

Employer Web Portal  
**Instruction Sheet for Annual Reporting**

Data ready on EWP: January 7, 2008  
Reports due on EWP: February 7, 2008

**Important:** Pre-certified data **cannot** be changed on the report.

**Pre-certified contributions on a withdrawn member**

Amount cannot be changed. The amount should be the same amount that was certified on the KPERS-13, Withdrawal of Contributions form and/or KPERS-101 form. Any discrepancies are refunded to or collected from the withdrawn member/beneficiary by your agency. Contact KPERS for instructions on how to handle these money adjustments.

**Pre-certified contributions on an active death**

Amount cannot be changed. The amount should be the same amount that was certified on the KPERS-61, Employer's Report of a Death. Any discrepancies are refunded to or collected from beneficiaries by your agency. Contact KPERS for instructions on how to handle these money adjustments.

**Pre-certified contributions for retirements**

Amount can be adjusted by completing and submitting a KPERS-17OPT form with the annual contribution report. **Do not** change the contribution report.

**Social security number or name change**

Complete and submit a KPERS-12 form with the corrected information.

**All records should be addressed**

If you have a person listed on your report and you do not have contributions to report, state why. (Examples: Member in non-covered position; member terminated before membership date; VOID KPERS-1 form; etc.) If the person left your agency the previous year and you did not code him or her off, enter the end date and reason code on the report.

**Current year terminations**

Be sure to provide the last day on the payroll and termination code for those employees who terminated in the same year as the report. **Teachers should be coded 08-31-07** (last day of the contract). *Exception: If they retired July or August of current year.*

**Current year return to payroll**

An employee who left the payroll and returned to the payroll in the same year must have the contributions reported for each period of employment with the appropriate beginning and ending dates and code. This employee should be listed on the report twice for each employment period.

**Employees not on the report**

Any employee who is in a KPERS covered position, and contributions have been deducted, should be added to the additions page on a paper report or added as a new record on the KPERS web portal Annual Reporting **and** the agency must complete and submit a KPERS-1, Report of Member Status, form with the annual contribution report.

**KPERS-17EPD forms**

If your agency completed a KPERS-17EPD (Employer Paid) form that affects the contributions for the 2007 reporting year, please enter the beginning date KPERS contributions were actually deducted from the employee's pay. This allows the computer system to spread the employee paid contributions over the appropriate quarters.

**Optional group life insurance and first day coverage amounts**

Optional group life insurance and first day coverage amounts are **not** to be included on this report.

**KPERS-17 adjustments**

Monies remitted for KPERS-17 adjustments for prior years should **not** be included on this report.

The annual contribution report should be signed by the designated agent or an appropriate additional signer and submitted by **February 7, 2008**. Questions: Contact the KPERS Information line toll free at 1-888-275-5737 or [kpersfs@kpers.org](mailto:kpersfs@kpers.org).