

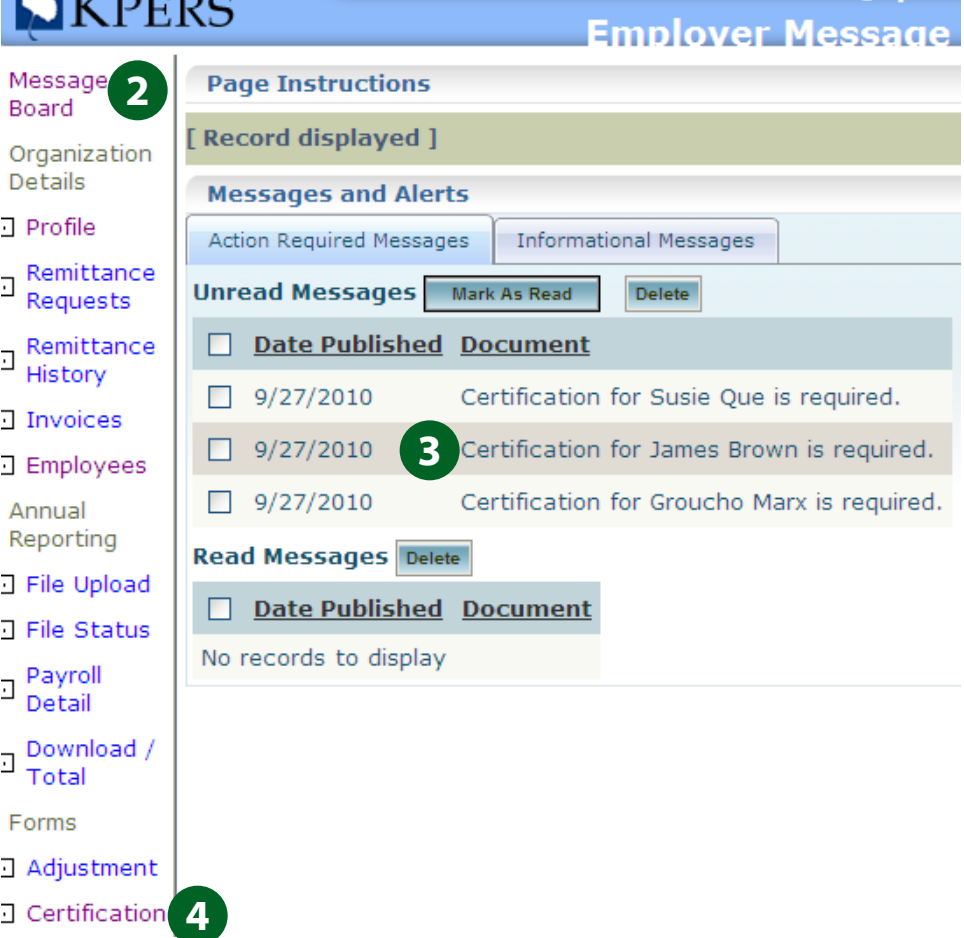
# EWP How-to: Certification

The employer web portal (EWP) is a secure web site where you can complete many KPERS business functions. Login at [www.kpers.org/employers](http://www.kpers.org/employers).

## Certify information for a retirement

When a member submits a retirement application, KPERS enters the application into the information system. Then a certification request is posted on the employer's EWP message board on the Action Required tab.

- Step 1.** Login to the [EWP](#).
- Step 2.** Navigate to the Message Board.



**KPERS** Employer Message Board

Message Board **2**

Organization Details

- Profile
- Remittance Requests
- Remittance History
- Invoices
- Employees
- Annual Reporting
- File Upload
- File Status
- Payroll Detail
- Download / Total
- Forms
- Adjustment
- Certification **4****

**Page Instructions**

[ Record displayed ]

**Messages and Alerts**

Action Required Messages | Informational Messages

**Unread Messages** Mark As Read Delete

<input type="checkbox"/>	<u>Date Published</u>	<u>Document</u>
<input type="checkbox"/>	9/27/2010	Certification for Susie Que is required.
<input type="checkbox"/>	9/27/2010 <b>3</b>	Certification for James Brown is required.
<input type="checkbox"/>	9/27/2010	Certification for Groucho Marx is required.

**Read Messages** Delete

<input type="checkbox"/>	<u>Date Published</u>	<u>Document</u>
No records to display		

- Step 3.** Certification request messages will appear on the Action Required tab.
- Step 4.** Navigate to the Certification section.

## Certification

You can either search by specific criteria like SSN and status or do a general search by not selecting any criteria.

**Step 5.** Select No under Submitted criteria and click "Search". Your list of certifications will appear.

**Step 6.** Click SSN link to open the record you want to certify. State, Local and KP&F employers skip to Step 9. School employers continue with Step 7.

<input type="checkbox"/>	SSN	Member Name	Status	Submitted to KPERS
<input type="checkbox"/>	<a href="#">788-77-7898</a>	Susie Que	Review	No
<input checked="" type="checkbox"/>	<a href="#">000-40-0995</a>	James Brown	Valid	No
<input type="checkbox"/>	<a href="#">000-27-0399</a>	Groucho Marx	Valid	No
<input type="checkbox"/>	<a href="#">000-13-5083</a>	Bob Brown	Valid	No
<input type="checkbox"/>	<a href="#">000-35-0373</a>	Harry Pheet	Processed	Yes

**Step 7.** Enter School certification information (6 fields highlighted in yellow).

These steps School employers only

Is this member paid in 9,10, or 12 monthly installments? [dropdown]

If paid in 12 monthly installments, will the summer checks be paid in June via a lump sum? [dropdown]

How was the employee paid in the previous school year? [dropdown]

Is this a licensed position as defined by the state department of education? [dropdown]

Membership Date : 8/19/1993

Comments : [text area]

**Step 8.** Click "Save."

**Step 9.** Click “New” in Certification Details. A Detail Maintenance record will open. Name and SSN are pre-populated.

9

12

11

11

13

- Step 10.** Complete 3 fields highlighted in yellow. Complete Department if your employer uses departments to report KPERS information.
- Step 11.** Complete Begin Date only if employee began employment in the year you are certifying and the End Date if it was in the year you are certifying.
- Step 12.** Click “Save.”
- Step 13.** Click back arrow in upper right corner.

**Step 14.** The Certification Detail Maintenance record you just created will appear.

**Step 15.** Repeat steps 9-14 if you have multiple years or additional contributions to certify.

**Step 16.** If the member is eligible for additional compensation in the final average salary, the “New” button will be available under Certification Add-On. Click “New” if you have additional compensation to report. An Add-On Maintenance record will open. Name and SSN are pre-populated.

**Step 17.** Enter Year and Add-On Type.

**Step 18.** Using scroll bar, scroll to the right to see Amount field. Enter Amount.

**Step 19.** Click “Save.”

**Step 20.** Click back arrow in upper right corner. This returns you to the Certification Maintenance page. The Add-On Maintenance record you just created will appear.

If add-ons were paid in multiple years, repeat steps 16-20 for each year.

**Step 21.** If no errors, click "Submit to KPERS."

Save Refresh Validate **Submit to KPERS** 21

**Certification Information**

Status : Valid Submitted to KPERS : No  
 SSN : 000-40-0995 Name : James R Brown

Membership Date : 9/1/2000  
 Comments :

**Certification Details**

New Open Delete

<input type="checkbox"/>	ID	Payroll Year	Department	Contribution Type	Begin Date	End Date
<input type="checkbox"/>	39291	2010		Regular		09/30/2010

**Step 22.** The system will post an informational message on the Message Board that the certification was received.

KPERS Employer Message Board Select Ag

Message Board  
 Organization Details  
 Profile  
 Remittance Requests  
 Remittance History  
 Invoices  
 Employees  
 Annual Reporting  
 File Upload

**Page Instructions**

[ Record displayed ]

**Messages and Alerts**

Action Required Messages Informational Messages

Unread messages Mark As Read Delete

1 2 3 4

<input type="checkbox"/>	Date Published	Document
<input type="checkbox"/>	10/19/2010	Certification for James Brown has been received. 22
<input type="checkbox"/>	10/19/2010	An enrollment request for Joy January has been received.
<input type="checkbox"/>	10/13/2010	An enrollment request for November Thanksgiving has been received.

**Step 23.** If there is a problem with the submission, you will receive an e-mail that you have an action required message on the EWP.

KPERS Message Board - Messa...

Message Adobe PDF

From: employers@kpers.org Sent: Fri 10/22/2010 10:24 AM  
 To: Kristen Basso  
 Cc:  
 Subject: KPERS Message Board

23 You have a new message on the KPERS EWP message board that requires action.

-----  
 This is a system generated email, please do not reply to this email.

**Step 24.** The system will post an action required message on the EWP Message Board when the certification contains errors to be resolved.

**Employer Message Board**

Page Instructions

[ Record displayed ]

Messages and Alerts

Action Required Messages | Informational Messages

Unread Messages

<input type="checkbox"/>	Date Published	Document
<input type="checkbox"/>	10/22/2010	Certification for James Brown contains errors to be resolved. <b>24</b>
<input type="checkbox"/>	10/20/2010	Your Enrollment file upload was Processed with Warnings. Please review records in review status, and reupload only those corrected records.
<input type="checkbox"/>	9/27/2010	Certification for Susie Que is required.
<input type="checkbox"/>	9/27/2010	Certification for James Brown is required.

**Step 25.** Navigate to the Certification section and search for the employee's Certification Detail Maintenance record.

**Step 26.** Click SSN link to open the record.

**Payroll Certification Lookup**

Page Instructions

Msg ID : 1 [ 6 Records met the search criteria ]

Search Criteria

SSN :  Status : All

Submitted : All

**25**

Search Result

<input type="checkbox"/>	SSN	Member Name	Status	Submitted to KPERS
<input type="checkbox"/>	<a href="#">788-77-7898</a>	Susie Que	Review	No
<b>26</b> <input type="checkbox"/>	<a href="#">000-40-0995</a>	James Brown	Valid	No
<input type="checkbox"/>	<a href="#">000-27-0399</a>	Groucho Marx	Valid	No
<input type="checkbox"/>	<a href="#">000-13-5083</a>	Bob Brown	Valid	No
<input type="checkbox"/>	<a href="#">000-35-0373</a>	Harry Pheet	Processed	Yes

**Step 27.** Correct error and click "Validate."

RS **Payroll Certification Maintenance** Select Agency

Page Instructions

Msg ID : 7 [ Record displayed, please make changes and press save ]

Save Refresh **Validate** 27

**Certification Information**

Status : Rejected Submitted to KPERs : No  
 SSN : 000-40-0995 Name : James R Brown

Membership Date : 9/1/2000

Comments : rejected for test message

**Certification Details**

New Open Delete

<input type="checkbox"/> ID	Payroll Year	Department	Contribution Type	Begin Date	End Date
<input type="checkbox"/> 39291	2010		Regular		09/30/2010

Certification Add-On

**Step 28.** Submit to KPERs button should appear. Click "Submit to KPERs."

Msg ID : 7 [ Record displayed, please make changes and press save ]

Save Refresh Validate **Submit to KPERs** 28

**Certification Information**

Status : Valid Submitted to KPERs : No  
 SSN : 000-40-0995 Name : James R Brown

Membership Date : 9/1/2000

Comments : rejected for test message

**Step 29.** The system will post an informational message on the Message Board when the certification has been successfully processed.

**Employer Message Board** Select Agency

Page Instructions

[ Record displayed ]

**Messages and Alerts**

Action Required Messages Informational Messages

Unread messages Mark As Read Delete

1 2 3 4

<input type="checkbox"/> Date Published	Document
<input type="checkbox"/> 10/22/2010	29 Certification for James Brown has been successfully processed.
<input type="checkbox"/> 10/22/2010	Certification for James Brown has been received.