

Period of Service Letter

Each year Period of Service Letters are sent to all employers requesting payroll information for each department used for KPERS contribution reporting. This information must be correct since it affects the crediting of service for retirement purposes. The following are compared to the Period of Service letter for allocation of service credit.

- Employee's Enrollment
- Withdrawal applications
- KPERS-60 (Report of Disability)
- KPERS-61 (Report of Death)
- Adjustments to previous year
- Cerifications for retirement
- Annual Reports
- Service credit purchases

Copy of letter

Your office must verify the following information for each department used for KPERS contribution reporting. This information must be correct as it affects the crediting of service for retirement. If these projections are correct and includes all currently used departments, no response is necessary. If information is incorrect, make the necessary changes and return to this office by September 23, 2009 or earlier. If you have multiple departments, which have the same period of earned time for each person, they may be lumped into one line with a blank department.

Based on the 2009 payroll data provided, our office has projected the following information for the reporting year of 2010. These dates should reflect the actual days the employees earned these contributions. If you do not use standard payroll periods for a department, please correct beginning and ending dates for each quarter and for each department.

Dept.	1 st check date	1 st check payroll period	No of pay periods	1st Qtr.	2 nd Qtr	3 rd Qtr	4 th Qtr
	1/15/2010	1/1/2010- 1/15/2010	24	1/1/2010- 3/31/2010	4/1/2010- 6/30/2010	7/1/2010- 9/30/2010	10/1/2010- 12/31/2010

Should you change your payroll periods, you may send a letter or e-mail at anytime with the changes.