

Membership - Non School

Ounce of Prevention

Problem	Prevention
<p>A person is enrolled when the position doesn't require 1,000 hours.</p>	<p>When someone is hired, have a good idea of the hours the position needs. Review frequently to be sure the employee is still on track for at least 1,000 hours for the year.</p>
<p>A person isn't enrolled when the position probably does take 1,000 hours.</p>	<p>Err on the side of enrollment if you think the employee will be close to 1,000. It is easier to change them to a non-covered position later than to miss an enrollment that causes an arrearage.</p>
<p>A second employer enrolls an employee as a dual member just because the employee is working at another employer, too.</p>	<p>For dual membership, the position needs to be a covered position at the second employer. If the second position is non-covered, the second employer does not enroll the employee.</p>
<p>Employee is missing on the pay report.</p>	<p>Make it a practice to enroll covered employees as soon as they are hired. This will help you avoid arrearages in the future.</p>
<p>KPERS has duplicate member records because of incorrect SSN.</p>	<p>When making SSN corrections in your payroll records, be sure to let KPERS know by completing a KPERS-12 form.</p>