Annual Reporting

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In this section you'll learn everything you need to know about submitting your annual report using the KPERS EWP.

What reporting options are available to me? What new errors will I have to resolve on my annual report? What's the difference between submitting my annual report using the old annual web contribution reporting system and the Employer Web Portal? In this section, you'll learn how to adequately prepare for completing your annual report and how to use the EWP in making choices that meet your work style and preferences. This section includes what you'll need before beginning and detailed process steps.

General Information

To accommodate multiple work styles and preferences, the employer web portal offers three different reporting methods. You can choose which method to use to complete your annual report based on the tools and resources available to you, as well as personal preferences and comfort levels. The methods available to you are as follows:

Method Name & Description:	Advantages:	Suggested for:
Single Payroll Detail Entry *Description: Login to the portal and individual enter payroll details for each employee.*	-Resolve errors on the spot OR save and resolve later -No time spent waiting to upload or download file -No other files to manage -Have someone else data enter and search for only records with errors to resolve	Agencies with less than 50 employees
Upload Pre-Created File using Personal File *Description: Create your own annual report file using the appropriate file format and upload to the portal.*	-Use your payroll system or other resources to create an annual report file that requires no data entry from you - Search for only records with errors to resolve	Agencies with more than 100 employees Agencies with the resources to create a Personal File
Upload Pre-Created File using Downloaded Stub *Description: Download a stub record (looks like a blank paper report) and do all your data entry offline. Then upload the file to the portal.*	-Do all your data entry offline -No need to waste time navigating through records -Leave and return to your work as you please	Agencies with between 25-100 employees Agencies without the resources to create a Personal File

Choose whichever reporting method is best for you and change your choice from year to year based on current circumstances and past experiences. The detailed instructions for each method are to follow later in this section.

Method 1 - Payroll Detail Entry

In this section you'll learn the process for completing your annual report using the payroll detail entry method. This method is also imperative to know for all other annual reporting methods because you will view and resolve errors for each payroll detail (line) by using this method.

What You'll Learn

-How to complete your annual report using the payroll detail entry method
-How to find and resolve errors for all reporting methods

Before You Start

This method is best suited for agencies under 50 employees.

Option 1 : Immediately Resolve Errors
Quick Steps

1. Site Menu < Annual Reporting: Payroll Detail
2. Search for Details
3. Open record
4. Enter data in all required fields (Note: some data is pre-populated such as SSN and name)
5. Click the 'Save And Validate' button
6. View Errors tab and resolve any errors
7. Click the 'Save And Validate' tab
8. Repeat 6-7 until all errors resolved

NOTE: When you've completed this process, navigate the the 'Download / Total' screen, enter your totals, and submit your report (the submit button is only present if the Annual Report is valid).

Detailed Flow

1. Site Menu < Annual Reporting: Payroll Detail : Navigate to the 'Payroll Detail Lookup' screen from the Site Menu under the Annual Reporting heading.

2. Search for Details : Search for the payroll detail you would like to complete by entering search criteria into the criteria fields and clicking the 'Search' button OR click 'Search' to see all payroll detail records and navigate using the 'Next' and 'Previous' button.

3. Open record : Open the desired record(s) by clicking the check box and then clicking the 'Open' button.

4. Enter data in all required fields : Enter data in all required fields. (Note: some data is pre-populated such as SSN and name)

5. Click the 'Save And Validate' button : Click the 'Save And Validate' button to save all the data you have entered.

6. View Errors tab and resolve any errors : View the 'Errors' tab and resolve any errors present.

7. Click the 'Save And Validate' tab : Click the 'Save And Validate' tab

8. Repeat 6-7 until all errors resolved : Repeat 6-7 until all errors are resolved.

Option 1: Immediately Resolve Errors Graphical Representation

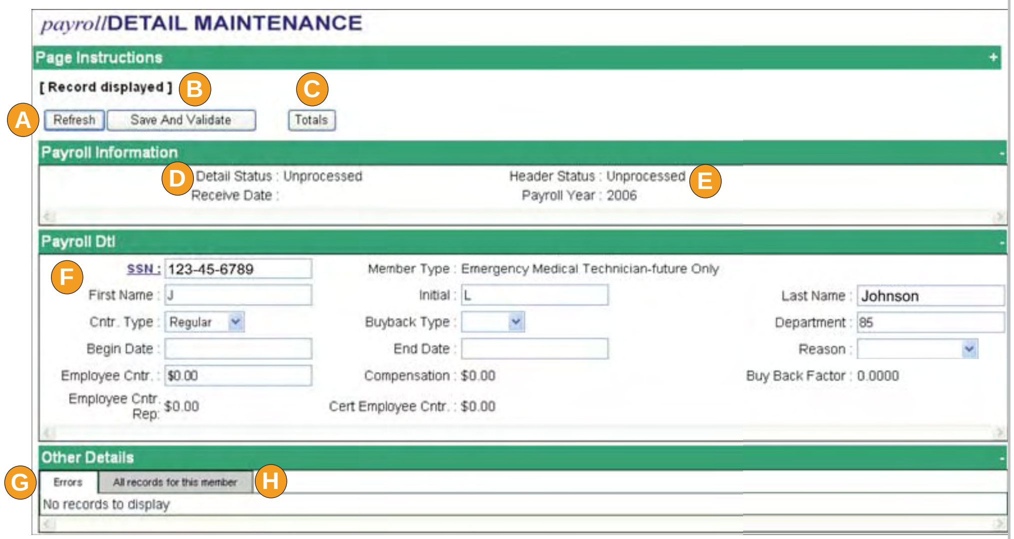

Figure 11 Immediately Resolve Errors

Figure 11 A - **'Refresh' Button:** Clicking this button will refresh all the data you have already entered and not saved.

Figure 11 B - **'Save And Validate' Button:** Clicking this button will save all data that you previously entered and validate the record to see if errors exist or have been resolved.

Figure 11 C - **'Totals' Button:** Clicking this button will navigate you to the 'Download / Total' screen where you can view and enter totals for your annual report.

Figure 11 D - **Detail Status:** This is the status of this particular detail record. The statuses can be the following:

- **Unprocessed:** The record was created by the system, but you have not entered any data into it yet.
- **Processed:** The entire annual report was submitted and this detail was successfully processed.
- **Review:** You have begun entering data into the record and have successfully saved at least once, but errors exist that need to be resolved. You will be unable to submit your annual report until all Detail Statuses are Valid.
- **Valid:** You have entered all the data into the record and have successfully saved at least once. There are no errors to be resolved and the record is pending your submission of your annual report.

Figure 11 E - **Header Status:** This is the status of the totals page. Once this status is valid you can submit your annual report. Once this status is processed you have completed your reporting for the year.

Figure 11 F - **Pre-Populated Information:** As with any other kind of stub record, the system pre-populated the record with the information that KPERS currently has documented. This includes all your employee's names, SSNs, and current departments. All of the information on the 'Payroll Detail' stub record is based on the most current enrollment (K-1).

Figure 11 G - **'Errors' Tab:** Review and resolve any issues with the data you entered in the 'Errors' panel. If you resolve an error, you must click the 'Save' button to refresh the list of current errors.

Figure 11 H - **'All Records for this Member' Tab:** Review and navigate to other payroll details for this employee including buy backs.

Option 2 : Complete All Data Entry Before Resolving Errors Quick Steps

1. Site Menu < Annual Reporting: Payroll Detail
2. Search for Details
3. Open multiple records simultaneously
4. Enter data in all required fields (Note: some data is pre-populated such as SSN and name)
5. Click the ‘Save and Next’ button
6. Repeat 4-5 until all data entry is complete
7. Site Menu < Annual Reporting: Payroll Detail
8. Search for Details in ‘Review’ status
9. Open records (either one at a time or multiple records)
10. View Errors tab and resolve any errors
11. Repeat 8-10 until all errors are resolved.

NOTE: When you’ve completed this process, navigate the the ‘Download / Total’ screen, enter your totals, and submit your report (the submit button is only present if the Annual Report is valid).

Detailed Flow

1. Site Menu < Annual Reporting : Payroll Detail : Navigate to the ‘Payroll Detail Lookup’ screen from the Site Menu under the Annual Reporting heading.

2. Search for Details : Search for the payroll detail you would like to complete by entering search criteria into the criteria fields and clicking the ‘Search’ button OR click ‘Search’ to see all payroll detail records and navigate using the ‘Next’ and ‘Previous’ button.

3. Open multiple records simultaneously : Click the check box located in the results grid heading so that all check boxes visible become checked and then click the ‘Open’ button.

4. Enter data in all required fields : Enter data in all required fields. (Note: some data is pre-populated such as SSN and name)

5. Click the ‘Save and Next’ button : Click the ‘Save and Next’ button located at the top of the screen to save the data you’ve entered and move to the next record without viewing errors.

6. Repeat 4-5 until all data entry is complete : Repeat 4-5 until all data entry is complete

7. Site Menu < Annual Reporting : Payroll Detail : Navigate to the ‘Payroll Detail Lookup’ screen from the Site Menu under the Annual Reporting heading.

8. Search for Details in ‘Review’ status : In the “Status” field drop down box, choose ‘Review’ and click the ‘Search’ button.

9. Open records (either one at a time or multiple records) : Check the check box next to the desired record and then click the ‘Open’ button; OR click the record link; OR click the check box located in the results grid heading so that all check boxes are checked and click the ‘Open’ button.

10. View Errors tab and resolve any errors : View the ‘Errors’ tab and resolve any errors present.

11. Repeat 8-10 until all errors are resolved : Repeat 8-10 until all errors are resolved

Complete All Data Entry Before Resolving Errors Graphical Representation

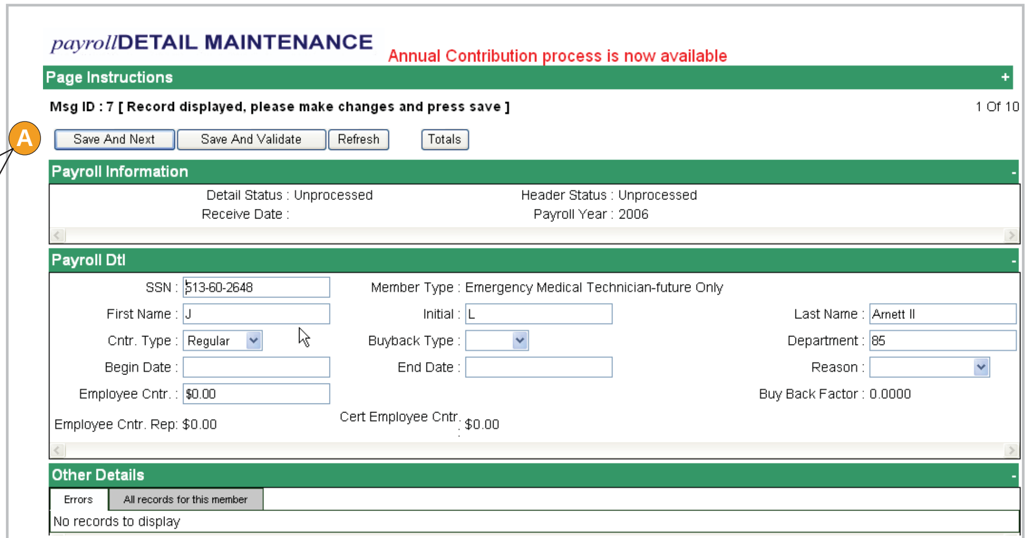

Figure 12 Complete All Data Entry Before Resolving Errors

Tech Tip

After you've completed your data entry for a payroll detail, typing the enter button on your keyboard will have the same affect as clicking the 'Save and Next' button.

Figure 12 A - **'Save and Next' Button:** Clicking this button will save all the information that you've entered and navigate you to the next record without showing you any errors.

NOTE: Refer to Figure 11 for all other screen elements on this screen.

Method 2 - Upload Pre-Created File Using Personal File

In this section you'll learn the process for uploading a pre-created annual report file. A pre-created file is a file you created on your own without help from KPERS using a payroll or other sub-system provided at your organization. This method is most useful for large agencies who would find it difficult to do a lot of data entry; although any sized agency can create their own annual report file and upload it to the Employer Web Portal.

What You'll Learn

-How to upload an annual report file
-How to check the status of an annual report file you've already uploaded

Before You Start

This year's file format has not changed. If you have used the upload file method in the past, you can continue to use the same format.

Quick Steps

1. Site Menu < Annual Reporting: Click 'File Upload'
2. Click 'Browse'
3. Choose file < Click 'Open'
4. View file name
5. Click 'Upload File'

Detailed Flow

1. Site Menu < Annual Reporting: Click 'File Upload' : From the Site Menu, navigate to the 'File Upload' link under the Annual Reporting heading.

2. Click 'Browse' : The File Upload screen displays. Click the 'Browse' button to locate the file from your
personal computer.

3. Choose file < Click 'Open' : Find the file and click the 'Open' button.

4. View file name : The file name appears in the upload file text box.

5. Click 'Upload File' : Click the 'Upload File' button.

After Upload

Once the upload is complete the system will process the file. You may navigate away from the screen or logout of the portal while the system is processing. Within 24 hours of uploading the file, you will receive a message that the file was processed. If there are errors within the file, you must navigate to the payroll detail and resolve. Please see the 'Check File Status' section of this manual for more information.

Upload Pre-Created File Using Personal File Graphical Representation

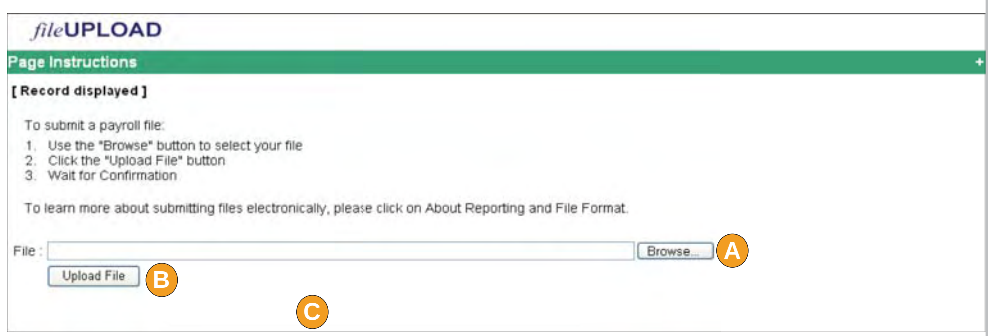

Figure 13 File Upload

Figure 13 A - **'Browse' Button:** Clicking this button will open a prompt to select a file. Find your file on your personal computer and click the 'Open' button.

Figure 13 B - **'Upload File' Button:** After you've browsed for and opened your annual report file, clicking this button will upload the file to KPERS.

Figure 13 C - **Success Message:** After you have successfully uploaded your annual report file, you will view a success message here. Please ensure you receive this message to confirm a successful upload.

Upload Troubleshooting

If you upload a file and see that it created 2 payroll details for a reason other than a buy-back during the payroll year, please contact KPERS to get the extra record deleted. This is most-likely due to the begin date from the KPERS-1 and the begin date from the uploaded file not matching.

Method 3 - Upload Pre-Created File Using Downloaded Stub

In this section you'll learn how to download a file that contains all the information KPERS currently has documented to use to create your annual report. Downloading a file with pre-populated data means less data entry for you; although you will still have to data enter the missing information (i.e. contributions, etc.). This method is best for those you do not have access to high-speed internet because you can perform all data entry offline and simply upload the file when you're done or for medium size agencies; although, any size agency can use this method.

What You'll Learn

-How to download a file with pre-populated annual report data from the portal
-How to upload your completed annual report file to the portal

Before You Start

This method is best suited for mid-sized agencies (50-500 employees) or large agencies (over 500 employees) that don't have access

Quick Steps

1. Site Menu < Annual Reporting: Click 'Download / Totals'
2. Click 'Download File'
3. Choose location
4. Complete data entry
5. Site Menu < Annual Reporting: Click 'File Upload'
6. Click 'Browse'
7. Choose file < Click 'Open'
8. View file name
9. Click 'Upload File'
10. Within 24 hours, receive notification regarding the status of your file (via the Message Board) OR check your file status (See the Check File Status information immediately following this section).

Detailed Flow

If you wish to download a stub file and modify by filling in the blank information, follow these steps:

1. Site Menu < Annual Reporting: Click 'Download / Totals' : Navigate to the Download / Total Page in one of two ways:

a. From the site menu, navigate to the 'Download / Total Page' link under the Annual Reporting heading (to get current year only)
b. From the Employer Profile screen, navigate to the payroll tab and click on the desired year (to get all years)

2. Click 'Download File' : Click the 'Download File' button.

3. Choose location : In the prompt dialogue box, choose where you would like to save the file and click the 'Save' button.

4. Complete data entry : Complete your annual report data entry

5. Site Menu < Annual Reporting: Click 'File Upload' : From the Site Menu, navigate to the 'File Upload' link under the Annual Reporting heading.

6. Click 'Browse' : The File Upload screen displays. Click the 'Browse' button to locate the file from your personal computer.

7. Choose file < Click 'Open' : Find the file and click the 'Open' button.

8. View file name : The file name appears in the upload file text box.

9. Click ‘Upload File’ : Click the ‘Upload File’ button.

After Upload

Once the upload is complete the system will process the file. You may navigate away from the screen or logout of the portal while the system is processing. Within 24 hours of uploading the file, you will receive a message that the file was processed. If there are errors within the file, you must navigate to the payroll detail and resolve. Please see the ‘Check File Status’ section of this manual for more information. Once the file has been processed, you can begin working on error resolution of the payroll details.

Check File Status (for Methods 2 & 3)

After uploading your annual report to the Employer Web Portal, you can check on the status of your report by navigating to the Site Menu under Annual Reporting and clicking the ‘File Status’ link. You are not required to check the status of your report as the Message Board will notify you when your file has completed processing and if there are any errors to resolve; however, if you wish to know where your file is in the process, please refer to the status definitions below.

What You’ll Learn

- How to check the status of a file you’ve uploaded
- What each file status means

Before You Start

Remember that you are not required to check the status of your file because the communication through your Message Board will alert you to when the file has completed processing and if there are errors to resolve. Please see Appendix B File Status Reference for more information.

Quick Steps

1. Site Menu < Annual Reporting: Click File Status
2. Search
3. View Results

Detailed Flow

1. Site Menu < Annual Reporting : Click File Status : From the Site Menu, navigate to the ‘File Status’ link under the Annual Reporting heading.

2. Search : The ‘File Status’ lookup screen appears. Enter search criteria and click the ‘Search’ button.

3. View Results : In the search results grid, locate the file and view the file status.

File Status Graphical Representation

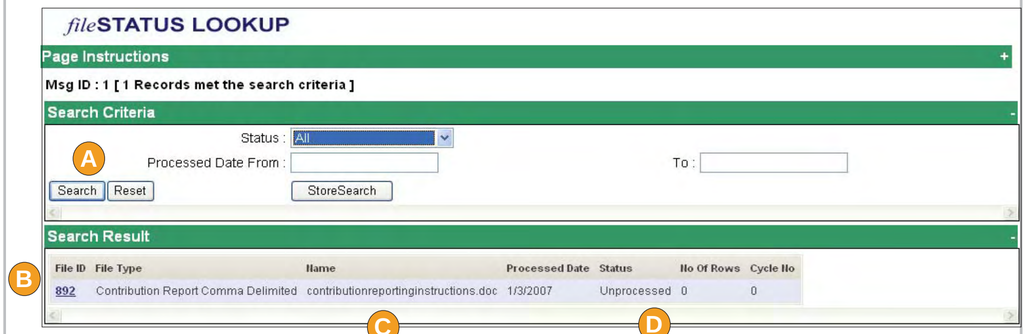

Figure 14 File Status

Figure 14 A - **Search:** Enter search criteria into the provided fields and click the 'Search' button to find a specific file OR simply click the 'Search' button to find ALL files.

Figure 14 B - **Search Results Grid:** After clicking the 'Search' button view the results grid for results.

Figure 14 C - **File Name:** View the file name to ensure you are looking at the correct file.

Figure 14 D - **File Status:** View the file status to see the progress of your file.

Description of Statuses

Ignored
This status is given if the you accidentally upload the wrong file and contact KPERS to asks that the file is ignore so you can upload a different file. The file will only receive this status if you contact KPERS and explicitly ask that the file is ignored.

Processed
This Status is given if the file was uploaded and ran successfully. You may still have errors, warnings or informational messages in the payroll detail record for a particular employee, but file format and other information was read and uploaded.

Processed w/ Warnings
This Status is given if some / most of the file was successfully upload, but a few payroll details / rows may have been ignored. For example, if you put xxx in the contribution field the system may ignore that row or that field depending on the field, but upload the other payroll detail records. For payroll details that were ignored, you will have to navigate to the record (Site Menu < Annual Reporting: Click 'Payroll Detail) and manually enter the ignored information.

Review
This status is given if the Employer Web Portal couldn't read the file at all and nothing from the file is uploaded. You will have to fix the file or make a new file and re-upload to get any information in the system.

Uploaded
This status is given if you have uploaded a file and the Employer Web Portal hasn't done anything with it yet. This is the first status it will be in after a file is uploaded. This means that you have done everything to this point correctly and the file is waiting for processing.

Note: There are a variety of staging statuses as well. These status are a description of what happens to the file between the beginning and ending of processing and will only last a few seconds to a few minutes. It's unlikely you'll run across such statuses.

Once Your Report is Complete (Totals Page)

No matter the method you've used to get your annual report information/data into the system, when you feel you are complete and all payroll detail records are valid, navigate to the 'Download / Total' screen to complete your totals page and submit your report. NOTE: You can also save and print a paper version of your report once you've submitted.

What You'll Learn

In this section you will learn how to complete your totals page using the Employer Web Portal and submit your report. You'll also learn how to save and print a paper version of your report for your own documentation purposes.

Before You Start

Before you can submit your report the payroll header must be at a valid status. To find the status of the payroll header, navigate to the 'Download / Total' screen and view the status. If the status is 'Review,' review and resolve any errors in the 'Errors' panel. If the status is 'Valid' the report is read to be submitted. NOTE: The 'Submit' button is only present when the payroll header status is 'Valid.' If the payroll header status is 'Review' you will NOT see the 'Submit' button.

NOTE: Refer to 'KPERS Employer Reporting Manual found at www.kpers.org under publications in the Designated Agent section for more specific information regarding your totals page.

Quick Steps

1. Complete your annual report using one of the three methods described earlier in this section
2. Navigate to the 'Download / Total' screen
3. Review and resolve errors
4. Click 'Submit'

Detailed Flow

1. Complete your annual report using one of the three methods described earlier in this section

2. Navigate to the 'Download / Total' page by:
    - Annual Reporting: Download / Total
    - Click 'Totals' button from a payroll detail record
    - Organization Detail: Profile < Payroll Tab < Click desired year

3. Review and resolve errors: In the 'Errors' panel, review and resolve any errors present. If errors are present your payroll header status will be 'Review'. If no errors are present, your payroll header status will be 'Valid' and the 'Submit' button will appear for you to submit your annual report to KPERS.

4. Click 'Submit': Click the 'Submit' button

THIS SECTION IS STILL UNDER CONSTRUCTION. MORE DETAILS TO FOLLOW.