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1. Include your employer number when communicating with us

It is a BIG help if you include your four-digit KPERS employer ID number when calling or e-mailing us.

2. E-mail kpersFS@kpers.org for help

We usually ask you to use our main e-mail address for KPERS business. Just for reporting, please e-mail Fiscal Services staff directly at kpersFS@kpers.org.

Replying to this message will get you to the right mailbox.

3. How to delete information

A Designated Agent can delete a KPERS-1 enrollment form if it is saved but **not** submitted.

Only KPERS can delete a submitted record or report. E-mail kpersFS@kpers.org if you need something deleted. Include the member's name and only the **last four digits** of the member's Social Security number.

4. How to change text size

If the text size is too small on the portal screen, you can change it.

In your browser, click on the "View" drop down menu along the top of your screen. Select "Text Size" and move your cursor toward the arrow for another drop down menu. Select a smaller size.

In addition, you can change your screen resolution to 1024 by 768.

1. Right click on your desktop.
2. Select Properties.
3. Click on the Settings tab.
4. You should now be in the Display Properties box.
5. In the "screen area" section use the slider to select 1024 by 768.
6. Click Apply.
7. Click OK.
8. Screen will go dark.
9. Click Yes to approve new setting.
10. Click OK and the Display Properties box will close.

5. Remember to click the Submit button

Some of you have saved your reports and forms, but have not clicked the Submit button. We do not get your report or form until you click Submit. The Submit button will only appear if the report is ready to be submitted.

The screenshot shows the KPERs employer WEB PORTAL interface. The main content area is titled 'download / total/MAINTENANCE' and includes a red banner stating 'Annual Contribution process is now available'. Below this, there are buttons for 'Refresh', 'Download File (Comma Delimited)', 'Submit', and 'Download Detail Report (PDF)'. The 'Submit' button is circled in red. The page also displays 'Payroll information' and 'Total Amounts'.

Payroll information		Status: Valid
Payroll Year: 2006	EE Rate Prd 1: 0.0400	EE Rate Prd 2: 0.0400
ER Rate Prd 1: 0.0381	ER Rate Prd 2: 0.0381	
Ins Rate Prd 1: 0.0000	Ins Rate Prd 2: 1.0000	
Employee Contr Prd 1: \$30,728.16	Employee Contr Prd 2: \$21,296.45	Total:
Employer Contr (0.8525): \$19,743.56	Employer Contr (0.8525): \$20,283.92	
Employer Ins (0.2000): \$4,145.63	Employer Ins (0.2500): \$5,333.86	

Total Amounts	
Employee Regular Contribution:	\$42,023.60
Employer Contribution:	\$40,027.48
Employer Insurance:	\$9,469.49
Employer Additional Contribution:	\$1,750.00
Grand Total Contribution:	\$93,270.57

6. Confirmation is not instant

After you submit your report, the system sends a confirmation message to your Message Board. This message is not always instantaneous. It may take a day.

7. You've submitted but see errors again

After you submit your report, you may see error messages. Most are errors we need to resolve internally. Unless a message on your Message Board specifically says you need to submit again, you do not need to do anything. We will contact you if we need more from you.

8. Remember to check your messages

The portal uses your Message Board to communicate about status and issues. Please check it regularly during the reporting process.

9. Missing an end date from 2005 report

If you see this error: #627: *End date is before the period of service dates for current reporting year*

This means you are missing an end date from the 2005 report. You do not need to do a KPERs-17 adjustment form. KPERs will internally adjust contributions and service credit to correct the error.

10. Working after retirement annual reporting still on hold

Continue to report newly employed retirees using the Report of Employment for KPERs Retirees spreadsheet (KPERs-1R). After the flurry of regular annual reporting dies down, KPERs will communicate more details about annual reporting for retirees.

Thanks for all your hard work and hang in there! Reporting time is almost over.