

## Action Needed

# Verify Service Quarters (Period of Service)

You will soon receive an item on your EWP To-Do list. It's time to verify your employer's service quarters and pay periods for **2019**. You'll complete this for **all plans** including KPERs, KP&F and Working After Retirement.

## What are service quarters?

This used to be called "period of service" (POS), but "service quarters" is a more accurate phrase. So we changed it, as part of our goal to make the new EWP straightforward and intuitive.

Service quarters represent the relationship between your pay periods and when employees earn service credits. 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, previously 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.

## Important!

You must verify & submit service quarter info, even if you don't make any changes. **Submit to KPERs by November 16, 2018.**

## Checklist

KPERs has estimated your 2019 pay info based on your 2018 dates.

[Login](#) to the EWP and verify these dates.

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

## Instructions & Resources

[Quick Vid: Service Quarters](#)

[Employer Manual: Service Quarters](#)

## Off-cycle for rest of 2018

If you need to add an off-cycle for 2018, email us at [kpersFS@kpers.org](mailto: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 2019 after January 1.

## Questions?

- Email [kpersFS@kpers.org](mailto:kpersFS@kpers.org)
- Toll-free 1-866-980-095
- Topeka 785-296-7212

