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Employer Certification of Non-Contributing Service Providers

Contractor Wizard User Guide

Contractor Wizard - Initial Agreement

Instructions for Completing the Annual Employer Certification of Non-Contributing Service Providers Contractor Wizard

All quasi-governmental employers must submit a Contractor Wizard each fiscal year. If the employer will not utilize non-contributing service providers during a specific fiscal year, the appropriate section of the Contractor Wizard must be completed. If the employer submits this Contractor Wizard and all documentation, and subsequently uses or hires one or more of the below-listed persons during a given fiscal year, then the employer should submit an updated form and documentation as soon as it is aware of the following:

- That it intends to use one or more independent contractors, leased employees (through a third party, staffing agency, or other non-participating entity), or persons working via any other
 employment arrangement who, if employed directly by the employer, would qualify as a regular full-time employee in accordance with KRS 61.510(21), or
- That it has directly employed one or more persons who meet the definition of a regular full-time employee in accordance with KRS 61.510(21), yet who have not/are not being reported in accordance with KRS 61.675.

Notice of Employer Requirements

If an employer is not sure whether it is required to submit this Contractor Wizard to the KPPA, or has questions about whether one or more persons providing services to the employer is exempted from the definition of regular full-time, the employer should contact its Employer Reporting, Compliance, & Education (ERCE) representative for assistance at 1-888-696-8810. If in doubt, the KPPA recommends including such persons on this Contractor Wizard because an employer's failure to correctly submit such information may result in negative consequences to the employer and the person certifying this Contractor Wizard.

Employers do not have discretion as to whether or not to submit this information to the KPPA as it is required by law. Before signing, employers should review the certification to understand the consequences for failing to submit complete, accurate information on this Contractor Wizard and in accompanying documentation. Within sixty (60) days following the close of each fiscal year, the KPPA is required to provide extensive data on the response it has received from all affected KERS nonhazardous employers to the state budget director's office and the Legislative Research Commission, including any employer's noncompliance or failure to respond.

Prior to entering this wizard, please ensure you have all contract and agreement documentation available in accordance with KRS 61.675. Once you select "agree" and begin the wizard, you will be unable to save your progress and return to your work at a later time. Each screen will time out after 15 minutes of inactivity.

Agree

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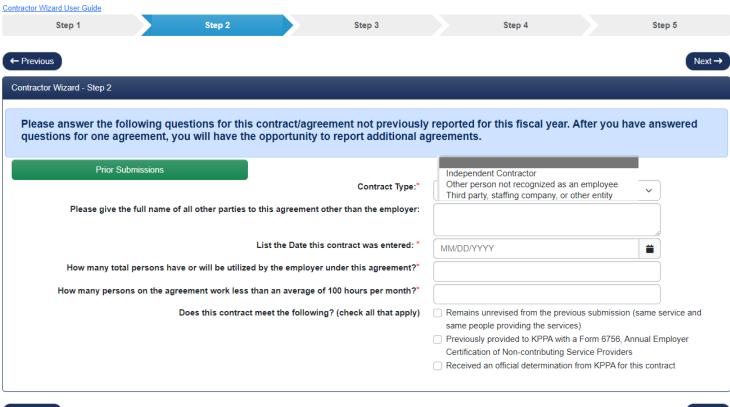
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Contractor Wizard - Step 1								
For the current fiscal year, does the employer utilize independent contractors, third party companies, staffing companies, other non-participating entities or other persons who will provide services to the employer through any other arrangement where one or more persons work an average of 100 or more hours per month? Or Yes Or No								
				Next →				

* NOTE: Selecting No will take you directly to upon clicking the Next - button.

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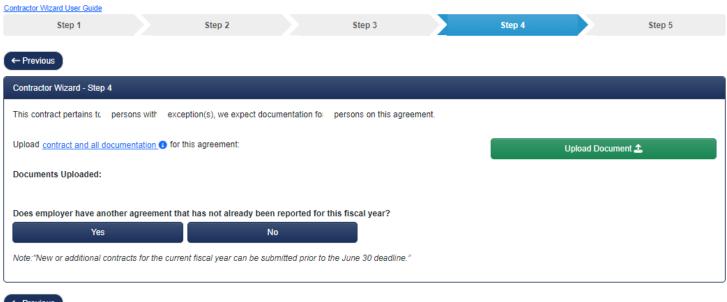
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r Wizard - Step 3							
that Apply:							
riginal contract, excludin	g any renewal period, was entered i	into prior to 1/1	/2021.				
What is the date	range of the contract?						
From:			To:	MM/DD/YYYY			
Where can a cop	y of the contract be found?						
					employer		
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Contractor Wizard - Step 5							
with KRS 61.510(21).					meet the definition of a <u>regula</u>	ar full-time employee in accordance	
The employer has reported all regular full-time employees? Yes No As the agency head, appointing authority, or authorized designee, by signing this form I acknowledge the following:							
				-			
On behalf of KERS, the Ke	entucky Public I	Pensions Authority (KPPA) i	may require additional inform	ation to process this to	orm.		
other arrangement during The Kentucky Retirement KERS should be reported employee of the employer 61.543, and 105 KAR 1:14 such persons if the persor The KPPA has full power the contributions for one or mucontributions owed by the incomplete information ab Director's Office and the Least of the KPPA determines the consequences, including, any appropriation or subsitegal fees, and costs if four delivers less than all of the least full understanding the services of the serv	the fiscal year of Systems, responsion of KERS as a fin a regular full to for all such provided and a regular full to for all such provided and a regular full to colore employees employer. Additional to such a regular full to find the first participating of the fi	covered by this form, then the posible for the governance of a regular full-time employee ersons. Additionally, the employee in a regular full-time position and a regular full-time position are gular full-time positionally, upon finding in an alloyees pursuant to KRS 61 arch Commission. Employer on behalf of which to ineligibility for any future a committee on the state to assist in page or otherwise have custody of cords" to the KPPA.	the employer shall submit an of KERS, and the KPPA have at If a person who has not be at shall be required to prospen ployer may owe delinquent of sitting pursuant to KRS 61.51 mpliance and accuracy of the norequired to participate in KI and that an employer has not 5991 or 105 KAR 1:451, the at I am signing has knowingly appropriations or subsides from the properties of the control of money or recording the control of money or recording the submit and the control of money or recording the control of	pdated form and documente exclusive authority on reported as an emptively report contribution mitted employer control(5) and 61.510(21) for data required by this RS pursuant to KRS of the provided all relevant employer may be listed alsified data or fails to the state to assist in addition, both the enforce in subject to penalty on the state to penalty on the subject to penalty on the extension of the penalty of the extension of the penalty of the extension of	umentation. y to determine whether a persoloyee in a regular full-time poons and information in accordibutions in accordance with ker previous periods that were form. Upon finding in an audious formation, has provided in a das noncompliant on the regulations and the submit information required, in paying employer contribution in the [KPPA] or the systems of perjury in accordance with	son who has not been reported in soition is determined to be an dance with KRS 61.675, KRS (RS 61.552(2) and 61.675(3)(b) for not reported by the employer. It that an employer failed to file interest may be added to the accurate information, or has provided port provided to the State Budget the employer may face negative ons to the KPPA and/or back paying and I may be liable for civil payments, it administers and fails to deliver or	
		Full Na	ime:				
By entering your PIN you are certifying you understand the above and have submitted all relevant documents for all contracts reported in this wizard.							
Enter PIN here:* Reed a new PIN?							
			Submit				

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