

1. New portal instructions
2. Confirming your report
3. Don't send a printed report
4. How to print or save a copy of your report
5. Adding employees

## 1. New instructions

Instructions in the Site Menu have been reorganized and now have bookmarks for easier navigation.

**Important addition** – Step-by-step detailed instructions for reporting by manual entry.

All instructions have been added to the employer page at KPERS' regular web site. Any e-mail updates like this one will be archived there, also.

## 2. Confirming your report

Click Message Board on the Site Menu. Click the Informational Messages tab. You will see a confirmation message if KPERS has received your report.

## 3. Don't send a printed report

Submitting your report on the web is all you need to do. No need to send us a printed annual contribution report.

## 4. How to print or save a copy of your report

After you have submitted your report, a **Read Only** message will appear on the Download Total Maintenance screen.

Click the **Download File (Comma Delimited)** button for the report in spreadsheet form.

Click the **Download Detail Report (PDF)** button for the report as a PDF.

## 5. Adding Employees (KPERS-1 forms)

Any employee KPERS has on record will be included in your employee listing on the web portal. If you have employees who do not appear on this list, you need to create a new record for each missing employee and complete a KPERS-1 enrollment screen for them, too.

To create a new employee record, click **Payroll Detail** on the Site Menu. The Payroll Detail Lookup screen will appear.

Click the **New** button to create a new record. A blank employee record will appear.

Enter the following employee information.

1. SSN
2. Name
3. Contribution Type (regular or additional for buyback/service purchase)
4. Department (if your employer uses them with KPERS)
5. Begin Date (membership date)
6. End Date and Reason (if employee terminated in 2006)
7. Employee Contributions

Click the **Save and Validate** button.

The validated record will appear along with the error message "Missing KPERS-1 form."

Click the **KPERS-1** button to open an enrollment form.

**Enter** the employee's enrollment information. Click the **Save** button and the saved enrollment will appear. If all information is entered correctly and there are no errors, a Submit button will appear on the screen. Click the **Submit** button to submit this new enrollment to KPERS.

Click **Return** in the blue bar at the top of the screen to return to the employee's Payroll Retail record.

The employee's Payroll Detail Maintenance screen will appear again. Click the **Save and Validate** button again to save and validate this payroll record. Then the KPERS-1 button and the error message will disappear. This employee's enrollment has been submitted to KPERS and his or her payroll record has been validated for annual contribution reporting.