

What to do when employees leave employment

For details, including leave of absence, see Employer Manual: [Leaving Employment](#)

Reason for Leaving

TERMINATION

Employer Checklist

- Website: Direct employee to: [Leaving Employment](#)
- Give employee [The Standard Conversion Packet](#) and [The Standard Life Portability Application](#) – Kansas law requires that you give employees notice of life insurance conversion rights at least 15 days before end of 60-day conversion period
- EWP: Enter end date and select “Termination” as reason (end dates populate entire system, so no need to enter again)
Quick-Vid: [End Date](#)
- If employee is in service purchase, contact KPER as soon as possible
- Send employee’s address to KPER for future benefit communication

RETIREMENT

Employer Checklist

- Website: Get more info online [Employer Manual “Retirement”](#) sections for KPER 1, KPER 2 and KPER 3
- Website: Direct employee to [Retirement Info Center](#)
- Give employee a [The Standard Conversion Packet](#) form and a [The Standard Life Portability Application](#) – Kansas law requires that you give employees notice of life insurance conversion rights at least 15 days before end of 60-day conversion period
- Give employee Retirement Booklet ([KPER-15 Booklet](#)) and Retirement Benefit Estimate Request form ([KPER-15E](#))
- EWP: Complete retirement certification Quick Vid: [Certifications](#)
- If employee is in service purchase, have him or her contact KPER as soon as possible

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DISABILITY

Employer Checklist

- Give employee [Optional Group Life Insurance Continuation form \(KPERS-79C\)](#)
- EWP: Enter end date
Quick Vid: [End Dates](#)
- EWP: Click **Report Disability** link in employee's record on employer web portal
- If employee is in service purchase, have him or her contact KPERS as soon as possible

DEATH

Employer Checklist

- EWP: Enter end date
Quick Vid: [End Dates](#)
- EWP: Click **Report Death** link in employee's record on employer web portal

Other what-do-to-when Checklists:

[What to do when new employee starts employment](#)