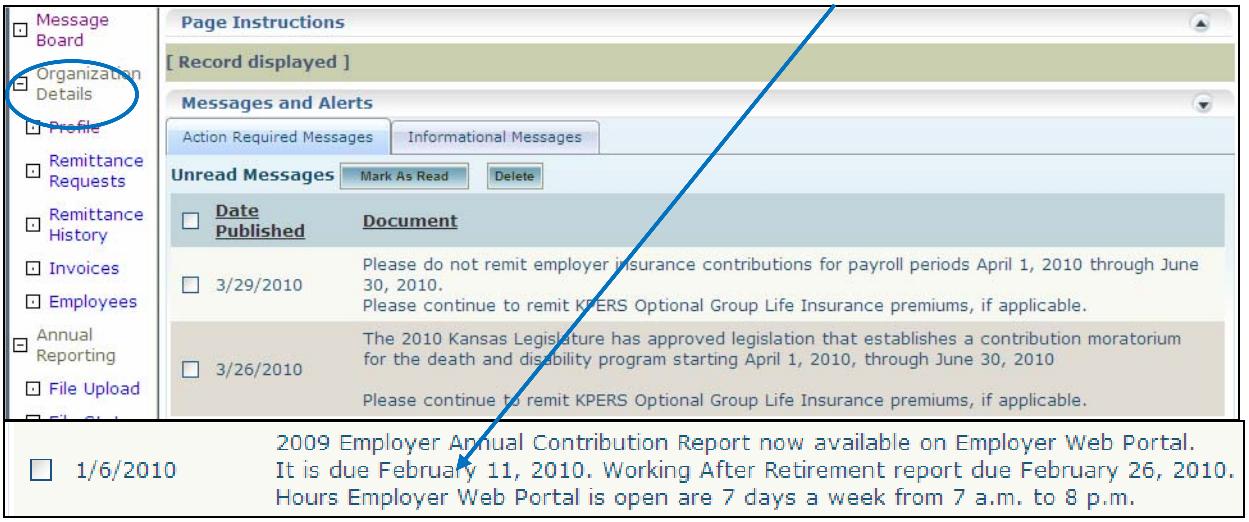
Annual Reporting

Each year in December or the first part of January, you will receive a message on your “Message Board” under “Action Required” messages that your Employer Annual Contribution Report is available for review. You cannot click on the message to access your report.



You may complete your Annual Reporting using one of the following methods:

Single Payroll Detail Entry

- Individually enter payroll information for each employee.
- Suggested for agencies with less than 50 employees

Upload pre-created File using a KPERS download Stub

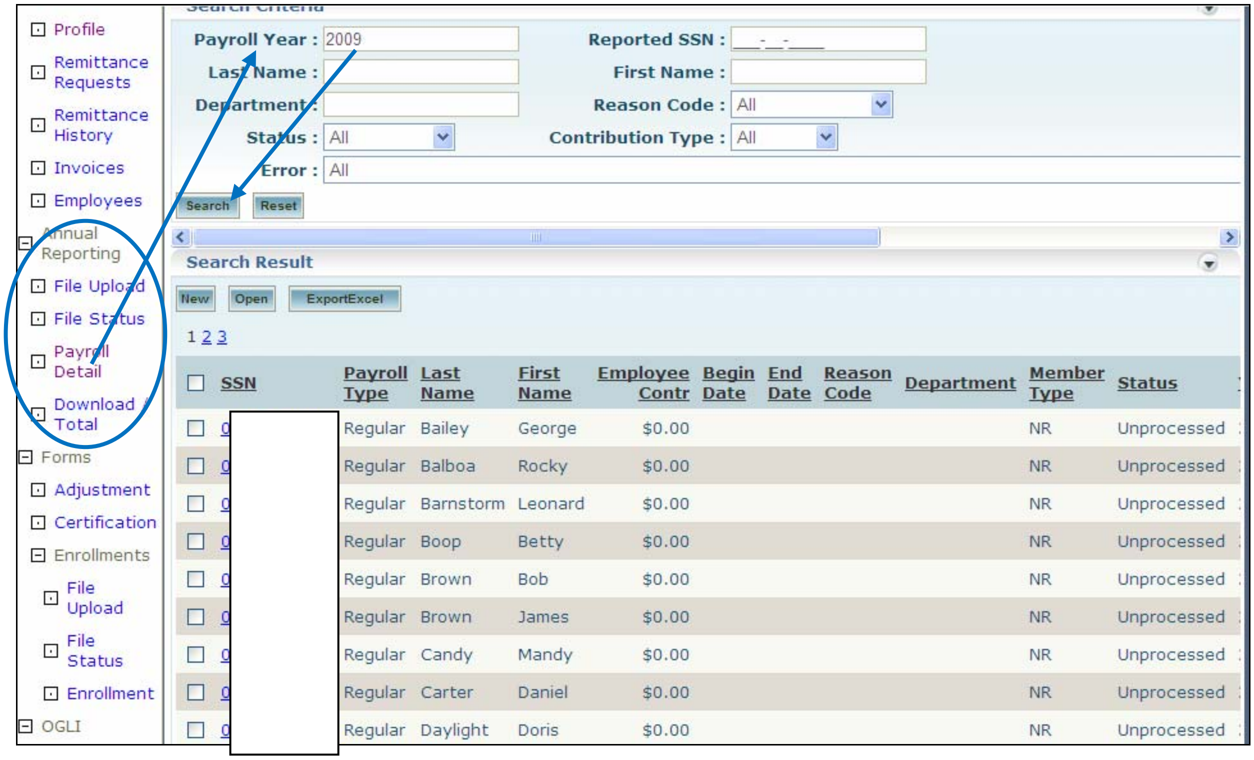
- Do all your data entry offline, then upload file to the employer portal.
- Suggested for medium-sized agencies (25 to 100 employees)

Upload Pre-created File using Employer Payroll System

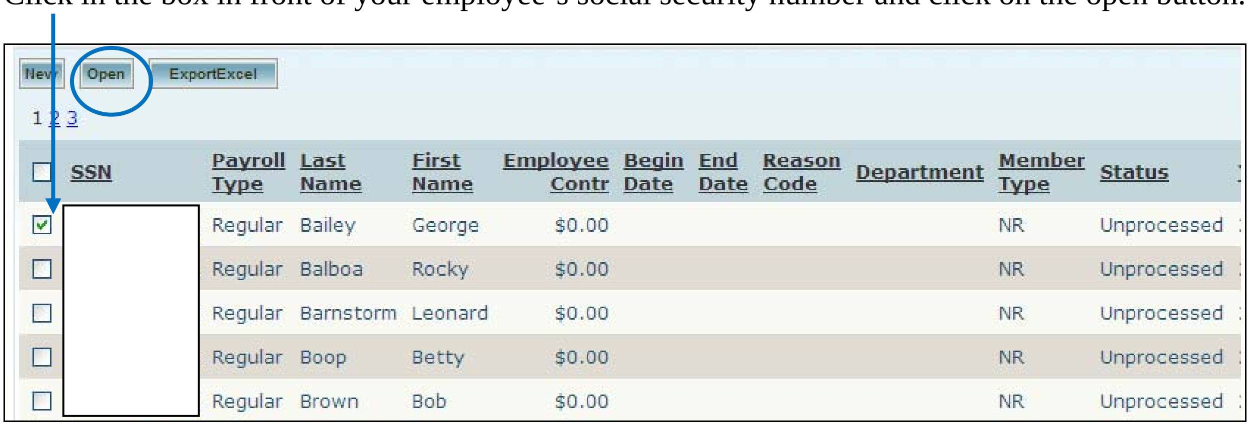
- This method is most useful for large agencies.
- Use your payroll system or other sources to create an annual report file that requires no data entry from you. You will need to upload to the employer portal.
- Suggested for agencies with more than 100 employees.

Single Payroll Detail

You will need to go to the Annual Reporting section on your sidebar. Click on Payroll Detail. Enter the payroll year and click on the search button to bring up all your employees on your annual report.

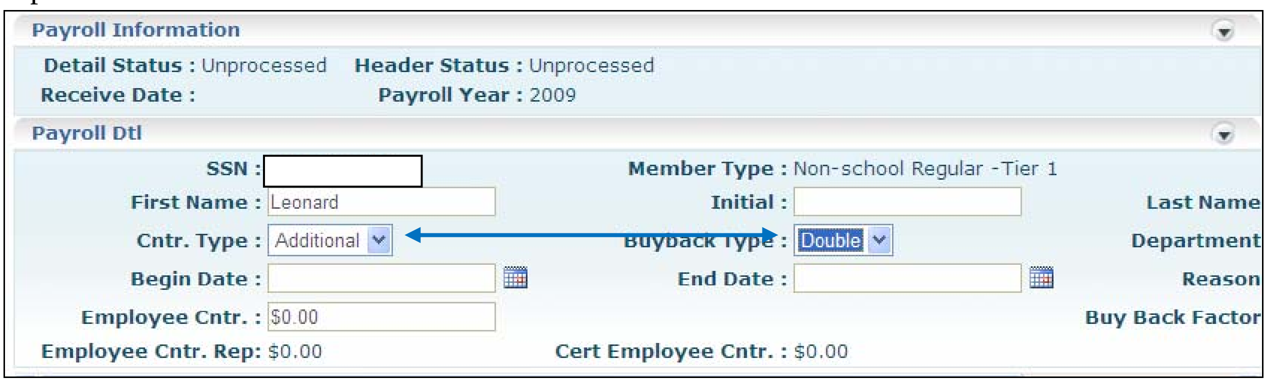


Click in the box in front of your employee's social security number and click on the open button.



Enter employee's payroll information. When finished entering payroll information, click on the "Save and Validate" button and repeat process for all your employees.

If your employee is in the process of doing a payroll deduction for the year you are reporting, their name will be on your report twice. You must report the buyback contributions on a separate record.



Change the contribution type using the drop down box to “Additional”. Click on the buyback type using the drop down box as Double or Triple. When finished enter information, click on the “Save and Validate” button.

Upload Pre-created File using Employer Payroll System

- Detailed instructions along with a video in the Help Section on the Employer Web Portal.

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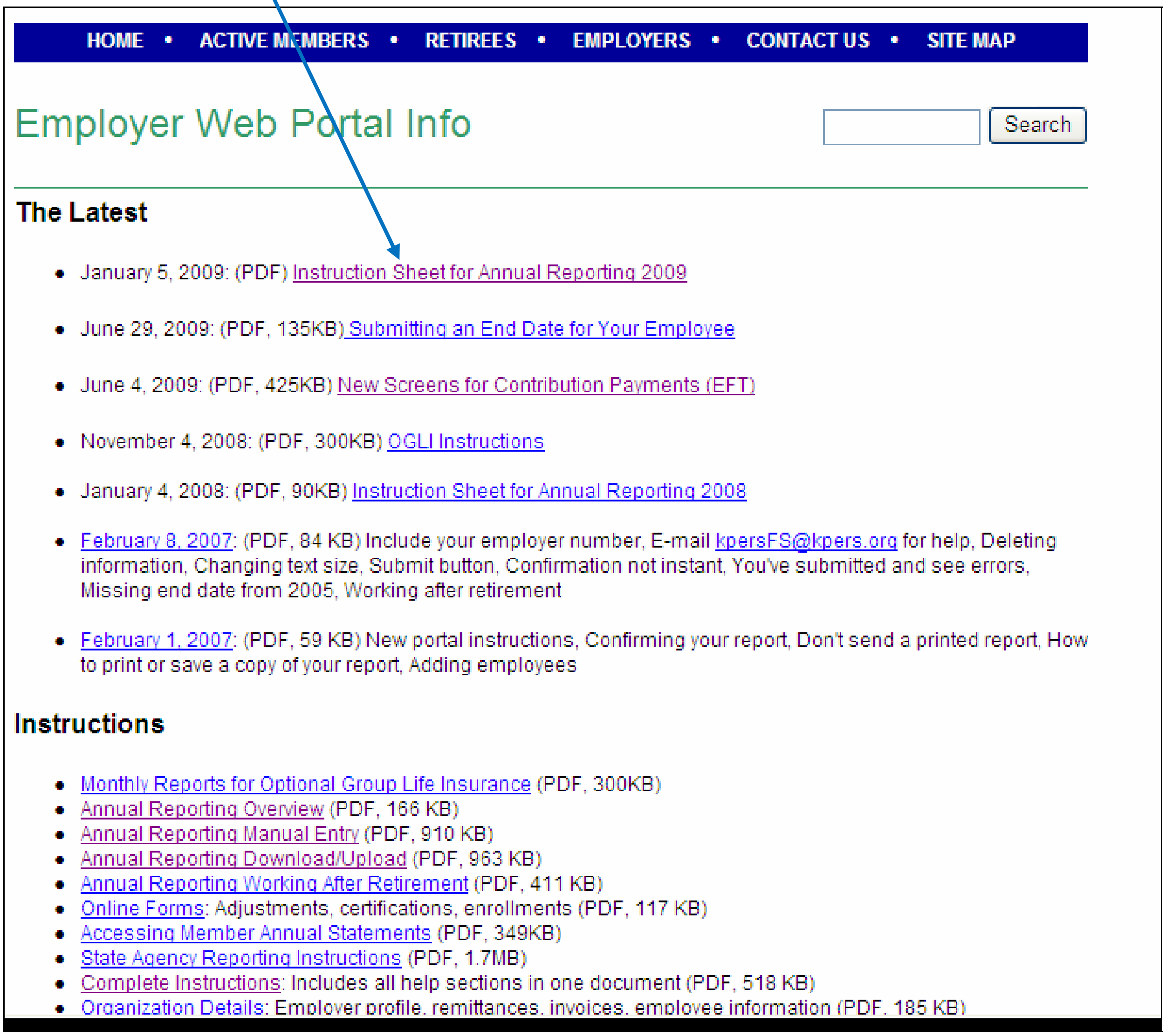
Additional Help with Instructions

You may log onto the KPERS Website at www.kpers.org. Click on “Affiliation Employer”.

You may view the latest Employer Web Portal information, which includes instructions on how to complete your annual report, etc.



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Employer Web Portal Info

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The Latest

- January 5, 2009: (PDF) Instruction Sheet for Annual Reporting 2009
- June 29, 2009: (PDF, 135KB) Submitting an End Date for Your Employee
- June 4, 2009: (PDF, 425KB) New Screens for Contribution Payments (EFT)
- November 4, 2008: (PDF, 300KB) OGLI Instructions
- January 4, 2008: (PDF, 90KB) Instruction Sheet for Annual Reporting 2008
- February 8, 2007: (PDF, 84 KB) Include your employer number, E-mail kpersFS@kpers.org for help, Deleting information, Changing text size, Submit button, Confirmation not instant, You've submitted and see errors, Missing end date from 2005, Working after retirement
- February 1, 2007: (PDF, 59 KB) New portal instructions, Confirming your report, Don't send a printed report, How to print or save a copy of your report, Adding employees

Instructions

- Monthly Reports for Optional Group Life Insurance (PDF, 300KB)
- Annual Reporting Overview (PDF, 166 KB)
- Annual Reporting Manual Entry (PDF, 910 KB)
- Annual Reporting Download/Upload (PDF, 963 KB)
- Annual Reporting Working After Retirement (PDF, 411 KB)
- Online Forms: Adjustments, certifications, enrollments (PDF, 117 KB)
- Accessing Member Annual Statements (PDF, 349KB)
- State Agency Reporting Instructions (PDF, 1.7MB)
- Complete Instructions: Includes all help sections in one document (PDF, 518 KB)
- Organization Details: Employer profile, remittances, invoices, employee information (PDF, 185 KB)