

## **How to Submit an End Date**

Accessing your employee's record

Entering your employee's end date

Entering end dates for the following reasons

- Moving to a non-covered position (same employer)
- Leave of absence
- Military leave

## Accessing Your Employee's Record

Acceptance Testing Region: Diana Berry 0777  
 1 dberny@kpers.org  
 Select Agency

### Employee Lookup

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

**Employee Search Parameters**

Employee SSN :  Last Four Digits of SSN :

Last Name :  First Name :

Date of Birth :  Gender : All

Status : All

Search Reset Store Search

**Search Result**

Open Export To Excel Export MAS Data for All

| <input type="checkbox"/>            | SSN                  | Last Name | First Name | Middle Initial | Gender | Zip Code | Email Address | Birth Date | Home Phone | Work Phone | Membership Date | Forfeit Date | S |
|-------------------------------------|----------------------|-----------|------------|----------------|--------|----------|---------------|------------|------------|------------|-----------------|--------------|---|
| <input checked="" type="checkbox"/> | <input type="text"/> | Wayne     | John       | W              | Male   |          |               | 3/27/1972  |            |            | 10/1/2000       |              | 1 |

- Click on “Employees” from your side bar.
- Enter SS# or name for your employee and click on the “Search” button.
- Check the box in front of the employee’s social security number and open the employee’s record.

**Employee Information**

SSN :  Birth Date : 3/27/1972

Gender : Male Email :

Name Prefix : First Name : John

Middle Initial : W

Last Name : Wayne 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 | Correction |
|--------------------------|-------------|------------|-------|--------------------|------------|-----------------|------------|----------|---------------------------------|-----------|------------|
| <input type="checkbox"/> | 0777        |            |       | Non-school Regular | Enrollment | 10/1/2000       | 10/1/1999  |          | <a href="#">Submit End Date</a> |           |            |
| <input type="checkbox"/> | Test Agency |            | KPERS | -Tier 1            |            |                 |            |          |                                 |           |            |

- Click on the “Submit End Date” button to open your End Date Screen.

## Entering Your Employee's End Date

Acceptance Testing Region: Diana Berry 0777  
1 dberry@kpers.org  
Employee End Date Maintenance

Page Instructions  
Msg ID : 7 [ Record displayed, please make changes and press save ]

Save Refresh Submit

Employee Information

SSN :   
First Name : John  
Last Name : Wayne  
End Date : 11/15/2009   
Comments :

Gender : Male  
Middle Initial : W  
Start Date : 10/1/1999  
Reason Code : Termination   
Death  
Disability  
Leave of absence  
Military leave  
Non-Covered  
Retirement  
Termination  
Withdrawal

- Enter the end date
- Using the drop down box next to Reason Code, select the reason why employee is leaving.
- 

## Save and Submit Your End Date

Acceptance Testing Region: Diana Berry 0777  
1 dberry@kpers.org  
Employee End Date Maintenance

Page Instructions  
Msg ID : 7 [ Record displayed, please make changes and press save ]

Save Refresh Submit

Employee Information

SSN :   
First Name : John  
Last Name : Wayne  
End Date : 11/15/2009   
Comments :

Gender : Male  
Middle Initial : W  
Start Date : 10/1/1999  
Reason Code : Termination   
Death  
Disability  
Leave of absence  
Military leave  
Non-Covered  
Retirement  
Termination  
Withdrawal

- Click on the “Save” button.
- Click on the “Submit to KPERs” button.
- Your end date will process overnight and your employee’s record will show an end date the next day.

Employee leaving a KPERS covered position and going to a non-KPERS covered position.

| <u>Plan</u>           | <u>Member Type</u>     | <u>Source</u>     | <u>Start Date</u> | <u>End Date</u> | <u>Forfeited</u> | <u>Coverage Group</u> | <u>Correct</u> |
|-----------------------|------------------------|-------------------|-------------------|-----------------|------------------|-----------------------|----------------|
| <a href="#">KPERS</a> | School Regular -Tier 1 | Return to Payroll | 4 10/5/2009       |                 |                  | 1                     |                |
| <a href="#">KPERS</a> | School Regular -Tier 1 | Non-Covered       | 2 7/1/2009        | 10/2/2009       | 3                | 1                     |                |
| <a href="#">KPERS</a> | School Regular -Tier 1 | Enrollment        | 7/23/2007         | 6/30/2009       | 1                | 1                     |                |
| <a href="#">KPERS</a> | School Regular -Tier 1 | Enrollment        | 2/5/1990          | 12/4/1991       | 6/27/1996        | 1                     |                |

1. When employee goes to a non-covered position, you enter an end date and reason code “non-covered.”
2. The system automatically enters the next day as the begin date for the non-covered position.
3. Employee returns to a KPERS covered position. The employee will now require an end date for the non-covered position with termination code as termination.
4. Employer completes an enrollment with a return to payroll date.  
You will complete the same process for someone going on **military leave** using reason code as military leave and for **leave of absence** the reason code leave of absence.