

## 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.
  - Adding EWP users.

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

- **Attending employer workshops**

KPERS has in-person workshop seminars across the state for designated agents and other staff who work with KPERS. Visit the [Employer Training Page](#) at [kpers.org](http://kpers.org). In the fall, register for a workshop near you.

For more training, we offer online workshop webinars every fall and topic-driven webinars throughout the year.

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### The Job of Additional Contacts

Your employer may need additional help with KPERs matters. Designated agents can assign EWP user roles to staff to help with duties involving:

- **Bank** - access and change bank info for employer
- **Death & Disability** - report death or disability of member
- **Enrollment** - enroll new members, access to Employee Info screen, add end dates
- **Invoice** - pay invoices
- **Message Admin** - read & send via Message Board
- **OGLI** - access member premium info, create reports and pay invoices, add end dates
- **Pay Reports** - create & submit pay reports
- **POS (Service Quarters) Certify** - certify service quarters for the employer for the year
- **Rate Certify** - certify contribution rates for the year
- **Read Only** - no access to processes

Adding contacts and assigning roles is not required, but it is highly recommended.

### Managing Additional Contacts and Roles

As the designated agent, only you can add and delete contacts and assign roles. KPERs can no longer do this.

#### Adding Contacts

1. In the EWP, click **Employer Info**.
2. Under the **Details** tab, click **New**.
3. Enter the new contact's **name**, **title**, individual **email address** and **work phone**.
4. Click on the **role(s)** you want to assign to the contact (see roles, above).
5. Click **Save**. You'll receive an email to confirm the contact was added.

**If new contact's email address is not in the system, you'll see a new screen.**

6. On the new screen, click **Create EWP User** to activate the email address. The new contact will receive a temporary password to set up their EWP account.

#### Changing Contact's Info

1. In the EWP, click **Employer Info**.
2. Click on contact's **name** to open his or her **details**.
3. Make needed changes (roles and/or phone number).\*
4. Click **Save**.

\*You may change an email address, but KPERs needs to activate it.

#### Unlocking and Resetting Login for Contacts

If a contact is locked out of his or her account, click **Unlock User**. The contact will receive a temporary password and you'll receive a confirmation email.

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If a contact can't remember the security info to get into his or her account, click **Reset User**. The contact will receive a temporary password, and you'll receive a confirmation email. The contact can then set up new security info.

Click **Cancel** to leave the Contact Details screen. Click **Delete** to remove a contact who no longer needs EWP access.

### Publications to Help Employers

- [KPERS Employer Manual](#)
- [KP&F Employer Manual](#)
- [Welcome to the Team](#)
- Membership Guides [KPERS](#) | [KP&F](#) | [Judges](#)
- Benefits at a Glance Fliers  
[KPERS 1](#) | [KPERS 2](#) | [KPERS 3](#) | [KP&F](#) | [Judges](#) | [Correctional KPERS 1](#) | [Correctional KPERS 2](#)
- [Leaving Employment](#)
- Pre-Retirement Planning Guides  
[KPERS](#) | [KP&F](#)
- [Optional Life Employee Booklet](#)
- [Long-Term Disability](#)
- [Important Tax Information](#)
- [Member Newsletters](#)

### Changing Designated Agent

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



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](mailto:kpers@kpers.org) • web site: [kpers.org](http://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](http://kpers.org), you can choose to view [forms by user](#) or [by form number](#).

## 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 contact.	<a href="#">Login</a> and register for an Employer Workshop Seminar or Webinar to get hands-on training. Or watch Employer Quick Vids or other videos, recordings and presentations. 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 <a href="#">Leaving KPERS-Covered Employment</a> 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. <a href="#">Quick Vid: Home Page Tour</a>

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