

Employer Web Portal Instructions

New Screens for Contribution Payments

The look of the Employer Web Portal has changed. Here are the highlights for screen changes and newly required information in the remittance area.

On the Site Menu, click **Remittance Requests**.

The **Remittance Request Lookup** screen will appear.

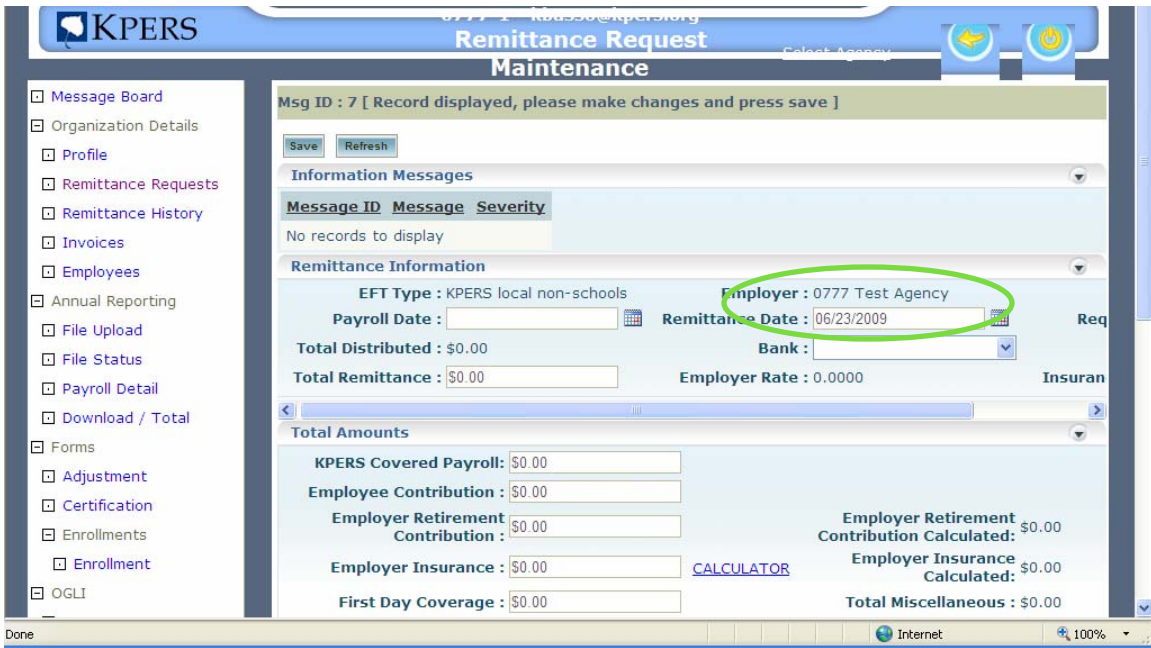
The screenshot displays the KPERs Remittance Request Lookup interface. On the left, a navigation menu includes 'Remittance History', which is highlighted with a green circle. The main area features a 'Page Instructions' section with a warning about a nine-month contribution moratorium. Below this is a search section with fields for 'Remittance Date From', 'Remittance Date To', 'Payroll Date From', 'Payroll Date To', and 'Request ID'. A 'Search Result' table is shown with columns for 'Request ID', 'Eft Type', 'Receive Date', 'Payroll Date', 'Total Remittance', 'Employee Contributions', 'Employer Contributions', 'Employer Insurance', and 'Serv Purch'. The 'New' button above the table is also circled in green. A callout box explains that requests entered and saved but not processed will appear in the table.

Request ID	Eft Type	Receive Date	Payroll Date	Total Remittance	Employee Contributions	Employer Contributions	Employer Insurance	Serv Purch
1032319	KPERs local non-schools	7/20/2009	7/17/2009	\$38,129.00	\$15,800.00	\$21,329.00	\$0.00	\$1,000.00
1032320	KPERs local non-schools	6/3/2009				\$14,543.01	\$0.00	\$44.00
1032321	KPERs local non-schools	6/4/2009				\$1,000.00	\$0.00	\$0.00

Click on the **New** button.

A blank EFT remittance request will appear.

The **Remittance Date** field will default to the next available date for processing. You can move the date up to two weeks forward, but you cannot change it to an earlier date. For example, in this illustration, you could change the date to 07/06/09, but you cannot change it to 06/22/09.



Important: Remittances are due within three business days of the pay date. You have until 12 p.m. CT the business day before the remittance date to enter, modify and save. The actual remittance will occur the following business day. Saturday and Sunday are not considered business days.

To avoid delinquency charges, you need to meet this deadline for each pay period.

Example: Pay date is July 18. Remittance due date is Friday, July 21. In order to make this due date, you have until 12 p.m. on Thursday, July 20, to add, cancel or modify your remittance request to avoid delinquency charges. The remittance will process on Friday, July 21 through the bank account selected.

Mon July 17	Tue July 18	Wed July 19	Thu July 20	Fri July 21
	Pay Date	Day 1	12 p.m. Deadline Day 2	Remittance Due Date Day 3

Remittance Information

1. Enter the **Payroll Date**.
2. Change the **Remittance Date**, if needed (up to two weeks ahead).
3. Select the **Bank Account** to process the transaction.
4. Enter the **Total Remittance** amount.

Remittance Request Maintenance

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

Save Refresh Print/Download PDF

Information Messages

Message ID	Message	Severity
No records to display		

Remittance Information

EFT Type : KPERS local schools
Employer : 0777 Test Agency

Payroll Date : 06/02/2009
Remittance Date : 06/03/2009

Total Distributed : \$25,088.36
Bank : Bank of Money XXXXX6789

Total Remittance : \$25,088.36
Employer Rate : 0.0554

Total Amounts

KPERS Covered Payroll:	\$262,509.25	Employer Retirement Contribution Calculated:	\$14,543.01
Employee Contribution:	\$14,543.01	Employer Insurance Calculated:	\$0.00
Employer Retirement Contribution:	\$14,543.01	Total Miscellaneous:	\$0.00
Employer Insurance:	\$0.00		
First Day Coverage:	\$0.00		
Service Purchase:	\$44.98		

CALCULATOR

Internet 100%

Total Amounts

Enter details in the Total Amounts section for the remittance you are making. A change to the EFT process is that you are now required to enter the **KPERS Covered Payroll**.

This has been added because of the new KPERS Tier 2, effective July 1, 2009. **KPERS Covered Payroll** is the payroll for employees (both tiers) in KPERS covered positions for this remittance. For Schools, this will be the basis of the quarterly school employer transfer by the Department of Education. Do not include any pay for non-covered positions like temporary or seasonal staff, daily-call substitute teachers, etc.

The **Credit Memo Amount** is a credit owed to the employer. It reduces the total amount you will remit. If you have a credit memo, be sure to deduct the amount when you enter the **Total Remittance**. Forgetting to deduct it will give you an error message when you save.

Total Amounts

KPERs Covered Payroll: \$262,509.25

Employee Contribution: \$10,500.37

Employer Retirement Contribution: \$14,543.01

Employer Insurance: \$0.00 [CALCULATOR](#)

First Day Coverage: \$0.00

Service Purchase: \$44.98

OGLI: \$0.00

Employer Retirement Contribution Calculated: \$14,543.01

Employer Insurance Calculated: \$0.00

Total Miscellaneous: \$0.00

If you do not see an invoice below please explain what this miscellaneous payment is for under Comments:

Additional Misc. Amount: \$0.00

Misc. Payment Explanation/Comments:

Credit Memo Amount: \$0.00

Miscellaneous Amount Details

Invoice ID	Invoice Type	Due Date	Invoice Amount	Paid	Balance	Misc. Amount
7508	Payroll Adjustment	5/1/2009	\$1,515.00	\$0.00	\$1,515.00	\$0.00
7509	Payroll Adjustment	6/1/2009	\$100.00	\$0.00	\$100.00	\$0.00

Credit Memo Details

Miscellaneous Amount Details

You will notice that the test employer has two invoices from KPERs-17 payroll adjustments. To pay these, enter the amount you want to pay in the **Misc. Amount** field and add it to the amount in the **Total Remittance** field in the Remittance Information section.

Click the **Save** button at the top of the screen when you are finished entering information. You have until 12 p.m. the day before the remittance date to change or delete this request.



Revised 6/09