

Enrolling a Member

How Do I Enroll a New Employee?

- Enroll as a new member
- Transfer of membership
- Return to payroll
- Dual employee

Entering Enrollment Information

Checking for Errors

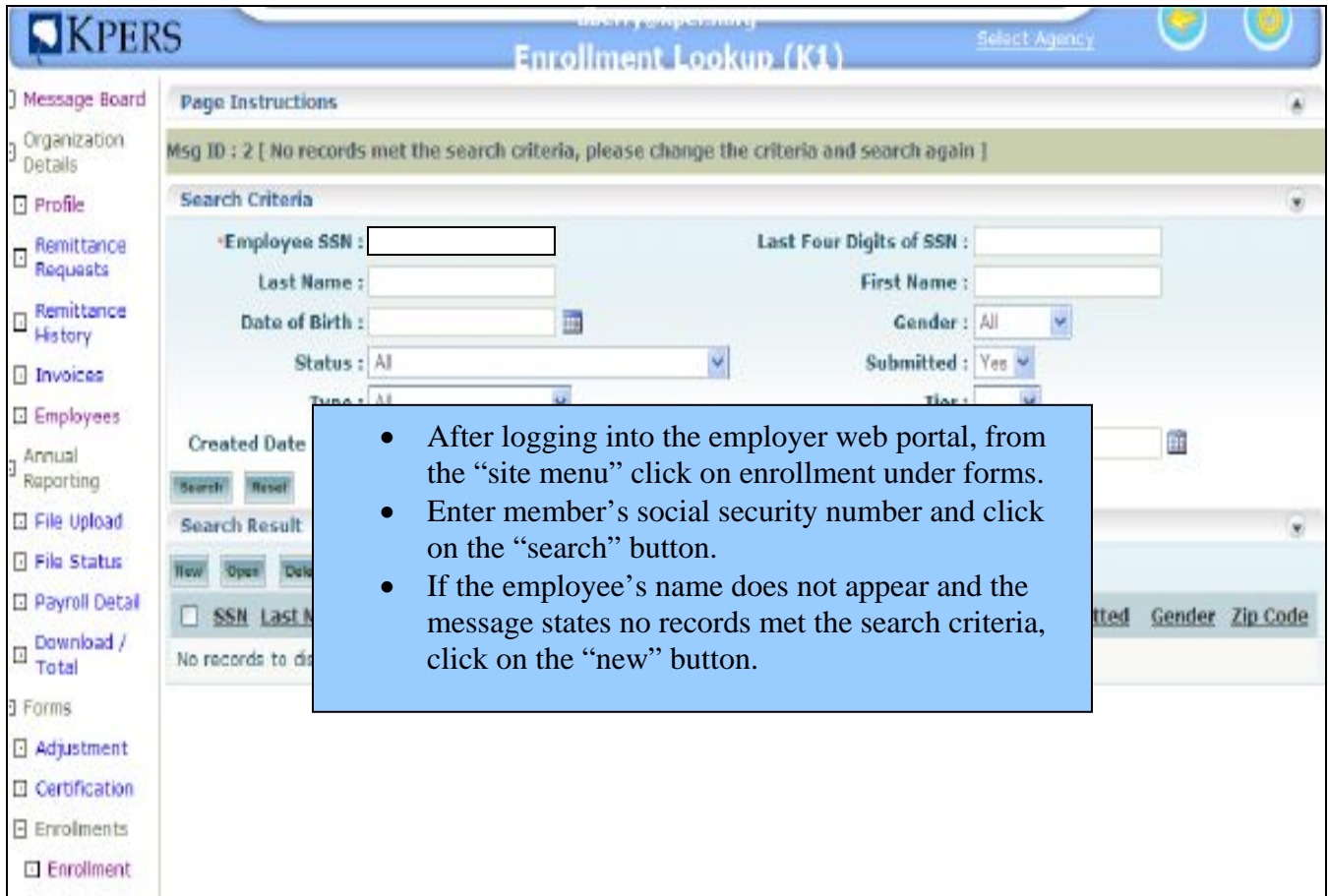
Submitting Enrollment to KPERS

How do I know if KPERS has received my enrollment?

How do I know if KPERS has processed my enrollment?

Checking Your Message Board for Tier Membership

How Do I Enroll a New Employee?



The screenshot displays the KPERS Enrollment Lookup (K1) interface. The left sidebar contains a navigation menu with options like Message Board, Organization Details, Profile, Remittance Requests, Remittance History, Invoices, Employees, Annual Reporting, File Upload, File Status, Payroll Detail, Download / Total, Forms, Adjustment, Certification, Enrollments, and Enrollment. The main content area shows search criteria fields: Employee SSN, Last Name, First Name, Date of Birth, Gender (All), Status (All), Submitted (Yes), and Tier. A message at the top indicates 'Msg ID : 2 [No records met the search criteria, please change the criteria and search again]'. A blue callout box contains the following instructions:

- After logging into the employer web portal, from the “site menu” click on enrollment under forms.
- Enter member’s social security number and click on the “search” button.
- If the employee’s name does not appear and the message states no records met the search criteria, click on the “new” button.

Enrollment Type

- **Enroll as a new member** – a new member is a member that does not have previous membership in KPERS **or** had previous membership in KPERS and withdrew their monies.
- **Transfer of membership** – the employee already has membership in KPERS with a previous employer and has transferred to your agency.
- **Return to payroll** – Your employee was a member with your agency and left employment. The employee has not withdrawn their KPERS contributions and interest and the employee has not worked for another KPERS agency since leaving your agency. The employee has not returned to work for your agency.
- **Dual Employment** – Any employee who holds a covered position with two or more participating employers and who meets eligibility requirements for KPERS membership with each position. For each dual employee, coverage under each position must be determined separately. Dual employment applies to school and non-school.

Entering Enrollment Information

Msg ID : 46 [Changes have been successfully saved but not submitted to KPERS]

Other Details

Validation Info Employee's recorded history at KPERS

Message ID	Message	Severity
No records to display		

Person Information

Complete this section for all members

Status : Valid Submitted : No

1. Enrollment Type : Enroll as a new member Transfer Membership Return to payroll Dual Employment

2. SSN :

3. Member Name :

First Name :	<input type="text" value="Gelco"/>	Middle Initial :	<input type="text"/>
Last Name :	<input type="text" value="Lizzard"/>	Suffix :	<input type="text"/>

4. Previous Name :

First Name :	<input type="text"/>	Middle Initial :	<input type="text"/>
Last Name :	<input type="text"/>	Suffix :	<input type="text"/>

5. Birth Date (MM/DD/YYYY) :

6. Gender :

7. Address :

Line 1 :	<input type="text" value="611 South Kansas Ave"/>	State :	<input type="text" value="Kansas"/>
Line 2 :	<input type="text"/>		
City :	<input type="text" value="Topeka"/>		
Zip Code :	<input type="text" value="66603"/>		

8. Department :

9. Member Category (if applicable) : Elected Official Legislator

10. Date began employment or Return to Payroll in a KPERS covered position (MM/DD/YYYY) :

11. Military Leave (please send discharge papers DD214) :

Without Pay Start Date :	<input type="text"/>	Without Pay End Date :	<input type="text"/>
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12. Correctional Group (for State of Kansas Correctional Employees Only) :
If reporting a group change, please select Return to Payroll above and select the new group.

13. Board of Regents ;
Working After Retirement Local School Employees only:

14. Is the employee rehired in a teaching/administrative position requiring a license? :

15. Is the employment with a third-party entity? :

New Member Information

Complete this section for new members only

1. Membership Date (MM/DD/YYYY) :

2. Non School Employees only :

Year of Service Salary :	<input type="text" value="\$25,000.00"/>		
Leave Without Pay Start Date :	<input type="text"/>	Leave Without Pay End Date :	<input type="text"/>

An employee's membership date must be adjusted if the employee is off the payroll for more than ten work days without pay during the year.

1. Enter the enrollment type based on previous definitions. (required field)

2. The **social security number** will populate from when you first began the enrollment process by entering the employee's social security number to search for a previous enrollment and clicking on the new button. **(required field)**
3. Enter the **member's name**. **(required field)**
4. Enter any **previous names** for the member if applicable (maiden, etc.)
5. Enter the member's **birth date** **(required field)**
6. Enter the member's **gender** **(required field)**
7. Enter the member's **address**
8. Enter the member's department number **(required field if applicable)**
9. Enter the member's category if applicable (elected official/legislator)
10. Enter the date the member began employment or returned to payroll in a KPERS covered position **(required field)**
11. Enter the member's military leave dates (if applicable)
12. For Correctional only
13. For Board of Regents only

If you are enrolling a new member, you must complete the membership date under new member information before you can save the enrollment form.

After you click on the save button, you may view the "members' recorded history at KPERS" tab to check to see if your employee has membership in KPERS.

Error Messages

When you save your enrollment form, should you receive an error in the "validation information tab", review and resolve any issues with the data you entered. Once the error or errors have been resolved, you must click on the "Save" button to refresh the list.

Error 1693

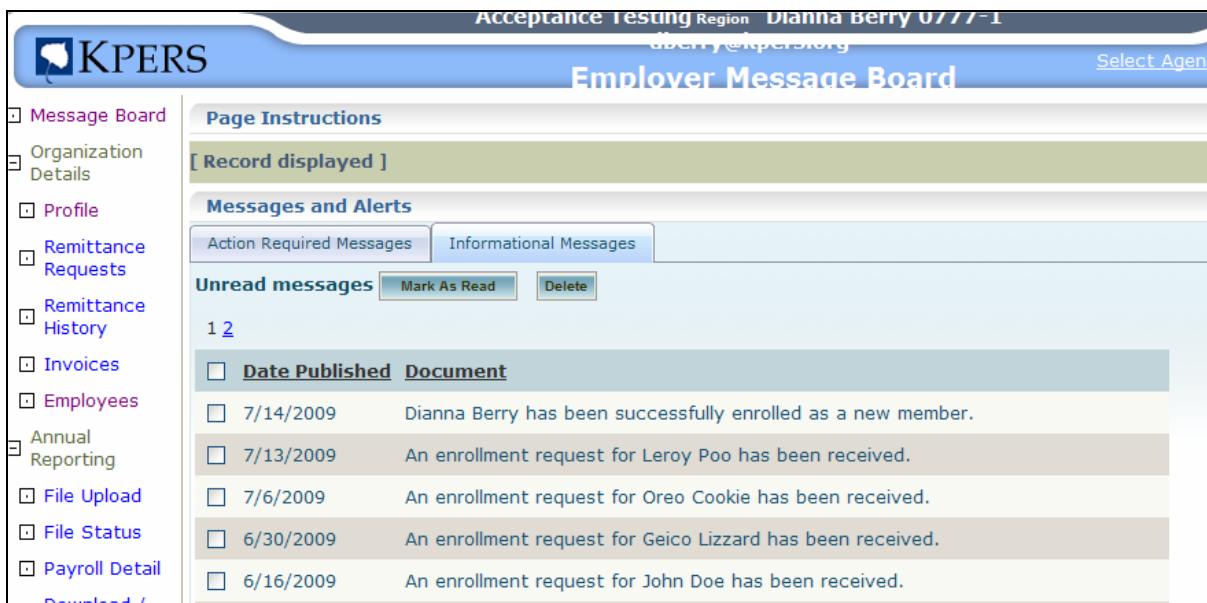
When the night batch for enrollments is processed, any enrollment with an Error ID 1693 (Tier status could not be determined, end date is needed from previous employer) will generate a correspondence to your employee's previous employer asking to provide an **end date**. A message will also post on the **previous employer's message board under "action required messages" stating to determine Tier status an end date is needed for John Doe.**

If all errors have been resolved, you will receive the **"Submit to KPERS"** button.

How will I know if my enrollment request has been received?

Once you submit your enrollment to KPERS, you will receive a message on your message board (on the same day) that your enrollment **has been received**.

That evening your enrollment will run through an overnight batch. **If errors, your message will say your enrollment request has been received, but is in review status.** Please allow 10 business days for errors to be resolved.



The screenshot shows the KPERS Employer Message Board interface. The top navigation bar includes the KPERS logo, the user name "Dianna Berry 0777-1", and the email "dberry@kpers.org". The main content area is titled "Employer Message Board" and features a "Page Instructions" section, a "[Record displayed]" indicator, and a "Messages and Alerts" section. The "Messages and Alerts" section has tabs for "Action Required Messages" and "Informational Messages". Below this, there is a section for "Unread messages" with "Mark As Read" and "Delete" buttons. A list of messages is displayed, each with a checkbox, a date, and a description of the enrollment request.

<input type="checkbox"/>	Date Published	Document
<input type="checkbox"/>	7/14/2009	Dianna Berry has been successfully enrolled as a new member.
<input type="checkbox"/>	7/13/2009	An enrollment request for Leroy Poo has been received.
<input type="checkbox"/>	7/6/2009	An enrollment request for Oreo Cookie has been received.
<input type="checkbox"/>	6/30/2009	An enrollment request for Geico Lizzard has been received.
<input type="checkbox"/>	6/16/2009	An enrollment request for John Doe has been received.

The enrollment process is an overnight batch run. Check your message board to see when your enrollment has been processed.

How will I know if my **enrollment requested** has been processed?

When your enrollment is processed and there are no errors, you will receive a message the next day on your message board that your enrollment has been successfully processed.

If there are errors or an end date is needed, once errors are correct or KPERS receives the end date for the employee you are enrolling, your employee's enrollment will be processed. You will see a **message** on your message board that your employee has been successfully enrolled.

Checking Your Employee's Tier membership

Acceptance Testing Region Dianna Berry 0777-1
dberry@kpers.org
Select Agency

Employee Maintenance

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

Page Instructions
[Record displayed]

Employee Information

SSN : Birth Date : 9/14/1949
Gender : Female Email :
Name Prefix : First Name : Dianna
Middle Initial :
Last Name : Berry Name Suffix :
Home Phone : Work Phone :
Cell Phone : Fax :
Primary Address :

Other Details

Employment History Beneficiaries Service Purchase Annual Statement End Date Request History

<input type="checkbox"/>	Agency	Department	Plan	Member Type	Source	Membership Date	Start Date	End Date	Submit End Date	Forfeited	Correctional	Elected Official
<input type="checkbox"/>	0777	Test	Agency	KPERS Non-school Regular - Tier 1	enrollment	4/21/2009	4/21/2008		Submit End Date			<input type="checkbox"/>

Once you receive a message on your message board that your **employee has been successfully enrolled**, you may go to the employee record and enter your employee's social security number into the search criteria and click on search. Your employee's record will appear.

- Click on the box in front of the employee's social security number.
- Under member type you will be able to see if your employee is a **Tier 1 member or a Tier 2 member**.