

Enrollments



Login to the employer web portal (EWP)

Step 1. Click **Enroll** under Employee Info in the side menu, or click the round **Enroll Employee** button at the top of the home page

wetcome. EMPLOYER A Home.	Enroll Employee Enroll Employee Start New Enrollment	testinternalemployer.kpers.org says Double check the SSN	4	
EMPLOYEE INFO	Step 1 Enter SSN	Step 2 Enter Data	Step 3 Review & Submit	Ster
Q. Look Up PAY REPORTS Submit Report D Adjustment	Enter SSN 999-99-9999 There is a match in our Is this who	ur system for o you are enrolling?	Is this position eligible? • Covered by Social Security? • At least 1,000 hours of paid work per year? • Continuously or consistently employed? • Not temporary or seasonal? • Worken directly for the adflicted employed?	
MISC Invoices Certification Coptional Life Nistory	Vve Next 3 You submitted it, but we nee	s OND ed more info from you		

Step 2. Enter the new employee's Social Security Number (SSN)

Step 3. Click Next

Step 4. If the SSN is already in the system, you will see an orange message and be asked to confirm. Select an answer and click Next. If you select No, you'll be asked to double-check your SSN and re-enter (see pop-up). Click Next to continue enrollment. If you select Yes, you'll continue enrollment and employee will become dual-employed member in our system.

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Welcome,	Enroll Employee *			
	Enroll Employee			
EMPLOYER				
希 Home				
🕸 Employer Info				
EMPLOYEE INFO	Step 1	Step 2	Step 3	Step 4
와 Enroll	Enter SSN	Enter Data	Review & Submit	Confirmation
Q Look Up				
PAY REPORTS	Member's Begin	Date 11/23/2022	5	
🖺 Submit Report				
Adjustment	Employee Information			
міsc	SSN XXX-XX-0034			
③ Invoices	First Name	Middle Name	Last Name	Suffix

Step 5. Enter the Member's Begin Date. This is their first day on the job or their first day working in a covered position

Welcome EMPLOYER A Home	Employee Information SSN XXX-XX-0034 First Name John Middle Name James Last Name Doe Suffix D.O.B 01/01/1991 Gender Male
EMPLOYEE INFO Enroll Q. Look Up PAY REPORTS Submit Report	KPERS Information Member Group • KPERS • KPEF • 7 Member category □ Elected Official
Adjustment Misc Invoices	Job Details Position Title Clerk 8

Step 6. Enter Employee Information, like name and DOB
Step 7. Enter KPERS Information, like member group or category. Note: If your employer has multiple departments, you'll be required to choose the correct pay cycle

- **Step 8.** Enter **Job Details**, like position title
- Step 9. Click Next



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Welcome				
	John James Doe			
EMPLOYER				
希 Home	Step 1	Step 2	Step 3	Step 4
🈂 Employer Info	Enter SSN	Enter Data	Review & Submit	Confirmation
EMPLOYEE INFO	Member Information			
≗ + Enroll	SSN : XXX-XX-0034			
Q Look Up	Name : John James Doe			
PAY REPORTS	D.O.B: 01/01/1991	•		
Submit Report	Gender : Male	10		
Adjustment	KPERS Information			
міsc	Member Group : KPERS			
③ Invoices	Pay Cycle : 01			



EMPL	UYER	Pay Cycle: 01
ñ	Home	
\$	Employer Info	
EMPL	OYEE INFO	Position Title : Clerk
	Enroll	Membership Date : 11/23/2022
		Employee Rate : 0.06
ď	Look Up	Employer Rate : 0.089
PAY	REPORTS	Rate displayed is only as of Start of employment and may
	Submit Report	change going forward.
2	Adjustment	
міsc	1	
\$	Invoices	
Ø	Certification	Back Submit 11
٥	Optional Life	

Step 11. If everything looks correct, click Submit. If not, click the Back button and make corrections.

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Welcome.		l
EMPLOYER	Member	
🛱 Home	SSN: 1004048989	
😂 Employer Info	Name : James Andrew Doze	
EMPLOYEE INFO	D.O.B: 03/09/1989	
≜+ Enroll	Gender : Unknown	
Q Look Up	KPERS Information	
PAY REPORTS	Member Group: KPERS	
Submit Report	Member Type : KPERS 3	
2 Adjustment		
MISC	Position Title : Clerk	
 Invoices 	Membership Date : 03/07/2023	
D Certification	Employee Rate : 0.06	
Optional Life	Employer Rate : 0.0843	
ී History		
Reports		
	Download Report (PDF)	
	Return to Dashboard	
	Errall Another	

Your confirmation screen also gives you the options to Download Report, Return to Dashboard or Enroll Another.

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