

### Service Quarters

#### What Are Service Quarters? (known before as Period of Service)

An employee's service is credited by quarters. This is important when applying retirement credits for KPERS 3 members and calculating service credit for KPERS 1 and KPERS 2 retirement.

Quarter details are calculated automatically based on your first payroll of the year or are recalculated if changes are made to the Service Quarter Base. The quarter begin dates are the first day worked in the first pay date of that quarter.

To see your current year's service quarters, click on the **Pay Cycles** tab.

Plan Name	Pay Cycle	Q1 Begin Date	Q2 Begin Date	Q3 Begin Date	Q4 Begin Date
<a href="#">KPERS</a>	Blank	12/24/2017	03/18/2018	06/24/2018	09/16/2018
<a href="#">KP&amp;F</a>	86	12/24/2017	03/18/2018	06/24/2018	09/16/2018

#### Verifying Service Quarters

Each fall you need to verify and submit service quarter information for the following year. KPERS projects your service quarter information using last year's info. Even if you don't make any changes from the previous year, **you'll still need to verify.**

Service quarter information must be correct because it affects service credit for retirement.

The system will post a To-Do item on the EWP to remind you that your service quarter info is ready to verify. We'll also send you a reminder message.

[Quick Vid: Verify Service Quarters](#)

#### Verify Process

- [Login](#) to the Employer Web Portal (EWP). On left nav bar, click "Employer Info" and then the "Pay Cycles" tab. Open each pay cycle to review.
- Review [Service Quarter Base](#) section for each pay cycle. It should reflect your first payroll of the upcoming year. KPERS projects future dates and populates this area based on the dates from your current year. Make changes if needed.
- (Option) You can upload pay period information to change an existing/pre-populated pay cycle.
- Review the Service Quarter Dates section. The system automatically calculates this information based on your Service Quarter Base. Make changes if needed.

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## Service Quarters

### Changes checklist:

- Click **Save** when all changes are complete.
- Click **Validate**.
- Click **Employer Info**.
- Click **Submit To KPERs**.

### No changes checklist:

- Click **Validate**.
- Click **Employer Info**.
- Click **Submit To KPERs**.

If you have a pay cycle which is not already listed you will need to contact KPERs.

## Understanding Service Quarter Base Fields

The Service Quarter Base section has the dates for your employer's first payroll of the year. Verify the information entered for the Pay Date and Begin Date.

You will use a different pay cycle number for each payroll cycle your employer has.

**If you do not use one of these standard pay cycles, change the Service Quarter Dates to reflect the correct dates.**

### Remember

The system will calculate the Service Quarter Base end date based on the number of days in the standard pay cycle selected.

#### Standard Pay Cycles

Weekly (7)
Bi-Weekly (14)
Quad-Weekly (28)
Monthly (30 or 31)
Semi-monthly (15 or 16)

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### Service Quarters

#### What Does It Mean?

Service Quarter Year:	Payroll year you are certifying
Pay Cycle (Department):	Usually remains blank if you have only one pay cycle
Pay Checks Per Year:	How many paychecks in your payroll year – KPERS has 5 standard pay cycle options (see <a href="#">Understanding Service Base Fields</a> )
Validation Required:	Y=Yes (you still need to validate and submit) N=No (service quarters have been validated and are ready for you to submit, if you haven't already)
Pay Date:	Date of first paycheck of the year
Begin Date:	First day of payroll period for first paycheck of the year (December for some employers) Example: Payroll period of <b>12/23/18 (begin date)</b> through <b>01/06/19 (end date)</b> is paid on <b>01/12/19 (pay date)</b>
End Date:	System calculates based on number of days in standard pay cycle.

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#### Past Service Quarters

To see past years' service quarter details, click **History** and the **Service Quarters** tab. Then search by year.

History

Pay Reports | Payments & Invoices | Adjustments | Enrollments | OGLJ | Service Quarters | Rates

Plan:

Service Quarters Year:

Plan	Pay Cycle	Year	Q1 Begin Date	Q2 Begin Date	Q3 Begin Date	Q4 Begin Date
KPERS		2018	12/24/2017	03/18/2018	06/24/2018	09/16/2018
KPERS		2017	12/25/2016	03/19/2017	06/25/2017	09/17/2017
KPERS		2016	12/13/2015	03/20/2016	06/12/2016	09/18/2016
KPERS		2015	12/14/2014	03/22/2015	06/14/2015	09/20/2015

#### Quick Vids

- [Verify Service Quarters](#)