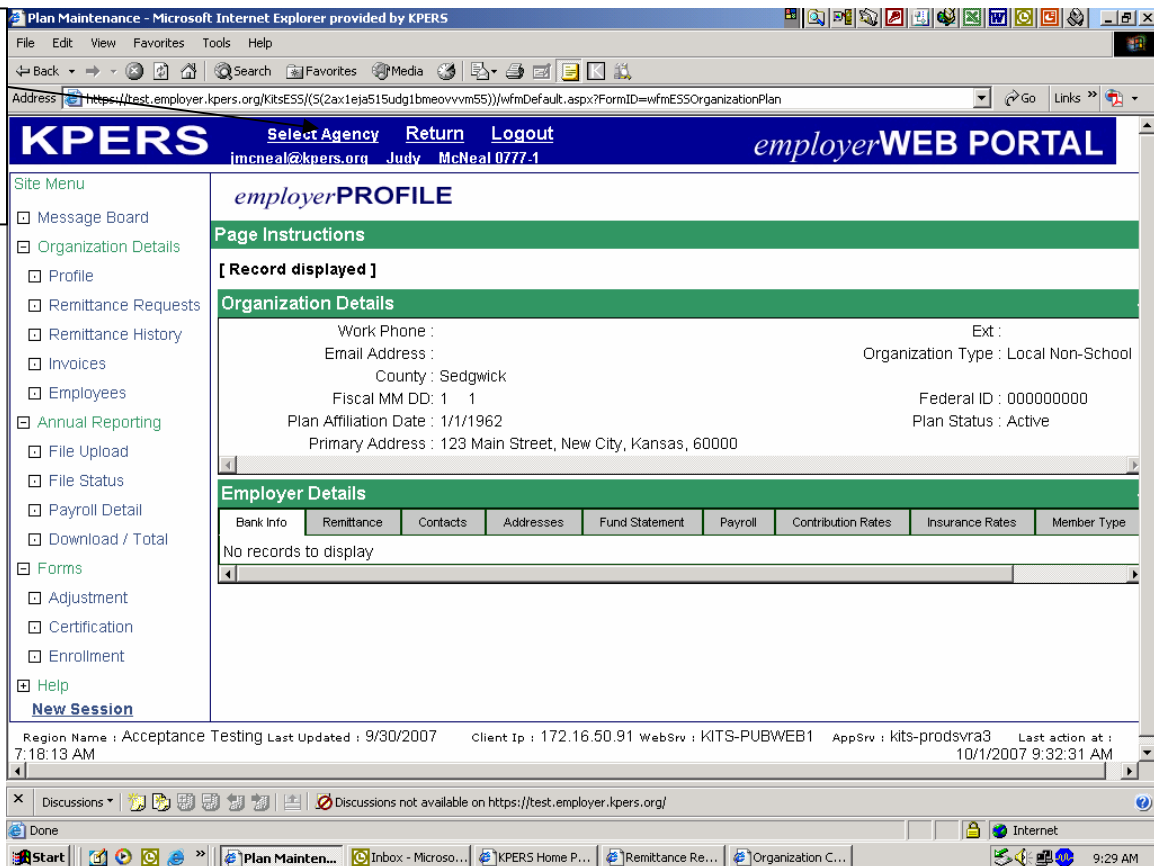
Employer Web Portal Instructions

Selecting a Different Plan

You can make payments for KPERS, KP&F and Working After Retirement through the web portal. Working After Retirement is considered a separate plan on the KPERS web portal. Go to the blue bar at the top and click on "Select Agency." A dropdown menu will appear showing any plans for which you are affiliated. You need to change the plan you are working on in order to put in an EFT request for that plan. After you've entered your KPERS remittance, go to Select Agency and pick the next plan you wish to enter a payment for. For example, if you select KP&F, it will take you to your KP&F plan. Click on the Remittance Request again in the next plan, and you're ready to enter your next payment record.

For example 0777-1 is this sample agency's KPERS plan
0777-3 would be the KP&F plan
0777-6 would be the Working After Retirement plan

Switch plans using Select Agency



New Choices on the Site Menu

The screenshot shows a web browser window titled "Plan Maintenance - Microsoft Internet Explorer provided by KPERS". The address bar shows "http://172.16.51.154/kitsESS/wfmDefault.aspx?FormID=wfmESSOrganizationPlan". The page header includes "KPERS" and "employerWEB PORTAL". The main content area is titled "employerPROFILE" and contains "Page Instructions" and "Organization Details". The "Organization Details" section lists various fields such as Work Phone, Email Address, County, Fiscal MM DD, Plan Affiliation Date, and Primary Address. The "Employer Details" section has tabs for Bank Info, Remittance, Contacts, Addresses, Fund Statement, Payroll, Contribution Rates, Insurance Rates, and Member Type. A callout box labeled "New choices" points to the "Remittance Requests" and "Remittance History" items in the Site Menu.

Site Menu

- Message Board
- Organization Details
- Profile
- Remittance Requests
- Remittance History
- Invoices
- Employees
- Annual Reporting
- File Upload
- File Status
- Payroll Detail
- Download / Total
- Forms
- Adjustment
- Certification
- Enrollment
- Help
- New Session

Organization Details

Work Phone : Ext :
Email Address : Organization Type :
County : Sedgwick
Fiscal MM DD: 1 1 Federal ID :
Plan Affiliation Date : 1/1/1962 Plan Status :
Primary Address : 123 Main Street, New City, Kansas, 60000

Employer Details

Bank Info Remittance Contacts Addresses Fund Statement Payroll Contribution Rates Insurance Rates Member Type

No records to display

Region Name : Acceptance Testing Last Updated : 9/4/2007 client Ip : 172.16.50.91 WebSrv : KITS-PRODSVRA3 AppSrv : kits-prodsvra3 Last action
1:36:02 PM at : 9/4/2007 4:16:26 PM

You will notice there are two new choices on the Site Menu:

- **Remittance Requests**
- **Remittance History**

Remittance Requests is the link to enter a new **EFT (electronic funds transfer)** remittance request. This is an ACH Debit authorization from your bank account.

Remittance History is a list of the EFT remittances that have already been processed through your account. This selection on the Site Menu was previously named **Remittances**.

Starting a New Remittance Request

The screenshot shows the KPERS employer WEB PORTAL interface. The browser title is "Remittance Request Lookup - Microsoft Internet Explorer provided by KPERS". The address bar shows the URL: <http://172.16.51.154/kitsESS/wfmDefault.aspx?FormID=wfmESSRemittanceRequestLookup>. The page header includes "KPERS" and "employer WEB PORTAL". The main content area is titled "remittanceREQUEST LOOKUP" and contains "Page Instructions" with a message: "Msg ID : 2 [No records met the search criteria, please change the criteria and search again]". Below this is the "Employer Remittance Search Parameters" section with input fields for "Remittance Date From", "Remittance Date To", "Payroll Date From", "Payroll Date To", and "Request ID". There are "Search", "Reset", and "StoreSearch" buttons. The "Search Result" section shows "No records to display" and a "New" button. A callout box on the left points to the "New" button with the text "Enter new EFT transaction". The footer of the page displays system information: "Region Name : Acceptance Testing Last Updated : 9/4/2007 client Ip : 172.16.50.91 WebSrv : KITS-PRODSVRA3 AppSrv : kits-prodsvra3 Last action at : 9/4/2007 4:18:17 PM".

After you've clicked on the Remittance Request link, this screen will appear. As on other screens of the web portal, you can do a search on the top half of the screen for EFT remittance requests that you've entered, but which haven't processed yet. You have the option to **post-date** your requests up to **two weeks** in the future.

On the bottom of the screen, click the "New" button to start a new Remittance Request.

Entering an EFT Remittance Request

Remittance Request Maintenance - Microsoft Internet Explorer provided by KPERS

Address: http://172.16.51.154/ktsESS/wfmDefault.aspx?FormID=wfmESSRemittanceRequestMaintenance

Save Refresh

Remittance Information

Employer : 0777 Test Agency EFT Type : KPERS local non-schools Request ID :
Payroll Date : Remittance Date : 9/5/2007 Total Remittance : \$0.00
Total Distributed : \$0.00 Bank : United Bank and Trust XXXXXX0001
Employee Rate : 0.0000 Employer Rate : 0.0000 Insurance Rate : 0.0000

Total Amounts

Employee Contribution : \$0.00 Salary Calculated : \$0.00
Employer Contribution : \$0.00 Rate Validation : \$0.00
Employer Insurance : \$0.00 Total Miscellaneous : \$0.00
First Day Coverage : \$0.00
Service Purchase : \$0.00 If you do not see an invoice below
OGLI : \$0.00 please explain what this miscellaneous
Additional Misc. Amount : \$0.00 Misc. Payment Explanation/Comments :
Credit Memo Amount : \$0.00

Miscellaneous Amount Details

Open
No records to display

Discussions not available on http://172.16.51.154/

Done Internet

This is the entry screen for a new EFT Remittance Request. The Remittance Date field will default to the next available processing date. If you wish to change this date to up to two weeks in the future, please modify the Remittance Date field. You can change the date **forward** in time (up to two weeks), but you cannot change it backwards. For example, in this illustration, you could change the date to 9/10/07, but you **cannot** change it to 9/04/07.

The **Remittance Information** portion of the screen is where you will need to enter the Total Remittance amount, the Payroll Date and choose the bank account you wish the ACH debit transaction to process from.

The **Total Amounts** portion of the screen is where you enter the detail of the remittance you are making.

Important: A major change to the EFT process is that you are required to enter the Employer Contribution and the Employer Insurance fields separately. A calculator is available on the website to help you split these two fields if your payroll system doesn't have them calculated separately.

Credit Memo Information

The screenshot displays a web browser window titled "Remittance Request Maintenance - Microsoft Internet Explorer provided by KPERS". The address bar shows the URL: <http://172.16.51.154/kitsE55/wfmDefault.aspx?FormID=wfmE55RemittanceRequestMaintenance>.

Remittance Information

Employer : 0777 Test Agency	EFT Type : KPERS local non-schools	Request ID : 1000086
Payroll Date : 8/31/2007	Remittance Date : 9/5/2007	Total Remittance : \$4,447.30
Total Distributed : \$4,447.30	Bank : United Bank and Trust XXXXXX0001	
Employee Rate : 0.0400	Employer Rate : 0.0431	Insurance Rate : 0.0100

Total Amounts

Employee Contribution : \$2,269.41	Salary Calculated : \$56,735.25
Employer Contribution : \$2,445.29	Rate Validation : \$56,735.27
Employer Insurance : \$567.35	Total Miscellaneous : \$0.00
First Day Coverage : \$0.00	
Service Purchase : \$0.00	If you do not see an invoice below please explain what this miscellaneous payment is for under Comments
OGLI : \$165.25	
Additional Misc. Amount : \$0.00	Misc. Payment Explanation/Comments :
Credit Memo Amount : \$1,000.00	

Miscellaneous Amount Details

Open

No records to display

Credit Memo Details

Credit memo information in these two areas

This is a sample screen after you've entered your EFT remittance information, put in the dates and chosen the bank account to be used. You will notice that this agency had a \$1,000 credit memo amount. In this example, the credit memo was created by a KPERS-17 payroll adjustment that gave this agency a \$1,000 credit. They overpaid KPERS on one of their employees. This screen allows you to use this credit as an offset against your remittance. The total of the amounts entered equal \$5,447.30, but less the \$1,000 credit memo, the EFT remittance the agency will make on 9/5/07 will be \$4,447.30.

At the bottom of the screen, you will see a green bar labeled **Credit Memo Details**. This will have a hyperlink that will take you to a screen that shows the origin of the credit. If you do **not** wish to take the credit on this EFT remittance, please call the InfoLine at 1-888-275-5737 or 785-296-6166. We can remove the credit memo from the Remittance Request screen at your request. The credit will still be in your account, but will **not** be an offset to your EFT Remittance Request.

You have until **noon of the day before the Remittance Date** to enter new EFT Remittance Requests or modify ones that you've saved. In the example above, this entry was made on 9/04/07 in the morning, The remittance date is 9/05/07. After noon of 9/04/07, the entry cannot be changed or cancelled.

Verification of Rate Information

Remittance Information

Employer : 0777 Test Agency EFT Type : KPERs local non-schools Request ID : 1000086
 Payroll Date : 8/31/2007 Remittance Date : 9/5/2007 Total Remittance : \$4,447.30
 Total Distributed : \$4,447.30 Bank : United Bank and Trust XXXXXX0001
 Employee Rate : 0.0400 Employer Rate : 0.0431 Insurance Rate : 0.0100

Total Amounts

Employee Contribution : \$2,269.41 Salary Calculated : \$56,735.25
 Employer Contribution : \$2,445.29 Rate Validation : \$56,735.27
 Employer Insurance : \$567.35 Total Miscellaneous : \$0.00
 First Day Coverage : \$0.00
 Service Purchase : \$0.00
 OGLI : \$166.25
 If you do not see an invoice below please explain what this miscellaneous payment is for under Comments

Additional Misc. Amount : \$0.00 Misc. Payment Explanation/Comments :
 Credit Memo Amount : \$1,000.00

Miscellaneous Amount Details
 Open
 No records to display

Credit Memo Details

The **Salary Calculated** and **Rate Validation** fields are included on this screen to provide verification that the employee and employer rate that you are paying is correct. If the difference between these two calculated fields is greater than \$25.00, the system will generate an error and **not** allow you to save the record.

For example, in the above illustration:

Salary Calculated = Employee contributions of \$2,269.41 / **4% (employee rate)** = \$56,735.25 estimated KPERs gross salary

Rate Validation = Employer contributions of \$2,445.29 / **4.31% (employer rate)** = \$56,735.27 estimated KPERs gross salary

Total Miscellaneous = If you have invoices due, a total of any payments shown in the **Miscellaneous Amount Details** section plus any Additional Miscellaneous Amounts entered in the **Total Amounts** section.

Miscellaneous Amounts

Remittance Information

Employer : 0777 Test Agency EFT Type : KPERs local non-schools Request ID : 1000086
 Payroll Date : 8/31/2007 Remittance Date : 9/5/2007 Total Remittance : \$5,447.30
 Total Distributed : \$5,447.30 Bank : United Bank and Trust XXXXXX0001
 Employee Rate : 0.0400 Employer Rate : 0.0431 Insurance Rate : 0.0100

Total Amounts

Employee Contribution : \$2,269.41 Salary Calculated : \$56,735.25
 Employer Contribution : \$2,445.29 Rate Validation : \$56,735.27
 Employer Insurance : \$567.35 Total Miscellaneous : \$1,000.00
 First Day Coverage : \$0.00
 Service Purchase : \$0.00
 OGLI : \$165.25
 Additional Misc. Amount : \$0.00 Misc. Payment Explanation/Comments :
 Credit Memo Amount : \$1,000.00

Miscellaneous Amount Details

Invoice ID	Invoice Type	Due Date	Invoice Amount	Paid	Balance	Misc. Amount
4649	Miscellaneous Invoice	8/1/2007	\$1,000.00	\$0.00	\$0.00	\$1,000.00

In this example from the same transaction, in addition to the credit memo amount of \$1,000 that this agency has, it also owes a Miscellaneous Invoice of \$1,000. When paying this invoice, you would fill in the amount to be paid under the **Miscellaneous Amounts Details** portion of the screen. This payment would be a part of your total remittance. In this example, paying this invoice changes the amount of the total transaction back to \$5,447.30.

If you are paying an amount that doesn't yet show up under the **Miscellaneous Amount Details** section of the entry screen – for example a KPERs-17 that you've entered on the site, but it hasn't been processed yet by one of our analysts, you can put the amount to be paid under **Additional Misc. Amount** category in the **Total Amounts** portion of the screen, then explain in the comments field what you are paying.

The "Refresh" button will clear **all** the data from the fields you've entered, so you can begin keying your information again.

Once you've completed your entry, hit the "Save" button. You will notice there is no "Submit to KPERs" button as there is on other parts of the portal. This transaction is saved in a holding file and will process the next time KPERs creates an EFT file.

Example of a KPERS payroll

Gross Payroll of KPERS employees:	\$ 56,735.25	
Employee Rate:	4.00%	
Employer Rate:	4.31%	
Group Death & Disability Insurance Rate:	1.00%	
Payroll Date: 08/31/2007 Remittance Date: 09/05/2007 Total Remittance: \$4,447.30		
Employee Contribution:	\$ 2,269.41	
Employer Contribution:	\$ 2,445.29	1)
Employer Insurance (Group Death & Disability Insurance):	\$ 567.35	
First Day Coverage (Group Death & Disability Insurance):	\$ 0.00	2)
Service Purchase:	\$ 0.00	
OGLI (Optional Group Life Insurance premiums):	\$ 165.25	3)
Additional Misc Amount:	\$ 0.00	
Subtotal	\$ 5,447.30	
Credit Memo:	\$ (1000.00)	
Total Remittance	\$ 4,447.30	

1) Schools will not see the Employer Contribution, Employer Insurance or First Day Coverage fields. This is paid via a separate mechanism.

2) You will only see this field if you are affiliated for First Day Coverage. If you have an employee in their year of waiting before membership in KPERS, This amount would be their gross salary * 1.00%.

3) Your agency must be affiliated for Optional Group Life Insurance (OGLI) for you to see this field.

Help

For help, contact KPERS' InfoLine at 1-888-275-5737 or 785-296-6166.