

## Employer Tool

# How to Get Earnings Totals Quickly

Did you know you can download employees' year-to-date earnings in a few quick steps?

This report is available to all employers. But it's especially useful to estimate when **working-after-retirement** employees will hit their earnings limit and prepare them to make the choice to keep working or not.

[Login](#) to plan 1, 3 or 6 (working after retirement).

- Step 1.** Under "Pay Period Reporting," click **Reporting Summary**.
- Step 2.** Select the desired **Payroll Year**.
- Step 3.** On **Department** pull-down, select **All**.
- Step 4.** Check **Show Processed Reports**.
- Step 5.** Click **Display Pay Dates** button.
- Step 6.** Click the most recent pay date link. **This will list all employees who were paid on that pay date.**

Department	Pay Date	Due Date	Status	Receive Date	Total KPERS Covered Payroll	Total EE Contr	Total ER Contr	Total ER Ins	Total Buyback
	01/15/2016	01/21/2016	Processed	01/19/2016	\$61,824.02	\$3,709.46	\$5,675.45	\$618.24	\$0.00
	01/29/2016	02/04/2016	Processed	01/27/2016	\$62,456.42	\$3,747.40	\$5,733.49	\$624.58	\$0.00
	02/12/2016	02/18/2016	Processed	02/10/2016	\$58,472.55	\$3,508.36	\$5,367.78	\$584.73	\$0.00

- Step 7.** Click **Download YTD Comp (PDF)** button. **This will generate a PDF report that includes each employee's total wages for the year (see below).**

Department :

Pay Begin Date : 01/28/2016      Pay End Date : 02/10/2016

Receive Date : 02/12/2016      Off Cycle Pay : N

Total KPERS Wages : \$774.68

(PDF Report)

5/8/2017		Kansas Public Employees Retirement System					
		Annual Consolidation of Pay Period Reporting					
Employer ID : 0000	Plan: 6	Year : 2017					
Employer : Brown County							
SSN	First Name	Last Name	Total Wages	Total EE	Total ER	Total Buyback	Total Insurance
987654320	John	Doe	\$994.65	\$0.00	\$84.15	\$0.00	\$0.00
987654321	Jane	Doe	\$626.00	\$0.00	\$52.96	\$0.00	\$0.00
987654322	Henry	Joe	\$12,220.02	\$0.00	\$1,033.81	\$0.00	\$0.00
<b>Grand Total</b>			\$13,840.67	\$0.00	\$1,170.92	\$0.00	\$0.00

### Questions?

- Email [kpersFS@kpers.org](mailto:kpersFS@kpers.org)
- Toll-free 1-866-980-0955
- In Topeka 296-7212

