

quicksteps

Certification for Schools



Login to employer web portal (EWP)

Step 1. Click a name under Certifications on your **To Do** list to get started. Certifications are required for withdrawal, retirement, disability and death.

EMPL	OYEE INFO						-	-					
2 +	Enroll											Status	Review
۹	Look Up											Application Type	Retirement
		Membership Date 08/22/										Retirement Date	06/01/2024
PAYR	REPORTS											Member Type	KPERS 1
	Submit Report												
Ø	Adjustment	Position At Retirement	Last D	ay or	Con	tract							
MISC	2	Teacher	08/1	5/2024						3			
٢	Invoices	Last Date on Payroll 05/31/2024	<	A	ug	~ 20	24 ~	•	>	Oyes	ONO		
٥	Certification	Door momber work 0.10.12 months?	Su	Мо	Tu	We	Th 1	Fr 2	Sa 3				
٥	Optional Life	Og O10 O12	4	5	6	7	8	9	10				
S	History	Is this member paid in 9, 10, or 12 monthly	11	12	13	14	15	16	17				
	Reports	O9 O10 O12	25	26	20	28	29	30	31				
		경험 이 가지 관심을 잘 할 수 있는 것이 없다.											

Step 2. Enter the employee's Position At Retirement. Be specific, like "teacher" or "office admin."

Step 3. Select the **Last Day on Contract** for the employee. Leave this blank for classified employees.



quicksteps

Certification for Schools

Welcome,					
EMPLOYER	5			Status	Review
A Home				Application Type	Retirement
n Home	Membership Date 08/22/			Retirement Date	06/01/2024
🗱 Employer Info				Member Type	KPERS 1
EMPLOYEE INFO					
≗ + Enroll	Position At Retirement	Last Day on Contract	4		
Q Look Up	Teacher	08/15/2024			
PAY REPORTS	Last Date on Payroll05/31/2024	This is the date in our system. Is this correct?	Yes O No	20	
🖺 Submit Report					
Adjustment	Does member work 9,10,12 months?				
	Og O 10 O 12				
MISC	Is this member paid in 9, 10, or 12 month	ily installments?			
(\$) Invoices	00 010 012				

Step 4. The system automatically fills in the Last Date on Payroll based on the last day of the month (ex. 05/31/2024) before the requested retirement date (ex. 06/01/2024). If this date is correct, check **Yes**.

EMPL	OYEE INFO	
2.	Enroll	Position At Retirement Last Day on Contract
۹	Lock Up	Teacher 08/15/2024
PAY	REPORTS	Last Date on Payroll 05/31/2024 This is the date in our system. Is this O Yes No correct?
	Submit Report	05/28/2024 Please enter correct date
Ø	Adjustment	< May ~ 2024 ~ >
мізс		Su Mo Tu We Th Fr Sa
٢	Invoices	1 2 3 4 5 6 7 8 9 10 11 nthly installments?
Ø	Certification	12 13 14 15 16 17 18
٥	Optional Life	19 20 21 22 23 24 25 us school year?
5	History	26 27 29 30 31 Has member received all money due within one pay period of the last day on payroll?

Step 4. If the autofill date is not correct, check **No** and enter the correct Last Date on Payroll.





Certification for Schools

EMPL	OYEE INFO	Position At Retirement	Last Day on Contract	
	Enroll	Teacher	08/15/2024	
٩	Look Up	Last Date on Payroll 05/31/2024	This is the date in our system. Is correct?	s this 🔍 Yes ONO
	REPORTS	Does member work 9,10,12 months?		
ľ	Submit Report 5	● 9 O10 O12		
	Adjustment	Is this member paid in 9, 10, or 12 month	nly installments?	
	ŝ	09 010 012 6		
	Invoices	How was the employee paid in previous s	school year?	
Ø	Certification	Has member received all money due with	nin one pay period of the last day o	on payroll2
۰	Optional Life	•Yes ONo		9
ত	History			
	Reports			Next

- **Step 5.** Answer how many **months** the employee works.
- **Step 6.** Answer in how many **installments** the employee is paid the **current year**.
- **Step 7.** Answer in how many installments the employee was paid the previous year.
- **Step 8.** Answer whether the employee has received **all money** due within one pay period of the last day on payroll. NOTE: If the agency does not have the option for employees to receive their summer pay in a **lump sum**, the employee may not be able to retire on their selected retirement date. Although all the compensation may not be reportable to KPERS, the employee must be off payroll in order to retire.

Step 9. Click **Next**.

۹	Look Up				0.1			Marshar Darasta d	Free laws a	
PAY	REPORTS	Dtl ID	Pay Date	Gross Salary	Gross	KP	ERS Wages	Contributions	Contributions	Contrib
•	Submit Report	282841	05/15/2024	\$1,000.00	\$0.00	\$0.	.00	\$60.00	\$0.00	\$0.00
Ø	Adjustment		-				_			
мізс	ę.			10	11			12		
\$	Invoices	Message	e ID Mess	age		Severity				
•		5021	Gross	Wages are require	d	Error				
R	Certification	5022	Memb	per Contributions ar	re required	Error				
٥	Optional Life									
5	History									
8	Reports				Back		Next	13		

Step 10. Enter the member's Gross **Salary**.

- **Step 11.** Enter any **Adjustment**s to the member's Gross Salary.
- **Step 12.** Enter the Member's Reported **Contributions**.
- Step 13. Click Next.





Certification for Schools

2.	Enroll						
۹	Look Up	XXX-X	K-:				
PAY	REPORTS	+ N	lew Delete				
•	Submit Report	4	Add On Amt	Add On Type	16	Year	Comments
MISC	Adjustment		\$500.00	Annual Leave/Va	acation Payment ~	2024	
\$	Invoices		15			17	
Ð	Certification	Me	ssage Me	ssage Severity			
۵	Optional Life	No	records to display	ι.			
3	History						
	Reports				Back		Next 18
					19		

The system knows if the member can use add-on pay. If the member is eligible to use add-on pay, you will see this screen.

- **Step 14.** Click the **+ New** button.
- **Step 15.** Enter the **Amount**.
- **Step 16.** Select the Add-On **Type**. When choosing **Other** as the Add-On Type, please add a **comment** to help KPERS determine what type of add-on it is.
- Step 17. Enter which year the employee was paid the unused leave time. If the agency gives employees the option to sell back unused leave time each year, do this for each of the last five years. Add a new year by clicking +New button. If unused leave time is not paid annually and only at the time the employee terminates employment, you will only need to complete this step for one year.
- Step 18. Click Next.



quicksteps

Certification for Schools

	Enroll									
۹	Look Up	Dtl ID	Pay Date	Gross Salary	Adjus Gross	tment to	KPERS Wages	Member Reported Contributions	Employee Contributions	Employ Contrib
	REPORTS	282841	05/15/2024	\$1,000.00	\$0.00		\$1,000.00	\$60.00	\$60.00	\$0.00
	Submit Report		_	_			_			
	Adjustment									
		Add On	Amt Add C	on Type		Year	Comments			
		\$500.00	Annua	I Leave/Vacation P	Payment	2024				
	Invoices									
Ø	Certification	Comment								
٥	Optional Life									
	History		l					le		
	HISTORY				Back		Submi	10		
T	Reports			_						

Step 19. Review the pay information. If you need to make a change, click **Back** and make the changes. If everything is good, click **Submit**.

RTS			Name						
mit Report			SSN	2003	-XX- 0				
etter and		Last Date	on Payroll	05/	31/2024				
unen.		Year to Date	Amounts						
			Proce	ssed	Certified		Totals		
/oices		Empl	oyee Contr \$978.0	01	\$60.00		\$1,038.01		
lertification			12111						
ptional Life		Servio	e Purchase \$0.00		\$0.00		\$0.00		
istory									
orts	Certification	is Successfully su	bmitted.						
	Dtl ID	Pay Date	Gross Salary	Adjustment to Gross	KPERS Wages	Member Reported Contributions	Employee Contributions	Employer Contributions	Insurance
	282841	05/15/2024	\$1,000.00	\$0.00	\$1,000.00	\$60.00	\$60.00	\$0.00	\$0.00

If you reach Step 5, that means the certification **has been submitted** to KPERS. The certification will not cause duplicate billing for the member's contributions. The contributions are paid with the Pay Period Report. Please do not submit the Pay Period Report and the Retirement Certification at the same time.