

What to do when **new employees start**

NEW EMPLOYEE

Employer Checklist

- Is the employee in a KPERS-covered position (eligible for KPERS benefits)?**
Employer Manual: [Membership \(Non-School\)](#)
Employer Manual: [Membership \(School\)](#)
- If covered, enroll employee on employer web portal (EWP). Enroll all employees who are working after retirement.**
Quick-Vid: [Enrollments](#)
The Basics: [Working After Retirement](#)
- If employer is affiliated for optional life, give employee more info.**
Webpage: [Optional Life](#)
Employer Manual: [Optional Life](#)
- If employee is interested in optional life coverage, give him or her:**
Booklet: [Optional Life Insurance](#)
Form: [Enrollment](#)
- If employer is affiliated for KPERS 457 (deferred compensation plan), direct him or her to:**
Webpage: kpers.org/kpers457
- If employee is interested in KPERS 457, direct him or her to:**
Info & Enrollment: kpers457.org
- Give employee Designation of Beneficiary form ([KPERS 7/99](#))**
Webpage for more info: [Beneficiary](#)
- Make sure employee enrolls for access to the member web portal.**
Website: [Member Web Portal](#)

Other what-do-to-when Checklists:

[What to do when employee leaves employment](#)