NEW EMPLOYEE

Employer Checklist

☐ Is the employee in a KPERS-covered position (eligible for KPERS benefits)?
  Employer Manual: Membership (Non-School)
  Employer Manual: Membership (School)

☐ If covered, enroll employee on employer web portal (EWP). Enroll all employees who are working after retirement.
  Quick-Vid: Enrollments
  The Basics: Working After Retirement

☐ If employer is affiliated for optional life, give employee more info.
  Webpage: Optional Life
  Employer Manual: Optional Life

☐ If employee is interested in optional life coverage, give him or her:
  Booklet: Optional Life Insurance
  Form: Enrollment

☐ If employer is affiliated for KPERS 457 (deferred compensation plan), direct him or her to:
  Webpage: kpers.org/kpers457

☐ If employee is interested in KPERS 457, direct him or her to:
  Info & Enrollment: kpers457.org

☐ Give employee Designation of Beneficiary form (KPERS 7/99)
  Webpage for more info: Beneficiary

☐ Make sure employee enrolls for access to the member web portal.
  Website: Member Web Portal

Other what-do-to-when Checklists:

What to do when employee leaves employment