The employer web portal (EWP) is a secure website where you can complete many KPERS business functions.

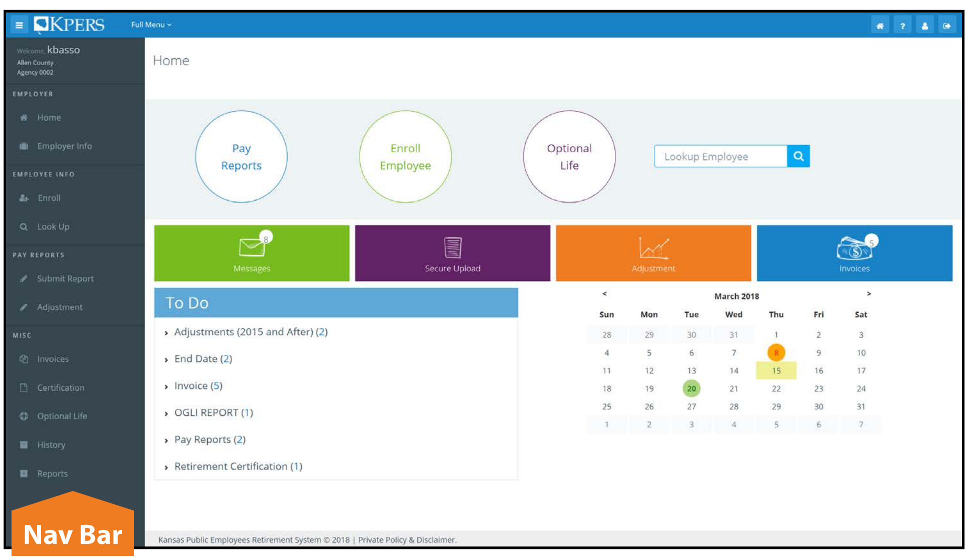
Getting Started

Employer Checklist

- [ ] New designated agents complete and submit Designation of Agent form (KPERS-2). To assign other user roles, use the EWP under Employer. Employer Manual: Designated Agent for more info.
- [ ] New users receive an email with a temporary password and a link to complete EWP enrollment.
- [ ] See if your web browser meets the minimum requirements for the EWP.
- [ ] Login to the EWP. Quick Vid: Login
- [ ] Get familiar with the portal. Quick Vid: Home Page

Home Page

You can find everything you need to get started on the Home Page.



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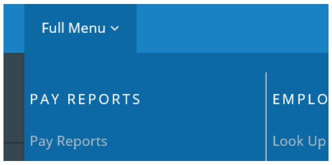
Other Nav Buttons

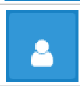


Top. Use this pull-down Full Menu for a link to all the functions on the EWP. If it's not on the Home page or Nav Bar, look here.

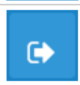
Upper-right. Four buttons. Four important uses. See below.

Home button takes you to Home page.

Help button if you get stuck.



Agency button changes agency (only if you have access to more than one).



Log off button. Enough said.

Pay Reports

The pay reporting process is one you'll use a lot. That's why we gave it a big round button you can't miss. Quick Vid: Pay Reporting

If you've started a pay report but haven't submitted, you'll find it at the top of the Pay Report page. After submitting the report, you'll make a payment.

Review the Employer Manual: Pay Reporting section for more detail.

Making Perfect Cents
Always try to pay the exact amount you owe. As a last resort, you can round to the nearest dollar (up or down) on your payment amount by clicking the "**Override Calculation Button**."

Enrollments

Click this big round button when **new employees start**. Right away you'll see enrollments that are still with you (haven't been submitted) and the ones with us (haven't been processed). You'll also see if we need more information to complete the process.

Quick Vid: Enrollments

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Optional Life

If your employer offers optional life insurance, you'll see a big button labeled, "Optional Life." Quick Vid: OGLI

On the OGLI page, you'll see a list of all employees who had changes since the last premium report. You can submit the report, pay premiums and even enter end dates in this 3-step process.

For more, check out the OGLI section in the Employer Manual.

Messages

Your EWP messages are a convenient, secure way to communicate with KPERS. It works a lot like email.

Unread Messages

If you have unread message, you'll see a number on the Messages button. When you open Messages, your inbox will show unread emails in bold and a bright color.

Things You Can Do

- Send new message to specific KPERS staff member or by category
- Look for past messages using specific search criteria
- Export your inbox or message string
- Securely attach files to message

Quick Vid: Messages

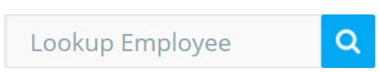
To Do

If there are tasks that need your attention (e.g. reports, certifications, etc.), they will show up in the To Do section of the home page. Go right to the thing you need to do by clicking the pull-down and the appropriate link.

Calendar

For your convenience, there is a calendar on your home page. Today's date is highlighted, and we'll show you when your pay dates are and dates KPERS is closed for a holiday.

Employee Look Up



Use the quick "Lookup Employee" on the home page to get to an employee's record quickly. Do a wider search by clicking **Look Up** under Employee Info on the nav bar.

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Secure Upload

Use it from inside the EWP to send files to KPERS. Quick Vid: Secure Upload

Upload

To upload, you need to pick which type of file you're sending, **business or support**.

Business files are needed to complete a process and include enrollment, KPERS after-retirement lookup file, etc. They're usually Excel files.

Support files are usually PDFs or image files (e.g. JPG, PNG) and help other activities. It could be a birth certificate for a retirement application or a marriage certificate to verify a spouse.

Search

You can also search for files you've already sent. Search by category, status and date.

Adjustments

Generally, you'll use adjustments to **change** previously reported contribution amounts for a member. It happens – no worries. The portal will walk you through the process.

Employer Manual: Adjustments

Things You Can Do

- Step through and answer questions
- See all adjustments you haven't submitted yet. Click on ones you want to finish up.
- See adjustments we're working on and haven't processed.

Quick Vid: Adjustments

Adjustments are reviewed **manually** - not an automatic, overnight process.

Invoices

Invoices are automatically generated after you've successfully submitted a pay report or OGLI premium report.

But you can also click on **Invoices** to check to see if you have any open or pending invoices. You can also see if you have any **credits** coming your way under the "credit" tab.

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EWP Tips & Tricks!

UP TOP *Happy returns!* If you want to return to a previous page, you can click any EWP Back button. If the page you're on doesn't have one, click the back button on your web browser.	EWP (example)	Back Next
	Chrome™	
	MS Edge®	
	Firefox®	
	Safari® (Mac)	
NEW START *It's quite refreshing!* If your information doesn't look like it's been updated, click the browser refresh icon. If you can't find one, refresh your browser with [Ctrl+F5]. If you've begun a process and want to start over, look for a "Start Over" link.	Chrome	Ctrl + F5 
	MS Edge	
	Firefox	
	Safari (Mac)	Cmd + R
OUT OF HERE *May I export you?* In many areas of the EWP, you can export your data to an Excel file for your own use. Watch for the button.	Search Clear Export To Excel Exports the search result to Excel as per s	

Ounce of Prevention

Common Problems	Prevention
I don't want to pay all the invoices listed.	Checkboxes control what's added to the payment. Check or uncheck accordingly.
I made a payment, but I don't see it in my History.	If you scheduled payment for a future date, check Pending tab in Invoices.
The payment calendar in an invoice won't let me pick the date I want.	The calendar is programmed to show only possible payment dates. Perhaps the date you are trying to select is a weekend or bank holiday.
After I uploaded/entered my pay report data, the system skipped to Step 3.	The system only goes to Step 2 if there are errors that need to be fixed.
I'm on Step 2 (Fix Errors), but I don't see any errors.	Click the "i" icon in the errors column. The error message will expand.

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Ounce of Prevention

Common Problems	Prevention
A section of information disappeared.	Try clicking on the section heading bar that extends across the page.
What is a pay cycle?	Pay cycles are the frequency employees get paid. You may have more than one if you pay at different frequencies (e.g. biweekly, monthly, etc.). These used to be known as departments.
I've logged in but have no access.	Designated agents need to make sure the right roles are assigned to the right people.

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