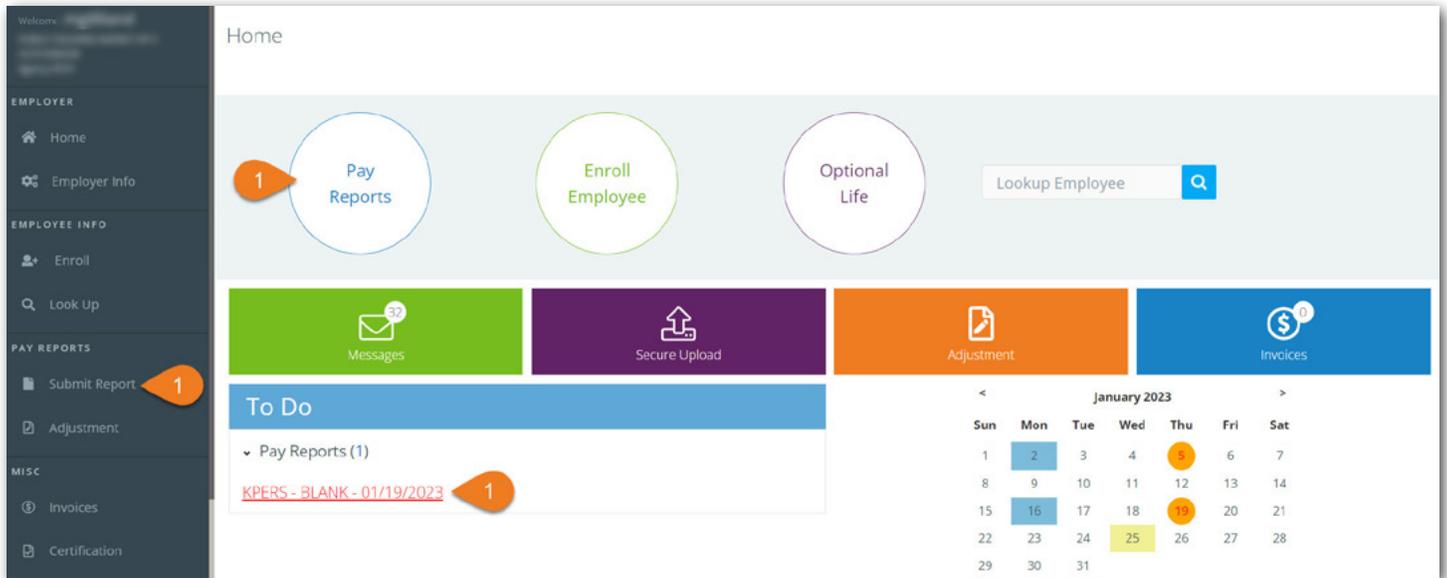
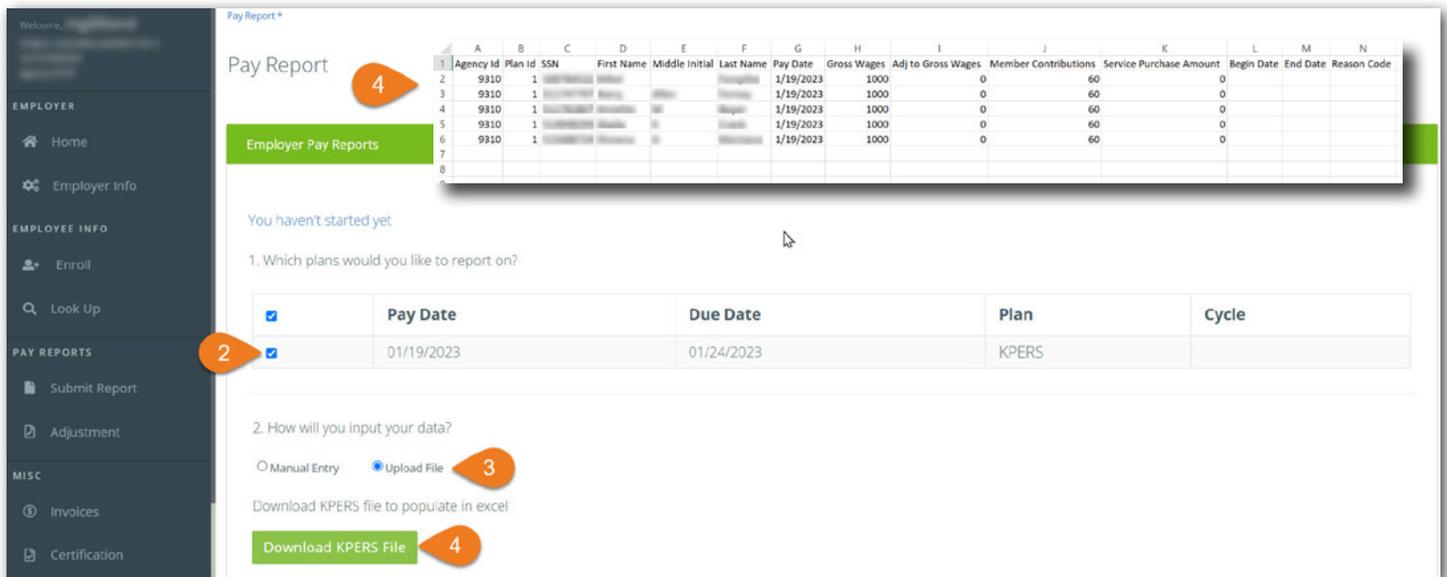


Pay Reporting (Uploading File)



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

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

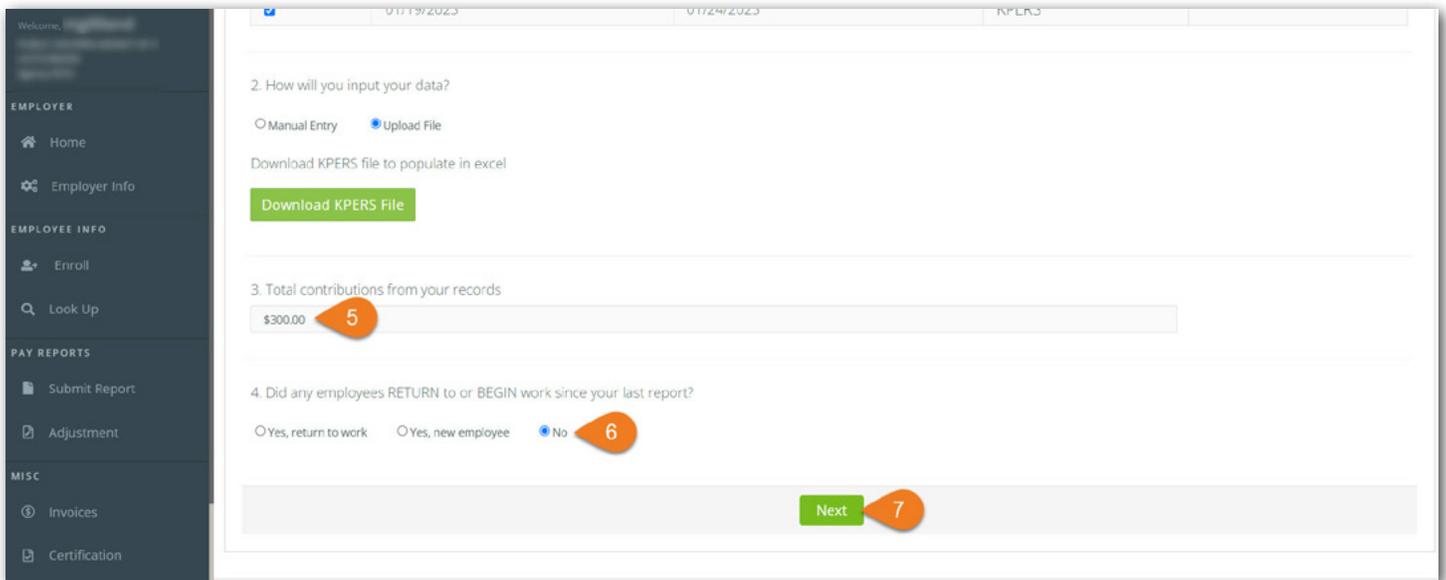


Step 2. Check box for the **Pay Date** and **Plan** report(s) you want to submit.

Step 3. Select **Upload File**.

Step 4. If you need it, click **Download KPERS File** for a formatted template from KPERS (sample inset above).

Pay Reporting (Uploading File)



The screenshot shows the 'Pay Reporting' interface. 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 has a header with dates '01/19/2023' and '01/24/2023' and 'KPERS'. Below the header, there are three numbered steps:

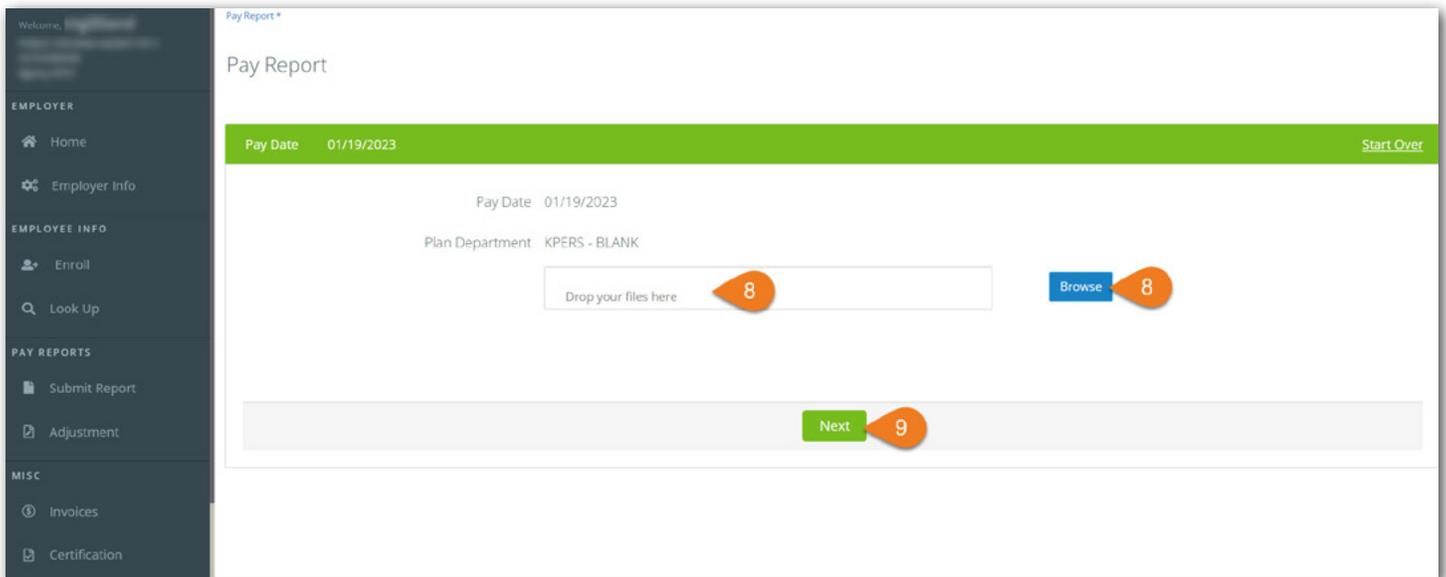
- Step 2: 'How will you input your data?' with radio buttons for 'Manual Entry' and 'Upload File' (selected). Below it is a 'Download KPERS File' button.
- Step 3: 'Total contributions from your records' with a text input field containing '\$300.00' and a callout bubble '5' pointing to the field.
- Step 4: 'Did any employees RETURN to or BEGIN work since your last report?' with radio buttons for 'Yes, return to work', 'Yes, new employee', and 'No' (selected). A callout bubble '6' points to the 'No' option.

At the bottom right, there is a green 'Next' button with a callout bubble '7' pointing to it.

Step 5. Enter **Total Contributions** from your records .

Step 6. Click **No**, unless a current employee returned to work or a new employee started during this pay period.

Step 7. Click **Next**.

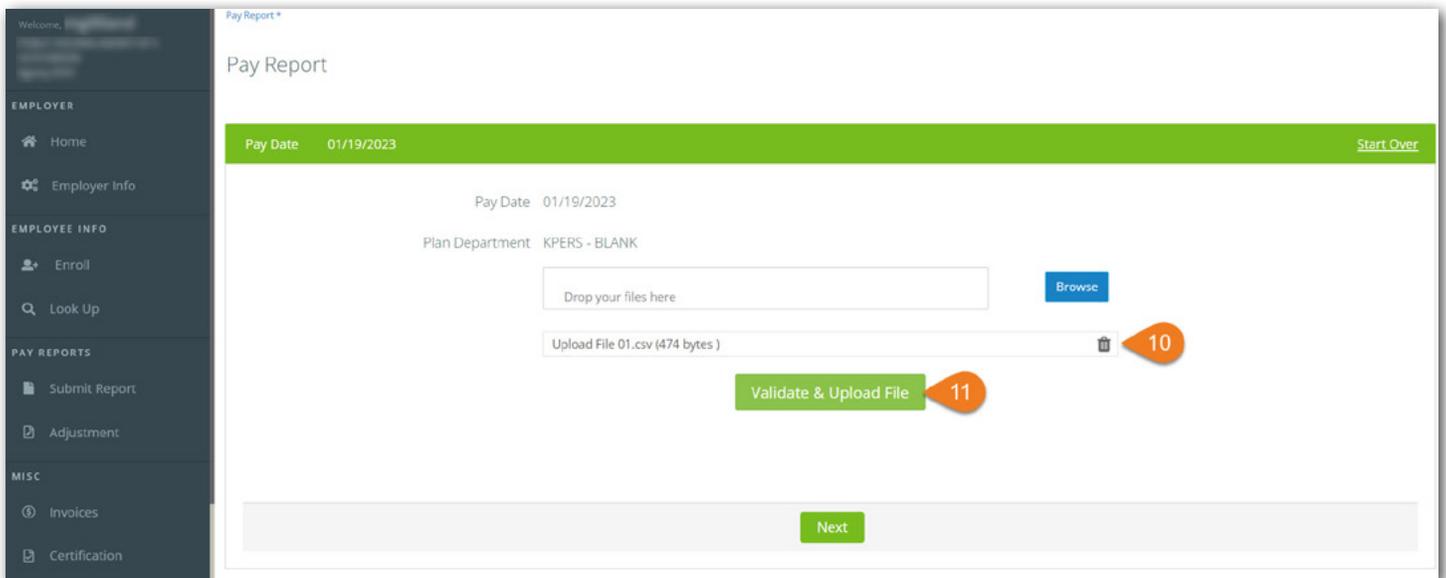


The screenshot shows the 'Pay Report' interface. On the left is the same navigation sidebar as in the previous screenshot. The main content area has a header 'Pay Report*' and 'Pay Report'. Below the header, there is a green bar with 'Pay Date 01/19/2023' and a 'Start Over' link. Below that, there is a 'Pay Date 01/19/2023' label and a 'Plan Department KPERS - BLANK' label. There is a file upload area with a text box containing 'Drop your files here' and a callout bubble '8' pointing to it, and a blue 'Browse' button with a callout bubble '8' pointing to it. At the bottom right, there is a green 'Next' button with a callout bubble '9' pointing to it.

Step 8. Either **drag and drop** your file(s) here, or **browse** your device.

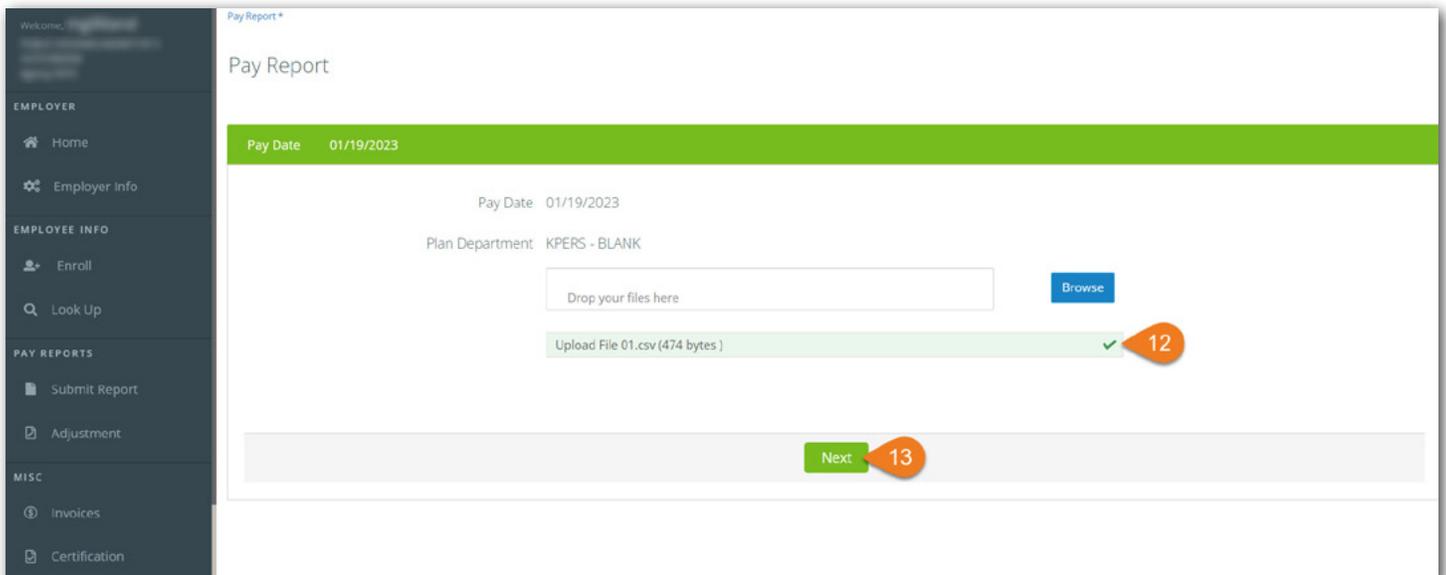
Step 9. Click **Next**.

Pay Reporting (Uploading File)



Step 10. Your file name displays here. You can click the **trash can** to load a different file.

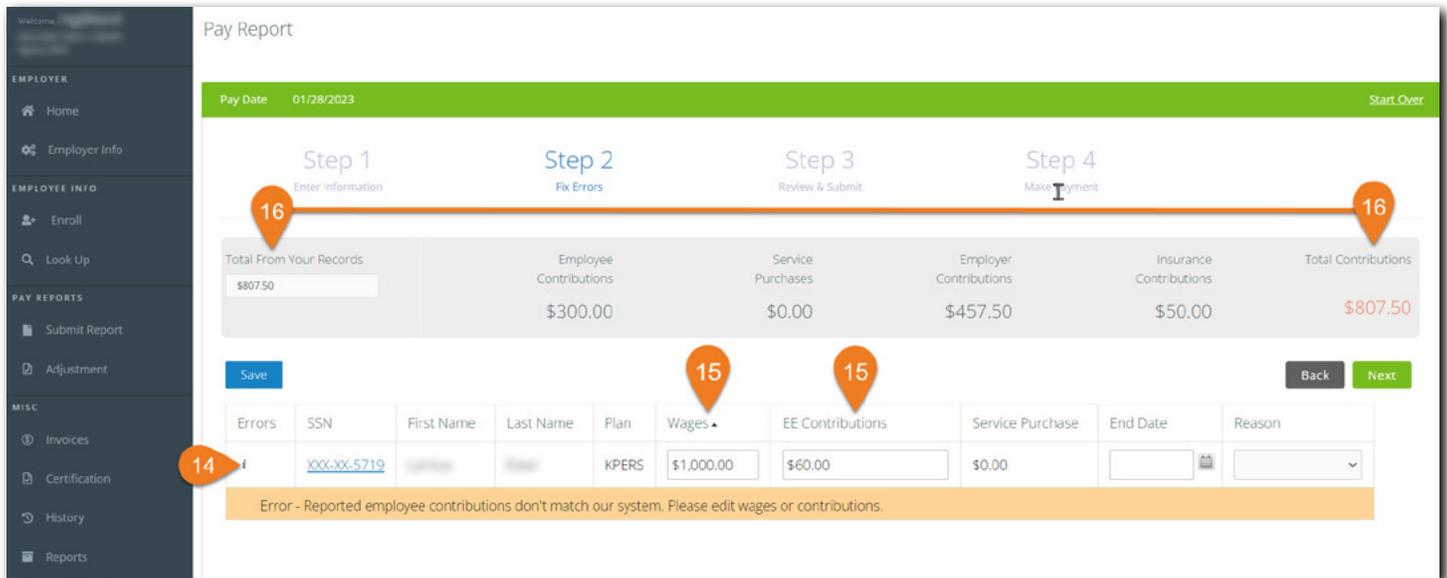
Step 11. Click **Validate & Upload File**. You may have a short wait with large files.



Step 12. If file format is correct, you'll see the green box and a check mark. If there is an error, please fix it and try again.

Step 13. Click **Next**.

Pay Reporting (Uploading File)



The screenshot shows the 'Pay Report' interface for the date 01/28/2023. It features a progress bar with four steps: Step 1 (Enter Information), Step 2 (Fix Errors), Step 3 (Review & Submit), and Step 4 (Make Payment). A summary table shows the following values:

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. Callout 14 points to an info icon in the left sidebar. Callout 15 points to the 'Wages' and 'EE Contributions' columns. Callout 16 points to the 'Total From Your Records' and 'Total Contributions' values.

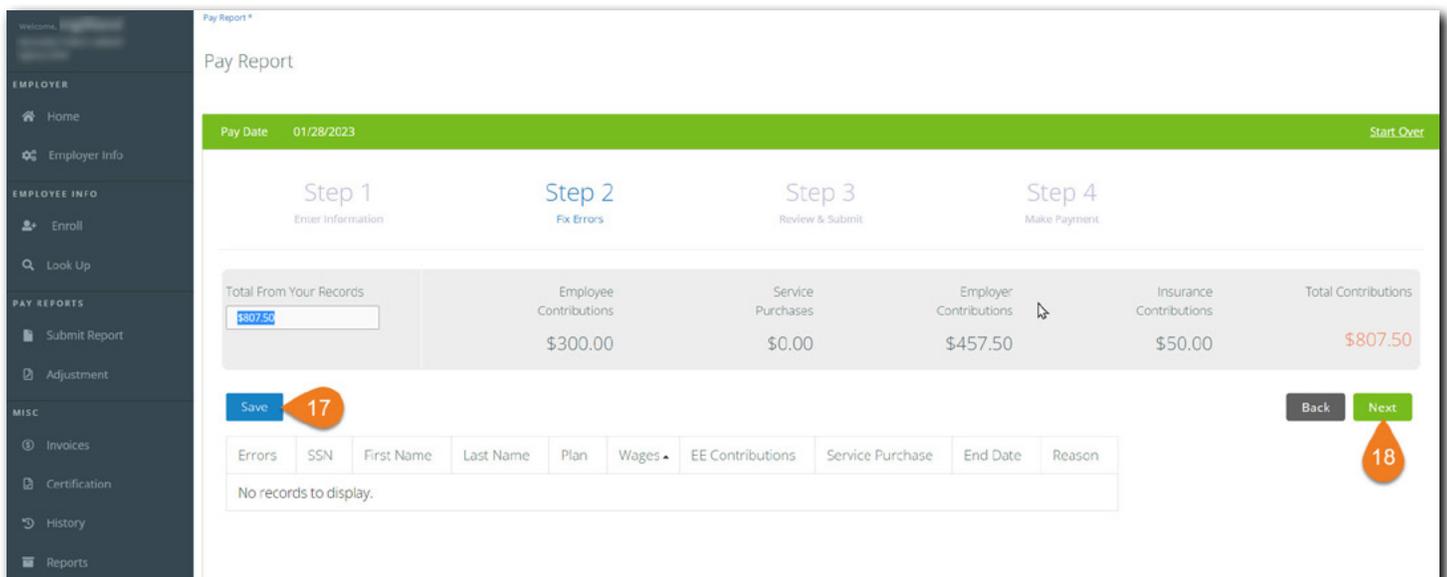
Errors	SSN	First Name	Last Name	Plan	Wages	EE Contributions	Service Purchase	End Date	Reason
	xxx-xx-5719			KPERs	\$1,000.00	\$60.00	\$0.00		

An error message is displayed: "Error - Reported employee contributions don't match our system. Please edit wages or contributions."

Step 14. If there are errors, click **info icon (i)** for more detail

Step 15. Errors can include: incorrect wages/contribution (ex. above). Fix errors by entering correct amounts and info. You may need to click on SSN link to fix some errors.

Step 16. Make sure **Total From Your Records** matches **Total Contributions**.



The screenshot shows the 'Pay Report' interface for the date 01/28/2023. The summary table now shows:

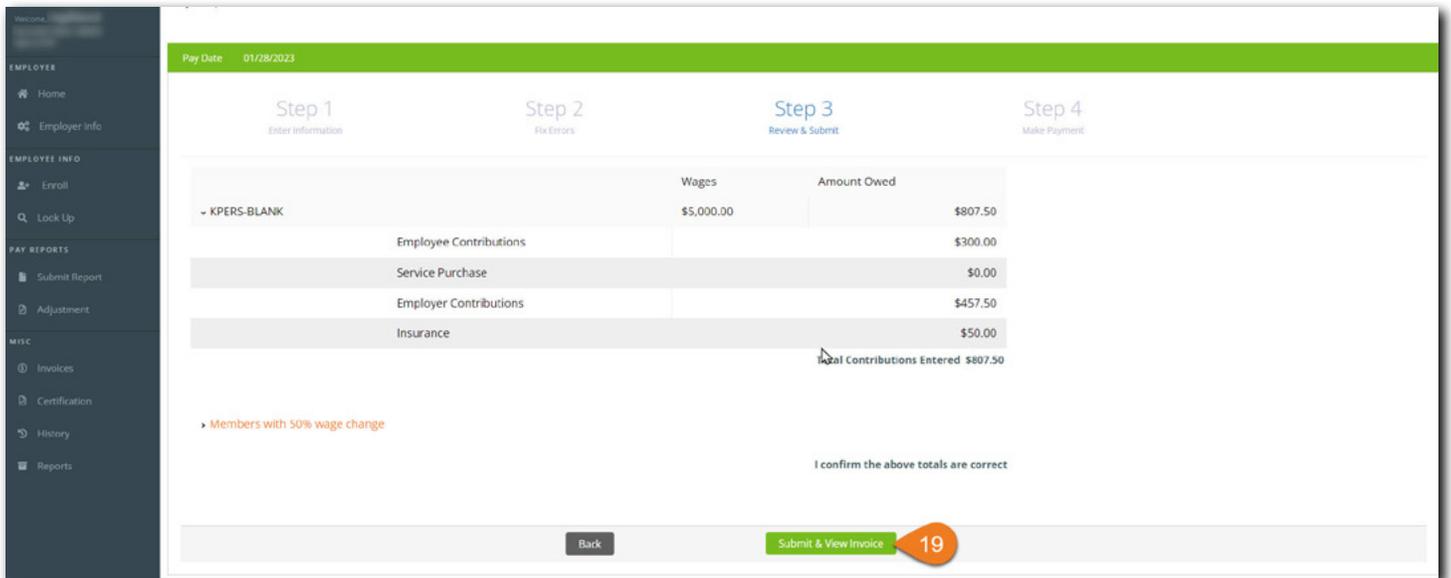
Total From Your Records	Employee Contributions	Service Purchases	Employer Contributions	Insurance Contributions	Total Contributions
\$807.50	\$300.00	\$0.00	\$457.50	\$50.00	\$807.50

The error table now shows "No records to display." Callout 17 points to the 'Save' button, and callout 18 points to the 'Next' button.

Step 17. Click **Save**.

Step 18. If error(s) clears, click **Next**.

Pay Reporting (Uploading File)



Pay Date 01/28/2023

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

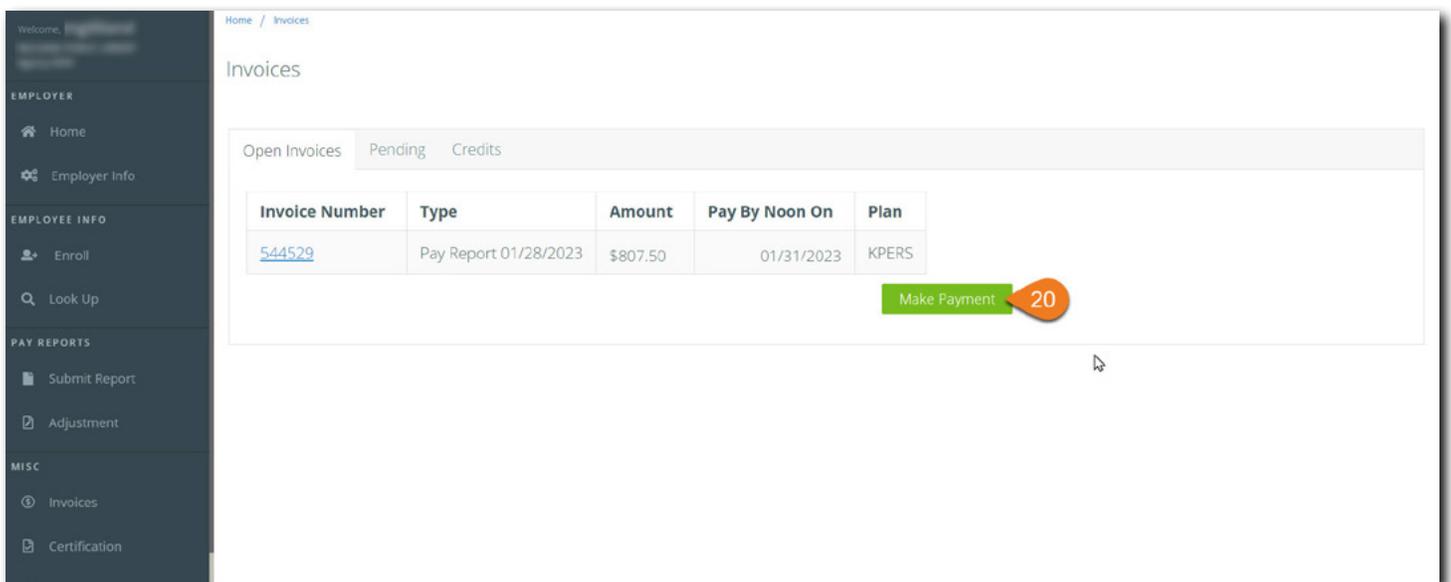
	Wages	Amount Owed
- KPERS-BLANK	\$5,000.00	\$807.50
Employee Contributions		\$300.00
Service Purchase		\$0.00
Employer Contributions		\$457.50
Insurance		\$50.00
		Total Contributions Entered \$807.50

Members with 50% wage change

I confirm the above totals are correct

Buttons: Back, Submit & View Invoice (19)

Step 19. Review totals and, if approved, click **Submit & View Invoice**.



Home / Invoices

Invoices

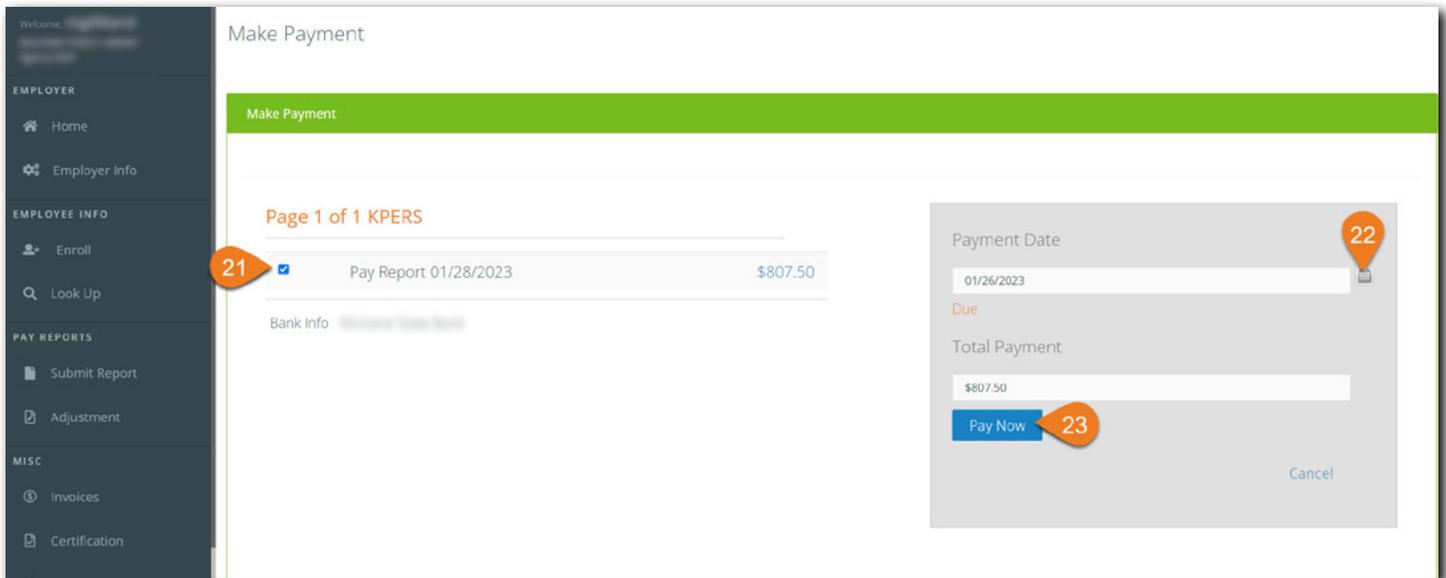
Open Invoices | Pending | Credits

Invoice Number	Type	Amount	Pay By Noon On	Plan
544529	Pay Report 01/28/2023	\$807.50	01/31/2023	KPER

Make Payment (20)

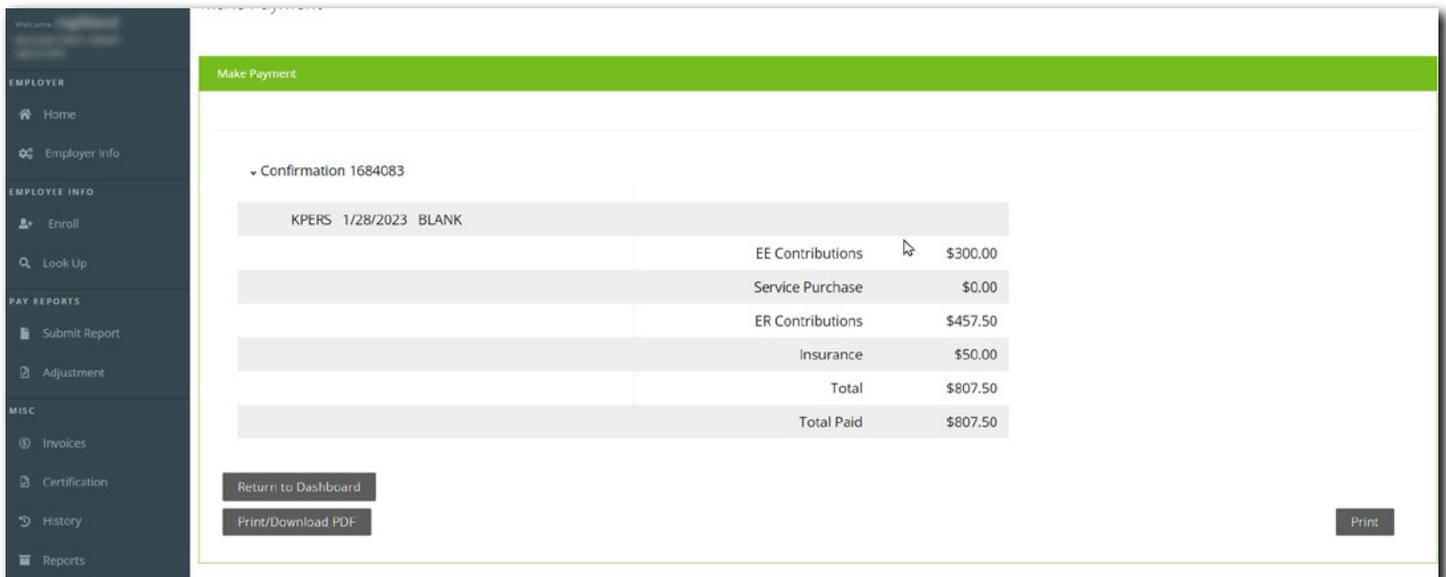
Step 20. When you're ready, click **Make Payment**.

Pay Reporting (Uploading File)



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 the first row 'Pay Report 01/28/2023' having a checked box and a total of '\$807.50'. Below the table is a 'Bank Info' field. To the right is a payment summary form with fields for 'Payment Date' (01/26/2023), 'Total Payment' (\$807.50), and a 'Pay Now' button. Callout boxes 21, 22, and 23 point to the checkbox, the date field, and the 'Pay Now' button respectively.

- Step 21.** Check the 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 select the correct one.
- Step 22.** If you want to choose later **Payment Date**, select date from the calendar.
- Step 23.** Click **Pay Now** to pay your invoice.



The screenshot shows the 'Confirmation' screen. It displays a confirmation number '1684083' and a table with the following breakdown:

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

At the bottom, there are buttons for 'Return to Dashboard', 'Print/Download PDF', and 'Print'.

Look at the 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.