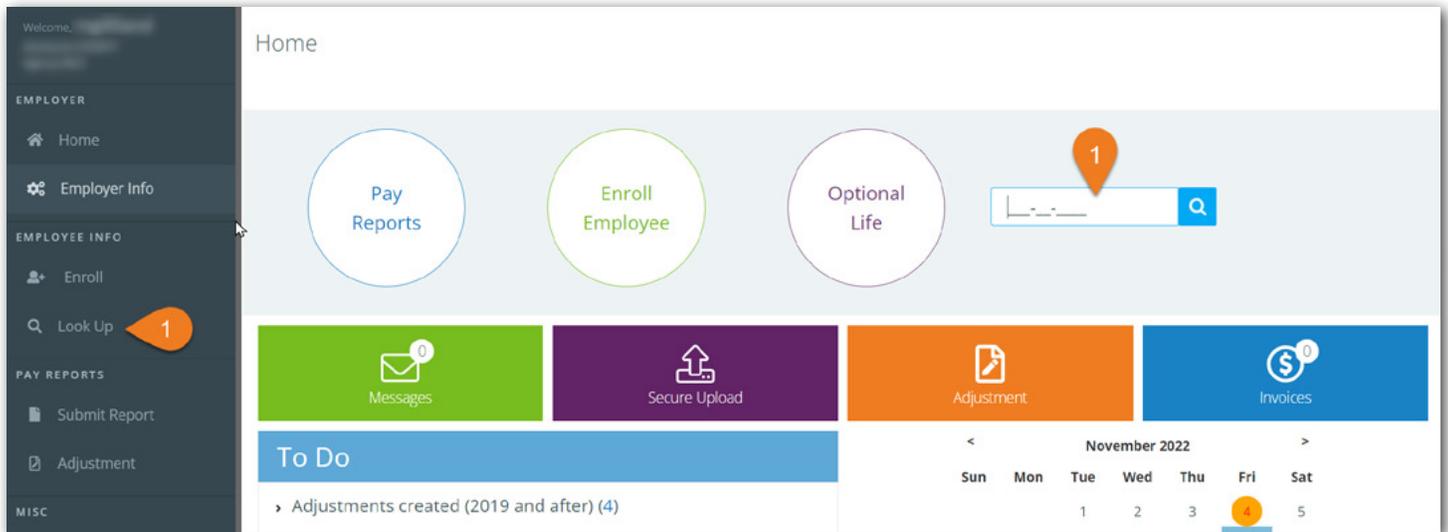
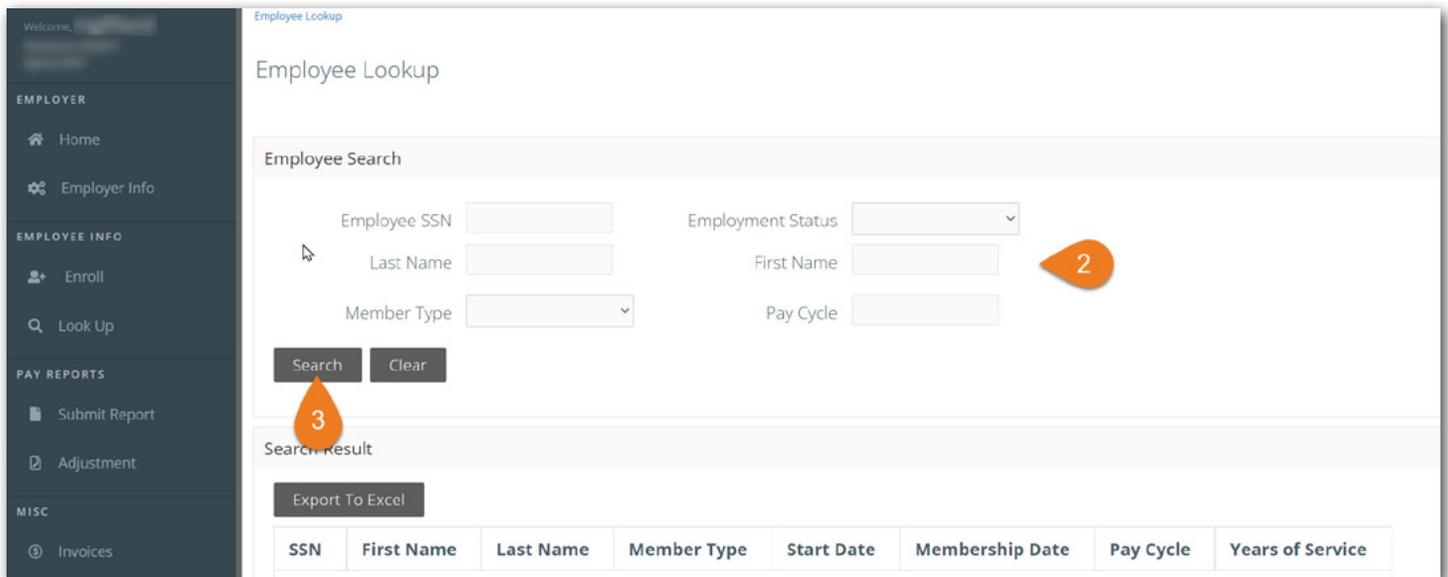


End Dates



[Login](#) to the employer web portal (EWP)

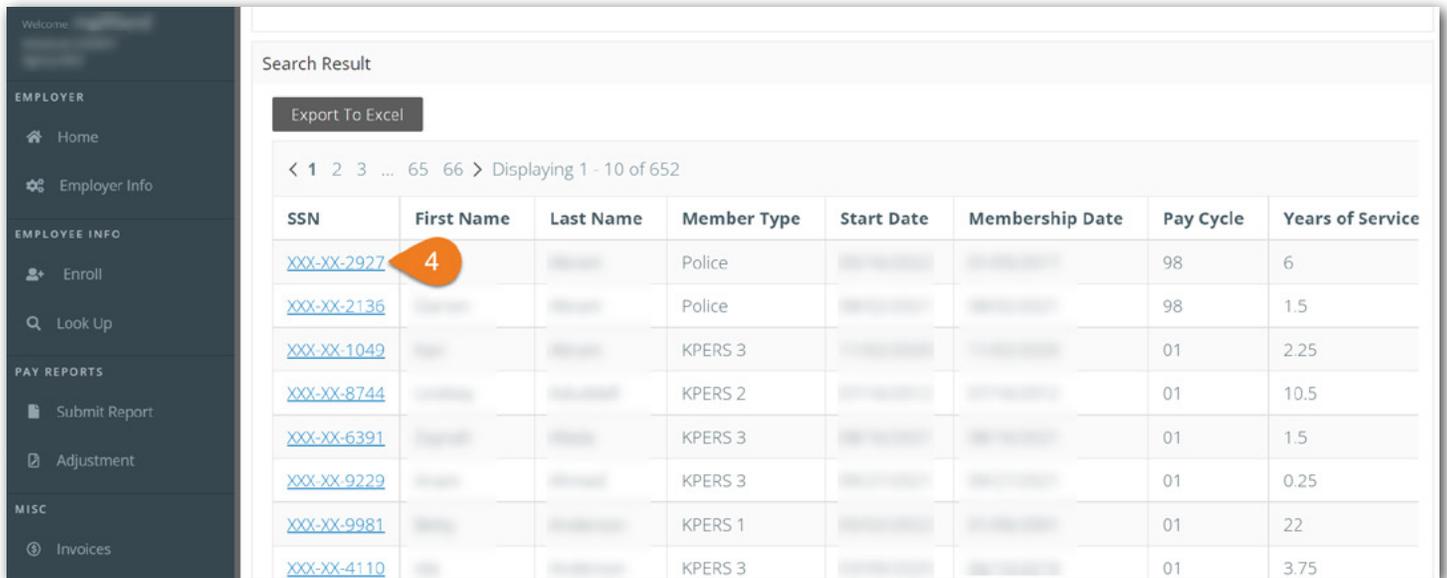
Step 1. Use the look-up tool or click **Look Up** under Employer Info in the side menu



Step 2. Enter employee's **Social Security** number or search by other criteria

Step 3. Click **Search**

End Dates



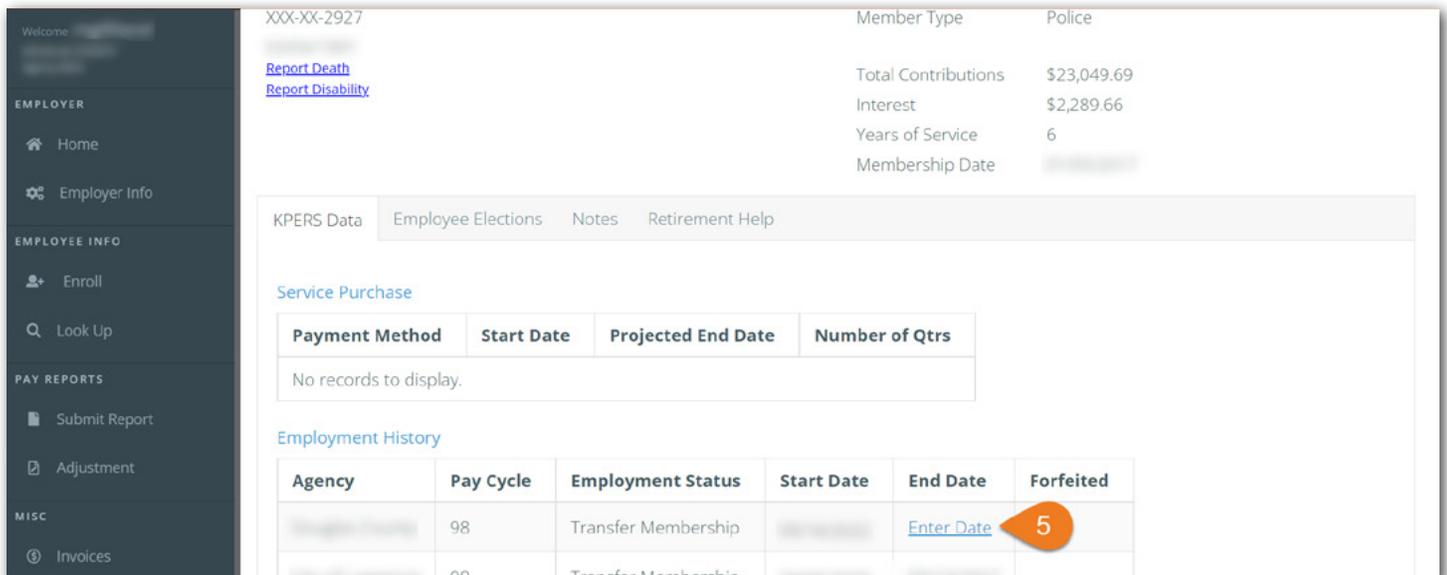
Search Result

Export To Excel

< 1 2 3 ... 65 66 > Displaying 1 - 10 of 652

| SSN | First Name | Last Name | Member Type | Start Date | Membership Date | Pay Cycle | Years of Service |
|-----------------------------|------------|-----------|-------------|------------|-----------------|-----------|------------------|
| XXX-XX-2927 | | | Police | | | 98 | 6 |
| XXX-XX-2136 | | | Police | | | 98 | 1.5 |
| XXX-XX-1049 | | | KPERS 3 | | | 01 | 2.25 |
| XXX-XX-8744 | | | KPERS 2 | | | 01 | 10.5 |
| XXX-XX-6391 | | | KPERS 3 | | | 01 | 1.5 |
| XXX-XX-9229 | | | KPERS 3 | | | 01 | 0.25 |
| XXX-XX-9981 | | | KPERS 1 | | | 01 | 22 |
| XXX-XX-4110 | | | KPERS 3 | | | 01 | 3.75 |

Step 4. Click the SSN **link** to open an employee's record



Welcome

XXX-XX-2927

Member Type: Police

[Report Death](#)

[Report Disability](#)

Total Contributions: \$23,049.69

Interest: \$2,289.66

Years of Service: 6

Membership Date: [blurred]

KPERS Data | Employee Elections | Notes | Retirement Help

Service Purchase

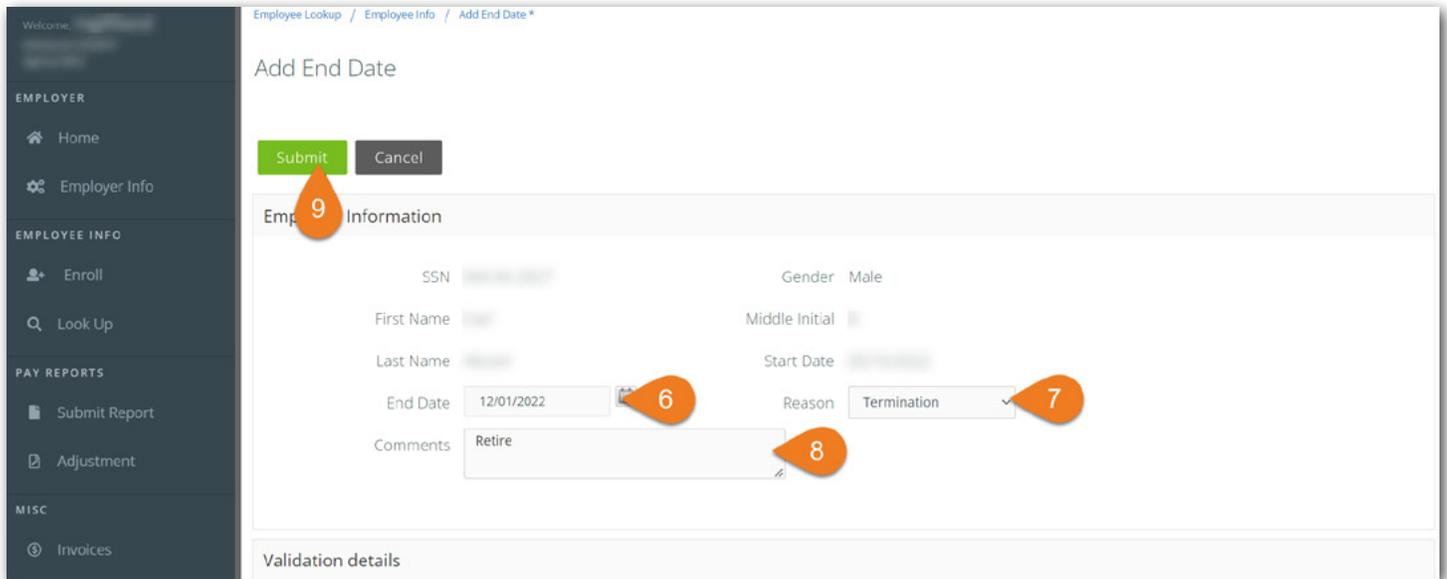
| Payment Method | Start Date | Projected End Date | Number of Qtrs |
|------------------------|------------|--------------------|----------------|
| No records to display. | | | |

Employment History

| Agency | Pay Cycle | Employment Status | Start Date | End Date | Forfeited |
|-----------|-----------|---------------------|------------|----------------------------|-----------|
| [blurred] | 98 | Transfer Membership | [blurred] | Enter Date | |
| [blurred] | 98 | Transfer Membership | [blurred] | [blurred] | |

Step 5. Click the **Enter Date** link, under Employment History, in "End Date" column

End Dates



The screenshot shows the 'Add End Date' form in a web application. The form includes a 'Submit' button (callout 9) and a 'Cancel' button. The 'Employee Information' section contains fields for SSN, Gender (Male), First Name, Middle Initial, Last Name, Start Date, End Date (12/01/2022, callout 6), Reason (Termination, callout 7), and Comments (Retire, callout 8). A 'Validation details' section is visible at the bottom.

- Step 6.** Enter or select **end date** from calendar
- Step 7.** Select a **reason** from pull-down menu¹
- Step 8.** Enter **comments** in box for more detail²
- Step 9.** Click green **Submit** button (If warning "**End date is in prior pay period,**" after selecting submit, contact KPERs.)

1. Reason Guide

Leave of Absence – For leave of absence only. See [Leave of Absence Chart](#) for more info.

Military Leave – Employee is unable to work covered position due to military duty

Non-Covered – Employee position changes and doesn't meet membership requirements

Termination – Employee resigns, is terminated, or otherwise leaves employment

2. Comment Examples

Employee is retiring (termination)

Employee is on medical leave (leave of absence)

Employee position changes to seasonal only (non-covered)

Note: Choose "Termination" as the reason if employee is not returning to work from a leave of absence, military leave or has ended a non-covered position. Choose "Return to payroll" as the reason if employee is returning to employment.