

Pay Reporting & COVID-19

Reporting “no pay” for someone on leave

Thanks to those who provided helpful feedback in the recent survey.

Based on what we learned, we added a “COVID-19” button to the pay report process in the EWP. What really matters most when doing your pay report is whether an employee received compensation. There are some exceptions, but mostly pay is pay when it comes to KPERS and this COVID situation. Report the pay and send KPERS contributions. This includes compensation paid because of the federal legislation for COVID-19.

| COVID-19 Pay Scenario | How to Handle It |
|--|--|
| Employees who received full pay | Business as usual. Doesn't matter if it's regular pay or paid leave of some type. |
| Employees who received pay, but less than usual due to COVID-19 | Report what pay they did receive. The system will display an informational message when pay drops below 50% of regular pay. Disregard when due to COVID-19. Member still receives service credit. |
| Employees who didn't receive pay due to COVID-19 | Report \$0 and use the new “COVID-19” button to tell us it was because of a COVID-19 situation. Do not submit an end date if COVID-19 is the reason they didn't work. Member still receives service credit. |

New COVID-19 Button

Here's an example of the new COVID-19 on screen. Please check out this Quick Vid to how to use it if you need to report employees with \$0 compensation because of COVID-19.

| | | | |
|-------------------|------------------------|-------------------------|---------------------|
| Service Purchases | Employer Contributions | Insurance Contributions | Total Contributions |
| \$0.00 | \$258.30 | \$30.00 | \$468.30 |

[No pay due to COVID-19](#) [Next](#)

| Service Purchase | End Date | Reason |
|------------------|----------------------|----------------------|
| \$0.00 | <input type="text"/> | <input type="text"/> |
| \$0.00 | <input type="text"/> | <input type="text"/> |
| \$0.00 | <input type="text"/> | <input type="text"/> |

[Click here for the Quick Vid on how to use the COVID-19 button.](#)

Be Careful With End Dates

If you have employees not working because of COVID-19, don't submit end dates for them. Use the new "COVID-19" button in your online pay report to let us know they are still employees, but are not getting paid because of the epidemic.

If you have already submitted an end date for a COVID-19 leave situation, like furlough, please contact us so we can delete them for you.

Continue to submit end dates for any employees actually *ending* employment with your employer.

Thank You

Thanks for being flexible and patient during this time. We want to do what we can on our end to help you with pay reporting and all the other crazy things COVID-19 is throwing our way. Thank you for being our partner.

Questions?

- Email kpersFS@kpers.org
- Toll-free 1-844-468-8929
- In Topeka 785-268-6886

