

Action Needed

Verify Period of Service

You will soon receive a system email and action-required message on the employer web portal (EWP) message board. It's time to verify your employer's period of service information for 2018. You'll complete this for all plans including KPERS, KP&F and Working After Retirement.

What is period of service?

"Period of service" is the relationship between your pay cycles and pay dates. It's the actual time worked for your employer's pay dates each January through December. An employer can have one or more pay cycles, also known as "departments."

Accuracy is crucial

Member service credit and pay period reporting rely entirely on pay cycle information. **It must be correct.** Pay cycles in KPERS' system must match those in your payroll system or you will have problems with reporting.

To-do checklist

KPERS has estimated your 2018 pay info based on your 2017 dates. [Login](#) to the EWP and verify these dates.

- Review
- Confirm pay dates are not on holidays or weekends
- Correct, if necessary
- Validate
- Submit

Off-cycle for rest of 2017

If you need to add an off-cycle for 2017, email us at kpersFS@kpers.org with the off-cycle pay date and the reason for it. You will be able to add an off-cycle on your own for 2018 after January 1.

Instructions

[Period of Service \(POS\)](#)

Includes:

- [How to Make POS Changes](#)
- [How to Upload Pay Period Details](#)

IMPORTANT!

You must submit payroll periods, even if you don't make any changes.

Submit to KPERS by
November 17, 2017

Questions?

- Email kpersFS@kpers.org
- Toll-free 1-866-980-0955
- Topeka 785-296-7212

