

## **Remitting Contributions**

Remittance History

Remittance Request

School Remittances

- Remittance information
- Payroll date
- Remittance date
- Total amounts

Non-School Remittances

- Remittance information
- Payroll date
- Remittance date
- Total amounts

Credit Memo

Miscellaneous Amount Details

## Remitting Contributions

### Remittance History

- List of EFT remittances that have already been processed.

### Remittance Requests

- From your side bar click on “Remittance Requests.”
- Click on the “New” button to open up a new remittance to begin completing your remittance information.

The screenshot displays the 'Remittance Requests' interface. On the left is a sidebar with navigation options: Profile, Remittance Requests (circled in blue), Remittance History, Invoices, Employees, Annual Reporting, File Upload, File Status, Payroll Detail, Download / Total, Forms, Adjustment, Certification, Enrollments, File Upload, File Status, and Enrollment. The main area contains search filters for Employee SSN, Last Name, First Name, Date of Birth, Gender, Status, Submitted, Type, Tier, Created Date From, and Created Date To. Below the filters are 'Search', 'Reset', and 'Store Search' buttons. A 'Search Result' section shows a table with columns: SSN, Last Name, First Name, Middle Initial, Birth Date, Type, Employment Date, Status, Submitted, Gender, and Zip Code. The table currently displays 'No records to display'. Above the table are 'New', 'Open', 'Delete', and 'ExportExcel' buttons. The 'New' button is circled in blue, with a blue arrow pointing from the 'Remittance Requests' sidebar item to it.

## School Remittances

### Remittance Information

- Enter the **Payroll Date**.
- **Remittance Date** – remittances are due within 3 business days of the payroll date.

Mon July 17	Tue July 18	Wed July 19	Thu July 20	Fri July 21
	Pay Date	Day 1	12 p.m. Deadline Day 2	Remittance Due Date Day 3

- Select the **Bank Account** to process the transaction.
- Enter the **Total Remittance** amount.

### Total Amounts

- Enter totals in the **Total Amounts** section.
- **KPERS Covered Payroll** is the payroll for employees in KPERS Tier 1 and KPERS Tier 2 that are working in **KPERS Covered Positions**.

- **Employee Contributions** is the total of the KPERS Tier 1 employees and KPERS Tier 2 employees.

### Non-School Remittances

Save
Refresh
Print/Download PDF

**Information Messages**

Message ID	Message	Severity
No records to display		

**Remittance Information**

EFT Type : KPERS local non-schools		Employer : 0777 Test Agency
Payroll Date : 05/06/2010	Remittance Date : 05/06/2010	Request ID : 1067
Total Distributed : \$15,222.57	Bank : Bank of Money XXXXX6789	
Total Remittance : \$15,222.57	Employer Rate : 0.0614	Insurance Rate : 0.00

**Total Amounts**

KPERS Covered Payroll:	\$150,124.00
Employee Contribution :	\$6,004.96
Employer Retirement Contribution :	\$9,217.61
Employer Insurance :	\$0.00
Service Purchase :	\$0.00
OGLI :	\$0.00
Additional Misc. Amount :	\$0.00
Credit Memo Amount :	\$0.00

The total gross compensation of all your KPERS covered employees.

The total 4% and 6% of all KPERS employees

Employer rate will show under remittance information.

**Calculated:**  
 Total Miscellaneous : \$0.00  
 Misc. Payment Explanation/Comments :

### Remittance Information

- Enter the **Payroll Date**.
- **Remittance Date** – remittances are due within 3 business days of the payroll date.

Mon July 17	Tue July 18	Wed July 19	Thu July 20	Fri July 21
	Pay Date	Day 1	12 p.m. Deadline Day 2	Remittance Due Date Day 3

### Total Amounts

- Enter totals in the **Total Amounts** section.
- **KPERS Covered Payroll** is the payroll for employees in KPERS Tier 1 and KPERS Tier 2 that are working in **KPERS Covered Positions**.

- **Employee Contributions** is the total of the KPERS Tier 1 and Tier 2 employees **Employee Contribution rate** is deducted from the member's gross wage amount.

### Credit Memo

- The **Credit Memo Amount** is a credit owed to the employer. (KPERS-17 payroll adjustment).
- It reduces the total amount you will remit.
- If you have a credit memo, be sure to deduct the amount when you enter the **Total Remittance**.
- Forgetting to deduct it will give you an error message when you save your remittance.

### Miscellaneous Amount Details

Invoice ID	Invoice Type	Due Date	Invoice Amount	Paid	Balance	Misc. Amount
7208	Payroll Adjustment	5/1/2009	\$1,515.00	\$0.00	\$1,515.00	\$0.00
7502	Payroll Adjustment	6/1/2009	\$100.00	\$0.00	\$100.00	\$0.00

### Miscellaneous Amount Details

You will notice that the test employer has two invoices from KPERS-17 payroll adjustments. To pay these, enter the amount you want to pay in the **Misc. Amount** field and add it to the amount in the **Total Remittance** field in the Remittance Information section.

Click the **Save** button at the top of the screen when you are finished entering information. You have until 12 p.m. the day before the remittance date to change or delete this request.

### Additional Miscellaneous Amount

If you do not see an invoice below please explain what this miscellaneous payment is for under Comments

**Additional Misc. Amount :**

**Misc. Payment Explanation/Comments :**

If you completed an adjustment (KPER-17) and your adjustment has not been processed by KPERS, you may enter the additional miscellaneous amount. You must also complete an explanation of the miscellaneous amount you entered.