

Action Needed

Verify Service Quarters

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 **2021**. You'll complete this for **all plans** including KPERS, KP&F and Working After Retirement.

What are service quarters?

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.

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 20, 2020.**

Checklist

KPERS has estimated your 2021 pay info based on your 2020 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 2020

If you need to add an off-cycle for 2020, 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 2021 after January 1.

Questions?

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

