

School Employer Info

Off-Cycle Pay for Summer Pay

Thinking about using an off-cycle pay period for lump-sum summer pay? Hold your horses! It's **not allowed**.

Top Things You Need to Know About Summer Pay

1. Summer pay allows you to pay a lump sum for summer wages all at once.
2. We've hidden the summer-pay button on the web portal. In the past, we've opened it up around May 1.
3. The off-cycle process is almost always for extra-duty pay and bonus payments. Never for adjustments or summer pay.
4. We'll have a **new summer-pay process** this year (easier, fewer steps) with training in April or early May. It will be worth the wait!

Questions?

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

