

## Employer Education

# 2017 Employer Workshop Seminars & Webinars

Starting September 18, we'll host our **employer workshop seminars** across the state for designated agents, additional signers and other staff who work with KPERS.

Local employers will meet in the morning and school employers in the afternoon. State agencies will have their own date. **Registration is required.**

New info will be provided about **working after retirement** and the **employer web portal redesign** and more. [Check out the schedule and pick a date.](#)

### Register for a seminar near you!

Find one near you and register on the [EWP](#). Receive instant confirmation. Step-by-step instructions are below.

### Don't miss the online webinars!

Can't get away from work, or just need more? We're hosting employer webinars again this year. We'll cover the same information that's in the on-site seminars, but we break it up into three, **one-hour sessions**. Interested? Pick sessions below that fit your interest and schedule. **Online registration is required to attend.**

### Click date(s) to register for online webinar

	Session #1	Session #2	Session #3
Session Topics	<ul style="list-style-type: none"><li>• EWP</li><li>• Look up employee</li><li>• Enroll employee</li><li>• Pay Period Reporting</li><li>• Leaving Employment/ End Dates</li><li>• Membership</li></ul>	<ul style="list-style-type: none"><li>• Disability</li><li>• Death Benefits</li><li>• Optional Life Insurance</li><li>• Withdrawals</li></ul>	<ul style="list-style-type: none"><li>• Service Purchase</li><li>• Retirement</li><li>• Retirement Estimates</li><li>• KPERS 457</li><li>• Working After Retirement</li></ul>
School	<a href="#">Nov 1 @ 10 a.m.</a> <a href="#">Dec 12 @ 2 p.m.</a>	<a href="#">Nov 7 @ 10 a.m.</a> <a href="#">Dec 13 @ 2 p.m.</a>	<a href="#">Nov 8 @ 10 a.m.</a> <a href="#">Dec 14 @ 2 p.m.</a>
Non-School	<a href="#">Nov 14 @ 10 a.m.</a> <a href="#">Dec 19 @ 2 p.m.</a>	<a href="#">Nov 15 @ 10 a.m.</a> <a href="#">Dec 20 @ 2 p.m.</a>	<a href="#">Nov 16 @ 10 a.m.</a> <a href="#">Dec 21 @ 2 p.m.</a>
State	<a href="#">Nov 28 @ 10 a.m.</a>	<a href="#">Nov 29 @ 10 a.m.</a>	<a href="#">Nov 30 @ 10 a.m.</a>
Community & Tech Colleges	<a href="#">Dec 4 @ 2 p.m.</a>	<a href="#">Dec 6 @ 2 p.m.</a>	<a href="#">Dec 7 @ 2 p.m.</a>

Be sure to use pull-down menu to select the correct time & date.

### How to register for on-location seminar

[Login](#) to the EWP.

**Step 1.** From the site menu, under "DA Workshops," click **Registration Request**.

**Step 2.** Find the workshop you want, and click the **Registration** button.

**Step 3.** Enter **name and contact information**.

**Step 4.** Click **Save**.

**Step 5.** Click **Submit To KPERS**. Repeat Steps 1-5 for each attendee.

You will receive an email confirming your registration and an EWP Message Board confirmation.

### Questions?

- Email [employers@kpers.org](mailto:employers@kpers.org)
- Toll-free 1-888-275-5737
- In Topeka 296-6166

