

Tier 1 Retirement

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Tier 1 Retirement

Retirement Eligibility

Unreduced Benefit

A KPERS member may retire and receive an unreduced benefit if the member meets one of the following requirements.

- Age 65 with 2 quarters of participating service credit (2 quarters will round up to one year).
- Age 62 with 38 quarters of service credit (38 quarters will convert to 9.50 years of service credit and round to 10 years).
- When the member's age and years of service equal 85 points.

How to Calculate "85 points"	
Member's current age	53
Add current years of service credit	28
Member's current points	81
Number of points needed (85-81)=	4
Divide points by 2	2
Add to member's current age	55 (age member will have 85 points if member continues to work)

Reduced Benefit

A KPERS member may retire and receive a reduced benefit if the member meets one of the following requirements:

- Age 55 if the member has 38 quarters of service credit (38 quarters will convert to 9.50 years of service credit and will round to 10 years)
- A reduction factor is applied from age 55 to 62 unless the member has 85 points.
 - Age 60-62 there is a reduction factor of .2% for each month
 - Age 55-60 there is a reduction factor of .6% for each month

Example of reduction using a maximum benefit of \$1,000

Age 62	\$1,000.00
Age 60	\$ 952.00
Age 55	\$ 592.00

Tier 1 Correctional Officers Retirement Eligibility

Group A-Full Retirement Eligibility

- Age 55 with three (3) years of service.
- Any age when age and years of service equal 85 points.

If Group A Correctional Officer retires at age 55 with 3 years, employee must be a Group A Correctional Officer at least three (3) years immediately before retirement and retire on the first day of the month after the last day on the payroll

Group B-Full Retirement Eligibility

- Age 60 with three (3) years of service.
- Any age when age and years of service equal 85 points.

If Group B Correctional Officer retires at age 60 with 3 years, employee must be a Group B Correctional Officer at least three (3) years immediately before retirement and retire on the first day of the month after the last day on the payroll.

Group A-Early Retirement Eligibility

- Age 50 with 10 years of service

Must be a Group A Correctional Officer at least three (3) years immediately before retirement and retire on the first day of the month after the last day on the payroll

Group B-Early Retirement Eligibility

- Age 55 with 10 years of service credit

Must be a Group B Correctional Officer at least three (3) years immediately before retirement and retire on the first day of the month after the last day on the payroll.

********If a member leaves employment before retiring, regular KPERS age and service requirements apply********

Calculating the Final Average Salary

Retirement benefits for members of the Retirement System are calculated using formulas that are set by state statute. When a member retires, the formula takes into account the following:

- The member's final average salary
- A statutory multiplier
- The member's years of service

Add-on Pay

Employers sometimes pay the member for certain amounts of accumulated sick leave, vacation/annual leave, holiday pay, etc. These payments sometimes increase the member's final average salary. You will need to look at the employee's membership date to determine if you will deduct KPERS.

Membership date is prior to July 1, 1993

- A four (4) year final average salary including any additional add-on pay, which is based on the **highest 16 annualized quarters** of compensation, or
- A three (3) year final average salary excluding additional add-on pay, which is based on the **highest 12 annualized quarters of compensation**.
- The Retirement Analyst will calculate both the 3-year and the 4-year average, and whichever is the highest will be used to calculate the member's retirement benefit.
- Lump-sum add-on pay is spread over all the days that a member worked in the calendar year prior to the member's termination date. It is not credited solely to the quarter in which it is paid.
- Lump-sum payments for add-ons that are paid only because the member is retiring must be reported in the year the member retires.

Membership date is July 1, 1993 or after or any agency that *affiliated* in KPERS after January 1, 1994

- The member may not use their **add-on pay** (compensation the employer pays the employee in a lump-sum for unused sick leave, annual leave, comp-time, holiday pay) if the member's membership date is July 1, 1993 or after

Final Average Salary "Spike Law"

The "Spike Law" places the actuarial liability for certain payments on the participating employer. According to K.S.A. 74-49,126, employers are responsible when add-on payments for accumulated sick leave, vacation or annual leave, etc. increase the member's final average salary by more than 15 percent. In most cases, the employer must pay the Retirement System a lump-sum amount equal to the actuarial liability for benefits attributable to and payable on account of the excess payments over the 15 percent. The employer may elect to amortize the actuarial payments over a maximum of 15 years.

Final Average Salary “Cap Law”

K.S.A. 74-4902(9) states that if a member’s compensation used in calculating his or her final average salary is more than 15 percent higher than the preceding year, the amount which exceeds the 15 percent will not be included in compensation.

Compensation **not subject to cap:**

- Any amount of compensation for accumulated sick leave, vacation leave or annual leave paid to the member, if the membership date is prior to July 1, 1993.
- Any increase in compensation for any member due to reclassification or reallocation to a higher range or level.
- We do not cap overtime.

Compensation **that is subject to cap:**

- Part-time members who stay in the same position and whose salary is over the 15% because they work more hours (not overtime hours)
- Raises
- Bonuses
- Extra duties, teaching extra classes
- Back pay to a teacher’s contract is paid in year it is paid and is subject to cap. All non-school must submit KPERS-17 and apply to back wages for those years.

Any contributions over the 15% will be returned to the member.

Calculating Retirement Estimates

Requesting an Estimate from KPERS

- A retirement Estimate is calculated the same way as an actual retirement benefit.
- A retirement estimate may use projected salary information.
- The KPERS office requires a KPERS-15E (Retirement Benefit Estimate Request) form for all estimate requests. You can obtain this form from our website at www.kpers.org.
- If the **designated agent is requesting the estimate**, the designated agent will need to sign the estimate request form.
- If the **member is requesting the estimate**, the member will need to sign the estimate request form.
- In the event of a discrepancy between an estimate and the actual monthly benefit, the benefit received will be paid in accordance with applicable laws and regulations.
- To calculate the actual retirement benefit we will use salary information reported on the retirement certification.

Calculating an Estimate on the KPERS Website

Go to www.kpers.org

From the sidebar, click on “Estimate Your Benefit”

Click on the estimate calculator you would like to use (KPERS, KP&F, etc.)

Enter information (member’s last annual statement is a helpful tool to use)

Click on calculate.

Your Date of Birth (mm/dd/yyyy):

[Joint Annuitant's](#) Date of Birth (mm/dd/yyyy): Enter date to estimate a survivor benefit

[Date You Plan to Retire](#) (mm/dd/yyyy): Your retirement date must be the first day of a month

[Final Average Salary](#): See your last annual statement

Years of Service

Note: Enter years of actual KPERS service credit at retirement.

[Years @ 1.75% Multiplier](#): Current service and most purchased service is included in this category

[Years @ 1% Multiplier](#): If you have service with your employer before employer joined KPERS

[Years @ 0.75% Multiplier](#): Withdrawn KSRS teaching service granted when a member is vested

Benefit Options	No Lump Sum	10% Lump Sum	20% Lump Sum	30% Lump Sum	40% Lump Sum	50% Lump Sum
Partial Lump-Sum Option (PLSO)	\$0.00	\$23,540.52	\$47,081.03	\$70,621.55	\$94,162.06	\$117,702.58
Maximum Monthly Benefit	\$1,837.50	\$1,653.75	\$1,470.00	\$1,286.25	\$1,102.50	\$918.75
Joint-Survivor 50% Benefit	\$1,635.38	\$1,471.84	\$1,308.30	\$1,144.77	\$981.23	\$817.69
Joint-Survivor 75% Benefit	\$1,552.69	\$1,397.42	\$1,242.15	\$1,086.88	\$931.61	\$776.35
Joint-Survivor 100% Benefit	\$1,470.00	\$1,323.00	\$1,176.00	\$1,029.00	\$882.00	\$735.00
Life-Certain 5 Years	\$1,800.75	\$1,620.68	\$1,440.60	\$1,260.52	\$1,080.45	\$900.38
Life-Certain 10 Years	\$1,745.63	\$1,571.07	\$1,396.50	\$1,221.94	\$1,047.38	\$872.82
Life						

How to Retire

Complete a Retirement Application

When a member retires, the member must do the following:

- Submit a retirement application (KPERs-15) 30 to 60 days prior to the member's retirement date.
- From the KPERs website www.kpers.forms.org click on the KPERs-15 (Application for Retirement Booklet)

- [KPERs-7/99R](#), Designation of Beneficiary - Retired, Revised 6/09 (PDF, 255KB)
- [KPERs-7/99A](#), Designation of Beneficiary for Life Insurance - Board of Regents , Revised 6/08 (PDF, 387KB)
- [Additional Retirement Beneficiaries](#), Revised 6/05 (PDF, 135KB)
- use this additional page if you have more retirement beneficiaries than space allows on the KPERs-7/99.
- [Additional Life Insurance Beneficiaries](#), Revised 6/05 (PDF, 137KB)
- use this additional page if you have more life insurance beneficiaries than space allows on the KPERs-7/99.
- [KPERs-10](#), Employer Certification of Service, Revised 7/99 (PDF, 45KB)
- [KPERs-10LR](#), Certification of Legislative Service (For Session Employees), Revised 1/99 (PDF, 24KB)
- [KPERs-12](#), Request for Member Information Change, Revised 8/09 (PDF, 196KB)
- [KPERs-13 Booklet](#), Application for Withdrawal of Contributions and Related Forms, Revised 9/09 (PDF, 466KB) – *Available in print*
- [KPERs-13](#), Withdrawal of Contributions, (Form Only) Revised 9/09 (PDF, 268KB)
- [KPERs-14](#), Authorization to Release Information, Revised 3/09 (PDF, 156KB)
- [KPERs-15 Booklet](#), Application for Retirement Benefits and Related Forms, Revised 6/09 (PDF, 563KB) – *Available in print*
- [KPERs-15](#), Application for Retirement Benefit, (Form Only) Revised 6/09 (PDF, 275KB)
- [KPERs-15B](#), Direct Deposit - Agreement for Payment of Benefit to Financial Institution, Revised 6/09 (PDF, 133KB)
- [KPERs-15E](#), Retirement Benefit Estimate Request, Revised 2/06 (PDF, 35KB)
- [KPERs-15S](#), KPERs Retiree Earnings Limitation Form, Revised 6/09 (PDF, 187KB)
- [KP&F-15S](#), KP&F Retiree Earnings Limitation Form, Revised 5/06 (PDF, 49KB)
- [KPERs-17 EPD](#), Arrearage Adjustment to Prior Contribution Report -- Employer Paid, Revised 7/04 (PDF, 43KB)
- [KPERs-17 OPT](#), Arrearage/Refund Adjustment to Prior Contribution Report,

If you would like to order several retirement applications, you may access an order form at www.kpers.org. Click on forms from the side bar.

Documents Needed for Retirement

Member

- A photocopy of the member's birth document
- A photocopy of member's name change document if name is different than name on birth document.

Joint Annuitant

- A photocopy of the joint annuitant's birth document.
- A photocopy of the joint annuitant's name change document if name is different than name on birth document.

Acceptable Proof of Birth

A photocopy of **one of the following:**

- Birth certification
- Baptismal certificate or a statement as to the date of birth shown by a church record, certified by the custodian of the record
- Notification of registration of birth in a public registry of vital statistics
- Certification or record of age by the U.S. Census Bureau
- Hospital birth record, certified by the custodian of the record
- Foreign church or government record
- Signed statement by the physician or midwife who was in attendance at birth, as to the date of birth shown on their records
- Naturalization record
- Immigration papers

You may submit a photocopy of **two of the following documents:**

- Military record
- Passport
- School record, certified by the custodian of the record
- Vaccination record, certified by the custodian of the record
- Insurance policy application that shows the age or date of birth
- Marriage records showing date of birth or age (application for marriage license or church record, certified by the custodian of the record or marriage certificate)
- Other evidence such as signed statements from persons who have knowledge of the date of birth

Acceptable Proof of Name Change

A photocopy of **one of the following:**

- Marriage or other court records showing birth name and present name (If a person has had more than one name change, records submitted must reflect all name changes.)
- Name Change Affidavit (KPERS-40NC) or other affidavit from a parent listing all name changes
- Request for Member Information Change form (KPERS-12) signed and submitted

to KPERS by designated agent at the time of the name change will be acceptable for name changes occurring during employment

You may submit a photocopy of **two of the following** documents:

- Name Change Affidavit (KPERS-40NC) or other affidavit from two persons declaring that the persons have known the applicant by all names in question
- Birth documents of natural child if document shows both the given name and the married name
- Other documents showing both names in question, such as school records, medical records, insurance policy application, etc.

Retirement Date

Non-School

The retirement date is the later of the following:

- The first day of the month following the member's last day on the payroll or if the member has left employment longer than a month, the
- The first day of the month after the receipt of the application for retirement in the KPERS office.

School – Licensed Employee

New legislation now allows licensed school professionals to retire June 1. A school licensed employee cannot retire June 1, if the employee is working any part of June.

Board of Education's List of Licensed Employees

- Educator (teacher, administrator)
- Audiologist
- Speech Pathologist
- Occupational Therapist
- Physical Therapist
- Social Worker
- Registered Nurse
- Dietician
- Licensed Professional Counselor
- Licensed Clinical Professional Counselor
- Psychologist
- Orientation and Mobility Instructor

Teachers

June 1 Retirements Date

If any teacher retires June 1, do not report KPERS contributions later than May 31. Do not deduct contributions for any of the following compensation:

- Compensation paid for June, July and August of the teacher's contract
- Compensation paid for any unused sick leave
- Compensation paid for any unused vacation leave
- Compensation paid for an early retirement incentive
- Compensation paid for severance pay

July 1 Retirement Date

If any teacher retires July 1, do not deduct contributions from any of the following compensation:

- Compensation paid for July and August of the teacher's contract
- Compensation paid for any unused sick leave
- Compensation paid for any unused vacation leave
- Compensation paid for an early retirement incentive
- Compensation paid for severance pay

August 1 Retirement Date

If a teacher retires August 1, do not deduct contributions from any of the following compensation:

- Compensation paid for August of the teacher's contract
- Compensation paid for unused sick leave
- Compensation paid for unused vacation leave
- Compensation paid for an early retirement incentive
- Compensation paid for severance pay

September 1 Retirement Date

If a teacher has a membership date **before July 1, 1993**, and retires September 1, you may deduct contributions for the following compensation paid after August 31:

- Compensation paid for unused sick leave
- Compensation paid for unused vacation leave
- **Do not deduct for an early retirement incentive or severance pay**

If a teacher has a membership date **July 1, 1993 or after** do not deduct contributions for any of the following compensation:

- Compensation paid for an early retirement incentive
- Compensation paid for severance pay
- Compensation paid for unused sick leave
- Compensation paid for unused vacation leave

School Administrators with a Contract End Date of June 30th

June 1 Retirement Date

If the contract end date is June 30th, then the administrator may retire June 1. Do not deduct contributions from any of the following:

- Compensation paid for June of the Administrator's contract.
- Compensation paid for an early retirement incentive
- Compensation paid for severance pay
- Compensation paid for sick leave
- Compensation paid for annual leave

July 1 Retirement Date

If the contract end date is June 30th, then the administrator may retire July 1. Do not deduct contributions from any of the following:

- Compensation paid for an early retirement incentive
- Compensation paid for severance pay
- Compensation paid for sick leave and or annual leave if membership date is July 1, 1993 or after.

School Administrators with a Contract End Date of July 31

June 1 Retirement Date

If the contract end date is July 31, then the administrator may retire June 1. Do not deduct contributions from any of the following:

- Compensation paid for June of the administrator's contract.
- Compensation paid for July of the administrator's contract
- Compensation paid for an early retirement incentive
- Compensation paid for severance pay
- Compensation paid for sick leave
- Compensation paid for annual leave

July 1 Retirement Date

If the contract end date is July 31, then the administrator may retire July 1. Do not deduct contributions from any of the following:

- Compensation paid for July of the administrator's contract
- Compensation paid for an early retirement incentive
- Compensation paid for severance pay
- Compensation paid for sick leave
- Compensation paid for annual leave

August 1 Retirement Date

If the contract end date is July 31, then the administrator may retire August 1. Do not deduct contributions from any of the following:

- Compensation paid for an early retirement incentive

- Compensation paid for severance pay
- Compensation paid for sick leave and or annual leave if membership date is July 1, 1993 or after.

School employees subject to contracts must remain on the payroll until the end of their contract to be eligible to use add-ons in the calculation of their final average salary

Non-Licensed School Employees

Employee may retire the first of the month after their last day on their employer's payroll.

Community Colleges

All teachers employed at **community colleges** are covered by the "Continuing Contract Law." When selecting a retirement date, please refer to the special guidelines for "Teachers" when selecting a retirement date.

Breaking School Contracts (retirement)

If a teacher retires before the end of the school year, the following applies:

- A KPERS-32 form (Request for Retirement before the End of the School Year) must be completed and approved by the School Board.
- When reporting compensation, KPERS can only accept one twelfth of the member's school contract through the last month of work.
- Additional pay such as sick leave, vacation leave, etc. cannot be reported
- **Do not pro-rate, give daily per diem or daily rates of pay.**

Teacher Breaks School Contract-Example (applies for any break of contract)

Teacher's last day is March 10. The teacher's school contract is \$48,000. Report 1/12 of the contract amount for each month in the calendar year through March.

$\$48,000/12 = \$4,000.$

- January = \$4,000
- February = \$4,000
- March = \$4,000
- Report \$12,000 in compensation
- Report \$480 in contributions

If the teacher is paid for unused sick leave and vacation leave, do not deduct KPERS from the sick or annual leave because the teacher did not complete their contract.

Retirement Payment Options

Maximum Monthly Benefit

KPERS will calculate the member's maximum monthly benefit amount. This amount will provide a basis for the rest of the options. The member may choose the maximum monthly benefit amount without any additional options. The member will receive a payment each month for the member's entire lifetime. Upon the member's death, there is no continued benefit to a joint survivor. The member's beneficiary will receive any remaining monies in the member's account that has not been paid out in benefits.

Joint Survivor Options

Joint and ½ Survivor Option: The member will receive approximately 91% of their maximum monthly benefit, adjusted for age difference. Upon the member's death, the member's joint survivor will receive 50 percent of the member's reduced benefit for his or her lifetime.

Joint and ¾ Survivor Option: The member will receive approximately 87% of their maximum monthly benefit, adjusted for age difference. Upon the member's death, the member's joint survivor will receive 75 percent of the member's reduced benefit for his or her lifetime.

Joint and Same Survivor Option: The member will receive approximately 83% of their maximum monthly benefit, adjusted for age difference. Upon the member's death, the member's joint survivor will receive 100 percent of the member's reduced benefit for his or her lifetime.

Pop-up Feature

On all the **joint survivor options**, if the person the member chooses to receive a benefit after their death dies before the member dies; the retirement option chosen is canceled. The member's benefit will increase to the original maximum monthly benefit amount. This is called the "**pop-up feature**". The member cannot choose someone else to continue to receive a monthly benefit after their death.

Life Certain Options

With a life-certain option, the member will receive a reduced benefit for the rest of his or her lifetime. If the member dies within a guaranteed period of time from their retirement date, the member's beneficiary will receive the same monthly benefit for the rest of the guaranteed period of time.

The member can change their primary beneficiaries at any time, and the member can have more than one primary beneficiary at once. The named beneficiaries will share equally the benefit for the remaining time period. The life certain options are:

- 5-year Life-Certain Option .98
- 10-year Life-Certain Option .95
- 15-year Life-Certain Option .88

As an example, Mary has a maximum monthly benefit of \$1,000. She chooses the 10-year life certain option. She receives \$950 monthly for the rest of her life, no matter how long she lives.

Mary dies seven (7) years after she retires. As her chosen beneficiary, Mary's daughter will receive \$950 monthly for three (3) more years.

Mary's seven years plus her daughters three years total the ten years Mary was guaranteed.

Partial Lump Sum Option (PLSO)

The Partial Lump Sum Option is available in 10, 20, 30, 40 or 50 percent amounts. The percentage the member selects determines the size of the lump sum and the resulting decrease in the member's monthly benefit amount.

For example, a 40 percent PLSO payment would result in a single lump-sum payment equal to 40 percent of the actuarial present value of the member's lifetime benefit, along with a permanent 40 percent reduction in the member's regular monthly payments.

Spousal Consent

If the member has chosen the maximum option, one of the life-certain options or the Partial Lump Sum Option, the spouse must complete the spousal consent section of the retirement application. This verifies that the spouse has read, understands and agrees with the retirement option that the member has chosen. The spouse's signature must be notarized.

Qualified Domestic Relations Order

In the event a Retirement System member divorces, any annuity, benefit, or accumulated contributions from the Retirement System may be subject to claims by a former spouse under the provisions of a Qualified Domestic Relations Order (QDRO). A QDRO is a court order providing for:

- Maintenance
- Child support, or
- Property division

Retirement accounts assets are considered marital assets to the extent they have accumulated during the marriage. Most QDROS result from an agreement between the parties. A former spouse may not receive payment from the Retirement System under a QDRO unless and until the member becomes eligible and applies to:

- **Retire** - If the member becomes eligible to retire with monthly benefits, the former spouse may be awarded either a lump-sum distribution or a percent of each monthly benefit; or

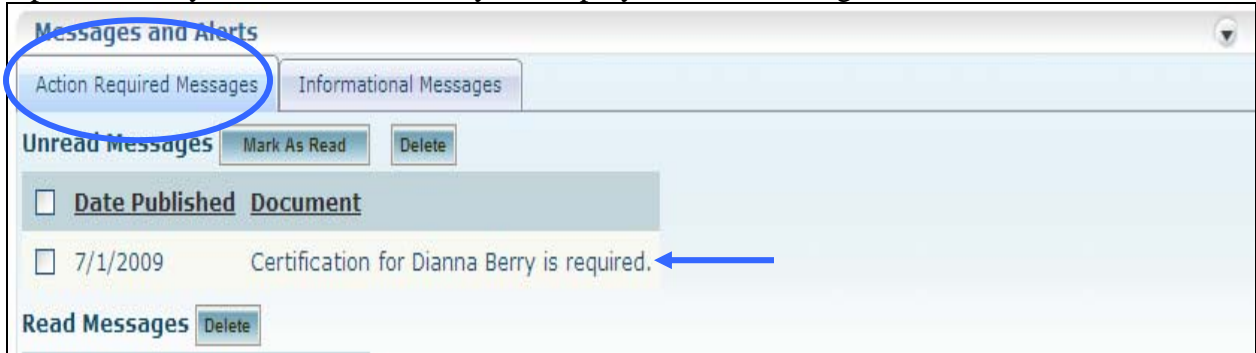
- **Withdraw** - If the member ceases employment and withdraws his/her contributions, the former spouse may be awarded a portion of the lump-sum distribution.
- **Death** - In the case of the death of a member before retirement, the former spouse's award may be enforceable against the refund of accumulated contributions or the lump-sum death benefit.

Retired Members: The QDRO in the proper form may become effective immediately resulting in the division of the member's benefits.

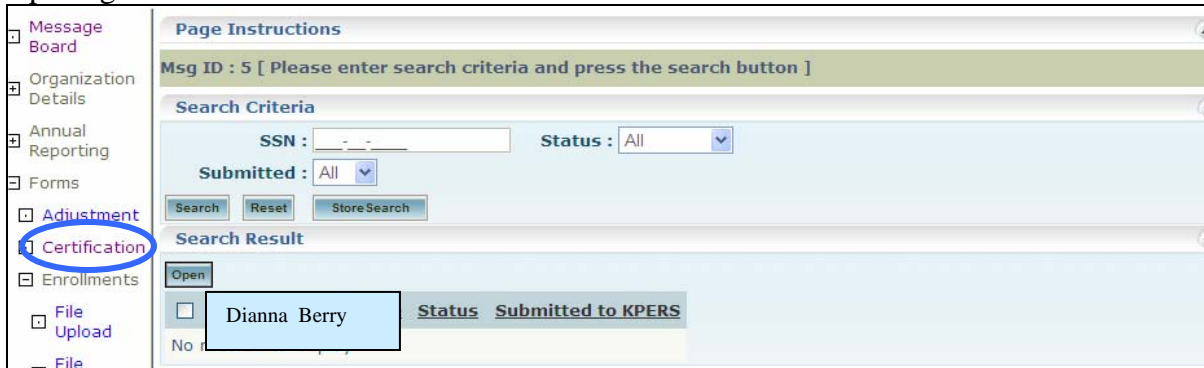
Certifications (v-letters)

Notification of Certification on Message Board

When our office receives an application for retirement, KPERS will require a last day on payroll and certified money amounts for that member. You will receive a request on your message board under the action required messages. This message is requesting you report current year contributions for your employee that is retiring.



Opening Your Certification



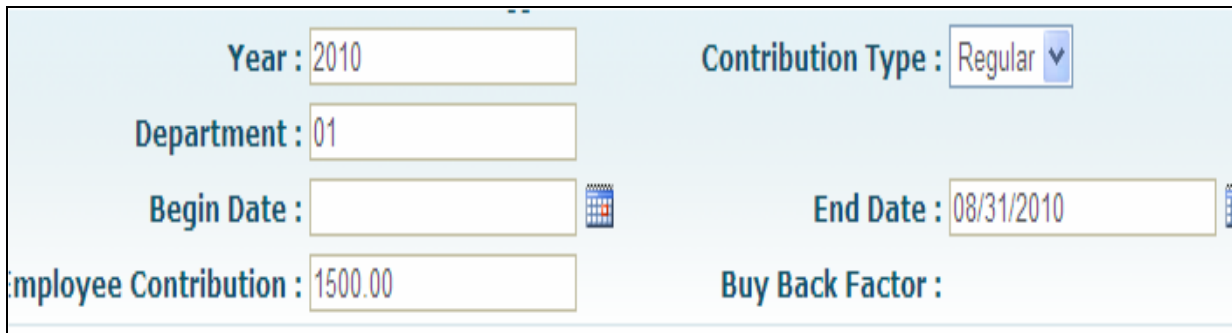
- Go to forms on your site menu and click on **certification**.
- Enter your employee's social security number and click on the "Search" button.
- Your employee's name will appear. Click in the box in front of the member's social security number
- Click on the "Open" button

Certification (v-letter) – Non-School

Under Certification Details, click on the “New” button

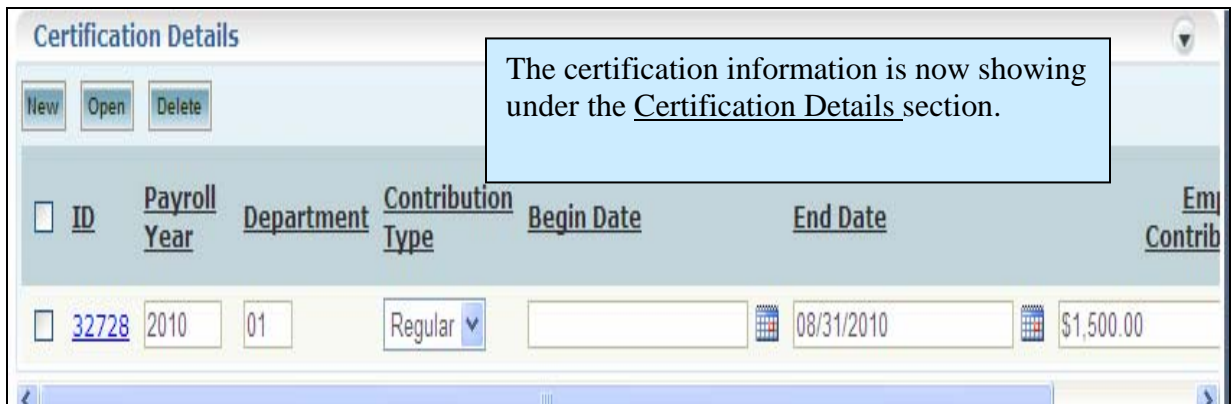


The screenshot shows the 'Certification Details' form. At the top left, there are three buttons: 'New', 'Open', and 'Delete'. The 'New' button is circled in blue. Below the buttons is a table header with columns: 'Payroll Year', 'Department', 'Contribution Type', 'Member Type', 'Begin Date', 'End Date', 'Employee Contributions', and 'Buy Back Factor'. The table currently contains no records, with the text 'No records to display' below the header. At the bottom of the form, there is a section labeled 'Certification Add-On'.



The screenshot shows the input fields for the 'Certification Details' form. The fields are: 'Year' (2010), 'Department' (01), 'Begin Date' (empty), 'End Date' (08/31/2010), 'Employee Contribution' (1500.00), and 'Buy Back Factor' (empty). The 'Contribution Type' is set to 'Regular'.

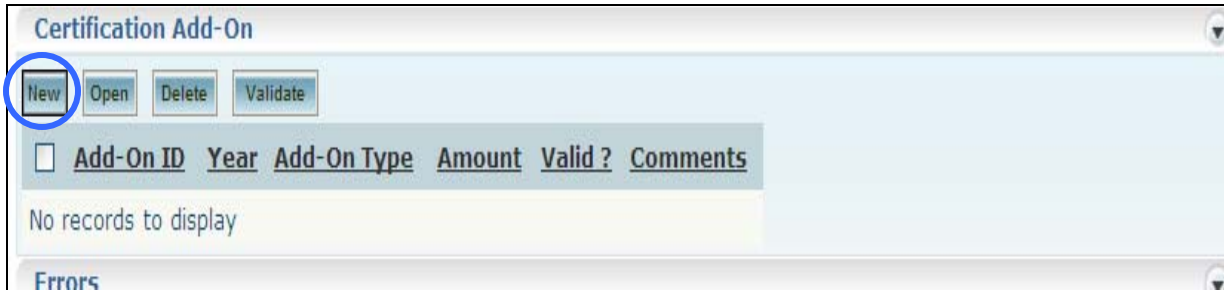
- Enter year you are certifying
- Enter contribution type. You will enter Regular if reporting the employee’s regular 4%. When finished entering the employee’s regular contributions, if you are reporting purchase of service contributions, you will need to enter separately by clicking on the “New” button and entering purchase of service contributions.
- Enter the Department Number
- Enter the end date
- Enter employee contribution amount.
- Click on the “Save” button when finished
- Click on the yellow return button at top of page



The screenshot shows the 'Certification Details' form with the certification information displayed in the table. A text box highlights the table content with the text: 'The certification information is now showing under the Certification Details section.' The table has columns: 'ID', 'Payroll Year', 'Department', 'Contribution Type', 'Begin Date', 'End Date', and 'Em Contrib'. The table contains one record with the following values: ID 32728, Payroll Year 2010, Department 01, Contribution Type Regular, Begin Date (empty), End Date 08/31/2010, and Em Contrib \$1,500.00.

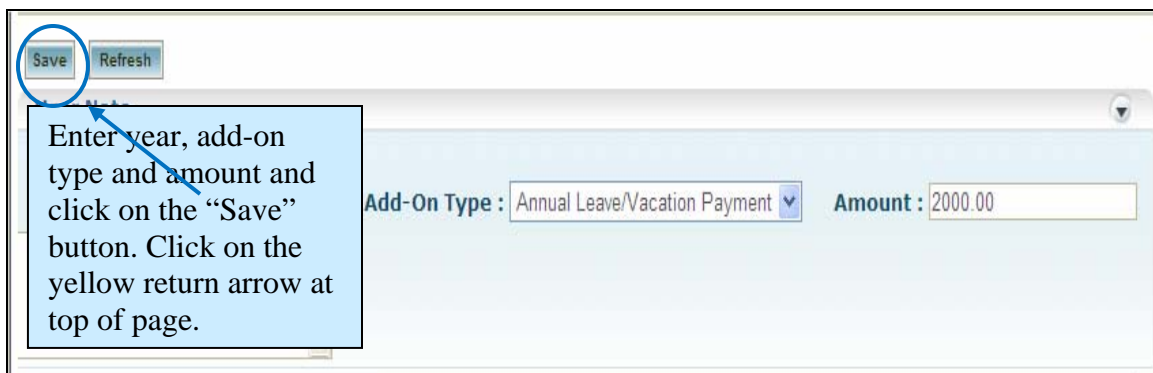
Entering Add-On totals

If the employee has a membership date prior to July 1, 1993 or the employee was in their “Year of Service” prior to July 1, 1993, the member may use lump sum pay for sick leave, annual leave, etc.)

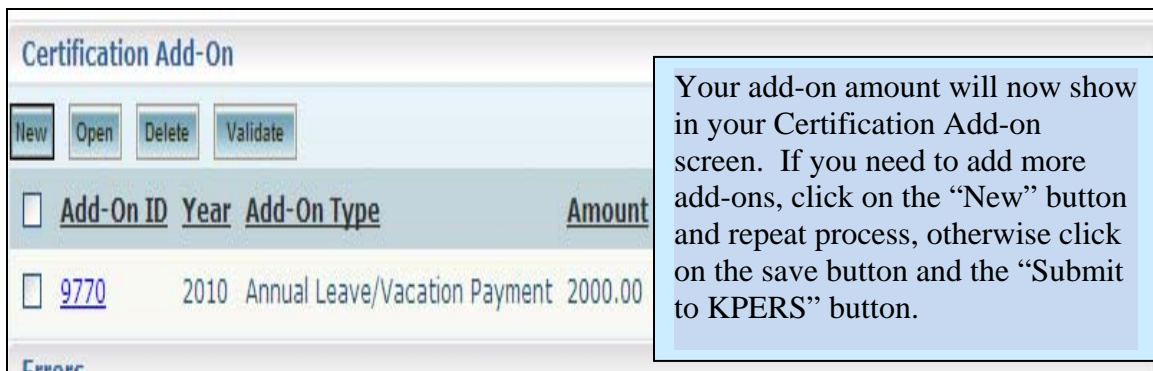


The screenshot shows the 'Certification Add-On' interface. At the top, there are four buttons: 'New', 'Open', 'Delete', and 'Validate'. The 'New' button is circled in blue. Below the buttons is a table header with columns: 'Add-On ID', 'Year', 'Add-On Type', 'Amount', 'Valid?', and 'Comments'. The table currently contains no records, with the text 'No records to display' below the header. At the bottom, there is an 'Errors' section.

- Under the Certification Add-On screen, click on the “New” button
- Enter your add-on information (year, type of add-on using drop-down box, amount of add-on)
- Click on the “Save” button
- Click on the return arrow, which will take you back to your Certification Add-On screen.
- If you need to enter additional type of add-on amounts (vacation leave, etc.), click on the “New” button to open a new add-on screen and repeat the process.



The screenshot shows the 'Certification Add-On' interface. At the top, there are two buttons: 'Save' and 'Refresh'. The 'Save' button is circled in blue. Below the buttons, there is a form with the following fields: 'Add-On Type' (a dropdown menu showing 'Annual Leave/Vacation Payment') and 'Amount' (a text box containing '2000.00'). A blue text box with a yellow return arrow at the top of the page contains the following instructions: 'Enter year, add-on type and amount and click on the “Save” button. Click on the yellow return arrow at top of page.'



The screenshot shows the 'Certification Add-On' interface. At the top, there are four buttons: 'New', 'Open', 'Delete', and 'Validate'. The 'New' button is circled in blue. Below the buttons is a table with the following columns: 'Add-On ID', 'Year', 'Add-On Type', and 'Amount'. The table contains one record: '9770', '2010', 'Annual Leave/Vacation Payment', and '2000.00'. A blue text box with a yellow return arrow at the top of the page contains the following instructions: 'Your add-on amount will now show in your Certification Add-on screen. If you need to add more add-ons, click on the “New” button and repeat process, otherwise click on the save button and the “Submit to KPERS” button.'

Certification (v-letter) – School

Position at Retirement : Contract end date :

Members cannot retire until all compensation is paid. Provide the following for all staff:

Is this member paid in 9,10, or 12 monthly installments?

If paid in 12 monthly installments, will the summer checks be paid in June via a lump sum?

How was the employee paid in the previous school year?

Is this a licensed position as defined by the state department of education?

Membership Date : 8/1/1979

Comments :

Certification Details

- Employee is a teacher with a contract end date of August 31.
- Type in school position of employee
- Enter contract end date
- From “drop-down” choose how compensation is paid
- Teacher may retire as early as June 1 only if all work on contract is complete prior to June 1
- KPERS contributions are deducted from January through May 31
- KPERS cannot be deducted from the June, July or August school checks
- KPERS cannot be deducted from unused sick leave and or vacation leave paid to the teacher

Click on the “New” button under Certification Details and enter information.

Year : Contribution Type :

Department :

Begin Date : End Date :

Employee Contribution : Buy Back Factor :

If member has completed their contract and is eligible for add-ons, please complete the add-on information.

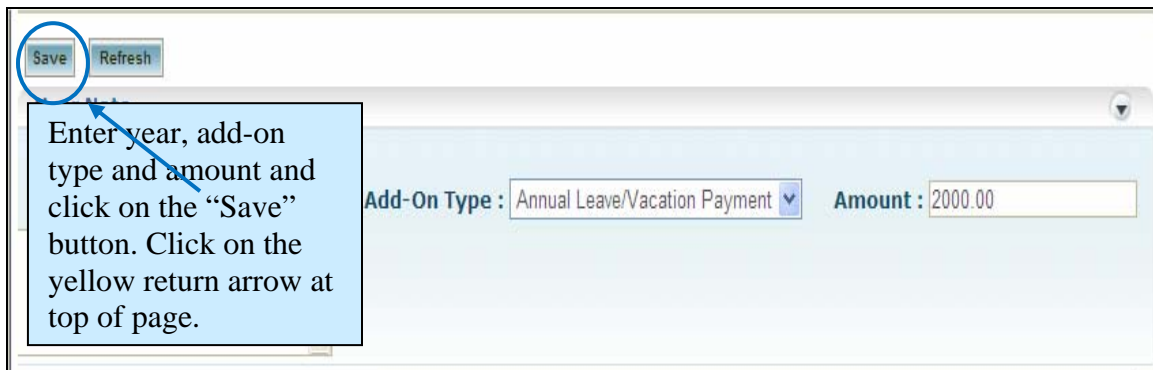
Entering Add-On totals

If the employee has a membership date prior to July 1, 1993 or the employee was in their “Year of Service” prior to July 1, 1993, the member may use lump sum pay for sick leave, annual leave, etc.)

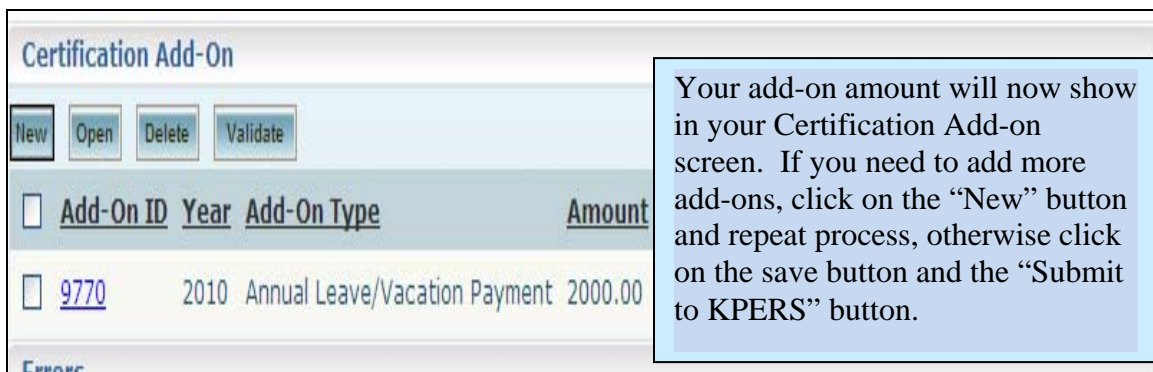


The screenshot shows the 'Certification Add-On' window. At the top, there are four buttons: 'New', 'Open', 'Delete', and 'Validate'. The 'New' button is circled in blue. Below the buttons is a table header with columns: 'Add-On ID', 'Year', 'Add-On Type', 'Amount', 'Valid?', and 'Comments'. The table is currently empty, displaying 'No records to display'. At the bottom, there is an 'Errors' section.

- Under the Certification Add-On screen, click on the “New” button
- Enter your add-on information (year, type of add-on using drop-down box, amount of add-on)
- Click on the “Save” button
- Click on the return arrow, which will take you back to your Certification Add-On screen.
- If you need to enter additional type of add-on amounts (vacation leave, etc.), click on the “New” button to open a new add-on screen and repeat the process.



The screenshot shows the 'Certification Add-On' window with the 'Save' button circled in blue. A text box on the left contains the following instructions: 'Enter year, add-on type and amount and click on the “Save” button. Click on the yellow return arrow at top of page.' The main form area shows 'Add-On Type' set to 'Annual Leave/Vacation Payment' and 'Amount' set to '2000.00'. There is a yellow return arrow at the top of the page.



The screenshot shows the 'Certification Add-On' window with the 'New' button circled in blue. A text box on the right contains the following instructions: 'Your add-on amount will now show in your Certification Add-on screen. If you need to add more add-ons, click on the “New” button and repeat process, otherwise click on the save button and the “Submit to KPERS” button.' The main form area shows a table with one record: '9770', '2010', 'Annual Leave/Vacation Payment', and '2000.00'. There is a yellow return arrow at the top of the page.

KPERS Early Retirement Factor Table

NUMBER OF MONTHS BELOW AGE <u>62</u>	EARLY FACTOR	NUMBER OF MONTHS BELOW AGE <u>62</u>	EARLY FACTOR	NUMBER OF MONTHS BELOW AGE <u>62</u>	EARLY FACTOR
1	.998	29	.922	57	.754
2	.996	30	.916	58	.748
3	.994	31	.910	59	.742
4	.992	32	.904	60 Age 57	.736
5	.990	33	.898	61	.730
6	.988	34	.892	62	.724
7	.986	35	.886	63	.718
8	.984	36 Age 59	.880	64	.712
9	.982	37	.874	65	.706
10	.980	38	.868	66	.700
11	.978	39	.862	67	.694
12 Age 61	.976	40	.856	68	.688
13	.974	41	.850	69	.682
14	.972	42	.844	70	.676
15	.970	43	.838	71	.670
16	.968	44	.832	72 Age 56	.664
17	.966	45	.826	73	.658
18	.964	46	.820	74	.652
19	.962	47	.814	75	.646
20	.960	48 Age 58	.808	76	.640
21	.958	49	.802	77	.634
22	.956	50	.796	78	.628
23	.954	51	.790	79	.622
24 Age 60	.952	52	.784	80	.616
25	.946	53	.778	81	.610
26	.940	54	.772	82	.604
27	.934	55	.766	83	.598
28	.928	56	.760	84 Age 55	.592

KPERs – Correctional Early Retirement Factor Tables

NUMBER OF MONTHS BELOW AGE 55 or 60	EARLY FACTOR	NUMBER OF MONTHS BELOW AGE 55 or 60	EARLY FACTOR	NUMBER OF MONTHS BELOW AGE 55 or 60	EARLY FACTOR
1	.998	29	.942	57	.886
2	.996	30	.940	58	.884
3	.994	31	.938	59	.882
4	.992	32	.936	60 Five years	.880
5	.990	33	.934		
6	.988	34	.932		
7	.986	35	.930		
8	.984	36 Three years	.928		
9	.982	37	.926		
10	.980	38	.924		
11	.978	39	.922		
12 One year	.976	40	.920		
13	.974	41	.918		
14	.972	42	.916		
15	.970	43	.914		
16	.968	44	.912		
17	.966	45	.910		
18	.964	46	.908		
19	.962	47	.906		
20	.960	48 Four years	.904		
21	.958	49	.902		
22	.956	50	.900		
23	.954	51	.898		
24 Two years	.952	52	.896		
25	.950	53	.894		
26	.948	54	.892		
27	.946	55	.890		
28	.944	56	.888		

The “Early Factor” applied is 2% for every month the member is under age 55 or age 60.

KPERs Retirement Option Factor Table

Joint Annuitant				Joint Annuitant		
YOUNGER				OLDER		
Joint & ½ (91%) -.4%	Joint & ¾ (87%) -.5%	Joint & Same (83%) -.6%	Years Difference	Joint & Same (83%) +.6%	Joint & ¾ (87%) +.5%	Joint & ½ (91%) +.4%
.906	.865	.824	1	.836	.875	.914
.902	.860	.818	2	.842	.880	.918
.898	.855	.812	3	.848	.885	.922
.894	.850	.806	4	.854	.890	.926
.890	.845	.800	5	.860	.895	.930
.886	.840	.794	6	.866	.900	.934
.882	.835	.788	7	.872	.905	.938
.878	.830	.782	8	.878	.910	.942
.874	.825	.776	9	.884	.915	.946
.870	.820	.770	10	.890	.920	.950
.866	.815	.764	11	.896	.925	.954
.862	.810	.758	12	.902	.930	.958
.858	.805	.752	13	.908	.935	.962
.854	.800	.746	14	.914	.940	.966
.850	.795	.740	15	.920	.945	.970
.846	.790	.734	16	.926	.950	.974
.842	.785	.728	17	.932	.955	.978
.838	.780	.722	18	.938	.960	.982
.834	.775	.716	19	.944	.965	.986
.830	.770	.710	20	.950	.970	.990
.826	.765	.704	21	.956	.975	.994
.822	.760	.698	22	.962	.980	.998
.818	.755	.692	23	.968	.985	1.00