

Pay Reporting

What Is Pay Reporting?

With each pay period, you report employee pay information for each employee. KPERS' system uses percentages of employee wages to calculate employee contributions, employer contributions, and the amount owed for employer-paid insurance.

The system will generate reports for each plan and pay cycle you have (e.g. KPERS, KP&F, After Retirement). You'll need to **submit a report for each**.

Employees do not pay contributions to after-retirement plans, but the wage information must still be reported. See the [Working After Retirement](#) section of the Employer Manual for more info.

Making a Payment

After the report is submitted, an invoice is generated and you make a payment

Deadline

You have **3 business days** after each pay date to pay. "Pay date" means the date employees are actually paid. Some call it a payroll warrant date or payroll date.

Get more info about making payments by watching [Quick Vid: Pay Reports](#).

Making Perfect Cents

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.

3 Ways to Report

Choose a method that's best for you.

Method	Description
Manual Entry	Through the EWP, manually key in pay information for each employee. Quick Vid: Pay Reports
Use Your File	Create a file from your payroll system and upload it to KPERS. See file format requirements.
Use a KPERS File	Download a file from KPERS with your employee data. Enter your pay information and upload the file to KPERS.

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Manual Entry

Employer Checklist

- [Login](#) to EWP and start a Pay Report
- Enter pay information for each employee (Step 1)
- Check report totals (total from your records must match system total)
- Fix individual wage & contribution errors (Step 2)
Look for the error link and click it
- Submit and view invoice (Step 3)
- Make payment (Step 4)

Errors
1

Use Your File

Employer Checklist

- [Login](#) to EWP and start a Pay Report
- Upload payroll file from your system to KPER
- Check report totals (total from your records must match system total)
- Fix individual wage & contribution errors (Step 2)
Look for the error link and click it
- Submit and view invoice (Step 3)
- Make payment (Step 4)

Errors
1

Use a KPER File

Employer Checklist

- [Login](#) to EWP and start a Pay Report
- Download KPER file and input your pay info (Step 1)
- Upload file to KPER (Step 1)
- Fix any errors (Step 2)
- Check report totals (total from your records must match system total)
- Submit and view invoice (Step 3)
- Make payment (Step 4)

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Off-Cycle Pay Report

If an employee gets paid for work **outside his or her normal payroll cycle**, you'll need to create an off-cycle pay period. It's often used for lump-sum, bonus or extra-duty payments. **Do not use** the off-cycle process for a payroll adjustment.

[Quick Vid: Off-Cycle](#)

Submitted reports are archived in the History section. [Quick Vid: History](#)
Reports can be retrieved from history and exported at any time.

Making Payments

After you submit the pay report, the system creates an invoice and you make a payment based on the contributions you reported and employer insurance. Payments are made in the employer web portal using an electronic funds transfer (EFT) from your bank to KPERS' bank.

1. After you submit a pay report, the system **generates** an invoice.
2. Click the **invoice(s)** you need to pay.
3. Choose your **Payment Date**.
4. Click **Pay Now**. That's it.

Frequently Asked Questions - Pay Reporting

Q Why don't I see any past pay reports?

A All completed transactions are in the History section.

Q Why do I only see 25 records?

A Look for the page advance near the top. Click arrows or numbers to move to next list of records.

Q After I uploaded the file, why did the system jump to Step 3?

A Step 2 is for fixing errors. If your file had no errors, you're ready for Step 3.

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Q How do I know if I successfully submitted my report?

A If you can see the invoice after clicking the “Submit & View Invoice” button, you’ve successfully submitted to pay report.

Q Why is there only one pay report at a time?

A The system will only show you the reports that are due at that moment. The next report will appear when the current one is processed.

Q What if a licensed school employee resigns during the school year?

A There are a few reporting rules you need to follow in this situation. Get the details [here](#), under “Breaking school contacts.”

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