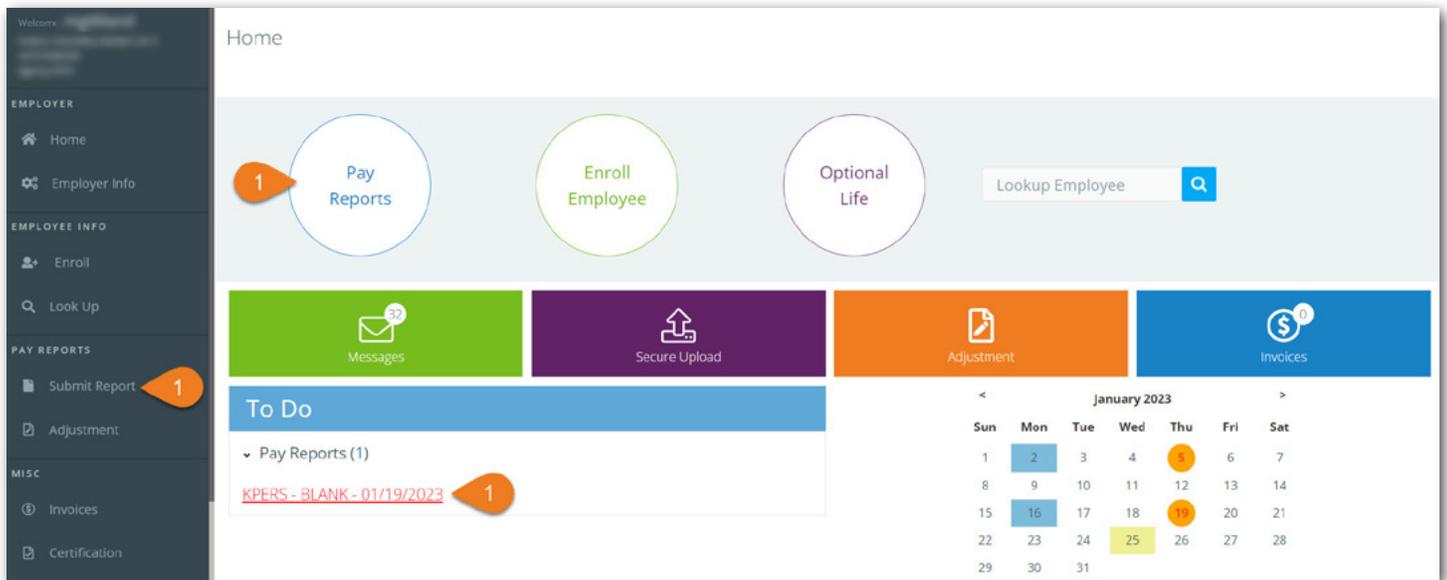
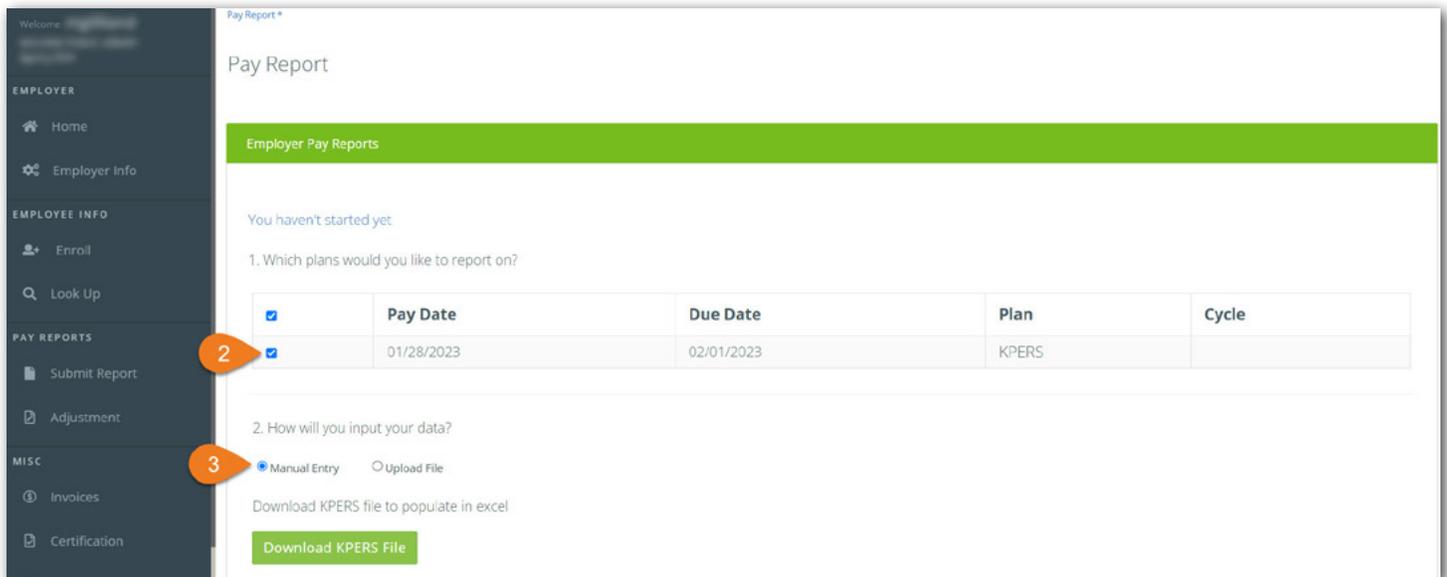


## Pay Reporting (Manual Entry)



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

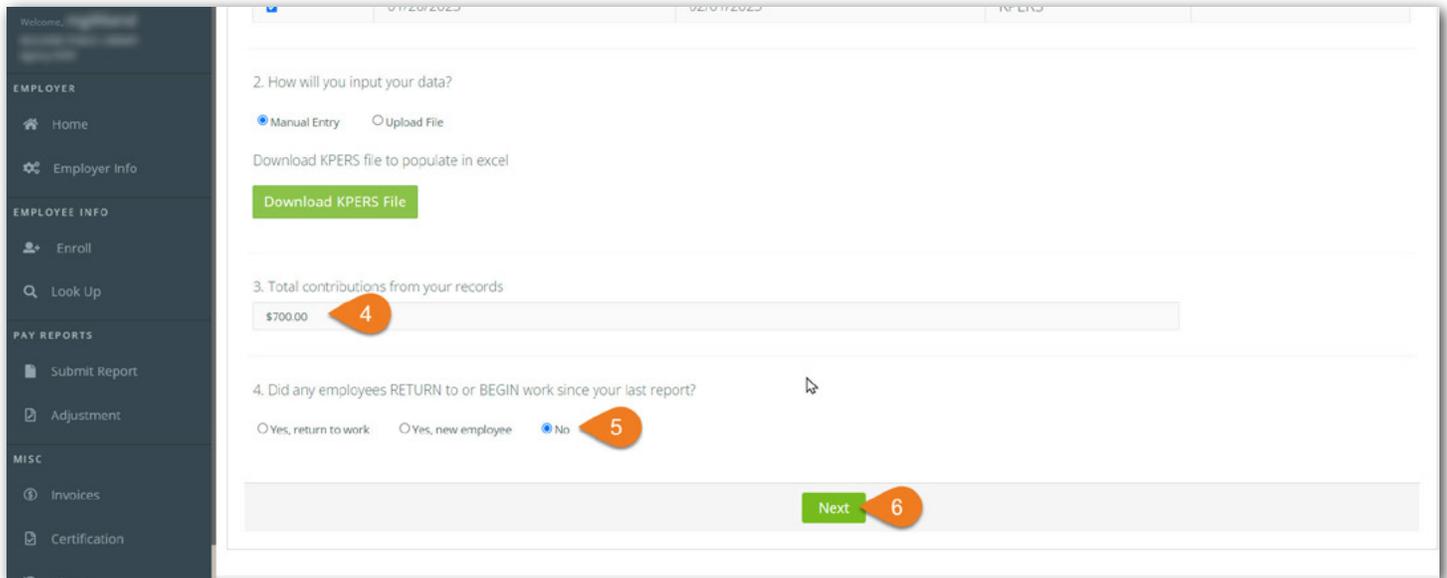
**Step 1.** Click **Submit Report** under Pay Reports in the side menu, Pay Reports at the top, or the link in the To Do list (if available).



**Step 2.** Check box for the **Pay Date** and **Plan** for which you want to submit a report.

**Step 3.** Select **Manual Entry**.

Pay Reporting (Manual Entry)



2. How will you input your data?  
 Manual Entry  Upload File

Download KPERs file to populate in excel  
[Download KPERs File](#)

3. Total contributions from your records  
 **4**

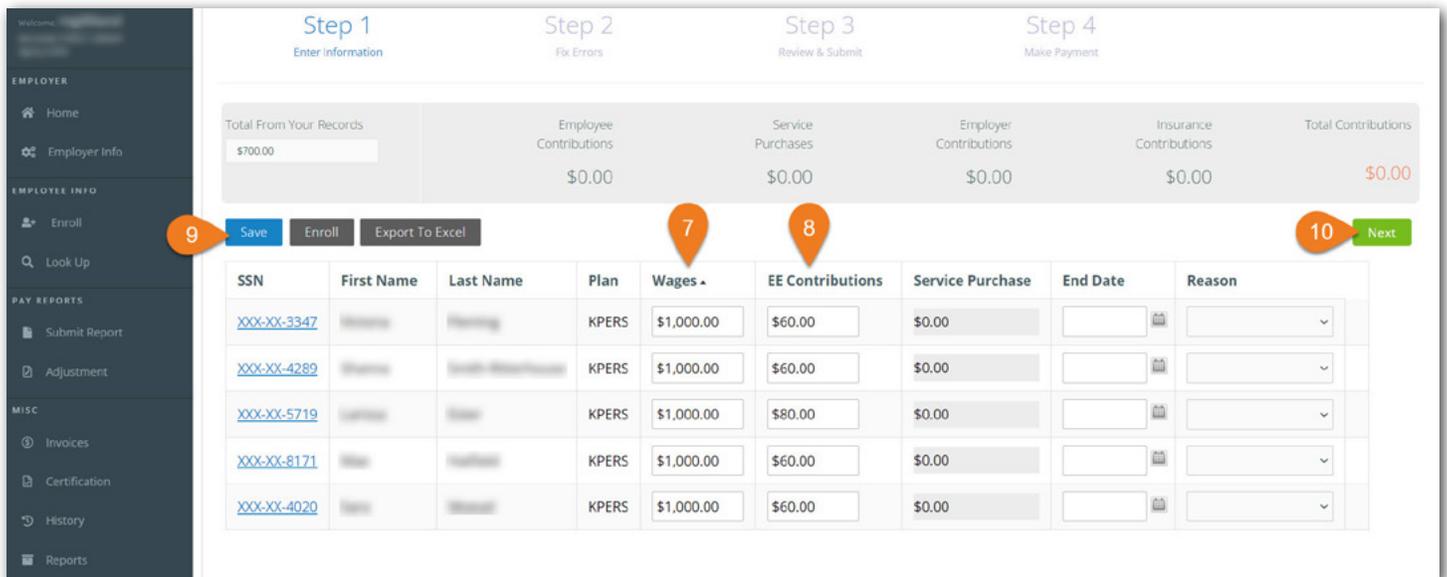
4. Did any employees RETURN to or BEGIN work since your last report?  
 Yes, return to work  Yes, new employee  No **5**

[Next](#) **6**

**Step 4.** Enter **Total Contributions** from your records.

**Step 5.** Select **No**, unless a current employee returned to work or a new employee started during this pay period.

**Step 6.** Click **Next**.



Step 1: Enter information  
 Step 2: Fix Errors  
 Step 3: Review & Submit  
 Step 4: Make Payment

Total From Your Records	Employee Contributions	Service Purchases	Employer Contributions	Insurance Contributions	Total Contributions
\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**9** [Save](#) [Enroll](#) [Export To Excel](#) **7** **8** **10** [Next](#)

SSN	First Name	Last Name	Plan	Wages	EE Contributions	Service Purchase	End Date	Reason
XXX-XX-3347	John	Flaming	KPERs	\$1,000.00	\$60.00	\$0.00		
XXX-XX-4289	John	Smith	KPERs	\$1,000.00	\$60.00	\$0.00		
XXX-XX-5719	John	Smith	KPERs	\$1,000.00	\$80.00	\$0.00		
XXX-XX-8171	John	Smith	KPERs	\$1,000.00	\$60.00	\$0.00		
XXX-XX-4020	John	Smith	KPERs	\$1,000.00	\$60.00	\$0.00		

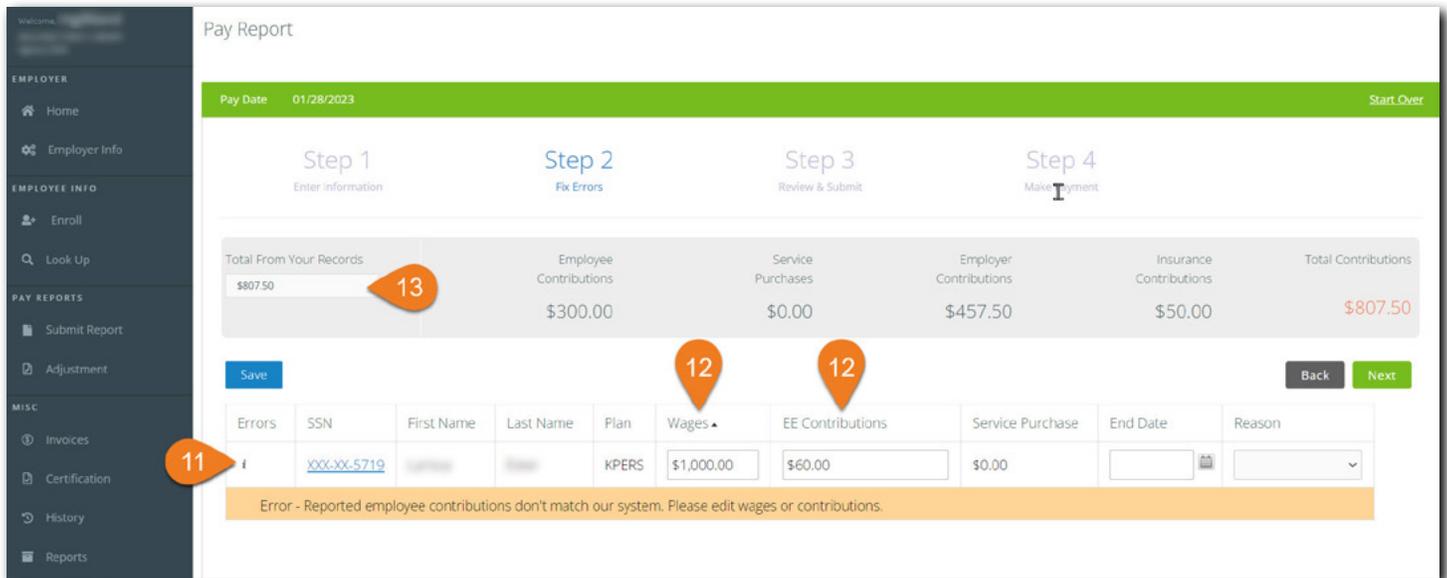
**Step 7.** Enter **Wages**.

**Step 8.** Enter **Employee (EE) Contributions**, or enter end date/reason if employee terminated employment or is on leave.

**Step 9.** Click **Save**.

**Step 10.** Click **Next**.

## Pay Reporting (Manual Entry)



The screenshot shows the 'Pay Report' interface at Step 2, 'Fix Errors'. The 'Pay Date' is 01/28/2023. The progress bar shows Step 1 (Enter information), Step 2 (Fix Errors), Step 3 (Review & Submit), and Step 4 (Make Payment). A summary table shows:

Total From Your Records	Employee Contributions	Service Purchases	Employer Contributions	Insurance Contributions	Total Contributions
\$807.50	\$300.00	\$0.00	\$457.50	\$50.00	\$807.50

Below the summary table is a table of errors:

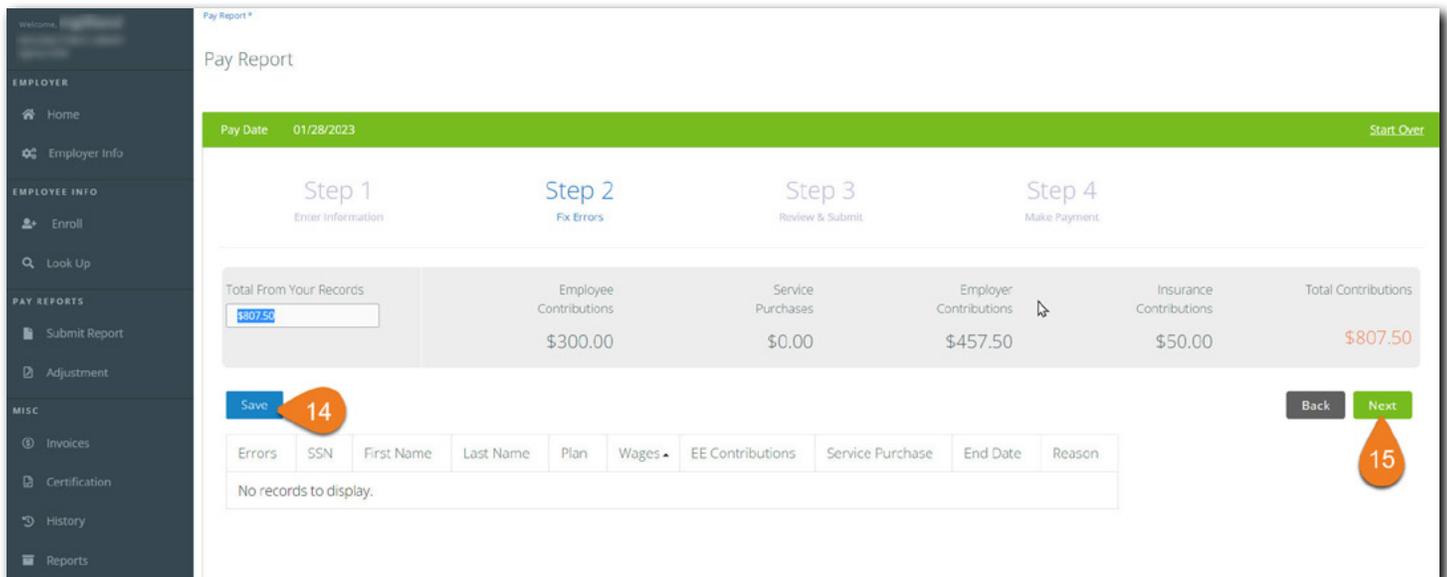
Errors	SSN	First Name	Last Name	Plan	Wages	EE Contributions	Service Purchase	End Date	Reason
	<a href="#">xxx-xx-5719</a>			KPERs	\$1,000.00	\$60.00	\$0.00		

An error message is displayed: "Error - Reported employee contributions don't match our system. Please edit wages or contributions." Callout 11 points to the info icon, callout 12 points to the Wages and EE Contributions fields, and callout 13 points to the Total From Your Records field.

**Step 11.** If you have any errors, click **info icon** () for more detail.

**Step 12.** Key in correction(s). Errors can include: incorrect wages/contribution, lack of an end dates & reasons, etc. You may need to click on the SSN link to fix some errors.

**Step 13.** Make sure **Total From Your Records** matches **Total Contributions**.

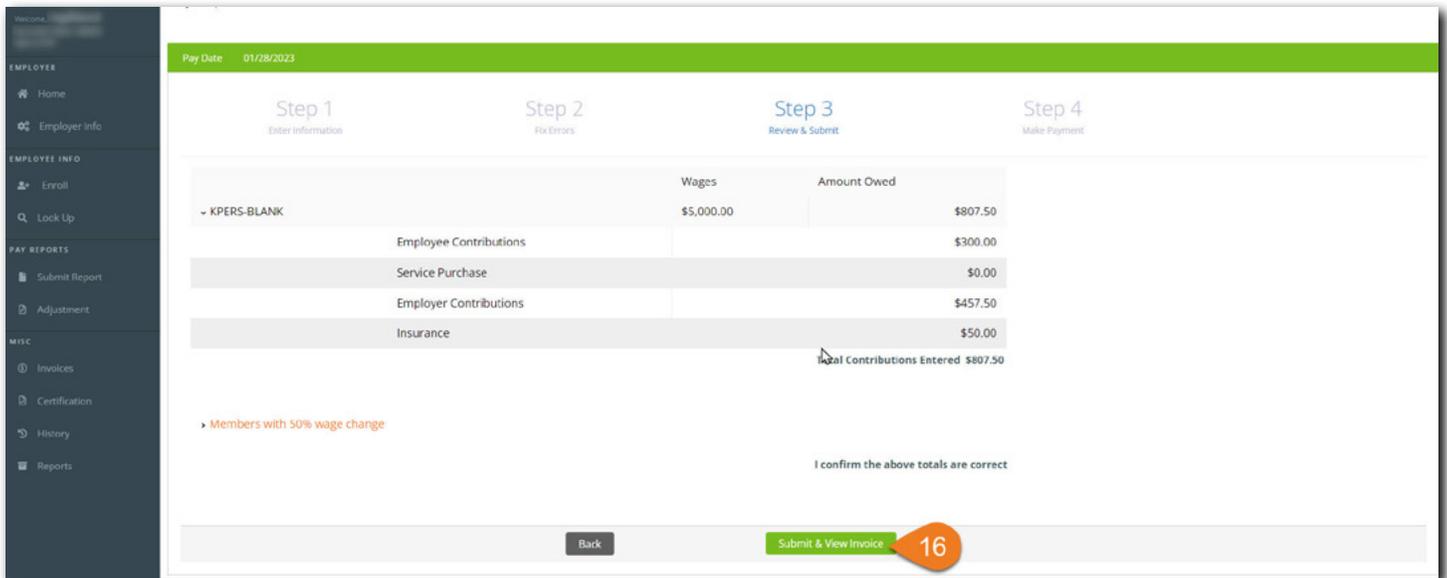


The screenshot shows the 'Pay Report' interface at Step 2, 'Fix Errors'. The 'Pay Date' is 01/28/2023. The progress bar shows Step 1 (Enter information), Step 2 (Fix Errors), Step 3 (Review & Submit), and Step 4 (Make Payment). The summary table is the same as in the previous screenshot. The error table is now empty, displaying "No records to display." Callout 14 points to the 'Save' button, and callout 15 points to the 'Next' button.

**Step 14.** Click **Save**.

**Step 15.** If error(s) clears, click **Next**.

## Pay Reporting (Manual Entry)



Pay Date 01/28/2023

Step 1 Enter Information    Step 2 Fix Errors    Step 3 Review & Submit    Step 4 Make Payment

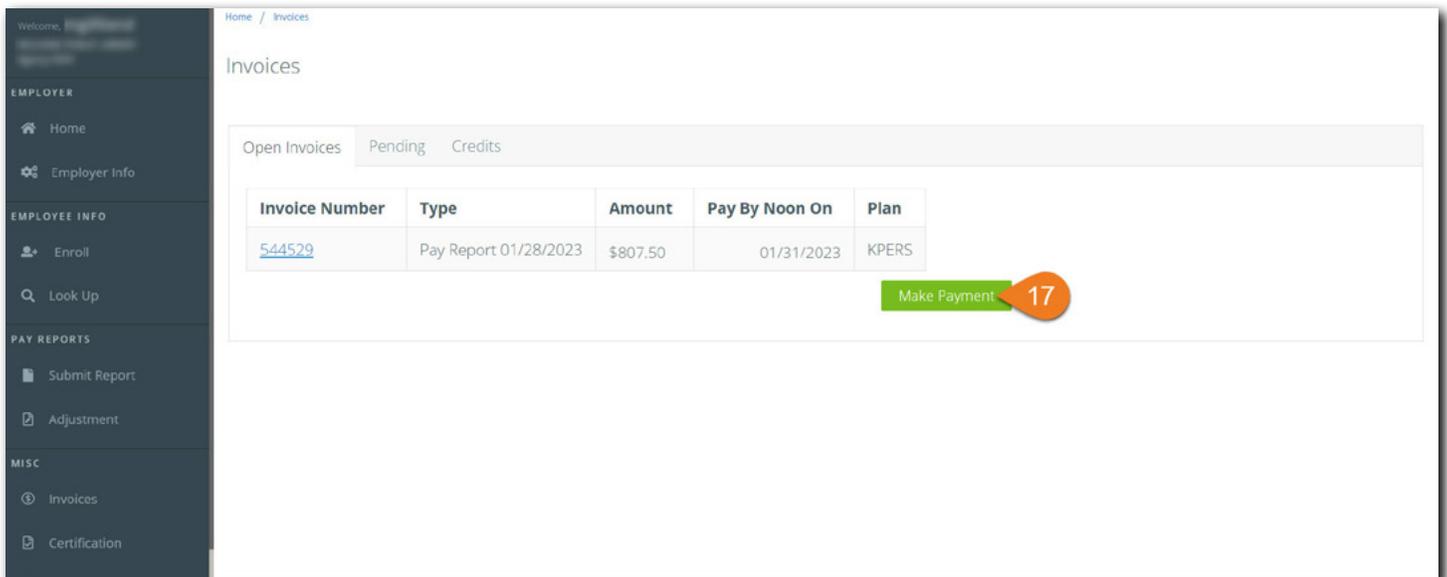
	Wages	Amount Owed
- KPER-BLANK	\$5,000.00	\$807.50
Employee Contributions		\$300.00
Service Purchase		\$0.00
Employer Contributions		\$457.50
Insurance		\$50.00
		<b>Total Contributions Entered \$807.50</b>

Members with 50% wage change

I confirm the above totals are correct

Back    Submit & View Invoice **16**

**Step 16.** Review totals and, if approved, click **Submit & View Invoice**.



Home / Invoices

### Invoices

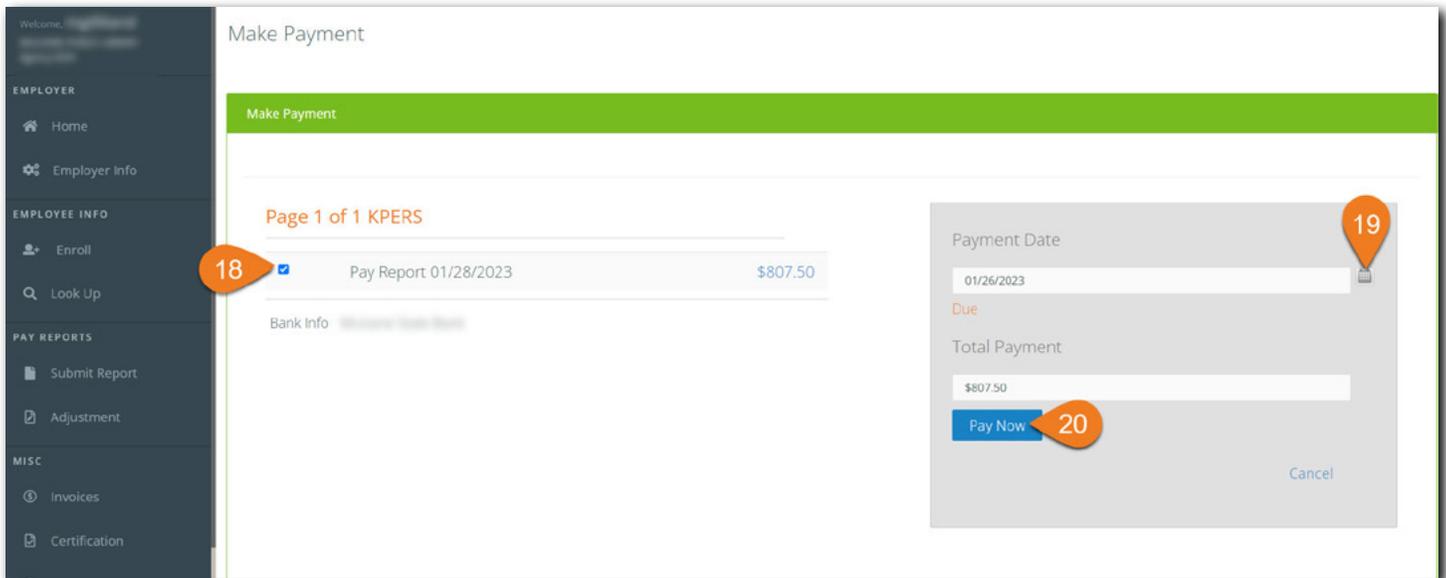
Open Invoices    Pending    Credits

Invoice Number	Type	Amount	Pay By Noon On	Plan
<a href="#">544529</a>	Pay Report 01/28/2023	\$807.50	01/31/2023	KPER

Make Payment **17**

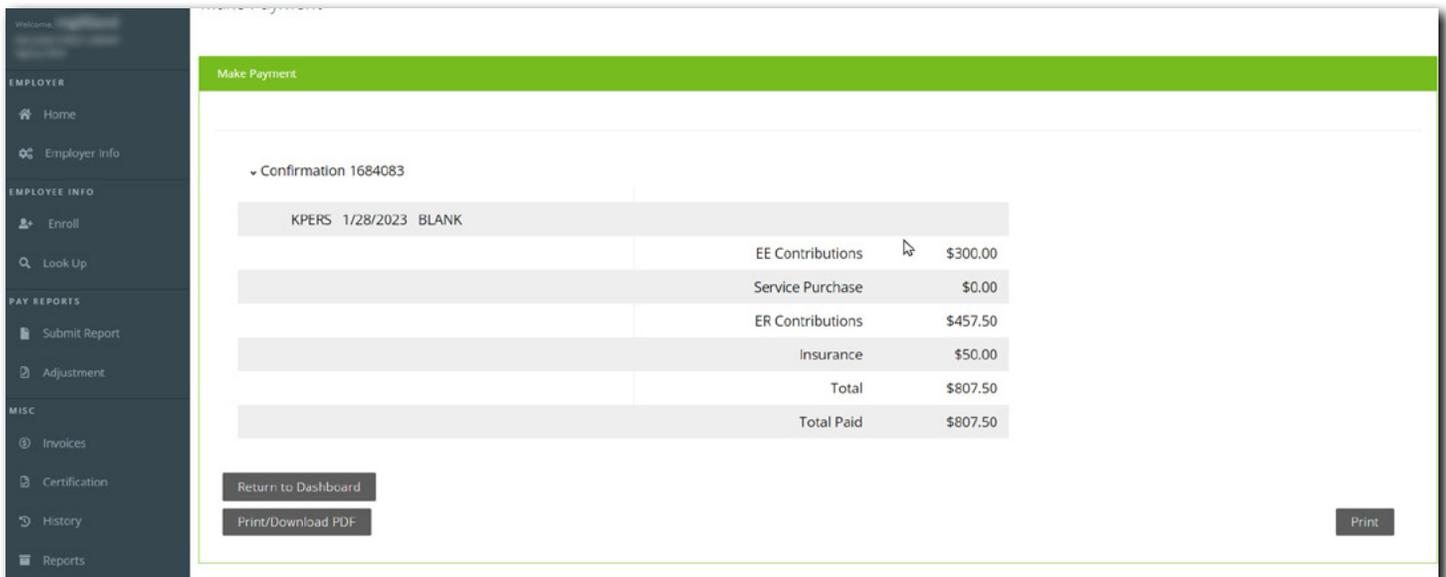
**Step 17.** When you're ready, click **Make Payment**.

### Pay Reporting (Manual Entry)



The screenshot shows the 'Make Payment' page. On the left is a navigation sidebar with categories: EMPLOYER (Home, Employer Info), EMPLOYEE INFO (Enroll, Look Up), PAY REPORTS (Submit Report, Adjustment), and MISC (Invoices, Certification). The main content area is titled 'Make Payment' and shows 'Page 1 of 1 KPERs'. A table lists pay reports with a checkbox selected for 'Pay Report 01/28/2023' with an amount of '\$807.50'. Below the table is a 'Bank Info' field. To the right is a summary form with fields for 'Payment Date' (01/26/2023), 'Due', and 'Total Payment' (\$807.50). A 'Pay Now' button and a 'Cancel' button are at the bottom of the form. Callout boxes 18, 19, and 20 point to the checkbox, the date field, and the 'Pay Now' button respectively.

- Step 18.** Check box for the **Pay Report(s)** you want to pay. The amount populates in the **Total Payment** field. If you use more than one bank to pay invoices, be sure to choose the correct one.
- Step 19.** If you want to choose a later **Payment Date**, select the date from the calendar.
- Step 20.** Click **Pay Now** to pay invoice.



The screenshot shows the 'Confirmation' screen. It displays a confirmation number '1684083' and a table of payment components. At the bottom, there are buttons for 'Return to Dashboard', 'Print/Download PDF', and 'Print'.

Confirmation 1684083		
KPER 1/28/2023 BLANK		
EE Contributions		\$300.00
Service Purchase		\$0.00
ER Contributions		\$457.50
Insurance		\$50.00
<b>Total</b>		<b>\$807.50</b>
<b>Total Paid</b>		<b>\$807.50</b>

Look at confirmation screen. If you see something wrong, contact KPERs.  
 From this screen, you can print or download a PDF copy. You can also return to the EWP Dashboard.