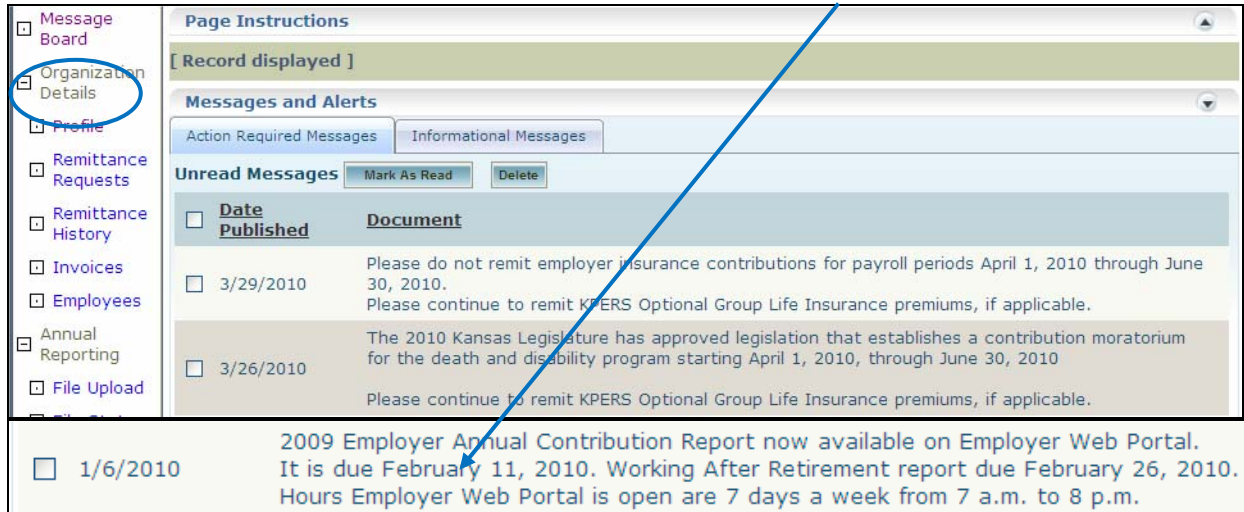


Annual Reporting

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.



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes items like 'Message Board', 'Organization Details', 'Profile', 'Remittance Requests', 'Remittance History', 'Invoices', 'Employees', 'Annual Reporting', and 'File Upload'. The 'Message Board' item is selected. The main content area is titled 'Page Instructions' and shows '[Record displayed]'. Below this is a section for 'Messages and Alerts' with tabs for 'Action Required Messages' and 'Informational Messages'. The 'Action Required Messages' tab is active, showing a table of unread messages. The table has columns for 'Date Published' and 'Document'. The first message is dated 3/29/2010 and contains text about not remitting employer insurance contributions. The second message is dated 3/26/2010 and contains text about the 2010 Kansas Legislature's contribution moratorium. A blue arrow points from the 'Action Required Messages' tab to the first message. Below the table is a summary message dated 1/6/2010 stating that the 2009 Employer Annual Contribution Report is now available on the Employer Web Portal, due February 11, 2010, and that the portal is open 7 days a week from 7 a.m. to 8 p.m.

Date Published	Document
3/29/2010	Please do not remit employer insurance contributions for payroll periods April 1, 2010 through June 30, 2010. Please continue to remit KPERS Optional Group Life Insurance premiums, if applicable.
3/26/2010	The 2010 Kansas Legislature has approved legislation that establishes a contribution moratorium for the death and disability program starting April 1, 2010, through June 30, 2010 Please continue to remit KPERS Optional Group Life Insurance premiums, if applicable.

1/6/2010 2009 Employer Annual Contribution Report now available on Employer Web Portal. It is due February 11, 2010. Working After Retirement report due February 26, 2010. Hours Employer Web Portal is open are 7 days a week from 7 a.m. to 8 p.m.

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.

Search Criteria

Payroll Year : 2009 Reported SSN : - - -
Last Name : First Name :
Department : Reason Code : All
Status : All Contribution Type : All
Error : All

Search Reset

Search Result

New Open ExportExcel

SSN	Payroll Type	Last Name	First Name	Employee Contr	Begin Date	End Date	Reason Code	Department	Member Type	Status
<input type="checkbox"/>	Regular	Bailey	George	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Balboa	Rocky	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Barnstorm	Leonard	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Boop	Betty	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Brown	Bob	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Brown	James	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Candy	Mandy	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Carter	Daniel	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Daylight	Doris	\$0.00					NR	Unprocessed

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

New Open ExportExcel

SSN	Payroll Type	Last Name	First Name	Employee Contr	Begin Date	End Date	Reason Code	Department	Member Type	Status
<input checked="" type="checkbox"/>	Regular	Bailey	George	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Balboa	Rocky	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Barnstorm	Leonard	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Boop	Betty	\$0.00					NR	Unprocessed
<input type="checkbox"/>	Regular	Brown	Bob	\$0.00					NR	Unprocessed

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

Save And Validate Refresh Report Totals

Payroll Information

Detail Status : Review Header Status : Unprocessed
 Receive Date : Payroll Year : 2009

Payroll Dtl

SSN : Member Type : Non-school Regular -Tier 1
 First Name : Rocky Initial : J Last Name : Balboa
 Contr. Type : Regular Buyback Type : Department : 01
 Begin Date : End Date : 12/15/2009 Reason : Termination
 Employee Contr. : \$1,750.00 Buy Back Factor : 0.0000
 Employee Contr. Rep: \$1,750.00 Cert Employee Contr. : \$0.00

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.

Payroll Information

Detail Status : Unprocessed Header Status : Unprocessed
 Receive Date : Payroll Year : 2009

Payroll Dtl

SSN : Member Type : Non-school Regular -Tier 1
 First Name : Leonard Initial : Last Name :
 Contr. Type : Additional Buyback Type : Double Department :
 Begin Date : End Date : Reason :
 Employee Contr. : \$0.00 Buy Back Factor :
 Employee Contr. Rep: \$0.00 Cert Employee Contr. : \$0.00

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.

Upload Pre-created File using Employer Payroll System

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

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.



HOME • ACTIVE MEMBERS • RETIREES • EMPLOYERS • CONTACT US • SITE MAP

Employer Web Portal Info

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) [QGLI 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)