

In this section you'll learn about all the Organization Detail functions on the EWP including your home page, the Employer Profile.

What is my contribution rate? Did I remember to update KPERS with my new bank information? Who else is a contact for my organization? In this section you'll learn where and how to find all the information you need to complete pension-related tasks.

## Employer Profile

The 'Profile' screen on the Employer Web Portal is provided to display all the information about your organization that KPERS currently has documented. This screen was designed for easy navigation so you can find all the information you're looking for with the click of a button. You can also use this functionality to ensure that the information you provide to KPERS throughout the year is correct and updated when necessary as any changes to information will be immediately available for your review.

## Employer Profile Graphical Representation

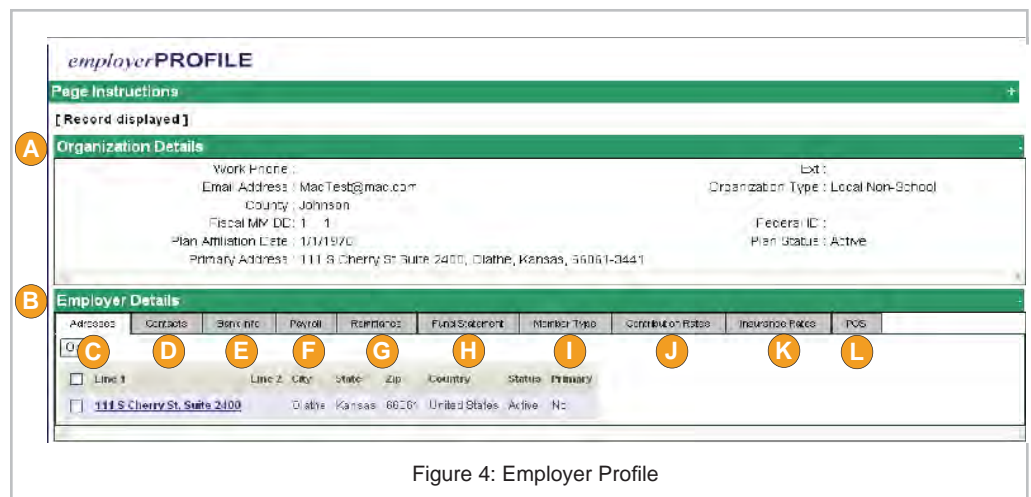


Figure 4: Employer Profile

**Figure 4 A - Organization Details Panel:** Displays general information about your organization including organization type, plan status, affiliation date, fiscal year information, contact information, etc.

**Figure 4 B - Employer Details Panel:** Displays a variety of tabs to split the information into logical sections. To view information associated with a specific tab, simply click on the tab name. Within some tabs (for example, addresses) you can navigate to more details by opening a record. To open a record either click the check box next to the record you wish to open and then click the 'Open' button OR click the record name link (underlined in blue). The Employer Details panel contains the following tabs:

**Figure 4 C - Addresses:** Displays current address information including primary and secondary addresses and allows you to open an addresses record to view more details. You cannot change, add or delete address information using the Employer Web Portal. To update addresses, complete and mail in a KPERS-2 to the KPERS office.

**Figure 4 D - Contacts:** Displays current contact information including those who do and don't have access to the Employer Web Portal and allows you to open a contact record to

view more details. You cannot change, add or delete contact information using the employer web portal. To update contacts, complete and mail in a KPERS-2 to the KPERS office.

**Figure 4 E - Bank Info.:** Displays current bank information and allows you to open a bank information record to view more details. You cannot change, add or delete bank information using the Employer Web Portal. To update bank information, complete and mail in an EF-105 to the KPERS office.

**Figure 4 F - Payroll:** Displays general details about current and previously submitted annual payrolls directly from your totals page. Also allows you to navigate to current and previously submitted 'Download / Totals' screens by clicking on the appropriate year. NOTE: The 'Download / Totals' link from the Site Menu only allows you to navigate to the current year. The payroll tab from the 'Employer Profile' allows you to view all years submitted online. To access the current year, you may choose either option.

**Figure 4 G - Remittances:** Displays current and previous remittances and allows you to open a remittance record to view more details. You cannot change, add or delete remittance information using the Employer Web Portal. The remittance tab displays information from the last 20 remittances. If you wish to view remittances further back, navigate to the 'Remittance Lookup' screen by clicking 'Remittances' from the Site Menu.

**Figure 4 H - Fund Statement:** Displays current and previous fund statements and allows you to open, view and print fund statements. You cannot change, add or delete fund statement information using the Employer Web Portal.

**Figure 4 I - Member Type:** Displays current member type information for viewing purposes only.

**Figure 4 J - Contribution Rates:** Displays current and previous contributions rates for viewing purposes only.

**Figure 4 K - Insurance Rates:** Displays current and previous insurance rates for viewing purposes only.

**Figure 4 L - POS:** Displays current and previous period of service information for viewing purposes only.

## Employer Profile Graphical Representation II

The following graphic represents the opening of an Address Detail record from the 'Employer Profile' screen. Anytime throughout the portal that you see a link (blue underlined text) there is a more detailed layer of information below. There are two methods to opening a record.

1. Click the check box next to the record you wish to view and click the 'Open' button
2. Click the link (usually the record name or number)

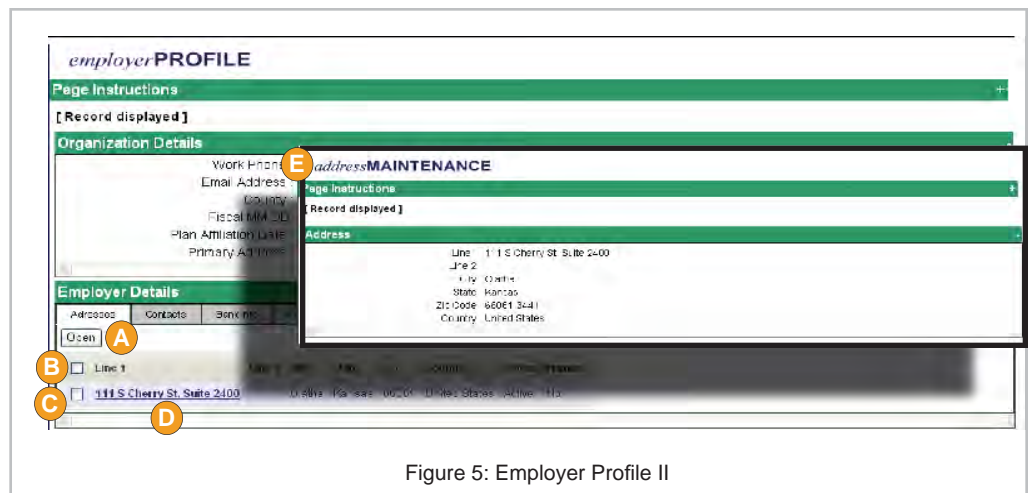


Figure 5: Employer Profile II

**Figure 5 A - 'Open' Button:** Click the appropriate check box and then the 'Open' button to open records.

**Figure 5 B - Open All Check Box:** Click the open all check box and then the 'Open' button to open multiple records at one time. Then, use the 'Next' and 'Previous' buttons to navigate between each record.

**Figure 5 C - Open Record Check Box:** Click the record check box and then the 'Open' button to open a record.

**Figure 5 D - Record Link:** Click the record link (blue underlined text) to open a record.

**Figure 5 E - Address Details:** By opening the record, you navigate to the 'Address Maintenance' screen and are able to view more details about your organizations addresses.

## Remittances

Clicking 'Remittance' from the Site Menu will navigate you to the 'Remittance Lookup' screen. Here, you can perform a search by entering search criteria and view all current and previous remittances. You can also view the last 20 remittances by clicking on the Remittance tab from the 'Employer Profile' screen.

## Remittances Graphical Representation

**remittanceLOOKUP**

Page Instructions

Msg ID : 1 [ 107 Records met the search criteria ]

**Employer Remittance Search Parameters**

Receive Date From:  Receive Date To:   
Payroll Date From:  Payroll Date To:   
Status: All  Remittance Method: All

Search Reset StoreSearch

**Search Result**

Open ExportExcel

1 2 3 4 5 6 7 8 9 10 ...

<input type="checkbox"/>	Received	Payroll Date	Total	Employee	Employer	Insurance	Buy Back	First Day Cov.	Misc. Penalties	OGLI	Status	Remittance Method
<input type="checkbox"/>	9-13-2006	9/8/2006	\$690.72	\$313.61	\$298.71	\$78.40	\$0.00	\$0.00	\$0.00	\$0.00	Valid	EFT
<input type="checkbox"/>	9-12-2006	8/27/2006	\$993.81	\$452.32	\$428.91	\$112.58	\$0.00	\$0.00	\$0.00	\$0.00	Valid	EFT
<input type="checkbox"/>	9-8-2006	8/21/2006	\$933.40	\$422.67	\$399.24	\$104.79	\$0.00	\$0.00	\$0.00	\$6.70	Valid	EFT

Figure 6 : Remittances

**Figure 6 A - Search Criteria Panel:** Enter search criteria into the provided criteria fields and click the 'Search' button for results.

**Figure 6 B - Search Results Grid:** Displays search results based on criteria entered

## Remittance Graphical Representation II

This graphic represents the 'Remittance Maintenance' screen. To view this more detailed screen, open the remittance record from the 'Remittance Lookup' screen results grid.

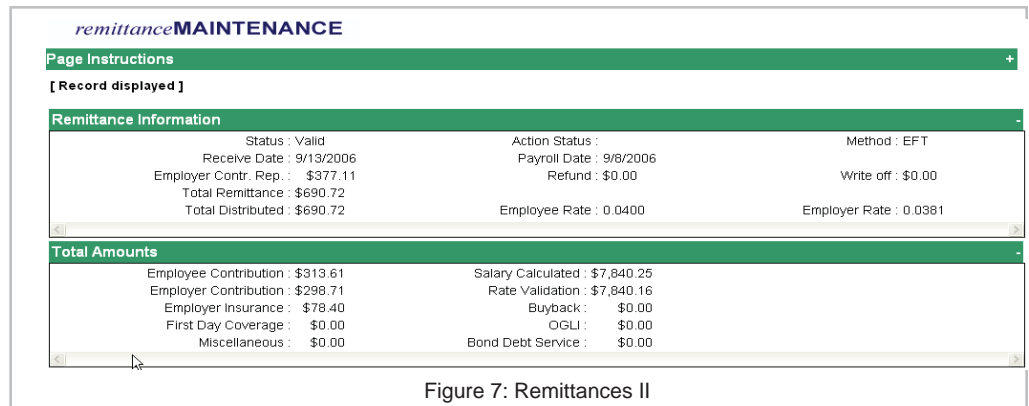


Figure 7: Remittances II

## Invoices

Clicking 'Invoices' from the Site Menu will navigate you to the 'Invoice Lookup' screen. Here, you can perform a search by entering search criteria and view all current and past invoices.

## Invoices Graphical Representation

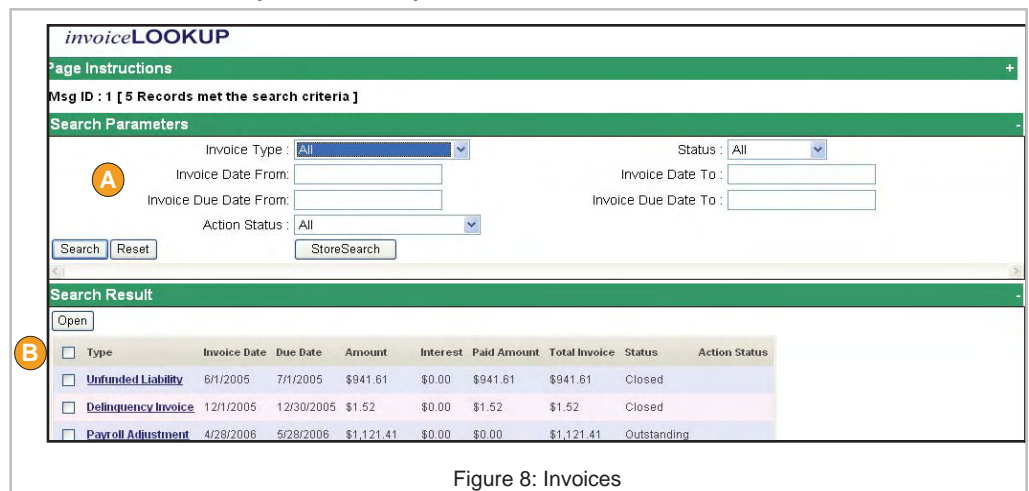


Figure 8: Invoices

**Figure 6 A - Search Criteria Panel:** Enter search criteria into the provided criteria fields and click the 'Search' button for results.

**Figure 6 B - Search Results Grid:** Displays search results based on criteria entered

## Invoices Graphical Representation II

This graphic represents the 'Invoices Maintenance' screen. To view this more detailed screen, open the invoice record from the 'Invoices Lookup' screen results grid.

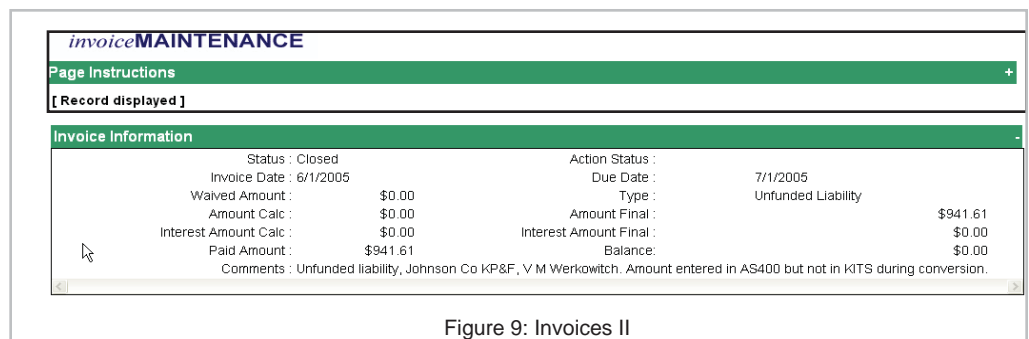


Figure 9: Invoices II

## Employees

Clicking 'Employees' from the Site Menu will navigate you to the 'Employee Lookup' screen. Here you can perform searches by entering search criteria and view information about current and previous employees, including service purchases, employment history and beneficiaries.

## Employees Graphical Representation

Department	Plan	Member Type	Source	Start Date	End Date	Forfeited	Correctional	Bested Official	Legislator	JAA Group
00	VP&F	Police-Local Contributor 32 Complete Years	Transfer Membership	6/20/1993	1/7/2001			<input type="checkbox"/>		<input type="checkbox"/>
00	VP&F	Police - Regular	Continuation	1/1/1992	01/01/1993			<input type="checkbox"/>		<input type="checkbox"/>

Figure 10: Employees

**Figure 10 A - Employee Information Panel:** Displays information specific to this employee, such as social security number, name, address, and other contact information.

**Figure 10 B - Employment History Tab:** Displays information related to current and past KPERS covered employment for this employee.

**Figure 10 C - Beneficiaries Tab:** Displays this employees beneficiary information including beneficiary names and relationship to members.

**Figure 10 D - Service Purchases:** Displays this employees current and past service purchases.