

How to Handle Furloughs

We're Working on It

Some of you may be going through or preparing for furlough situations. It's likely you already know that Kansas law protects a State employee's retirement benefit during a furlough.

At KPERS, we're figuring out how to handle furloughs in our system. We are mindful that this impacts you and KPERS. We'll update you in the coming weeks.

- For now, **don't enter end dates for furloughs** in the employer portal, but do keep track of them yourself. We'll need employees' actual pay vs pay as if not furloughed.
- If furloughed employees have **Optional Group Life Insurance coverage** and aren't paying the premium by payroll deduction during furlough, give them an Optional Group Life Insurance Continuation ([KPERS-79C](#)) form so they can continue coverage.

COVID-19 Button in the Pay Report

On a related payroll topic, you will continue to see the COVID-19 button in pay reports until Labor Day. Only use it if an employee has COVID-19 or is caring for a family member with COVID-19. It should **not** be used in a furlough situation caused by budgetary constraints.

Questions?

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