

## Membership KPERS (non-school)

### Who Is a Member?

Under Kansas law, KPERS membership is mandatory for any employee in a “covered” position. It is a condition of employment. “Covered” means the position is eligible for KPERS benefits.

#### Position requirements

- Covered by Social Security
- At least 1,000 hours of paid work per year
- Continuously or consistently employed
- Not temporary (temporary is less than 6 months)
- Not seasonal (life guarding, summer mowing, etc.)
- Performing work directly\* for his affiliated employer

\*Employees not performing the regular duties of their KPERS-covered position do not earn service credit. This includes employees on sabbatical, extended leave of absence, or serving as a representative, delegate or officer of a union or similar employee organization. Simply remaining on the employer’s payroll is not enough to qualify for KPERS service credit.

It’s critical to track the hours an employee works. Carefully monitor temporary and seasonal employees and those working less than 1,000 hours. An employee hired in a non-covered position now might be in a covered position later, due to a change in position or job responsibilities.

#### Is a part-time job covered?

**YES:** The position is at least 1,000 hours a year (e.g., four hours a day) and meets the other requirements.

**NO:** An employee works over 1,000 hours, but only during the spring and summer mowing, etc. This is seasonal.

**NO:** Someone is hired to do a special project that lasts only a few months. This is a temporary position.

**NO:** Someone works an hour or two each day. This position is not covered. But monitor hours. If he or she consistently works at least four hours per day, you need to revisit your position description for this job. If the employee continues to work four or more hours, you need to enroll the employee in KPERS.

#### Independent contractors

Whether a worker is an employee or an “independent contractor” is a federal tax issue. It is your responsibility to determine if an individual performing services is an independent contractor or employee. If the worker is considered an employee by the IRS and the position meets KPERS membership requirements, the person must be enrolled as a KPERS member.

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The IRS has created tests to determine whether a worker is an independent contractor or an employee. Test factors are grouped into three categories:

1. Behavioral control
2. Financial control
3. Relationship of the parties

The test includes questions like: What training is required? Who hires, supervises and pays for assistants? Who determines the individual's hours? Will the individual work on the employer's premises? Who supplies tools and materials? Does the employer control how results are achieved? Does the worker have an opportunity to make a profit or take a loss? Does the worker have employee benefits like health insurance and paid vacation?

If the employer controls the worker in largely the same way the employer controls employees, then the worker is most likely not an independent contractor according to the IRS. If you hire someone you consider an independent contractor, we recommend you consult an attorney or your normal source for guidance on payroll withholding and tax matters. See [IRS publication: Independent Contractor or Employee?](#)

### Kansas Board of Regents (KBOR) institutions

Generally, classified employees become KPERS members and unclassified employees become members of the Kansas Board of Regents Mandatory Retirement Plan.

#### [Employer Manual: Kansas Board of Regents \(KBOR\)](#)

Employees working at a Board of Regents institution who are transferred or reclassified to a job covered by the other retirement plan have a one-time chance to stay in the plan they've been in. Employees transferring to a KBOR institution from another State agency also have this choice.

To stay in the retirement plan they had before reclassification or transfer, employees complete an **Retirement Plan Election for Kansas Board of Regents Employees** form ([KPERS-3BOR](#)). KPERS must receive the form before the first day of the first complete payroll period after the reclassification or transfer. Employees who do not submit this form are considered as electing to participate in the retirement plan provided by the position they are transferring to or being reclassified to.

The election is irrevocable unless the member ends employment and:

- Withdraws.
- Is not vested and is inactive more than five years.
- Is again reclassified or transferred.

Employees cannot contribute to the KBOR Mandatory Retirement Plan and KPERS at the same time. KPERS members won't receive credit for any service during which they are enrolled in the Regents mandatory plan.

Employees can contribute to the Regents voluntary plan and KPERS at the same time.

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### Employees with green cards

Issued by U.S. Citizenship and Immigration Services (USCIS), a Permanent Resident Card – commonly known as the “Green Card” – gives immigrants the legal right to live and work in the United States. A covered employee with a green card is a KPERS member.

### Employees with work visas

**YES:** Foreign workers on a visa (except J-1 or F-1) who have an SSN.

**NO:** Employees with a J-1 or F-1 visa.

### CDDOs and Community Service Providers

KPERS-affiliated Community Developmental Disability Organizations (CDDOs) and Community Service Providers have the option to defer KPERS membership for two years for trainees hired in direct-support positions. [Click here for more info.](#)

## Who Is Not a Member?

An employee is not a member if he or she is:

- Contributing to the Kansas Board of Regents Mandatory Retirement Plan.
- A State officer or in certain unclassified positions who elected KPERS 457, the State’s Deferred Compensation Plan, instead of KPERS.  
See [State Officers and Certain Unclassified Employees.](#)
- Contributing to United States Civil Service or the Federal Employees Retirement System. This does not affect those receiving a pension, just those contributing.
- Paid by the Comprehensive Employment and Training Act (CETA) as type II or VI.
- Exempt from Social Security coverage.
- Hired into a position covered by CDDO/Community Service Provider 2-year [membership deferral](#). After two years, enroll these employees.
- Working in this country on a J-1 or F-1 visa.

## Types of Members

KPERS has three statewide retirement systems: 1) Kansas Public Employees Retirement system (KPERS); 2) Kansas Police and Firemen’s System (KP&F); 3) Kansas Retirement System for Judges (Judges).

In the KPERS plan, there are three benefit structures: KPERS 1, KPERS 2, and KPERS 3\*. In the KP&F plan, there are two benefit structures: KP&F Tier I and KP&F Tier II.

**Hint:** When you enroll employees on the employer web portal, the system will tell you in which benefit structures they are enrolled.

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\*All new employees hired in KPERS-covered positions should be enrolled in KPERS 3.

### KPERS 1

Active members hired before July 1, 2009, who were:

- Contributing members on July 1, 2009.
- On military leave and returned to work.
- On leave of absence up to one year and returned to work.
- Employees who were in their “year of service” between July 1, 2008, and June 30, 2009, and were still employed on July 1, 2009.
- Active Board of Regents members who have KPERS service and have had no break in service.
- Inactive members vested with at least 9.5 years of service before July 1, 2009.
- Members hired before July 1, 2009, who are inactive because they moved to a non-covered position with the same employer with no break in service (started a new position within three days).

Grace Period — Non-vested members have a 30-day grace period between KPERS-covered employment.

**Note:** Julie works for the City of Atchison and is a KPERS 2 member with three years of service. Julie ends employment with the City and goes to work for the Kansas Department of Revenue three weeks after her last day at the City. Julie is within the grace period and continues as a KPERS 2 member.

If Julie had ended employment with the City and not gone to work for another KPERS employer within 30 days, she would become a KPERS 3 member.

### KPERS 2

- All members first employed in covered positions on or after July 1, 2009, and before January 1, 2015
- Inactive members who were not vested on July 1, 2009 (had less than 9.5 years), and returned to employment before January 1, 2015
- KPERS 1 members who left employment before vesting and returned to employment before January 1, 2015
- Former members who withdrew their accounts and began a new membership on or after July 1, 2009, and before January 1, 2015

### KPERS 3

- All members (except correctional) first employed in covered positions on or after January 1, 2015
- KPERS 1 or KPERS 2 members who left employment before vesting and returned to employment on or after January 1, 2015
- Former members who withdrew their accounts and began a new membership on or after January 1, 2015

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### Correctional members

Correctional members work for a State correctional facility. They are divided into two groups for KPERS benefits, Group A and Group B, as determined by the Department of Corrections. Correctional members can be KPERS 1 or KPERS 2 just like regular KPERS members. They make the same contributions and have the same benefits. However, they may be able to retire at an earlier age if they meet Correctional retirement eligibility requirements. Unlike other new employees, new correctional employees will still become KPERS 2 members.

### Local elected officials

County commissioners, city commissioners and city council members are eligible for KPERS.

#### Requirements:

1. At least \$5,000 in compensation per year (no minimum hours) **or** Work at least 1,000 hours a year (no minimum compensation)
2. Must elect membership within 90 days of taking the oath of office

Elected officials can choose whether to become KPERS members. **This choice is irrevocable.** Once the choice has been made, the elected official cannot revoke the decision while in office. Use **Elected Official Election of Membership (non-legislative)** form ([KPERS-3](#)).

*Exception* — An elected official who is already a KPERS member by virtue of his or her “day job” is required to be a member if the elected position meets membership requirements. The member will be a “dual” employee. See [Working for More Than One Employer](#). This applies only to non-legislative elected official positions. Inactive membership does not count for this requirement. The person needs to be an active member to be required.

Elected officials who don’t originally opt in to KPERS have another opportunity to choose membership if they are elected to office after a break in service.

**Example:** Mary was elected a city council member and chose not to join KPERS. Years later she was elected as a county commissioner. She has the chance become a KPERS member with her new elected office.

### Legislators

Legislators have a one-time choice whether to participate in KPERS. They need to opt in or out by completing a **KPERS Membership and Death and Disability Coverage** (for Legislators) form ([KPERS-3A](#)) within 90 days of taking the oath of office. **This choice is irrevocable.** Once the choice has been made, the elected official cannot revoke the decision while in office.

Complete ([KPERS-3A](#)) regardless of whether the elected official chooses to become a KPERS member. Legislators who do not choose KPERS membership are still covered by death and disability benefits.

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Membership date is oath-of-office date or date appointed if KPERS receives the [KPERS-3A](#) form within 14 days after that date. If KPERS doesn't receive the form within 14 days, the membership date is the first day of the payroll period of the first quarter after KPERS receives the form. However, it must be within 90 days of the oath of office.

Elected officials who don't originally opt in to KPERS have another opportunity to choose membership if they are elected to another office.

**Example:** John was elected to the House of Representatives and chose not to join KPERS. Later he was elected as a State Senator. He has the chance to become a KPERS member with his new elected office.

KPERS retirees who are now legislators cannot participate in KPERS as active members. They can choose to have their employer contribute to the State's Deferred Compensation Plan (KPERS 457) on their behalf by completing an **Election of Deferred Compensation Plan for KPERS Retirees** (Legislators) form ([KPERS-3R](#)).

### State officers and certain unclassified employees

State officers, unclassified employees on the Governor's staff and any unclassified employee on the staff of both houses of the Legislature can choose the State's Deferred Compensation Plan (KPERS 457) instead of KPERS.

Positions included: Secretary of Administration, Secretary on Aging, Secretary of Commerce, Secretary of Corrections, Secretary of Health and Environment, Secretary of Human Resources, Secretary of Revenue, Secretary of Social and Rehabilitation Services, Secretary of Transportation, Secretary of Wildlife and Parks, Superintendent of the Kansas Highway Patrol, State Grain Inspector, Executive Director of the Kansas Lottery, Executive Director of the Kansas Racing Commission, President of Kansas Development Finance Authority, State Fire Marshal, State Librarian, Securities Commissioner, Adjutant General, members of the State Board of Tax Appeals, members of the Kansas Parole Board, members of the State Corporation Commission, any unclassified employee on the staff of officers of both houses of the Legislature, and any unclassified employee appointed to the Governor's staff.

If the employee chooses KPERS, do a regular enrollment on the EWP. To opt out of KPERS, employees use a **State Officer Retirement Plan Election** form ([KPERS-3S](#)). Instead of contributing to KPERS, employers contribute 8 percent of gross compensation to the employee's deferred comp account. If at a later time employees become KPERS members in another position, the years spent in the deferred comp plan cannot be purchased as KPERS service credit.

Note: Employees who opt out of KPERS are still covered by death and disability insurance.

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### Working Extra Jobs at the Same Employer (Totality of Employment)

Totality of employment affects a member when he or she is paid for working extra jobs with the same employer (e.g., lawn work, janitorial work, etc.). A member working in a KPERs-covered position must have contributions deducted from all pay earned from all work with the same employer.

While this increases a member's salary, it doesn't add additional service credit. By law, members can earn only one calendar quarter of service credit for any employment within any quarter.

#### State agencies

All State of Kansas agencies, including Board of Regents institutions, are considered one employer. An employee at one State agency in a covered position who also works in a non-covered position for the same or another State agency must have contributions withheld from pay for all positions.

**Example 1:** Sue works for the Kansas Department of Transportation in a full-time covered position. During tax season, she also works part time at the Kansas Department of Revenue. Both employers should deduct member contributions from her pay and both employers should also remit employer contributions.

**Example 2:** Sue works for KDOT in a full-time covered position. She also works part time in the summer for the City of Topeka. Because they are different employers and the city job is not covered, only KDOT should remit contributions.

### Working For More Than One Employer (Dual Employment)

Dual membership is when an employee works for two or more KPERs employers and all positions have KPERs benefits.

Each employer submits an enrollment. The employee's membership date is the one established with the first employer.

Both employers deduct member contributions. Both employers make employer contributions. If an employee is purchasing service credit by payroll deduction, KPERs buyback contributions will be deducted by each KPERs employer. Dual employment will increase the member's salary, but won't add additional years of service credit. By law, members can earn only one calendar quarter of participating service credit for any employment within any quarter.

Dual employment is **not** working in a covered position at one employer and in a non-covered position with another employer. Dual employment can be working at a non-school employer and at a school employer, as long as both positions are eligible for KPERs benefits.

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**Example 1:** Dan works 1,000 hours a year with the City of Topeka. He also works 1,000 hours a year with Shawnee County. Both positions meet KPERS eligibility requirements. He is a member at both employers. Contributions are made on both salaries.

**Example 2:** Dan works 1,000 hours a year with the City of Topeka. He also works 500 hours a year with Shawnee County. Only the city position meets KPERS eligibility requirements. Only the City of Topeka enrolls him and deducts contributions.

### State agencies

All State of Kansas agencies, including Board of Regents institutions, are considered one employer. See [Working Extra Jobs at the Same Employer](#).

## Moving To and From Covered Positions

When employees move from a covered position to a non-covered position, they stop making contributions and earning service credit. They are no longer eligible for disability coverage or group life insurance. Submit an end date for their employee record in the EWP using "Non-covered" as the reason. The system automatically generates a "non-covered" employee record. [Quick Vid: End Date](#)

While officially considered "inactive," these members can't withdraw contributions because they are still employed by a KPERS employer. This includes employees moving from a KPERS-covered position to one covered by the Regents Mandatory Retirement Plan. They can withdraw contributions when they end employment.

If this person returns to a covered position, enter an end date in the non-covered record with a "Return to payroll" reason. If the person ends employment in the covered position, enter an end date with "Termination" reason.

## Back to Work After Leave of Absence, Military Service or Disability

Enter an end date in his or her record to end leave of absence, military leave or disability. Use "Return to payroll" as the reason.

Generally speaking if the employee has continued optional group life insurance, it will be reinstated when the employee returns to work. See [Leave of Absence chart](#).

For returning active military, they are eligible to reinstate their previous optional life insurance if they had it through your employer when they left and return within 5 years. Also, they may be eligible for granted or purchased service. See [Service Credit](#).

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#### Leave of Absence Chart for Life Insurance

Type of Leave	Basic Coverage	Optional Coverage
<b>MILITARY</b>	Continued during active military duty, paid from KPERS fund	Can choose direct-pay* and continue coverage for 16 months during military leave After 16 months, must convert or port to keep coverage
return to work	Reinstated	If employee returns w/in 5 years, coverage is reinstated, even if did not elect continuation
<b>EMPLOYEE ILLNESS</b> under age 65 Including KPERS Long-term Disability	Employer pays coverage if employee on payroll (using sick leave, short-term disability, etc.) Employee off payroll, employer stops paying, employee still covered for first 180 days Move out of insured plan into self-funded plan after 180-day waiting period for eligibility under the KPERS Long-term Disability Plan (LTD)	Can choose direct-pay and continue coverage until the earliest of the following: recovery, retirement, reach age 65, withdraw
return to work	Reinstated	If employee returns w/in 3 months, coverage is reinstated, even if did not elect continuation. If returns after 3 months, employee can apply for coverage, but must answer health questions
<b>EMPLOYEE ILLNESS</b> age 65 & over Including KPERS Long-term Disability	Continue employer-paid coverage if employee on payroll Employee off payroll, employer stops paying, employee still covered for 180 days Move out of insured plan into self-funded plan after 180-day waiting period for eligibility under the KPERS Long-term Disability Plan (LTD)	Terminated. Must convert or port to continue coverage
return to work	Reinstated	Must convert or port (port up to age 70) to continue coverage
<b>FAMILY ILLNESS</b>	Terminated	Can choose direct-pay and continue coverage for 12 months After 12 months, must convert or port to keep coverage
return to work	Reinstated	If employee returns w/in 3 months, coverage is reinstated, even if did not elect continuation If returns after 3 months, employee can apply for coverage but must answer health questions

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Type of Leave	Basic Coverage	Optional Coverage
<b>SCHOOL EMPLOYEE</b> during summer	Continued	Continued. Employer deducts premium in advance of summer
return to work		Can apply for new coverage, but must answer health question
<b>STATE EMPLOYEE</b> on furlough	Continued up to 12 months	Can choose direct-pay and continue coverage for 12 months After 12 months, must convert or port to keep coverage
return to work	Reinstated	If employee returns w/in 3 months, coverage is reinstated, even if did not elect continuation If returns after 3 months, employee can apply for coverage but must answer health questions
<b>KBOR EMPLOYEE</b> non-medical leave	Can choose direct-pay and continue coverage	Can choose direct-pay and continue coverage up to 3 years
return to work	Reinstated	If employee returns w/in 3 months, coverage is reinstated, even if did not elect continuation If returns after 3 months, employee can apply for coverage but must answer health questions
<b>OTHER LEAVE</b>	Terminated	Can choose direct-pay and continue coverage for 12 months After 12 months, must convert or port to keep coverage
return to work	Reinstated	If employee returns w/in 3 months, coverage is reinstated, even if did not elect continuation If returns after 3 months, employee can apply for coverage but must answer health questions

\*Employee is billed and pays The Standard directly instead of through payroll deduction

### Hiring a Retiree

1. While working or during the waiting period after retirement, prearrangements to return to work are not allowed.
2. Retirees do not make contributions, unless they are returning to a different retirement plan as an active member (e.g. KP&F retiree returning to KPERS).
3. Employers pay the statutory contribution rate on all retiree pay for the first \$25,000. It's 30% after pay passes \$25,000. See [Working After Retirement](#).

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#### Waiting period (working after retirement)

**KPERs** Age 62+ = 60 days

**KPERs** Under age 62 = 180 days

**KP&F** 30 days

To calculate the waiting period, count the day after the retirement date as day one. This is their Retirement System retirement date, not their last day on payroll.

#### Membership Date

Membership date is the date an employee becomes a member. Purchasing service credit doesn't change it. Rules and benefits are sometimes affected by membership date.

#### Year of service

Before July 1, 2009, new non-school employees worked for one year in a KPERs-covered position before becoming a member. This was called their "year of service." Their membership date is not the same as their hire date. KPERs 1 members can purchase this service, even if it is only a partial year.

#### What If Someone Should Have Been a Member and Wasn't Enrolled?

If an employee appears to be retroactively eligible for KPERs:

1. Retrace the employee's work history and determine the date the employee began to work in a KPERs-covered position.
2. If date is:
  - July 1, 2009, or after, this is his/her membership date
  - July 1, 2008, to June 30, 2009, then July 1, 2009, is his/her membership date
  - Before July 1, 2009, add a year for "year of service" to calculate his/her membership date.
3. Enroll the member. [Quick Vid: Enrollment](#)
4. Complete an adjustment. [Quick Vid: Adjustments](#).

In addition to enrolling the employee, past contributions are also due. KPERs will collect them as part of the adjustment process.

Error Reported	Who Pays Past Contributions
Within six months of membership date	Member
More than six months past membership date	Employer

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### Membership KPERS (non-school)

#### What If KPERS Has the Wrong Date of Birth, SSN or Other Incorrect Member Information?

Complete a **Request for Member Information Change** form ([KPERS-12](#)) to change or correct a member's personal information record. You'll need to include a copy of the appropriate documentation that reflects the new or corrected information. See the form for details.

#### Contributions

Both active members and employers contribute to KPERS.

##### Member contribution rates

KPERS 1	6%
KPERS 2	6%
KPERS 3	6%
Judges	6%
KP&F	7.15%

Contribution rates are set by Kansas law. Contributions are made on gross pay from each pay period on a pretax basis. See [Quick Vid: Pay Report](#).

Member contributions are credited to the member's account under his or her name and Social Security number. **Kansas law does not allow members to borrow from their KPERS account.**

Contributions are not included in the employee's income for federal income tax, but are included for Kansas state income tax purposes. Employees need to make a specific entry on their Kansas income tax return. Some employers provide this amount in Box 14 on the W-2 form (labeled KPERS).

KPERS 1 and KPERS 2 interest is credited annually on June 30, based on the account balance for the previous December 31 (e.g., interest credited June 30, 2018, is based on account balance as of December 31, 2017). KPERS 3 interest is credited quarterly

- Member before July 1, 1993 (KPERS 1), interest = **7.75%**
- Member on or after July 1, 1993 (KPERS 1 or KPERS 2), interest = **4%**
- Member on or after January 1, 2015 (KPERS 3), interest = **4%** + possible additional according to statutory formula, based on KPERS investment returns.

Vested members who leave employment continue to earn interest. Non-vested members earn interest for five years but must withdraw their money after five years (two years for KPERS 3 members) unless working in a non-covered position.

For KPERS 1 and KPERS 2 members, account balance has no effect on retirement benefits, which are determined by final average salary and years of service. Account balance is only important if a member withdraws or dies before retirement.

For KPERS 3, retirement benefits are affected by a member's account balance.

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## Membership KPERS (non-school)

### Employer contributions

Employer contribution rates can change annually based on actuarial calculations. The legislature governs how much they can increase. Rates are the same for KPERS 1, KPERS 2 and KPERS 3. [Employer contributions rates.](#)

Contributions are based on gross compensation before any deductions. They are not deposited into members' accounts.\* They stay with KPERS to fund the System even if members end employment.

Contributions are paid to KPERS each pay period through the employer web portal. See [Quick Vid: Pay Report.](#)

### Vesting

Employees earn service credit working in a covered position. Kansas law governs other types of service that can be purchased or granted. See [Service Credit.](#)

All active KPERS members vest with **five** years of service. A total of 18 quarters (4.5 years) rounds to five years of service. If members have service credit in one of the other retirement plans (KP&F and Judges), they can combine service to vest in KPERS. This is called "portability" (not to be confused with portability of group life insurance). Please contact KPERS with questions.

### Benefits of vesting

- Receive a lifetime retirement benefit, even if employee leaves employment
- Continue to earn interest on account balance after leaving employment

Vested members need to keep their contributions with KPERS after leaving employment to be eligible for account interest and retirement. Non-vested members who leave employment must withdraw their money after five years (two years for KPERS 3 members) unless working in a non-covered position or they return to work in a KPERS covered position within the five year period. Vesting does not mean a member has claim on employer contributions.

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### Membership KPERS (non-school)

#### Employer Checklist

- Does the employee's position meet membership requirements?
- Check to see if the employee has ever been a KPERS member or is working for another employer that provides KPERS benefits. You will be able to confirm this during the online enrollment process. The System will also tell you if the employee is KPERS 1, KPERS 2 or KPERS 3.
- Complete an enrollment on the employer web portal. It's important to complete an enrollment as soon as an employee is hired.
- Begin deducting KPERS contributions immediately.
- Talk with the employee about purchasing any available service credit.
- Direct employee to designate a beneficiary using member online account or with a Designation of Beneficiary form ([KPERS-7/99](#)).
- Provide information about the KPERS 457 deferred compensation plan. If your employer does not currently offer KPERS 457, [learn more](#).
- Provide information about **basic** and **optional life** insurance. If your employer does not currently offer optional life, [learn more](#).
- KPERS will send the employee a welcome letter with a Benefits at a Glance. [Sample Welcome Letter](#) (PDF, 30KB)
  - Benefits at a Glance:
    - [KPERS 1](#) (PDF, 235KB)
    - [KPERS 2](#) (PDF, 235KB)
    - [KPERS 3](#) (PDF, 587KB)
    - [Correctional KPERS 1](#) (PDF, 242KB)
    - [Correctional KPERS 2](#) (PDF, 246KB)
- The EWP will keep track of enrollments that have started but have not been submitted. Keep an eye on your EWP To-Do list. [Quick Vid: Home Page](#)
- Continue monitoring employee hours for employees working less than 1,000 hours.
- Enter an end date when someone leaves employment.

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### Membership KPERs (non-school)

#### An Ounce of Prevention

Problem	Prevention
A person is enrolled when the position doesn't require 1,000 hours.	When someone is hired, have a good idea of the hours the position needs. Review frequently to be sure the employee is still on track for at least 1,000 hours for the year.
A person isn't enrolled when the position probably does take 1,000 hours.	<b>Error on the side of enrollment</b> if you think the employee will be close to 1,000. It is easier to change them to a non-covered position later than to miss an enrollment that causes an arrearage.
A second employer enrolls an employee as a dual member just because the employee is working at another employer, too.	For dual membership, the position needs to be a <b>covered position</b> at the second employer.  If the second position is non-covered, the second employer does not enroll the employee.
Employee is missing on the pay report.	Make it a practice to enroll covered employees <b>as soon as they are hired</b> . This will help you avoid arrearages in the future.
KPERs has duplicate member records because of incorrect SSN.	When making SSN corrections in your payroll records, be sure to let KPERs know by completing a <a href="#">KPERs-12</a> form.

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