

Employer Processes

Enroll 1st – Beneficiary Form 2nd

As a reminder, please enroll members in the Employer Web Portal (EWP) **before** you send a Designation of Beneficiary (KPERS-7/99) form.

The system doesn't know what to do when it doesn't know an employee exists. Sending the 7/99 form first causes issues for our system, and it cannot be processed without an enrollment.

Thanks for your help!

Questions?

- Email employers@kpers.org
- Toll-free 1-888-275-5737
- Topeka 296-6166

