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Membership KPERS School

Who is a member?

Under Kansas law, KPERS membership is mandatory for any employee in a "covered" position. It is a condition of employment. "Covered" means the position is eligible for KPERS benefits.

Position requirements

- Covered by Social Security
- At least 630* hours of paid work per school year
- Continuously or consistently employed
- Not temporary (temporary is less than 6 months)
- Not seasonal (snow removal, summer mowing, etc.)

It's *critical* to track the hours an employee works. Carefully monitor temporary and seasonal employees and those working less than 630 hours. An employee hired in a non-covered position might later be in a covered position due to a change in position or job responsibilities.

*Before July 1, 1993, the position requirement was 1,000 hours.

Is a part-time job covered?

YES: The position is at least 630 hours per school year (e.g., 3.5 hours a day) and meets the other requirements.

NO: An employee works over 630 hours, but only during the spring and summer mowing, etc. This is seasonal.

NO: Someone is hired to do a special project or substitute teach for only a few months. These are temporary positions.

NO: Someone works an hour or two each day. This position is not covered. But monitor hours. If he or she consistently works at least 3.5 hours per day you will need to revisit your position description for this job. If the employee will continue to work 630 or more hours a year, you will need to enroll the employee in KPERS.

Independent contractors

Whether a worker is an employee or an "independent contractor" is a federal tax issue. It is your responsibility to determine if an individual performing services is an independent contractor or employee. If the worker is considered an employee by the IRS and the position meets KPERS membership requirements, the person must become a KPERS member.

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The IRS has created tests to determine whether a worker is an independent contractor or an employee. Test factors are grouped into three categories.

1. Behavioral control
2. Financial control
3. Relationship of the parties

The test includes questions like: What training is required? Who hires, supervises and pays for assistants? Who determines the individual's hours? Will the individual work on the employer's premises? Who supplies tools and materials? Does the employer control how results are achieved? Does the worker have an opportunity for incurring profit or loss? Does the worker have employee benefits like health insurance and paid vacation?

If the employer controls the worker in largely the same way the employer controls employees, then the worker is most likely not an independent contractor according to the IRS. If you hire someone you consider an independent contractor, we recommend you consult an attorney or your normal source for guidance on payroll withholding and tax matters. See [IRS article: Independent Contractor \(Self-Employed\) or Employee?](#)

Employees with green cards

Issued by U.S. Citizenship and Immigration Services, an Alien Registration Receipt Card, more commonly known as a "green card," gives immigrants the legal right to live and work in the United States. A covered employee with a green card is a KPERS member.

Employees with work visas

YES: Foreign workers on a visa (except J-1 or F-1) who are covered by Social Security.

NO: Employees with a J-1 or F-1 visa are not KPERS members while the J-1 visa is active.

Who is not a member?

Anyone who is:

- Contributing to the Kansas Board of Regents Mandatory Retirement Plan.
- A State officer or in certain unclassified positions who elected the Deferred Compensation Plan instead of KPERS.
- Contributing to United States Civil Service or the Federal Employees Retirement System. This does not affect those receiving a pension, just those contributing.
- Paid by the Comprehensive Employment and Training Act (CETA) as type II or VI.
- Exempt from Social Security coverage.
- Working in this country on a J-1 or F-1 visa.

Types of members

KPERS has two benefit structures, Tier 1 and Tier 2. See [Side by Side Matrix \(PDF, 88KB\)](#).

Tier 1

Active members hired before July 1, 2009 who were:

- Contributing members on July 1, 2009
- On military leave and returned to work

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- On leave of absence up to one year and returned to work
- Active Board of Regents members who have KPERS service and have had no break in service
- Inactive members vested with at least 9.5 years of service before July 1, 2009
- Members hired before July 1, 2009, who are inactive because they moved to a non-covered position with the same employer with no break in service (started a new position within three days)

Grace Period — Non-vested school members have a grace period from May 1 to September 30 of the same year if they transfer from school to school. If they leave outside of these dates, the grace period is 30 days. If they go from school membership to non-school membership, they have a 30-day grace period.

Example: Julie works for USD 259 Wichita Public Schools and is a KPERS Tier 1 member with three years of service. Julie ends employment with USD 259 at the end of the school year and goes to work for USD 305 Salina in August. Julie is within the grace period and continues as a Tier 1 member.

If Julie had ended employment with USD 259 and not gone to work for another school by September 30, she would become a Tier 2 member if she eventually returned to work.

Tier 2

- All members first employed in covered positions on or after July 1, 2009
- Tier I members inactive and not vested on July 1, 2009 (had less than 9.5 years) who return to employment
- Tier 1 members active but not vested on July 1, 2009, who leave employment before vesting and return to employment
- Former members who withdraw their accounts and begin a new membership on or after July 1, 2009

Working extra jobs at the same employer (Totality of employment)

Totality of employment affects a member when he or she is paid for working extra jobs with the same employer (e.g., lawn work, janitorial work, etc.). A member working in a KPERS covered position must have contributions deducted from all pay earned from all work with the same employer.

While this increases a member's salary, it doesn't add additional service credit. By law, members can earn only one calendar quarter of service credit for any employment within any quarter.

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Working for more than one employer

Dual employment

Dual employment is when an employee works for two or more KPERS employers and all positions have KPERS benefits. It can be working at a non-school employer and at a school employer, as long as both positions are eligible for KPERS benefits.

Each employer submits an enrollment. The second KPERS employer enrolls the employee as a *dual* employee. The employee's membership date is the one established with the first employer.

Both employers deduct member contributions. Both employers make employer contributions. If an employee is purchasing service credit by payroll deduction, KPERS buyback contributions will be deducted by each KPERS employer. Dual employment will increase the member's salary, but won't add additional years of service credit. By law, members can earn only one calendar quarter of participating service credit for any employment within any quarter.

Dual employment is **not** working in a covered position at one employer and in a non-covered position with another employer.

Example 1: Dan works 630 hours a year with USD 501 Topeka. He also works 630 hours a year with USD 457 Auburn-Washburn. Both positions meet KPERS eligibility requirements. He is a member at both employers. Contributions are made on both salaries.

Example 2: Dan works 630 hours a year with USD 501. He also works 500 hours a year with USD 457. Only the USD 501 position meets KPERS eligibility requirements. Only USD 501 enrolls him and deducts contributions.

An employee may be working in a covered position and also doing extra jobs with your employer. This is not dual employment. See [Working extra jobs at the same employer](#).

Concurrent employment

Concurrent employment is when an employee combines hours from two or more school employers to reach the 630 hours to be eligible for membership. KPERS school membership requires 630 hours of paid work per school year. Employees in this situation need to elect membership. It is not automatic. Once they elect membership, the employer is required to enroll them.

- Position covered by Social Security
- Employed with two or more school employers at the same time
- A combined total of at least 630 hours of paid work per school year
- Continuous or consistent employment
- Not temporary (temporary is less than 6 months)
- Not seasonal (snow removal, summer mowing, etc.)

On the first day of employment each school year provide a School Employee – Certification of Concurrent Employment form (KPERS-1C) to all non-seasonal, non-temporary employees whose position requires fewer than 630 hours or fewer than 3.5 hours per day for 180 days.

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If the employee marks “yes,” to elect membership, submit the completed form to KPERS and begin deducting the required KPERS contributions. If the employee marks “no,” keep the form for the employee’s record, but do not send the form to KPERS. The employee needs to complete a form for each employer.

The KPERS-1C form is for the current school year only. Once a school year passes and the employee did not elect participation, he or she cannot go back and pick up past years.

With concurrent employment, both employers deduct member contributions. Both employers make employer contributions. If an employee is purchasing service credit by payroll deduction, KPERS buyback contributions are deducted by each KPERS employer. Concurrent employment will increase the member’s salary, but won’t add additional years of service credit. By law, members can earn only one calendar quarter of participating service credit for any employment within any quarter.

Employers must recertify concurrent employees each year to continue membership. If an employee is working enough hours in any position for it to be a KPERS covered position on its own, then concurrent employment does not apply.

Example 1: Amy works 430 hours a year with USD 327 Ellsworth. She also works 200 hours a year with USD 328 Lorraine. Both positions are covered by Social Security and meet the other KPERS eligibility requirements except for hours worked. She can combine employment hours to be eligible for membership. Contributions are made on both salaries.

Example 2: Amy works 630 hours a year with USD 327 Ellsworth. She also works 200 hours a year with USD 328 Lorraine. The position with USD 327 Ellsworth is a covered position on its own. The USD 328 Lorraine position is not KPERS covered. This is not concurrent employment. Contributions are made only on the USD 327 Ellsworth salary.

If an employee leaves one employer and the remaining position(s) don’t meet the 630 requirement, the remaining employers stop contributions and submit an end date for the employee record in the EWP using “non-covered” as the reason code. The system automatically generates a “non-covered” employee record.

If an employee leaves one employer and the remaining employer increases the employee’s hours to create a covered position, the employer notifies KPERS and completes a regular online enrollment.

Positions unique to schools

Substitute Teacher (Daily Call) — A daily call substitute teacher is one who is paid on a daily basis for services rendered. A substitute teacher is not appointed to a covered position and is generally appointed to a position for that day. This position is not eligible for KPERS membership.

Long-Term Substitute Teacher — If a school district hires a substitute teacher who is required to regularly work over 630 continuous hours per year, that substitute teacher is in a covered position. KPERS membership is required. Long-term substitutes should become KPERS members on their first day of employment, not after they’ve worked 630 hours.

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Replacement Teacher — If a replacement teacher is hired during the year to replace a teacher who, for whatever reason, could not complete the school year, and the replacement is assigned permanently to the position held by the former teacher, that replacement teacher is in a covered position. KPERS membership is required.

Temporary Teacher — A school district may appoint a teacher to a temporary position. Temporary positions are not eligible for KPERS membership. If the temporary teacher is appointed permanently to the position because the regular teacher is not able to return to work, the temporary teacher now becomes the replacement teacher. KPERS participation is then required for the replacement teacher.

Moving to and from covered positions

When employees move from a covered position to a non-covered position, they stop making contributions and earning service credit. They are no longer eligible for disability coverage or group life insurance. Submit an end date for their employee record in the EWP using "non-covered" as the reason code. The system automatically generates a "non-covered" employee record.

While officially considered "inactive," these members can't withdraw contributions because they are still employed by the same KPERS employer. For example, this includes employees like bus drivers who have their hours reduced and the position is no longer eligible for KPERS. They have the option to withdraw contributions when they end employment.

If the position returns to a covered status with the required hours, enter an end date in the non-covered record with a "termination" reason code. Then do a new enrollment with a "return to payroll" enrollment type.

Leave of absence, military service or disability

When employees leave

When an employee takes a personal or medical leave of absence, or leaves for active military service, enter an end date in his or her employee record on the EWP with the corresponding reason code. The system automatically generates a leave of absence record for the new circumstance. See [Submit an end date](#).

Leave of Absence — An employer can grant a leave of absence for up to one year without affecting the employee's KPERS membership. After one year of absence, the employee becomes an inactive member. Employees cannot withdraw during leaves of absence and do not earn service credit.

Military Service — Membership during military service is protected as long as the employee is in active service and doesn't withdraw. Members in active military service have other continuing benefits.

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- Continuing basic life insurance while on active duty at no cost to member.
- Continuing optional life insurance for 16 months. The member continues to pay the premiums. After 16 months, he or she has an option to convert to an individual policy.
- Optional coverage is reinstated if member returns to work within five years, even if he or she did not choose to convert to an individual policy.
- There is no disability coverage during military service.
- If in the middle of a service credit purchase when called to active duty, the member's purchase resumes when he or she gets back and nothing changes.

Disability — Membership is protected while receiving KPERS disability benefits. Members continue to earn service credit and are covered for basic group life insurance. They may also continue any optional group life insurance at their current group rate. See [Member Benefits](#).

When employees come back to work

Enter an end date in his or her leave of absence or military leave record using Termination as the reason code. Then enroll the member with a "return to payroll" enrollment type.

For returning active military, they are eligible to reinstate their previous optional life insurance if they had it through your employer when they left. Also, they may be eligible for granted or purchased service. See [Service Credit](#).

Hiring a retiree

1. Retirees have a waiting period before they can return to work.
2. Retirees do not make contributions, unless they are returning to a different retirement plan (e.g., KP&F retiree going to work in a KPERS position).
3. Depending on whether the retiree retired from your employer, you have different responsibilities. See [Working After Retirement](#).

Waiting Period

KPERS — 60 days

KP&F — 30 days

To calculate the waiting period, count the day after the retirement date as day one. This is their Retirement System retirement date, not their last day on payroll.

Example: KPERS retirement date is June 1. Retiree cannot return to work until August 1.

Membership date

Membership date is the date an employee becomes a member. Purchasing service credit doesn't change it. Rules and benefits are sometimes affected by membership date.

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What if someone should have been a member and wasn't enrolled?

If an employee appears to be retroactively eligible for KPERS:

1. Retrace the employee's work history and determine the date the employee began to work in a covered school position. This is his/her membership date.
2. Enroll the member.
3. Complete an adjustment.

In addition to enrolling the employee, past contributions are also due. If the error is reported within six months of the membership date, the member is responsible for his or her contributions. After six months, the employer is responsible for paying the arrearage. See [Arrearages](#).

What if KPERS has the wrong date of birth, SSN or other incorrect member information?

Complete a Request for Member Information Change form ([KPERS-12](#)) to change or correct a member's personal information record. You'll need to include a copy of the appropriate documentation that reflects the new or corrected information. See the form for details.

Contributions

Both employees and employers contribute to KPERS.

Member Contributions

- Tier 1 — 4 percent
- Tier 2 — 6 percent

Contribution rates are set by Kansas law. Contributions are made on gross pay from each pay period on a pre-tax basis. See [Remitting Contributions](#).

Member contributions are credited to the member's account under his or her name and Social Security number. They are not included in the employee's income for federal income tax, but are included for Kansas state income tax purposes. Employees need to make a specific entry on their Kansas income tax return. Some employers provide this amount in Box 14 on the W-2 form (labeled KPER).

Interest is credited annually on June 30, based on the account balance for the previous December 31 (e.g., interest credited June 30, 2010, is based on account balance as of December 31, 2009).

- Member before July 1, 1993, interest = 8 percent
- Member on or after July 1, 1993, interest = 4 percent

Vested members who leave employment continue to earn interest. Non-vested members who leave employment must withdraw their money after five years unless working in a non-covered position. Kansas law does not allow members to borrow from their KPERS account.

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Account balance has no effect on a member's retirement benefit. Benefits are determined by final average salary and years of service. Account balance is only important if a member withdraws or dies before retirement.

Employer contributions

Employer contribution rates change annually based on actuarial calculations. The legislature governs how much they can increase. Rates are the same for Tier 1 and Tier 2.

Contributions are based on gross compensation before any deductions. They are not deposited into members' accounts. They stay with KPERS even if members end employment.

Contributions are remitted to KPERS each pay period through the employer web portal. See [Remitting Contributions](#).

Vesting

Employees earn service credit working in a covered position. Kansas law governs other types of service that can be purchased or granted. See [Service Credit](#).

All active KPERS members vest with **five** years of service. A total of 18 quarters (4.5 years) rounds to five years of service. If members have service credit in one of the other retirement plans (KP&F and Judges), they can combine service to vest in KPERS. This is called "portability." Please contact KPERS with questions about portability.

Benefits of vesting:

- Receive a lifetime retirement benefit, even if employee leaves employment
- Earn interest on account balance after leaving employment

Vested members need to keep their contributions with KPERS after leaving employment to be eligible for account interest and retirement. Non-vested members who leave employment must withdraw their money after five years unless working in a non-covered position or they return to work in a KPERS covered position within the five year period. Vesting does not mean a member has claim on employer contributions.

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- Does the position meet membership requirements?
 - Ask the employee if he or she has ever been a KPERS member or is working for another employer that provides KPERS benefits. You will be able to confirm this during the online enrollment process.
 - Complete an enrollment on the employer web portal. It's important to complete an enrollment as soon as they're hired.
 - Begin deducting KPERS contributions immediately based on tier.
 - Talk with the employee about purchasing any available service credit.
 - Have employee complete a Designation of Beneficiary form ([KPERS-7/99](#)).
 - Provide optional group life insurance information if your employer offers it.
 - KPERS will send the employee a welcome letter with a Benefits at a Glance. [Sample welcome letter](#) (PDF, 30KB)
- Benefits at a Glance:
[KPERS Tier 1](#) (PDF, 235KB)
[KPERS Tier 2](#) (PDF, 235KB)
- Periodically search for enrollments that you have entered and saved, but not submitted. See [Search for unsubmitted enrollments](#).
 - Monitor hours for non-covered employees in case they begin consistently working 630 hours or more a year.
 - At the beginning of each school year, have each non-covered employee complete a Certification of Concurrent Membership form (KPERS-1C).
 - Enter end dates when someone leaves covered employment. See [Submit an end date](#).

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Avoid Common Problems: Membership


Problem	Prevention
A person is enrolled when the position doesn't require 630 hours.	When someone is hired, have a good idea of the hours the position needs. Review frequently to be sure the employee is still on track for 630 hours for the year.
A person isn't enrolled when the position probably does take 630 hours.	Error on the side of enrollment if you think the employee will be close to 630. It is easier to change them to a non-covered position later than to miss an enrollment that causes an arrearage.
An employee working part time for more than one school district and eligible for concurrent membership is not enrolled.	Have all part-time employees complete a Certification of Concurrent Membership form (KPERS-1C) at the beginning of every school year.
Employees are missing on the annual report.	Make it a practice to enroll covered employees as part of your "new employee" paperwork as soon as they are hired. This makes it easier and faster to complete your annual contribution report.
KPERS has duplicate member records because of incorrect SSN.	When making SSN corrections in your payroll records, be sure to let KPERS know by completing a KPERS-12 form.
Employee is returning to your employer after having worked at another employer. This person is incorrectly enrolled with "return to payroll" status.	Employees coming from another employer, even if they worked for your employer in the past, should be enrolled as transfers.

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EWP How-to: Membership

The employer web portal (EWP) is a secure web site where you can complete many KPERS business functions. Login at www.kpers.org/employers.

Enroll members one at a time

- Step 1.** Login to the EWP.
- Step 2.** Navigate to Enrollment section.

- Step 3.** Enter SSN and click "Search" to make sure you have not already started an enrollment for this employee.
- Step 4.** If no record appears, click "New." You must have an SSN entered to open a new blank enrollment.

Enrollment type

When completing an enrollment, you will need to choose an enrollment type.

New member — Anyone who has never been a member or someone who was a member and withdrew contributions. If you are absolutely unsure about which type to choose, choose this one. You will get an error message if the person is already a member.


Return to payroll — An employee with previous membership working for your employer. The employee left your employer, did not withdraw contributions and has now been

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rehired. Keep in mind that original hire date does not determine which tier he or she will be in. This enrollment type is also used for employees returning after leave of absence, military leave or disability. Do not use this type for an employee returning to your employer after having worked at another employer.

Transfer member — An employee with previous membership working for **another** KPERS employer. Keep in mind that original hire date does not determine which tier he or she will be in. Employees coming from another employer, even if they worked for your employer in the past, should be enrolled as transfers.

Dual member — An employee working for two KPERS employers. The position at each agency is a KPERS-covered position. Each employer completes an enrollment.

Step 5. Enter information.

Step 6. Click the **“Save”** button at the top of the screen. The system will validate the information and list any errors with the enrollment.


Step 7. When the status is valid, click the **“SUBMIT TO KPERS”** button at the top left of the screen. This sends the enrollment request to KPERS.

Contents

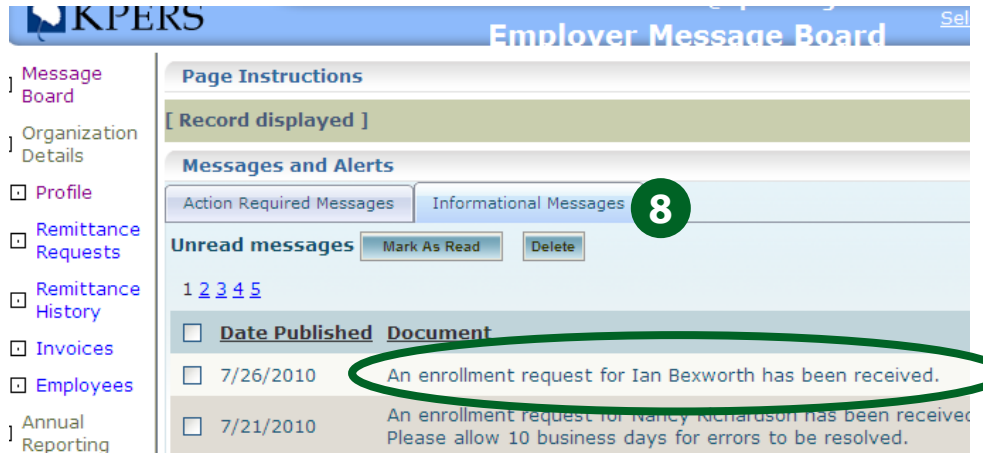
- Who is a member?
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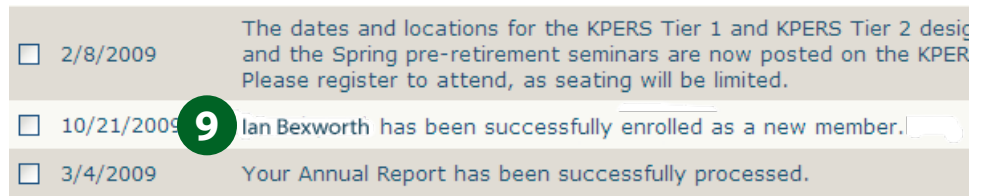
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Step 8. See Message Board in the Informational tab to confirm KPERS received the enrollment. Click Informational Messages tab.

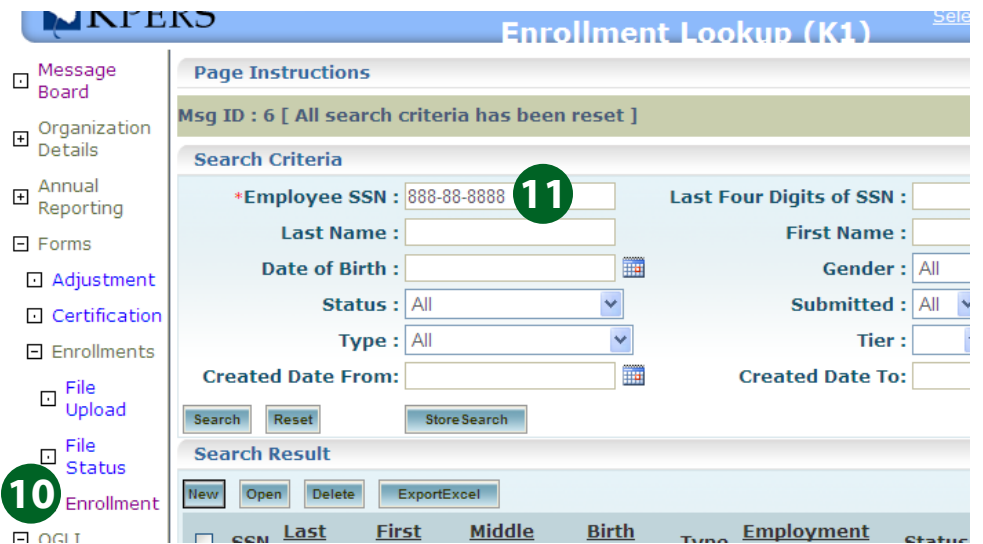


Step 9. After KPERS processes the enrollment, you will receive another message on the Message Board. Usually the following business day.



Step 10. Navigate to Enrollment section

Step 11. Search by employee's SSN.




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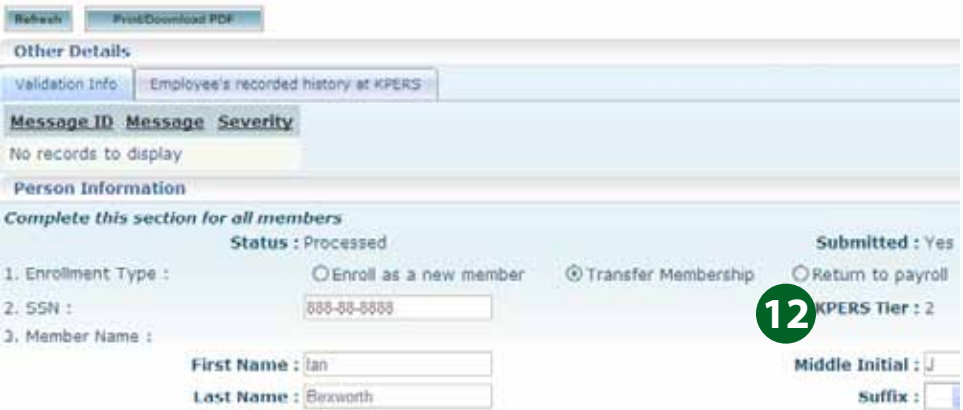
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Step 12. Open enrollment record and confirm membership tier for contributions.



Delete an enrollment record

If you create an enrollment record by mistake, you can delete it once it is saved, but not after it is submitted. Contact KPERS to delete a submitted enrollment.

- Step 1.** Login to the EWP.
- Step 2.** Navigate to Enrollment section
- Step 3.** Search by employee's social security number.




- Step 4.** Click the checkbox by the SSN.
- Step 5.** Click "Delete."

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Enroll multiple members (file upload)

If you have several employees to enroll at once, uploading a file with payroll information may be easier for you.

Step 1. Login to the EWP.

Step 2. Navigate to File Upload under Enrollments section.

Important: Be sure you are in the Enrollments and not Annual Reporting.

Step 3. Download the enrollment template (.csv file) or create your own file using the same fields as in the template.

Step 4. Populate your spreadsheet offline with member information.

Important: Your file must be saved as a .csv file.

Step 5. Use the "Browse" button to select your file for upload.

Step 6. Click Verify File Format button.


You will get a message about whether it is correct.

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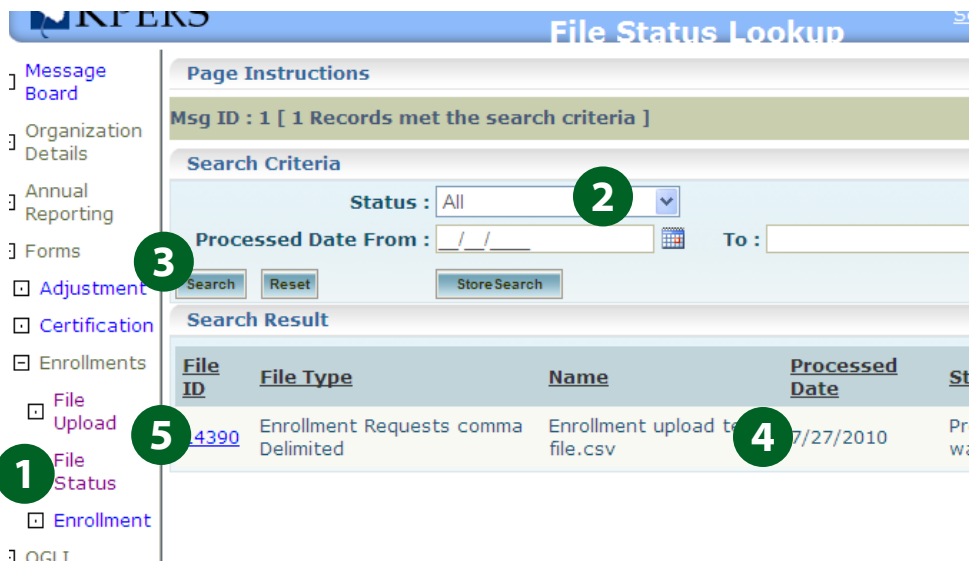
- Step 7.** Use the "Browse" button to select your file for upload again.
- Step 8.** Click the "Upload File" button and wait.
- Step 9.** You will receive a confirmation message.



Verify file upload status

Checking the file upload status will let you know if the file has processed correctly.

- Step 1.** Navigate to File Status under Enrollments on site menu.
Important: Be sure you are in the Enrollments section and not Annual Reporting.



- Step 2.** Choose the Status "All."
- Step 3.** Click Search.
- Step 4.** Your recently uploaded file should appear. If the status is "Unprocessed," wait a few minutes and search again until the status shows "Processed" or "Processed with Warnings."


Processed means the enrollments are ready to be submitted.. Processed with Warnings means that some of the rows in your file have been ignored due to errors in the data and need to be addressed.
- Step 5.** Open the file by clicking on the link.

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Step 6. It is also through this screen that a mass “Submit Valid Enrollments” button will appear — so all records that processed successfully and have no errors on them can be submitted in total here. Records can also be submitted one by one through the Enrollments screen.



Other Details

Instructions
An Employee's Recorded History at KPERS can be viewed before submitting requests by review

File Details

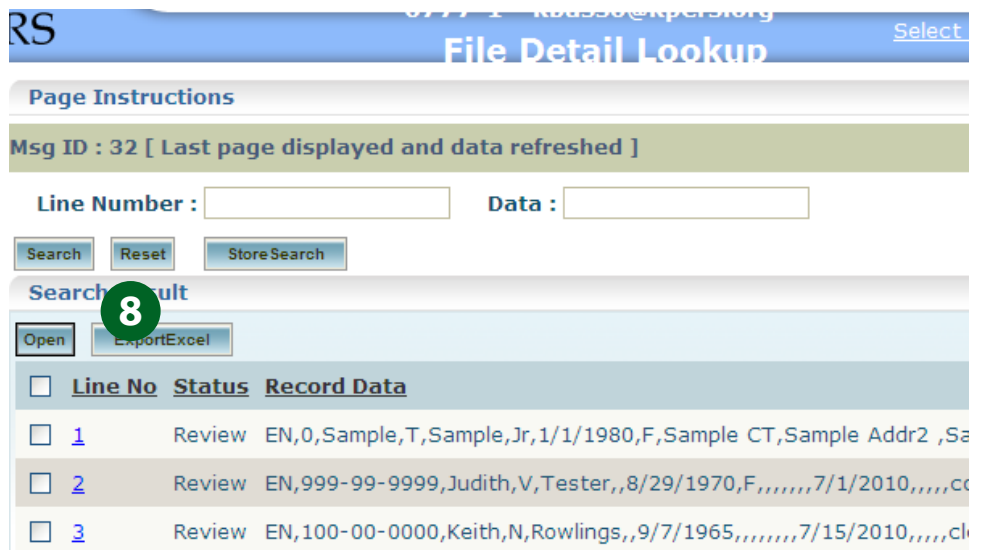
File Name : Enrollment upload test file.csv **Status :** Processed with warnings
Processed Date : 7/27/2010 **Number Of Rows :** 3
Error Message :
Comments :

Status Summary

Status	Status Count
Review	3

Step 7. Click on the Review status link.

Step 8. The File Detail Lookup page will appear with a list of enrollments that have errors and need individual attention. Some errors can be corrected on the Enrollment Maintenance screen. If no enrollment record was created during upload because of the error, you will need to either create a new enrollment record or contact KPERS to delete the file you uploaded so you can upload again with a corrected file.



RS kbass@kpers.org Select

File Detail Lookup

Page Instructions

Msg ID : 32 [Last page displayed and data refreshed]

Line Number : **Data :**

Search result


<input type="checkbox"/>	Line No	Status	Record Data
<input type="checkbox"/>	1	Review	EN,0,Sample,T,Sample,Jr,1/1/1980,F,Sample CT,Sample Addr2 ,Sa
<input type="checkbox"/>	2	Review	EN,999-99-9999,Judith,V,Tester,,8/29/1970,F,,,,,7/1/2010,,,,cc
<input type="checkbox"/>	3	Review	EN,100-00-0000,Keith,N,Rowlings,,9/7/1965,,,,,7/15/2010,,,,cl

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Search for unsubmitted enrollments

It is a good idea to periodically check for enrollments that you completed but haven't submitted. Then you can either submit or delete them.

- Step 1.** Login to the [EWP](#).
- Step 2.** Navigate to Enrollment section.
- Step 3.** Select No in Submitted pulldown menu.
- Step 4.** Click Search button.

2 Enrollment

3 Submitted: No

4 Search

5 Search Result

SSN	Last Name	First Name	Middle Initial	Birth Date	Type	Employment Date	Status	Sub
333-33-3333	Kramer	Joseph	V	2/13/1975	Enrollment	7/15/2010	Valid	N
123-45-6789	Gilbert	Suzanne	P	5/25/1971	Enrollment	7/21/2010	Valid	N


- Step 5.** Your list of unsubmitted enrollments will appear.
- Step 6.** Open each record and submit as appropriate or delete.

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Submit an end date

When employees move between a covered and non-covered position or take a leave of absence, submit an end date in their employee record. This also includes military service. The end date should be the last date an employee earns compensation for personal services performed.

- Step 1.** Login to the EWP.
- Step 2.** Navigate to Employees section.



- Step 3.** Enter employee SSN.
- Step 4.** Click Search button.
- Step 5.** Employee record will appear in search result. Click on SSN link to open record.

Employee Information

SSN : 000-53-2421 Birth Date : 7/24/1963
 Gender : Male Email :
 Name Prefix : First Name : Rocky
 Middle Initial : J
 Last Name : Balboa Name Suffix :
 Home Phone : Work Phone :
 Cell Phone : Fax :
 Primary Address :

Other Details

Agency	Department	Plan	Member Type	Source	Membership Date	Start Date	End Date	Submit End Date
<input type="checkbox"/> 0777 Test Agency		KPERS	Non-school Regular -Tier 1	Enrollment	10/1/1989	9/26/1988	6 Submit End Date	

- Step 6.** Click Submit End Date link. Employee End Date Maintenance screen will open.

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The screenshot shows a web interface for 'Employee End Date Maintenance'. At the top, there's a blue header with 'KS' and 'Employee End Date Maintenance'. Below that is a green bar with a message: ': 0 [All changes successfully saved]'. There are buttons for 'Save', 'Refresh', and 'Submit'. The 'Employee Information' section contains: SSN: 000-53-2421, First Name: Rocky, Last Name: Balboa, End Date: 08/30/2010, Gender: Male, Middle Initial: J, Start Date: 9/26/1988, and Reason Code: Military leave. A dropdown menu for Reason Code is open, showing options: Death, Disability, Leave of absence, Military leave (highlighted), Non-Covered, Retirement, Termination, and Withdrawal. A 'Comments' text area is at the bottom.

- Step 7.** Enter end date.
- Step 8.** Select reason code.
- Step 9.** Save record. Submit button will appear.
- Step 10.** Submit to KPERS.

Checklist

An Ounce of Prevention

Avoid Common Problems



EWP How-to

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