

Employer Update

2018 Off-Cycle Pay Periods Ready

Our system is now ready for you to create off-cycle pay periods for 2018, if you need them.

Use an off-cycle pay date anytime employees are paid other than their regular pay period.

Likely reasons

- Bonus pay (e.g. Christmas bonus, performance bonus, etc.)
- Longevity pay
- Extra-duty pay (pay issued outside of members' normal payroll cycle)

KPERS staff needs to verify the off-cycle pay period before it shows up in the EWP. We'll do this daily.

Important

Don't use an off-cycle pay period for a regular payroll correction. To make a payroll correction, you can either add the wages to the next payroll period or do a pay period adjustment in the EWP.

[How to create an off-cycle pay period](#)

Questions?

- Email kpersFS@kpers.org
- Toll-free 1-866-980-0955
- In Topeka 785-296-7212

