

Designated Agent

What is a Designated Agent?

By law, employers affiliated with KPERS are required to name a designated agent. This is someone from your employer who provides a local contact for Retirement System information, transactions, forms and member communication. As a designated agent, you function as a liaison between the Retirement System and your employer. The staff at KPERS thanks you for all your hard work.

The Job of a Designated Agent

With changing legislation and complex regulations and procedures, KPERS staff is not able to keep all members up-to-date on what's going on. That's where you come in. Here are some of the responsibilities of a KPERS designated agent.

- **Distributing information** to employees in a timely manner. Examples of information requiring immediate distribution are:
 - Notices of legislative changes that could affect member benefits.
 - Notices of upcoming KPERS informational meetings.
 - Member newsletters and other e-mails.
- **Using the employer web portal (EWP) to:**
 - Enroll employees working in KPERS-covered positions.
 - Report pay and send contributions to KPERS.
 - Report wages for employees working-after-retirement and send employer contributions.
 - Provide end dates for employees leaving employment.
 - Process retirement certifications.

For more, see the [EWP section](#) of the Employer Manual. [Quick Vid: Home Page Tour](#)

- **Attending designated agent/employer workshops**

KPERS has workshops across the state for designated agents and other staff who work with KPERS. Each workshop lasts about three hours. Visit the [Employer Training Page](#) at kpers.org. Then [login](#) to the EWP to register for a workshop near you. For more training, we offer workshop webinars every fall and topic-driven webinars throughout the year.

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The Job of Additional Contacts

Your employer may need an additional help with KPERS matters. Designated agents can assign EWP user roles to other contacts to help with duties involving:

- Enrollment
- Death & Disability
- Optional Insurance
- Pay Reports
- Invoices
- Banking
- Read Only
- Message Admin

Assigning additional KPERS Contact(s) is not required but highly recommended.

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Publications to Help Employers

- [KPERS Employer Manual](#)
- [KP&F Employer Manual](#)
- [Welcome to the Team](#)
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Changing Designated Agent

New designated agents must complete and sign a KPERS-2 form.



KPERS
KPERS-2 Rev. 4/18

DESIGNATION OF AGENT

■ **Important** – Employers use this form to authorize individual staff members to conduct business with the Retirement System. Designated agents are responsible for:

- Communicating important information to members.
- Processing transactions and reports.
- Sending contributions.

■ **Contact Us** – toll free: 1-888-275-5737 • phone: 785-296-6166 • fax: 785-296-6638
email: kpers@kpers.org • web site: kpers.org • mail: 611 S. Kansas Ave., Suite 100, Topeka, KS 66603

■ **Part A – Employer Information**

1. Employer: _____ 2. KPERS Employer Number: _____

■ **Part B – Appointment of Designated Agent**– Complete this section to appoint a designated agent upon affiliation or to replace a current designated agent. The designated agent cannot sign this part.

1. Name (First, MI, Last): _____
Title: _____ Email Address: _____
Telephone Number: (____) _____

Authorized By (required*): _____ Title: _____
**The Mayor, Chairman, Agency Director or Superintendent's signature is always required to designate a new primary designated agent.*

■ **Part C – Required Designated Agent Signature** – The designated agent's signature is required for the Retirement System to accept this form. The new designated agent being appointed must sign, not one being replaced.

Designated Agent Signature: _____ Month/Day/Year: ____/____/____

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Hint

Under the **Forms & Publications** header, at kpers.org, you can choose to view forms by user or by form number. Visit kpers.org/forms.

Changing Additional Contacts

When a new staff member is hired and he/she will work on the EWP, you can add new users from inside the portal. You can change roles and delete users there, too. These contacts could receive calls from KPERs or get emails.

An Ounce of Prevention

Avoid Common Problems	Prevention
Not receiving email updates from KPERs.	Make sure the contact information is up-to-date in the employer web portal.
Lack confidence in what to do as a designated agent or additional signer.	Login and register for an Employer Workshop Seminar or Webinar to get hands-on training. You can also call the KPERs office to schedule a personal training session with a field representative. We can come to you.
Incorrect person receiveing employer emails from KPERs.	Always submit the Designation of Agent form (KPERs-2) when someone leaves the role of designated agent.
Not sure what to do when employees end employment, go on leave of absence or move to a non-covered postion.	Refer to Leaving KPERs-Covered Employment section of the online Employer Manual.
Deducting the wrong employee contribution rate for new employees.	If unsure about an employee's plan status, look up employee records on employer web portal. Quick Vid: Home Page Tour

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