

Employer Reminder

End Dates Are Important

Enter the end date as soon as you know what the employee's last day will be, up to 90 days ahead.

Last Payroll

After you enter an end date, the employee will still show up on all following pay periods **until the end date passes** (the end date, itself, will only appear on the employee's final pay date).

If you wait to enter the end date until after you report the employee's last pay date, it could **delay enrollment** at the employee's next job.

Add-on (Leave) Payout

Don't wait to enter an end date, even if you issue a separate check for add-on pay **after** the employee's last pay date.

Because add-on pay **cannot** be reported to KPERS after the end date, an **adjustment** is required to add the payout to the employee's final pay date.

Questions?

- Email kpersFS@kpers.org
- Toll-free 1-844-468-8929
- In Topeka 268-6886

