



Personnel Cabinet Employer Reporting Manual



Kentucky Retirement Systems

KENTUCKY

RETIREMENT SYSTEMS

Kentucky Retirement Systems (KRS) is pleased to provide this Employer Reporting Manual for our participating employers. This manual contains comprehensive information about KRS and its policies and plans. The manual is designed so that it can be effectively used as the first source of reference in answering questions regarding KRS.

Participating employers are entrusted with the responsibility of enrolling and reporting all employees on a monthly basis to allow member accounts to be correctly credited with earning the benefits they are afforded by statute.

KRS recognizes the time and effort used in following the guidelines and procedures set forth in this manual and would like to thank participating employers for their commitment to meeting these standards.

William A. Thielen
Executive Director

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Chapter 1- KRS Information

Introduction

This Employer Reporting Manual is designed as a ready reference to assist you in matters regarding Kentucky Retirement Systems' procedures, rules and regulations. As an employer, you have an important role in helping with retirement matters. KRS relies on employers to report data about employees' earnings and employment, which will determine the level of the pensions and other potential benefits your employees will eventually collect. We thank you for your service.

How to use this document

The KRS Employer Reporting Manual contains comprehensive information about KRS and its policies and plans. The manual explains the rules and regulations of KRS and the laws that govern the systems as simply and accurately as possible. In addition, this manual also provides step-by-step instructions for employer reporting processes. It is intended to provide you with information on eligibility, enrollment, reporting and more. The manual is designed to be the first resource in answering questions related to KRS employer reporting.

Plan Administration

The Commonwealth of Kentucky provides retirement benefits for most state and county employees through the Kentucky Retirement Systems. KRS is governed by a thirteen member Board of Trustees and consists of three separate Retirement Systems:

- Kentucky Employees Retirement Systems (KERS): established July 1, 1956 for state employees.
- County Employees Retirement Systems (CERS): established July 1, 1958 for local government employees and classified school board employees.
- State Police Retirement Systems (SPRS): established July 1, 1958 for uniformed Kentucky State Police officers.

The Board of Trustees which administers KRS is comprised of two trustees elected by KERS members, three trustees elected by CERS members, one trustee elected by SPRS members, six trustees appointed by the Governor, and the Secretary of the State Personnel Cabinet. One of the trustees appointed by the Governor must be knowledgeable about the impact of pensions on local governments and two of the trustees appointed by the Governor must have investment experience. Elected trustees serve a 4-year term and may serve no more than three consecutive terms. The Board of Trustees appoints an Executive Director to oversee the administration of the Kentucky Retirement Systems. The current Executive Director is William A. Thielen. Correspondence to Board Members should be addressed to:

Kentucky Retirement Systems
Perimeter Park West
1260 Louisville Road
Frankfort, KY 40601

KRS also has a Public Pension Oversight Board comprised of thirteen (13) members. This board is a legislative advisory board attached administratively to the Kentucky Legislative Research Commission. The board will consist of six (6) state legislators, three (3) state executive branch officials, three (3) private sector chartered financial analysts and one (1) person with at least ten (10) years retirement experience. The members will be appointed by legislative leaders and the Governor, or will serve by virtue of their state office. The board has been given broad authority to, among other things, review all the laws and regulations governing KRS, review the benefits provided to KRS members and beneficiaries, require KRS to submit data, reports and information, and to make recommendations to the General Assembly regarding changes in retirement laws and regulations.

State Laws and Regulations Pertaining to Kentucky Retirement Systems

SPRS, CERS, and KERS are qualified governmental defined benefit plans established under Section 401(a) of the Internal Revenue Code (IRC).

For members who begin participation in a state-administered retirement system prior to January 1, 2014, a defined benefit plan pays benefits based on a formula; the KRS formula at full retirement is as follows:

$\text{Final Compensation} \times \text{Benefit Factor} \times \text{Years of Service Credit} = \text{Annual Benefit}$
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Note: Most individuals are more familiar with a 401K plan, which is a defined contribution plan. A defined contribution plan pays benefits based strictly on contributions and interest earned on those contributions.

Members who begin participation in a system administered by KRS (KERS, SPRS, or CERS) on or after January 1, 2014 will participate in a hybrid cash balance plan, which is a type of defined benefit plan that combines the elements of a traditional defined benefit plan with elements typically associated with a defined contribution plan. The benefit paid upon retirement is calculated based on the member's accumulated account balance at the time of retirement.

The three systems administered by KRS are governed by the following state statutes:

- SPRS: Kentucky Revised Statutes 16.505 through 16.652
- KERS: Kentucky Revised Statutes 61.510 through 61.705
- CERS: Kentucky Revised Statutes 78.510 through 78.852

The administrative regulations necessary to carry out the statutes, policies, and procedures covering KRS are found in Chapter 105 of the Kentucky Administrative Regulations. Copies of the Kentucky Revised Statutes may be available at public libraries. Unofficial copies of the statutes and Kentucky Administrative Regulations can be found on the Kentucky Legislative Research Commission's web site (<http://www.lrc.ky.gov>).

Plan Funding

KRS benefits are funded through three sources: employee contributions deducted from an employee's creditable compensation (see below), employer contributions paid by each state and county agency participating in KRS, and return on investments.

The employee contribution rate is set by statute. Non-Hazardous employees will contribute 5% of all their creditable compensation to KRS. Hazardous employees will contribute 8% of all their creditable compensation to KRS. Due to legislation enacted by the 2008 Special Session of the General Assembly, employees with a participation date on or after September 1, 2008 will also contribute an additional non-refundable 1% of their creditable compensation.

Employers contribute at the rate determined by the Board of Trustees to be necessary for the actuarial soundness of KRS as required by Kentucky Revised Statute [61.565](#) and [61.702](#). To view the current Employer contribution rates, access the KRS website for employers at <https://kyret.ky.gov/employers/Pages/default.aspx>.

Deposit of Contributions

For members who began participation in a state-administered retirement account prior to January 1, 2014, employee contributions paid to KRS are deposited to individual member accounts. The additional 1% contribution by members with a participation date on or after September 1, 2008 is deposited into a non-refundable 401(h) account. Employer contributions are deposited to the Retirement Allowance Account and the Insurance Fund and are used to pay monthly benefits and to fund KRS expenses.

For members who began participation in KERS, SPRS, or CERS on or after January 1, 2014, employee contributions paid to KRS are deposited to individual member accounts. The additional 1% contribution by members with a participation date on or after September 1, 2008 is deposited into a non-refundable 401(h) account. In addition, a portion of the employer contributions called Employer Pay Credit is deposited to the individual member accounts each month, with the remaining employer contributions deposited into the Retirement Allowance Account and the Insurance Fund as described above.

When an employee retires, his or her account balance is transferred to the Retirement Allowance Account and the now retired member begins to receive retirement benefits.

Creditable Compensation

Creditable compensation consists of all salary, wages, tips and fees, qualified transportation expenses and payments for compensatory time paid as a result of services performed for the employer or for time when the member is on paid leave which are includable on the member's Federal Form W-2, Wage and Tax statement, under the heading "Wages, Tips, and Other Compensation".

Exception: For employees whose participation date is *on or after September 1, 2008*, lump-sum payments for compensatory leave before or after retirement shall not be included in creditable compensation and should not be reported to KRS.

Lump sum bonuses, severance pay or employer-provided payments for purchase of service credit are also included in creditable compensation; however, if these types of payments exceed \$1,000 for the fiscal year, then the combined payments will be averaged over a member's total service in the system in which the bonus was paid. These types of payments must be reported separately and with a different payment reason than the employee's regular wages.

If an employee's compensation package includes non-monetary items, such as provided vehicles or housing, the KRS Board of Trustees shall determine the value of these items for purposes of reporting contributions.

Living allowances, expense reimbursements, and lump-sum payments for unused vacation time are not included in creditable compensation. Lump sum payments for unused sick leave are not included in creditable compensation except when a member terminates employment from an agency that participates in the Alternate Sick Leave Program under Kentucky Revised Statute [78.616\(5\)](#). Lump sum payments for unused sick leave at any time other than termination are not reportable.

Since 1996, Section 401(a)(17) of the Internal Revenue Code has limited the amount of creditable compensation upon which employee and employer contributions are paid. Under these guidelines, employee and employer contributions are paid on all creditable compensation a member earns up to the maximum annual limit. Once a member meets the maximum annual creditable compensation limit, no contributions are to be reported for the remainder of the fiscal year. However, the employer must continue to report the employee's creditable compensation through the monthly contribution details report for the remainder of the fiscal year by utilizing the "Salary that Exceeds IRS Limit" field. If the employer reports contributions in excess of the creditable compensation limit, KRS will refund the excess contributions. For the current annual creditable compensation limit, please contact your Employer Compliance and Education (ECE) representative or the IRS.

Note: If a member is paying into a before-tax compensation plan, such as a 401(k) or a 457 plan, the amount contributed to these plans does not reduce a member's creditable compensation for retirement purposes. A member's creditable compensation is determined prior to any deductions to before-tax compensation plans.

Tax Treatment of Employee Contributions

Mandatory employee contributions after August 1, 1982 are made on a before-tax basis and are automatically deducted by the employer. This means contributions are not subject to state or federal taxes nor FICA.

Pension Spiking

Pension Spiking occurs when employers give members large raises or otherwise artificially inflate their compensation in the five (5) years immediately preceding retirement so that the member receives a larger pension than he or she would otherwise be entitled to receive. 2013 retirement legislation created KRS 61.598, which requires the *last participating employer*, for employees retiring on or after January 1, 2014, to pay for any additional actuarial costs resulting from annual increases in an employee's creditable compensation greater than ten percent (10%) over the employee's last five (5) fiscal years of employment (aka "pension spiking") that are not the direct result of a bona fide promotion or career advancement. Lump sum payments for compensatory time paid to an employee upon termination of employment are not included in this calculation, but payments for compensatory leave made at other times during employment will be included in this calculation.

"Bona fide promotion or career advancement" is defined as:

A professional advancement in substantially the same line of work held by the employee in the four (4) years immediately prior to the final five (5) fiscal years preceding retirement or a change in employment position based on the training, skills, education, or expertise of the employee that imposes a significant change in job duties and responsibilities to clearly justify the increased compensation to the member

Employers are able to request a binding predetermination from KRS as to whether a change in position is due to a bona fide promotion or career advancement prior to increasing an existing employee's salary and/or prior to hiring a new employee. To request this predetermination, an employer must submit a completed Form 6480, Employer Request for Pre-Determination of Bona Fide Promotion or Career Advancement prior to the personnel action in question.

An employer that disagrees with the predetermination made by KRS may request a hearing and appeal the decision in accordance with KRS 61.685.

Once a member retires, if KRS determines that an annual increase in a member's compensation has exceed 10% in the last five years of employment, the last employer will receive a notice that pension spiking has occurred. The notice will include a Form 6481, Employer Request for Post-Determination of Bona Fide Promotion or Career Advancement, that should be completed and returned to KRS within 30 days if the employer wants to request a post-determination of a bona fide promotion or career advancement.

If the final KRS determination is that the change in position or hiring **did** constitute a bona fide promotion or career advancement, then the employer will *not* be invoiced for any additional actuarial costs resulting from the annual increases in an employee's creditable

compensation, provided that the increases in an employee's creditable compensation greater than ten percent (10%) was due to the change and not some other source.

If the final KRS determination is that the change in position or hiring **did not** constitute a bona fide promotion or career advancement, then the employer *will be* invoiced for any additional actuarial costs resulting from the annual increases in an employee's creditable compensation. The employer may request a hearing and appeal the decision in accordance with KRS 61.685. The last employer may pay the cost in a lump sum or in monthly installment payments for up to 12 months.

Individual Member Accounts

Account Administration

Prior to retirement, an account is maintained for individual employee contributions. The balance in the account cannot be garnished or used for collateral on a loan. Members actively contributing to one of the systems cannot withdraw funds from their account(s) except upon termination of employment.

Member Forms

When a new employee is reported to KRS, an enrollment record is created and a new employee packet which includes the Form 2001, Membership Information is sent to the employee. However, the employer should provide the Form 2035, Beneficiary Designation, to the employee upon their initial hire. The employee must submit the form to KRS. These forms are available on the KRS website. Valid forms must be on file at KRS to be effective.

Confidentiality of Accounts

Information in a member's account is CONFIDENTIAL. Requests for information about a member's account must be made in writing or in person and should contain the Member ID, home mailing address, and signature. Account information cannot be provided over the telephone unless the caller provides the Member ID or Social Security Number, as well as the Personal Identification Number (PIN) assigned to the account.

Note: Account information will be released in response to a lawful subpoena or court order.

Annual Statement of Account

Prior to retirement, an Annual Statement for a member's account is available online through Member Self Service (see Member Self Service section below). The Annual Statement provides a snapshot of the retirement benefits, contributions, interest and service accrued through the end of the fiscal year (June 30th). Members should always review their Annual Statements carefully to ensure the information is correct.

Inquiries concerning a member's Annual Statement should be made in writing. If a member needs to obtain a physical copy of his or her Annual Statement, he or she may access a copy of the annual statement on the Member Self Service website (available beginning with the 2011-2012 annual statement), or by completing a Form 2415, Request for Duplicate

Annual Statement. A copy of the Form 2415 can be obtained by contacting KRS or by accessing the Member Self Service website.

Interest on Accounts

The interest credited to a member's account and reported on the Annual Statement is calculated based upon the account balance at the end of the prior fiscal year. For employees with a participation date prior to September 1, 2008, the interest paid is set by the Board of Trustees and will not be less than 2.0%; for employees with a participation date on or after September 1, 2008, interest will be credited at a rate of 2.5%.

Note: The interest credited to a member's account is typically not related to the amount of benefits he or she will receive upon retirement. Benefits for most retiring members are based on a formula using the member's service and salary. The purpose in crediting interest to member accounts is to provide a modest return to those members who are not eligible for a retirement benefit and choose to take a refund after termination of employment.

Refund of Account Balance

Upon termination of employment, members have three options with regard to their retirement account: (1) retire if eligible, (2) leave the contributions with KRS until they reach retirement eligibility or (3) take a refund of the account balance.

If a member who began participation in a state-administered retirement system prior to January 1, 2014 chooses to take a refund of the account balance, he or she will receive his or her individual retirement contributions plus any accumulated interest. Members will not receive a refund of any employer contributions or health insurance contributions.

If a member who began participation in KERS, SPRS, or CERS on or after January 1, 2014 chooses to take a refund of the account balance and **is not vested**, he or she will receive his or her individual retirement contributions plus any accumulated interest. Members will not receive a refund of any employer contributions or health insurance contributions.

If a member who began participation in KERS, SPRS, or CERS on or after January 1, 2014 chooses to take a refund of the account balance and **is vested**, he or she will receive his or her individual retirement contributions, the employer pay credit, and any accumulated interest. Members will not receive a refund of any health insurance contributions.

Payment of a member's refund can be made directly to the member or the funds can be rolled into another qualified retirement plan. If the member elects to receive a direct payment, Kentucky Retirement Systems is required to withhold 20% for federal income taxes. The amount withheld is normal income tax and is not a penalty for the withdrawal. Additional taxes due to age or other factors may also apply if the member chooses to receive a direct payment.

In order to process a refund of employee contributions, a member must complete a Form 4525, Request for Refund of Contributions. The member must also have a Form 2001, Membership Information, on file with the retirement office. In addition, the agency must report the member's employment end reason and employment end date to KRS on the

monthly contribution detail report. A refund cannot be issued until KRS has received all of this information. KRS 61.625 requires that a member's employment be terminated to be eligible for a refund of employee contributions. An employee in a layoff or furlough status is not eligible for a refund.

Since contributions are reported to KRS on a monthly basis and wages are paid typically 2-4 weeks after termination, the refund process takes at least 60 days beyond the termination date. If a member is interested in taking a refund of his or her account balance, he or she must contact KRS to obtain a Form 4525.

Member Requests for Information

Member Self Service Overview:

The Member Self Service (MSS) website allows members to access their KRS account and complete certain transactions using a secure website. Members register for MSS using their Social Security Number, date of birth and KRS personal identification number (PIN). During the registration process, members will create their own User ID and password which they will use to access the MSS website to see account information. Employees reported in a non-participating status will not display in Member Self Service, unless the employee has an existing membership at KRS. Once members have signed into the site, they will have access to the following:

- **Contact Information:** This page shows the contact information KRS has on record for the member. From this page, members can change their contact information and mailing address.
- **Account Summary:** This view-only page displays basic member account information such as total service and contributions, beneficiaries and service credit available to purchase. Members can also reset their User ID and/or password from the Account Summary page.
- **Account History:** This page will provide members with a yearly summary of the contributions and service that have been submitted and posted to their individual account for prior years.
- **Benefit Estimate:** These pages allow members to create benefit estimates. There are two versions of the benefit estimate page. The general version allows the member to customize a benefit estimate without having to register for self service. The account-specific version allows members to create a benefit estimate using real data that has been submitted for their account.
- **Service Purchase Estimate:** These pages allow members to create service purchase estimates. There are two versions of the service purchase estimate page. The general version allows the member to customize a service purchase estimate without having to register for self service. The account-specific version allows members to create a service purchase estimate using real data that has been submitted for their account. Members can also create an estimate of installment payments on the site.

- **Account Balance Letter:** This page allows members to request an Account Balance Letter to be mailed or emailed to themselves or a third party without having to call or write KRS to make the request.
- **Annual Statement:** This page allows members to view annual statements that have been created for their account beginning with the 2010-2011 statement.
- **Member Correspondence:** This view-only page shows active requests received by KRS and a list of recent documents that have been imaged into the member's file.
- **Register for a Retirement Planning Seminar:** This page allows members to register for seminars scheduled by KRS.
- **Access Forms:** Members will be able to access many forms to be downloaded, completed and submitted to KRS. In addition, members will be able to complete and electronically submit requests for benefit estimates and service purchase costs.

Accessing Information Regarding Member Benefits By Telephone and Mail

Telephone inquiries are handled by the KRS Call Center. The Call Center is staffed with retirement counselors who help members obtain services and answer questions about KRS. Counselors may provide specific information about a member's account over the phone if the member provides a Personal Identification Number (PIN), and Member ID or Social Security Number.

All written inquiries should include the member's name, Member ID, home mailing address, and signature.

Members may e-mail KRS at krs.mail@kyret.ky.gov. E-mail is not secure. Therefore, it is recommended that e-mail be used for general inquiries only and that the sender not include information of a confidential or personal nature. Examples of information which should not be transmitted by e-mail include Social Security numbers, dates of birth, home addresses, telephone numbers, bank accounts and credit card information, mother's maiden name, medical information, and any information that the member would not want a third party to discover. Members should use telephone or written requests for specific information about account information or benefits.

Telephone: 800-928-4646
Fax: 502-696-8822
Address: Kentucky Retirement Systems
 Perimeter Park West
 1260 Louisville Road
 Frankfort, KY 40601
Email: krs.mail@kyret.ky.gov

Employer Resources

Employer Self Service Web site

The Employer Self Service (ESS) web site provides several resources for employers in addition to the monthly reporting functionality. Employers may find an employee's participation date, calculate sick leave costs, report deaths, register for seminars and complete forms on ESS. To be granted access to ESS, an employer representative must be set up as a user by your Employer Administrator. There is no limit to the number of users each employer may set up. Once added as a user, you will be assigned login credentials to ESS that include a user id, password and PIN.

Employer PIN

The employer PIN will be required when contacting KRS by phone and for certain transactions on ESS. The employer PIN serves as an additional security feature to protect your agency and your employees. Information regarding the Employer Administrator and ESS users is detailed in the ESS Account Setup and Maintenance section of this document.

Secure Email

As a covered entity under HIPAA, Kentucky Retirement Systems, *as well as participating agencies and business associates*, are responsible for complying with KRS policies and applicable federal regulations (HIPAA, HITECH) to ensure confidential member information is protected, particularly when sending confidential information in email. One of the methods by which Kentucky Retirement Systems protects confidential information is the use of the Secure Email Portal, a secure email solution that protects confidential information exchanged between KRS and participating agencies. The Portal can be accessed at:

<https://web1.zixmail.net/s/login?b=kyret>

The portal uses strong encryption to safeguard the confidentiality of email communications and greatly reduces the risk of costly disclosures that could put our members at risk of identity theft and other fraudulent activity.

Always use the Portal for sending confidential email to KRS. Confidential email is email that contains sensitive data such as Social Security numbers, KRS Member IDs, KRS PINs, or any personally identifiable or health-related data. Never send confidential email via *unsecure* email (i.e. from personal or business email accounts). Confidential information sent via unsecure email is an unauthorized disclosure of sensitive member information and KRS or the agency responsible is required to notify the affected member(s) of the disclosure.

Please note that the portal should NOT be used for monthly reporting.

The [Secure Email Portal User Manual](#) is available to assist employers in accessing and using the portal.

Employer Reporting Compliance and Education Division

Effective August 26, 2013 the Division of Employer Compliance and Education (ECE) and the Employer Reporting (ER) Branch of the Division of Accounting reorganized to form the Division of Employer Reporting Compliance and Education (ERCE). In the past ECE representatives divided the Commonwealth and each had their own counties that they were responsible for. Since go-live with START, many of you are aware that error correction has been our main focus and we have been unable to focus on other issues with our agencies due to this issue. With the reorganization, ERCE will now have 4 teams established. There is a School Board Team, Enter Report Details (web) Team, File Team and the KHRIS Team (employers reported by the Personnel Cabinet). There will be an external team, which will assist the agencies with any problems/issues they are having in regard to reporting, compliance, hazardous conversions, sick leave programs, etc. There will also be an internal team who will be offering phone support and correcting incoming errors. All teams will be working together to better assist the employer with all aspects of reporting, compliance and education.

The Division of Accounting will continue to handle Invoicing, Unbalanced Report resolution, Rejected File follow up and Installment Purchase Agreements.

Phone Contacts

We have revamped the Employer Hotline (502- 696-8810 or 1-888-696-8810) and the following are the options that you will now hear:

- If you know your party's extension, **Press 1**
- If you are calling with questions about Invoicing, an Unbalanced Report, a Rejected File or an Installment Purchase Agreement, **Press 2**
- If you have questions about the KRS Secure E-mail Portal, **Press 3**
- For all other questions, **Press 4** which will then take you to another menu:
 - If you are a School Board Employer, **Press 1**
 - If you are an employer who reports using an electronic file, **Press 2**
 - If you are an employer who reports via the web using Enter Report Details, **Press 3**
 - If you are an employer reported by the Personnel Cabinet through the KHRIS system, **Press 4**
 - To repeat these options, **Press 9**

KHRIS Team:

Suzanne Elphinstone	external	502-696-8572	suzanne.elphinstone@kyret.ky.gov
Blaine Walker	internal	502-696-8466	blaine.walker@kyret.ky.gov
Deanna McDonald	internal	502-696-8465	deanna.mcdonald@kyret.ky.gov

Management Team:

Sarah Webb	Director	external/internal	sarah.webb@kyret.ky.gov
Gina Franklin	Manager	internal	gina.franklin@kyret.ky.gov

Email: KRSEmployerReporting@kyret.ky.gov

KRSEmployerInvoice@kyret.ky.gov

KRSEmployerCompliance@kyret.ky.gov

Chapter 2- Membership

Although not all employees are eligible to participate in KRS and have retirement contributions withheld, all employees of an agency are required to be reported to KRS each month. Specific exceptions to this requirement include: employees who are participating in another retirement system, employees who rejected retirement participation when their agency joined KRS, independent contractors, most volunteer firefighters and employees who were retired and reemployed prior to August 1, 1998 and did not elect to begin a new account. These specific groups of employees should not be reported to KRS.

Contribution Groups

Contribution Groups are used to validate employee contributions (EECON) and health insurance contributions (HICON) as well as to calculate employer contributions (ERCON) for each employee being reported to KRS. This designation allows employees to be “organized” based on different contribution rate categories. Contribution group categories indicate system participation (KERS, CERS or SPRS), plan participation (Non-Hazardous or Hazardous) and employee groups which consist of the types in the chart below:

Employee Group	Description	Subject to Employee Contributions	Subject to Health Insurance Contributions (1%)	Subject to Employer Contributions
Without Health Insurance	Employees with a participation date in a state-administered retirement system prior to 9/1/08	Yes	No	Yes
With Health Insurance	Employees with a participation date in a state-administered retirement system on or after 9/1/08	Yes	Yes	Yes
Cash Balance	Employees with a participation date in KERS, SPRS, or CERS after 1/1/2014	Yes	Yes	Yes
Retired Reemployed	Retirees from KRS who returned to a regular full time position on or after 9/1/08	No	No	Yes
Non-Participating	Employees classified in a non-participating status (see Position Status section for more information regarding non-participating statuses)	No	No	No

Examples:

- 1) An employee is hired by the Transportation Cabinet in a non-hazardous position and his participation date is after September 1, 2008. The employee is assigned to the Contribution Group KNHZHI which indicates that the employee is KERS, is non-hazardous and is subject to the health insurance contribution. For this employee, KRS will expect 5% for employee contributions and 1% for health insurance contributions, as well as the appropriate employer contributions.
- 2) An employee is hired by the Department of Parks in a seasonal position. The employee is assigned to the Contribution Group KNHZNP which indicates the employee is KERS, is non-hazardous and is in a non-participating position. For this employee, KRS will not expect any retirement contributions. Since seasonal positions are limited by statute to nine (9) months*in a year, KRS will also alert the employer when the nine (9) months is about to expire.

***Note:** For Boards of Education, the Seasonal classification is limited to six (6) months in a year.

The Download Member ID Module from Employer Self Service (ESS) allows employers to view and download Contribution Group Category information for their employees. The Contribution Group Category will aid employers in identifying the Contribution Group in which a new member should be reported. Employers will also use this information during initial payroll set up to ensure that correct contribution rates are withheld from the member's paycheck.

To view all contribution groups, refer to [Appendix C: Contribution Groups](#).

Retired Reemployed

The phrase Retired Reemployed generally refers to members who retire from a retirement system administered by KRS and then become employed at a participating employer.

Prior to becoming reemployed by a participating employer, the member and prospective employer **must** complete and submit a Form 6751, Member and Employer Certification Regarding Retirement. Upon receipt of this form, Kentucky Retirement Systems will send a communication to the member advising the member whether or not they are authorized to return to work. **The member must wait to receive this communication prior to returning to employment in order to avoid any detrimental effects to the retirement benefits.** If a member becomes reemployed with a participating employer without receiving authorization to work, the member risks having his/her retirement voided if Kentucky Retirement Systems subsequently determines that the reemployment is in violation of statute or regulation. If the member's retirement is voided, he/she will be required to pay back all retirement benefits paid in error, including health insurance benefits.

Break in service: You should be aware that in most instances, a three (3) calendar month break in service is required after a member's effective retirement date before the retired member may return to work with a participating agency. As noted above, members must receive authorization from Kentucky Retirement Systems prior to returning to work with a participating agency.

Prearranged agreement: Sometimes a member and employer will discuss the possibility of a member returning to work with the employer in some capacity after the member's retirement date. These discussions can result in an impermissible prearranged agreement for the member to return to work after his/her effective retirement date. It is important to note that a prearranged agreement does not have to be in writing. An oral agreement or a mutual understanding is a prearranged agreement. Furthermore, if a member and/or agency makes a request, prior to the member's retirement date, for authorization for a member to return to work after his/her effective retirement date, Kentucky Retirement Systems will generally consider this as evidence of a prearranged agreement. It is important that the employer and member have no contemplation of a member's returning to work until after the member's retirement date in order to avoid any detrimental effects to the member's retirement benefits.

If the member is reemployed, and the reemployment is in a regular full-time position, the employer will report the creditable compensation on the monthly report and pay employer contributions on that amount. However, the retiree will not contribute to KRS, will earn no service credit during the period of reemployment and will not be eligible for any additional retirement benefits based upon the reemployment. If the member is reemployed, and the reemployment is in a position other than a regular full-time position, no employer contributions will be due.

In addition to employer contributions, if the retiree has an initial participation date with KRS prior to September 1, 2008, but is reemployed on or after that date in a participating position and has elected health insurance coverage through KRS, the employer will be required to reimburse KRS for the contribution made for single coverage health insurance for the retiree.

If the retiree has an initial participation date with KRS on or after September 1, 2008 and is reemployed after retirement in a regular full-time position, the employee will not be eligible for health insurance coverage through KRS and will be required to take health insurance coverage through his employer during the period of reemployment.

Position Status

Through monthly reporting, this field is used to determine retirement contribution eligibility. There are both statutory and report-based position statuses. Statutory positions are specifically defined in KRS 61.510(21) and KRS 78.510 (21). Report-based positions have been established in order for averaging and service credit validations to be accurately performed for an employee assigned to one of these statuses.

Statutory Position Statuses

Regular Full Time: Positions in KERS, CERS, and SPRS that average one hundred (100) or more hours per month over a calendar or fiscal year.

Seasonal: Positions in KERS, SPRS and CERS which are temporary in duration, which coincide in duration with a particular season or seasons of the year and which may recur regularly from year to year and are limited to nine (9) months. Employees classified under this status should not have contributions withheld from their creditable compensation.

- Effective July 1, 2013, KRS will enforce the time limit for a Seasonal classifications *based on a fiscal year*. The months worked in a seasonal classification do not have to be consecutive during that year, but the total months worked in a seasonal classification in a fiscal year may not exceed nine months.

Temporary: Positions in KERS not to exceed nine (9) months and positions in CERS not to exceed twelve (12) months. In CERS, the employer cannot re-hire a person in a temporary position; the position must be non-renewable. Employees classified under this status should not have contributions withheld from their creditable compensation.

Probationary: Positions in CERS not to exceed twelve (12) months and not renewable. CERS employers may designate an initial period of probation for all its employees not to exceed twelve (12) months. Probationary periods in KERS and SPRS are required to be reported to KRS as regular full-time. Employees classified under this status should not have contributions withheld from their creditable compensation.

Emergency: Positions in KERS, SPRS and CERS limited to thirty (30) working days and not renewable. Employees classified under this status should not have contributions withheld from their creditable compensation.

Interim: Positions in KERS established for a one-time or recurring need, not to exceed nine (9) months. Employees classified under this status should not have contributions withheld from their creditable compensation.

Part Time: Positions in KERS and CERS which may be permanent but require less than a calendar or fiscal year average of one hundred (100) hours of work per month. Employees classified under this status should not have contributions withheld from their creditable compensation. Employees classified by an employer as part-time but who meet the definition of regular, full-time per KRS 61.510(21) and 78.510(21) must have salary and contributions reported.

If an employee is working more than one job for more than one employer in the same system, a combination of hours will be used to determine eligibility per [KRS 61.680\(6\)](#).

Independent Contractors: Individuals working as independent contractors should not be reported to KRS. Please be advised that the Internal Revenue Service (IRS) sets specific guidelines which must be met before an individual can be classified as an independent contractor for tax purposes. If the individual is not classified as an independent contractor for reporting income to the IRS, the individual cannot be exempt from retirement coverage.

Contracts must be submitted to the KRS Legal Department for review before the employee can be classified as an independent contractor.

Report-Based Position Statuses

Regular Full Time Less Than 12 Months: Positions in KERS or CERS that are held by regular full-time employees who do not work 12 months per year but are paid over 12 months, excluding classified employees of local school boards. Some examples include head start employees employed by community action agencies and school nurses employed by local health departments.

Intermittent: Position status for those employees who receive creditable compensation which must be reported to KRS, but who maintain a sporadic work schedule and may not earn wages every month.

Job Position

Every employee reported to KRS will be assigned a specific job position. Hazardous duty employees have specific job titles that should be reported each month. Certain non-hazardous positions have special rules or regulations that apply, and as such, the employees in these positions must have the appropriate job position reported.

County Attorney Employee: Effective July 16, 1992, Senate Bill 110 directed that all full-time employees of a County Attorney's Office who were paid from sources of funds outside a Fiscal Court's control were required to participate with either CERS or KERS. All employees who work in a county attorney's office should be reported to KRS with the job position "County Attorney Employee", regardless of the employing agency.

The County Attorney is required to determine which system an employee will participate in based upon the employee's job duties. Form 2110, Retirement System Determination for County Attorney Employees, should be completed and filed with KRS as required by [105 KAR 1:250](#). The following criteria provide a basis for the determination:

- If the employee's job duties are related to prosecutorial functions, the employee should participate in KERS.
- If the employee's job duties are related to the legal representation of the Fiscal Court, the employee should participate in CERS.
- Employees who are already participating in one of the systems administered by KRS will continue to participate in that system and wages paid by the County Attorney will be reported to that system.

For a copy of the Form 2110, please contact your ECE representative or access a copy of the form on the Employer Self Service website.

General Assembly Employee: As of the 6th regular legislative session (excluding special sessions), an employee is considered full-time regardless of his classification, but must still average 100 hours of work per month. Once the member is in a regular full time

classification (as of the 6th session), special sessions are to be reported with appropriate retirement contributions withheld. When the employee becomes eligible for participation, all previous sessions will be billed to the employer and member as omitted contributions. These employees receive credit only for the months actually worked or purchased.

- **Constitutional Officers:** Constitutional Officers for both the House and the Senate are appointed. [KRS 61.510\(10\)](#) specifies that members, officers, and employees of the General Assembly will be credited with a month of service for each month the position is occupied. Constitutional officers normally earn 24 months of service credit per biennium, regardless of the number of months they actually work. If an officer resigns the position before the end of the biennium, service credit ends as of the month of resignation. The service of the constitutional officers may also be limited to less than 24 months, if the legislators specify that the terms of the officers are to end with the *sine die*. Positions include chief clerk, assistant clerk, enrolling clerk, sergeant-at-arms, doorkeeper, Constitutional pages, and cloakroom keepers.
- The term begins on the odd year and is expected to last through the end of the even year.
- The wages earned during the 24-month period are prorated over the entire term, unless service has ended before the biennium is complete.
- The Legislative Research Commission reporting official provides KRS with a list of the elected officers.

The following non-hazardous positions may qualify for special treatment under IRS regulations and as such are required to be classified accordingly:

- **Sheriff (Non-Haz):** to be used for non-hazardous sheriff employees who provide police protection
- **Police (Non-Haz):** to be used for non-hazardous police employees who provide police protection

Other: This job position should be used for all non-hazardous employees who should not be classified into one of the above specific positions.

Hazardous Duty Coverage

What is hazardous duty?

Certain employers have positions that may qualify for hazardous duty coverage. While it is not mandatory that employers participate under hazardous duty coverage, it is an option available to an employer.

According to [KRS 61.592\(1\)\(a\)](#): "hazardous position for participating KERS employees, as well as CERS employees who began participating before September 1, 2008, means:

1. Any position whose principal duties involve active law enforcement, including the positions of probation and parole officer and Commonwealth detective, active fire suppression or prevention, or other positions, including, but not limited to, pilots of the

Transportation Cabinet and paramedics and emergency medical technicians, with duties that require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning; and

2. Positions in the Department of Corrections in state correctional institutions and the Kentucky Correctional Psychiatric Center with duties that regularly and routinely require face-to-face contact with inmates”.

According to [KRS 61.592\(1\)\(b\)](#): “hazardous position for employees *who begin participating in CERS on or after September 1, 2008* means police officers and firefighters as defined in [KRS 61.315\(1\)](#), paramedics, correctional officers with duties that routinely and regularly require face-to-face contact with inmates, and emergency medical technicians if:

1. The employee's duties require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning; and
2. The employee's duties are not primarily clerical or administrative”.

In addition to the amended definition of hazardous duty as listed above, [KRS 61.592 \(2\)\(b\)](#) requires that any CERS employer desiring to provide hazardous duty coverage for employees who *begin participating in CERS on or after September 1, 2008*, petition the KRS Board of Trustees to reestablish hazardous duty coverage for all positions.

Until the KRS Board of Trustees has approved hazardous duty coverage for a particular position effective after September 1, 2008, each employee who begins participating in CERS on or after September 1, 2008 MUST be reported as non-hazardous.

If an employee began participating in CERS prior to September 1, 2008, the employee should be reported as hazardous if their position was approved by the KRS Board of Trustees as a hazardous duty position prior to September 1, 2008. Please remember this will only apply for those employees who have previously participated in CERS, not KERS or SPRS.

Requesting Hazardous Duty Coverage

To petition KRS for hazardous duty coverage, employers should contact their Employer Compliance and Education Representative. Before an employer can offer hazardous duty coverage to its employees, the KRS Board of Trustees must approve the position(s) as hazardous.

The procedure for a State agency to apply for hazardous duty coverage is as follows:

Complete a Form HP-1: The agency head and budget officer must complete and sign a Form H.P-1, which certifies that the position(s) involved in the request meet(s) the definition in [KRS 61.592](#) and that the agency has budgeted for the higher cost for Hazardous Duty retirement benefits.

Letter from Governor’s Office of Policy & Management: Requests made by KERS agencies must be accompanied by a letter from the Governor’s Office for Policy and

Management stating that funds have been allocated for hazardous contribution rates. The Form HP-1 also acknowledges the effective date of hazardous coverage.

Listing of Position/Employee Information: Provide a list of all positions to be covered under hazardous coverage. Please include on this list the unique eight-character Job ID used by the Personnel Cabinet to identify each position. The Name, Social Security Number, and position title of all individuals who are currently employed in positions to receive hazardous duty coverage.

***Please note:** the eight-character Job ID for the position being presented to the KRS Board for hazardous coverage cannot be the same as a Job ID that will continue to identify employees participating as non-hazardous.

Complete Job Description(s): The employer must provide the Job Specification for each position being requested for hazardous duty coverage.

Complete Position Questionnaire(s): A Position Questionnaire must be completed for each position being requested for hazardous duty coverage. The questionnaire should list the position duties and the percentage of time spent performing those duties. The Board of Trustees will use this document in determining if the job meets the definition of hazardous under [KRS 61.592\(1\)](#).

Complete Form HP-2(s): The employer must complete a Form HP-2 for each employee who occupies a position for which hazardous duty coverage has been requested. This form certifies the effective date the employee began working in the position, the position to which the employee is assigned and the date the employee had a physical examination as required by [KRS 61.592\(5\)](#). This statute also requires that a copy of the physical examination be retained on file by the employer and provided to KRS. Please note that Form HP-2 must be completed when a hazardous employee changes job positions for the new position title.

The procedure for a County agency to apply for hazardous duty coverage is as follows:

Adopt a Resolution: The employer must adopt a resolution stating the intention to transfer eligible positions to hazardous coverage and the effective date of hazardous coverage. The effective date listed on the resolution must be the first day of the month following the Board's approval for hazardous coverage except when an employer first joins one of the Retirement Systems. For CERS agencies, a separate resolution must be filed for the initial petition for hazardous coverage for positions for employees participating prior to September 1, 2008 and for positions after September 1, 2008.

Complete a Form HP-1: The agency head and budget officer must complete and sign a Form H.P-1, which certifies that the position(s) involved in the request meet(s) the definition in [KRS 61.592](#) and that the agency has budgeted the higher cost for Hazardous Duty retirement benefits.

Complete Job Description(s): The employer must provide a Job Description for each position being requested for hazardous duty coverage.

Complete Position Questionnaire(s): A Position Questionnaire must be completed for each position being requested for hazardous duty coverage. The questionnaire should list the position duties and the percentage of time spent performing those duties. The Board of Trustees will use this document in determining if the job meets the definition of hazardous under [KRS 61.592\(1\)](#).

Complete Form HP-2(s): The employer must complete a Form HP-2 for each employee who occupies a position for which hazardous duty coverage has been requested. This form certifies the effective date the employee began working in the position, the position to which the employee is assigned and the date the employee had a physical examination as required by [KRS 61.592\(5\)](#). This statute also requires that a copy of the physical examination be retained on file by the employer and provided to KRS. Please note that Form HP-2 must be completed when a hazardous employee changes job positions for the new position title.

Due Dates for Hazardous Duty Requests

If your agency is considering adopting hazardous duty coverage for eligible position classifications, the following dates should be utilized for completing and submitting the required paperwork.

Quarterly Board Meetings		
Board Meeting	Submission Date	Coverage Date
February	January 1	March 1
May	April 1	June 1
August	July 1	September 1
November	October 1	December 1

Hazardous Conversion Service Purchase

Per [KRS 61.592 \(3\)\(c\)](#), if an employer participated in a system prior to adopting hazardous duty coverage, the employer may pay to the Retirement Systems the cost of converting nonhazardous service to hazardous service for members employed in an approved hazardous position who have a participation date in a KERS, SPRS, or CERS prior to January 1, 2014. If the employer is interested in making this service purchase on behalf of an employee, the employer must first contact their [Employer Compliance and Education Representative \(ECE\)](#).

Sick Leave Programs

Employees of KERS and SPRS receive service credit for all unused accumulated sick leave at the time of retirement under the standard sick leave program. Members of CERS may receive service credit for their sick leave at the time of retirement if their employer has adopted a sick leave program with KRS. [KRS 78.616](#) provides an opportunity for CERS agencies to extend benefits to their employees by purchasing additional retirement service credit for accumulated sick leave.

Note: Sick Leave may not be used in calculating retirement benefits for members who begin participation in a KERS, SPRS, or CERS on or after January 1, 2014.

Note: Sick Leave may not be used in calculating retirement benefits in CERS if the member has a participation date in CERS on or after January 1, 2014, regardless of whether

the member has an earlier participation date in another state-administered retirement system.

There are two (2) sick leave programs that the CERS employer may adopt – Standard or Alternate. If your agency is interested in participating in the sick leave programs, please contact your [Employer Compliance and Education Representative \(ECE\)](#).

Standard Sick Leave Program

Under the standard sick leave program, an employer participating in CERS may purchase service credit for up to six (6) months of unused sick leave for each retiring employee. Effective July 15, 1998, CERS agencies became eligible to pay for additional sick leave in excess of six months. Employers may pay either the entire cost of sick leave in excess of six months or the cost of sick leave in excess of six months can be split with the employee.

Employers who participate in the Standard Sick Leave Program with KRS can use the Sick Leave Cost Calculator in Employer Self Service to calculate an estimate of the employer's liability for a current or former employee's sick leave at retirement. Detailed information for the Sick Leave Calculator may be found in the Other ESS Functionality chapter.

For members who began participating with KRS on or after September 1, 2008, sick leave credit is limited to a maximum of twelve (12) months credit. For these employees, the service credit gained through sick leave will not count toward their eligibility to retire. In other words, the sick leave credit can increase a member's benefit, but cannot make them eligible to retire earlier.

Effective July 1, 2010 for KERS and SPRS, the last participating employer will be required to pay the full cost of any sick leave credited to the member's account.

NOTE: All KERS and SPRS agencies participate in the Standard Sick Leave Program.

Alternate Sick Leave Program

Under the alternate sick leave program, employees are compensated for as many accumulated, unused sick leave days as the employer's sick leave policy provides. The policy must be in writing and universally applied to all employees. Payment for unused sick leave days at the time of retirement is incorporated into the member's final compensation, and employee and employer contributions are made to KRS for the sick leave payment.

Accumulated balances of sick leave must be reported to KRS at the time of termination for all members whose employer participates in a sick leave program. To convert the sick leave balance to months, the total days of sick leave is divided by 21 (the average number of working days per month). [KRS 61.546\(2\)](#) directs that sick leave credit will be rounded to the nearest whole month. In order to meet this statutory requirement, it is KRS policy to credit the retiring employee with a month of additional sick leave credit if the employee has 11 days of accumulated sick leave. For each additional month, the retiring employee is required to have 21 additional days. The following chart provides additional detail to convert sick leave hours and days to months of service credit.

Sick Leave Requirements by Hours and Days Worked

4 hr. day	5 hr. day	5 ½ hr. day	6 hr. day	6 ½ hr. day	7 hr. day	7 ½ hr. day	8 hr. day	Months of Service Credit	Number of Days
44 – 84	55 – 105	60.5 – 115.5	66 – 126	71.5 – 136.5	77 – 147	82.5 – 157.5	88 – 168	1	11 – 21
128 – 168	160 – 210	176.0 – 231.0	192 – 252	208.0 – 273.0	224 – 294	240.0 – 315.0	256 – 336	2	32 – 42
212 – 252	265 – 315	291.5 – 346.5	318 – 378	344.5 – 409.5	371 – 441	397.5 – 472.5	424 – 504	3	53 – 63
296 – 336	370 – 420	407.0 – 462.0	444 – 504	481.0 – 546.0	518 – 588	555.0 – 630.0	592 – 672	4	74 – 84
380 – 420	475 – 525	522.5 – 577.5	570 – 630	617.5 – 682.5	665 – 735	712.5 – 787.5	760 – 840	5	95 – 105
464 – 504	580 – 630	638.0 – 693.0	696 – 756	754.0 – 819.0	812 – 882	870.0 – 945.0	928 – 1008	6	116 – 126
						1027.5 – 1102.5	1096 – 1176	7	137 – 147
						1185.0 – 1260.0	1264 – 1344	8	158 – 168
						1342.5 – 1417.5	1432 – 1512	9	179 – 189
						1500.0 – 1575.0	1600 – 1680	10	200 – 210
						1657.5 – 1732.5	1768 – 1848	11	221 – 231
						1815.0 – 1890.0	1936 – 2016	12	242 – 252
						1972.5 – 2047.5	2104 – 2184	13	263 – 273
						2130.0 – 2205.0	2272 – 2352	14	284 – 294
						2287.5 – 2362.5	2440 – 2520	15	305 – 315
						2445.0 – 2520.0	2608 – 2688	16	326 – 336
						2602.5 – 2677.5	2776 – 2856	17	347 – 357
						2760.0 – 2835.0	2944 – 3024	18	368 – 378
						2917.5 – 2992.5	3112 – 3192	19	389 – 399
						3075.0 – 3150.0	3280 – 3360	20	410 – 420

Chapter 3- ESS Account Setup and Maintenance

Login

Security for the Employer Self Service (ESS) site will exist in the form of validation and encryption. Encryption is the process of hiding the value of a specific set of data from unauthorized users or processes. In the online application, encryption will occur on the web and application servers, as well as in the database.

The Employer Self Service site allows access to employer reporting and employer specific functionalities. In order to access ESS, a user must have a valid login name and password, which is set up by the Employer Administrator. The Employer Administrator is designated by the Agency Head on the Form 7071, Employer Self Service Employer Administrator Account Creation Request. In order to retrieve the login name, password and PIN generated by the Employer Administrator at the agency, the user must first log into the secure email portal utilized by KRS. For step-by-step instructions on how to log into the secure email portal, retrieve the temporary credentials, and log into ESS, use the [First Time Login to Employer Self Service quick reference guide](#), available on the Employer page of the KRS website. After signing into the site, a user will be able to access functionality based on the employer specific data and security role.

The following steps describe how to sign into the Employer Self Service website.

Step 1 – Launch your internet browser and navigate to the Employer Self Service link: <https://myretirement.ky.gov> .

The screenshot shows the 'Member Self Service' login page. At the top left is the 'Self Service by Kentucky Retirement Systems' logo. At the top right is a link 'Log in to your account'. The main content area is titled 'Member Self Service' and contains three columns. The left column is a 'Log In To Your Account' form with fields for 'User ID' and 'Password', a 'Login' button, and links for 'Need to register?', 'Forgot User ID or Password?', 'Employers log in here', and 'Medical examiners log in here'. The middle column is titled 'Use Member Services to:' and lists: 'View your payment details', 'Change your direct deposit information', 'Request an income verification letter', and 'Check the status of correspondence'. Below this is a section for 'Looking for other START accounts?' with a note to click a link at the bottom of the Login box. The right column is titled 'Online Calculators' and lists 'Public Benefit Estimator', 'IPS Estimator', and 'Service Purchase Estimator'. The footer contains navigation links (Home, Contact Us, Legal, Privacy, Site Terms & Conditions), a disclaimer, the Kentucky Retirement Systems logo, and a copyright notice for 2011.

Step 2 – To sign into the system, enter the user name and password into the corresponding spaces, and click [Login](#).

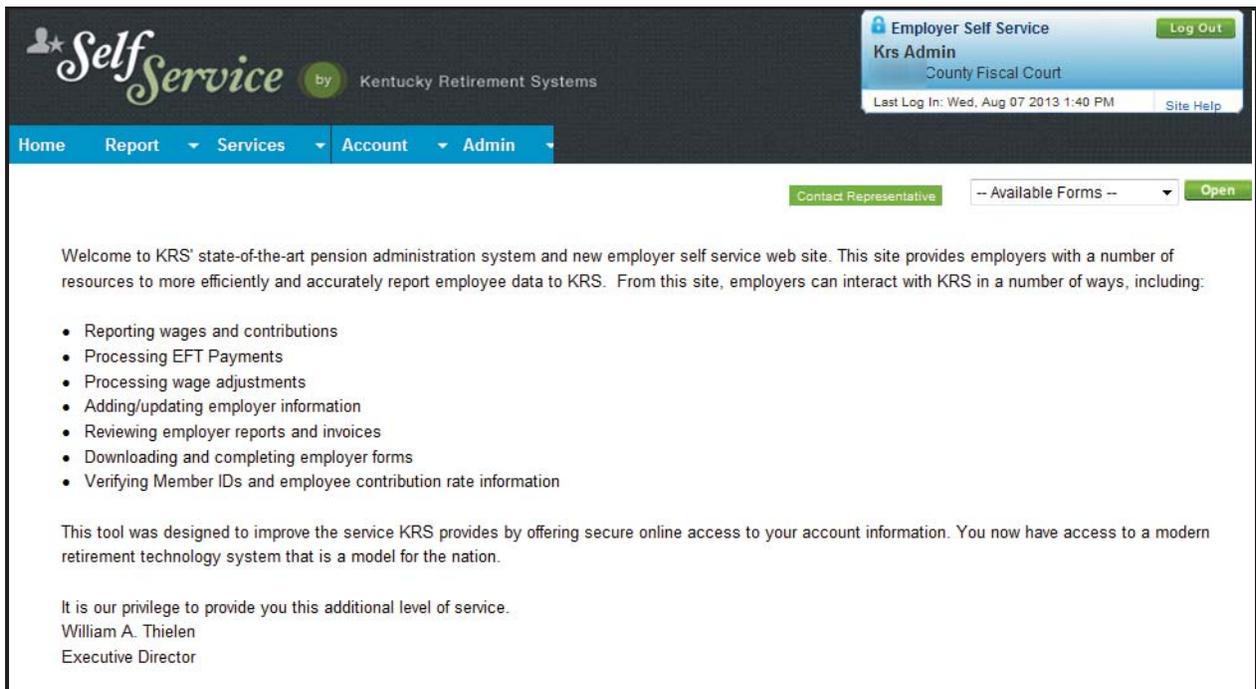
Note: The Register section is for Member and Retiree Self-Service. Employers will not need to register for the Self Service website.

Note: If you attempt to sign in three times unsuccessfully, your account will become locked. To reset your password and unlock your account, contact your Employer Administrator.

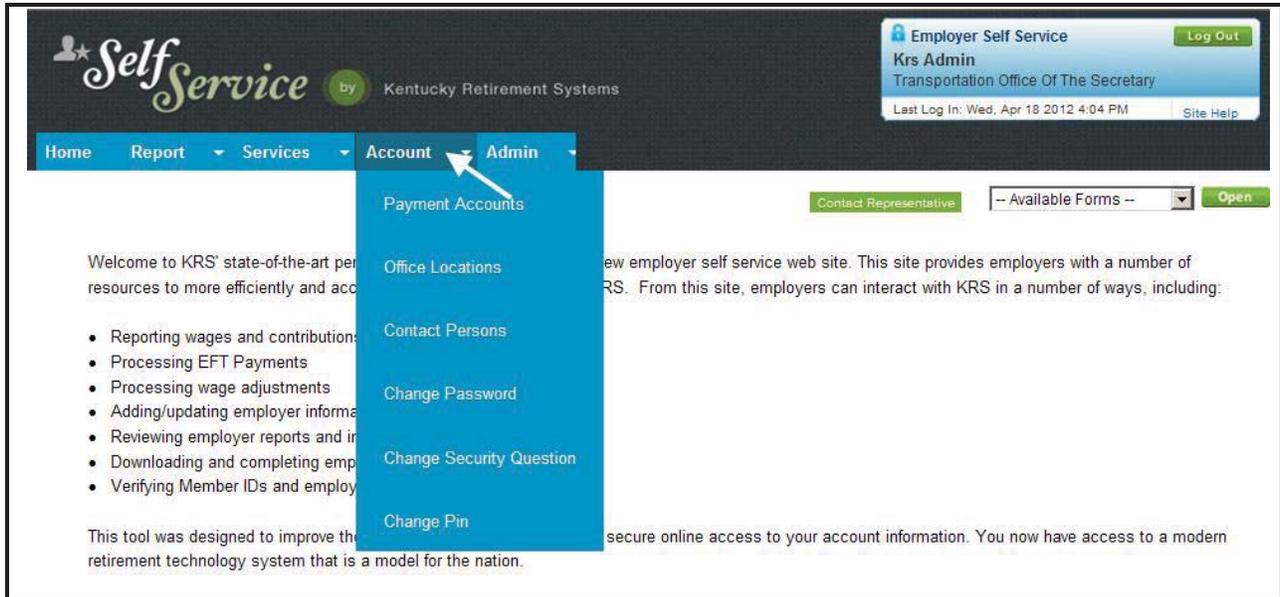
Note: Upon initial login, the user will be required to change the temporary password, change the temporary PIN, and select and answer a security question. The user will be required to complete these steps before access to Employer Self Service is allowed. When you have successfully signed in, Employer Self Service will begin a security timer. You may remain signed in to the Employer Self Service site for fifteen (15) minutes without activity. There will be a timer displayed in the bottom left-hand corner of the screen. The timer will reset when certain actions are performed. If the system is idle for 15 minutes, you will be notified that your session has timed out and will be required to sign in again.

If you have forgotten your User ID or Password, click [Forgot User ID or Password?](#) to reset your ESS login credentials by answering your security question.

Following your sign in, Employer Self Service will display the following screen:



Once you have logged in, you will notice the navigation menu across the top of the screen. Position your cursor over each heading to see the module options listed below it.



Note: All menu options will not be available to all users. The menu options displayed are based on Employer specific data and the role of the user.

The chart below shows the modules available under each Heading.

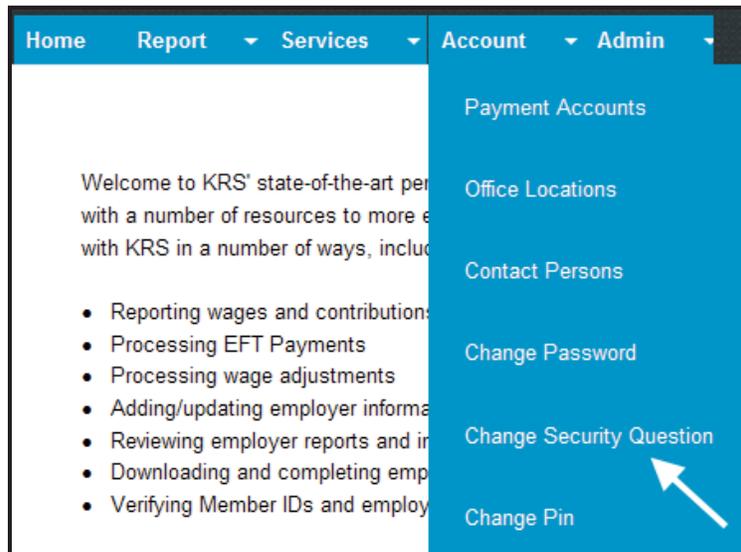
Home	Report	Services	Account	Admin
<p>This is the first page you encounter in ESS and contains a brief message from KRS' Executive Director</p>	<p>Supplemental Report Details (County Fee agencies only)</p> <ul style="list-style-type: none"> Module by which you submit your additional monthly report detail 	<p>Download Member ID</p> <ul style="list-style-type: none"> Find contribution groups for new employees and/or download Member IDs from KRS 	<p>Payment Accounts</p> <ul style="list-style-type: none"> Set up payment accounts for EFT and/or e-check 	<p>Manage Users</p> <ul style="list-style-type: none"> Only available to user in the Administrator role Used to add users, unlock user accounts, reset passwords and PINs, and deactivate users
	<p>Monthly Packets</p> <ul style="list-style-type: none"> Feedback from previous monthly reports that need to be reviewed by the employer 	<p>Sick Leave Cost Calculator</p> <ul style="list-style-type: none"> Only available to employers who participate in the Standard Sick Leave program for budgetary purposes 	<p>Office Locations</p> <ul style="list-style-type: none"> Stores all locations for a particular employer 	
	<p>Adjustments</p> <ul style="list-style-type: none"> Module by which you make non-monetary adjustments to previously reported records 	<p>Death Notice</p> <ul style="list-style-type: none"> Allows you to report the death of a current or former employee 	<p>Contact Persons</p> <ul style="list-style-type: none"> Lists all persons at the employer who KRS may contact 	
	<p>Invoices</p> <ul style="list-style-type: none"> Allows you to view and pay all invoices from this module 	<p>Seminars</p> <ul style="list-style-type: none"> Allows you to register for upcoming employer seminars/training sessions 	<p>Change Password</p> <ul style="list-style-type: none"> Update password for ESS 	
<p>Change Security Question</p> <ul style="list-style-type: none"> Update Security Question for password hints 				
<p>Change PIN</p> <ul style="list-style-type: none"> Update PIN for ESS 				

Update Security Question

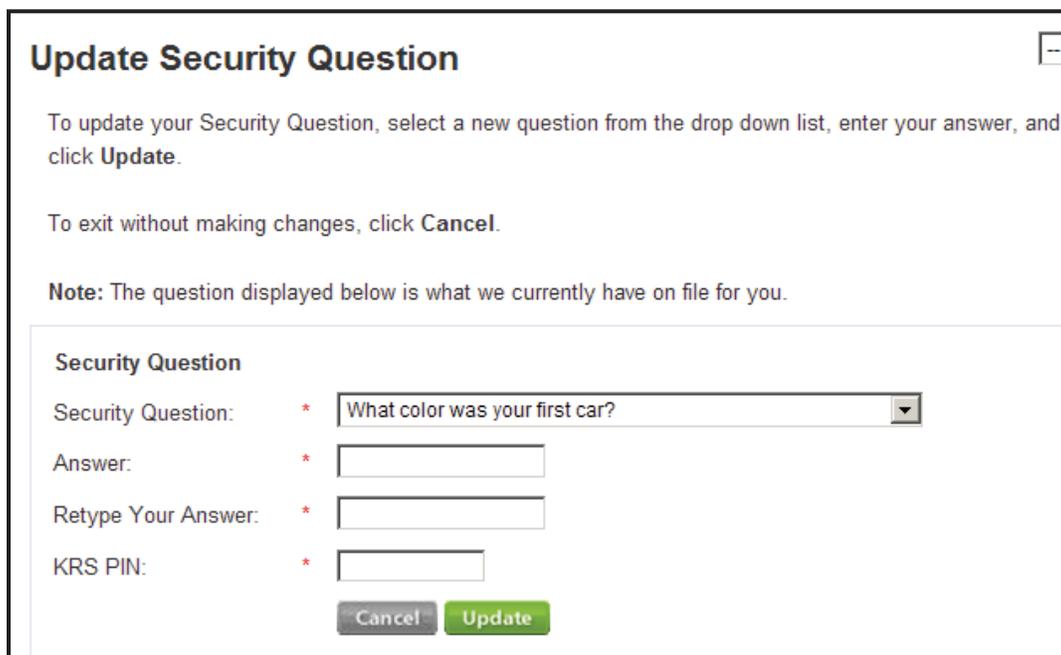
Once a user has signed into Employer Self Service, the user may update their security questions.

The following steps describe how to update security questions in the Employer Self Service website using the Change Security Question module.

Step 1 – After successfully signing into the Employer Self Service site, click Change Security Question under the Account heading located in the navigation menu at the top of the screen.



Employer Self Service will display the Change Security Question module.

A screenshot of the 'Update Security Question' module. The title 'Update Security Question' is at the top. Below the title, there is a paragraph of instructions: 'To update your Security Question, select a new question from the drop down list, enter your answer, and click Update.' Below this is another paragraph: 'To exit without making changes, click Cancel.' A note follows: 'Note: The question displayed below is what we currently have on file for you.' The main form area is titled 'Security Question' and contains four fields: 'Security Question:' with a dropdown menu showing 'What color was your first car?', 'Answer:', 'Retype Your Answer:', and 'KRS PIN:'. Each field has a red asterisk indicating it is required. At the bottom of the form are two buttons: 'Cancel' and 'Update'.

Step 2 – Complete all relevant fields:

Field Name	Description
Security Question	Question that will be asked to the user in the event the user forgets their user name or password.
Answer	Answer to the security question.
Retype Your Answer	Verification of the answer to the security question.
KRS PIN	Security feature that uses your employer PIN to verify identity.

Step 3 – Click the  button to update the security question information.

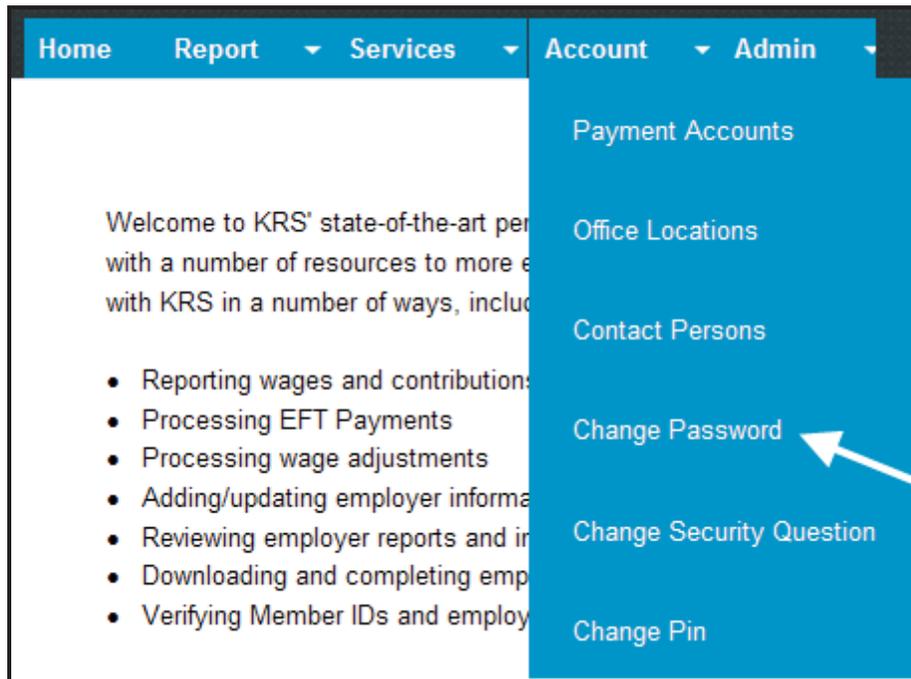
Change My Password

Employer Self Service users can change the password on their account by going to Change Password. Upon signing into ESS for the first time, the user will be required to update their password and PIN and set a security question that will be used in the event the user forgets their password information.

All passwords must follow KRS password requirements. Valid passwords must be between 8 and 16 characters long and include at least one letter and one number. The following characters are permissible: Aa-Zz, 0-9, (@, #,!, %, and \$). Passwords are case sensitive and should not contain spaces.

The following steps describe how to change a password in the Employer Self Service website using the Change Password module.

Step 1 – After successfully signing into the Employer Self Service site, click Change Password under the Account heading located in the navigation menu at the top of the screen.



Employer Self Service will display the Change Password module.

Change Password -- Available Forms --

Valid passwords are 8 to 16 characters long, are case sensitive, and should not contain spaces. Please use at least one uppercase letter, one number and one special character. The following characters are permissible: Aa-Zz, 0-9, (@, #, !, %, and \$).

Note: Maintaining the security of your login information is your responsibility. No one at KRS knows or can retrieve your password for you, and no KRS representative will ever ask you for your password.

Change Password

Your User Name:

Current Password: *

Your New Password: * (8-16 characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter, 1 number and 1 special character; no spaces)

Retype Your New Password: *

KRS PIN: *

Step 2 – Complete all relevant fields:

Field Name	Description
Your User Name	User name of the person currently logged into Employer Self Service.
Current Password	Current password of the person logged into the system.
Your New Password	New password to be used for logging into the Employer Self Service website.
Retype Your New Password	Verification of the new password for the Employer Self Service website.
KRS PIN	Security feature that uses your employer PIN to verify identity.

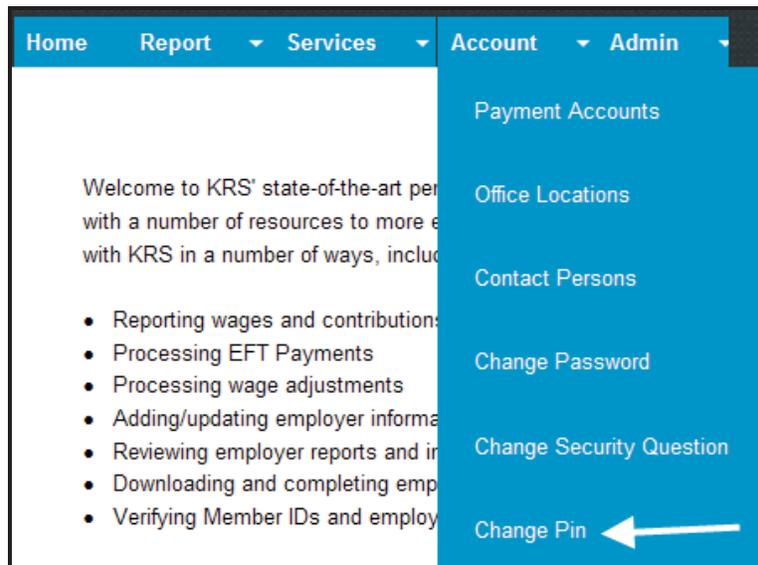
Step 3 – Click the button to update the Employer Self Service password.

Change My PIN

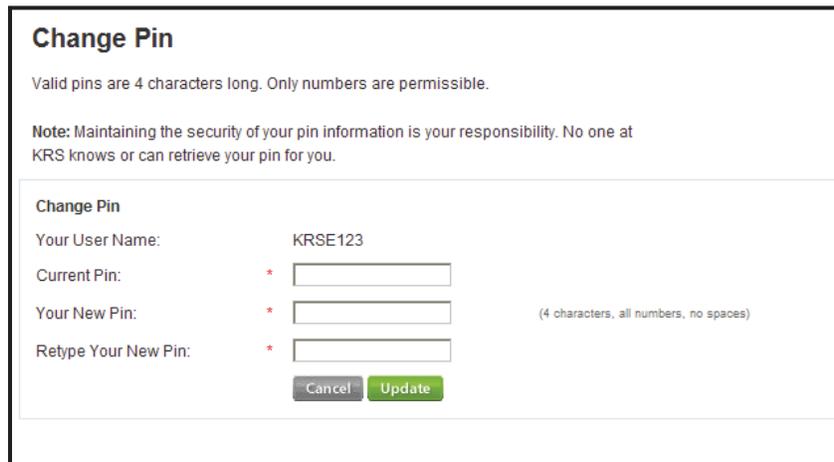
The Employer PIN is used to verify the identity of Employer Representatives both online and via telephone. A temporary PIN is assigned when a user is set up to access to ESS. Upon initial login, the PIN will be reset, and can also be changed at any time using the Change PIN module.

The following steps describe how to change a PIN in the Employer Self Service website using the Change PIN module.

Step 1 – After successfully signing into the Employer Self Service site, click Change PIN located under the Account heading in the navigation menu at the top of the screen.



Employer Self Service will display the Change PIN module.

A screenshot of the 'Change Pin' module form. The form is titled 'Change Pin' and includes the following text: 'Valid pins are 4 characters long. Only numbers are permissible.' and 'Note: Maintaining the security of your pin information is your responsibility. No one at KRS knows or can retrieve your pin for you.' The form contains the following fields: 'Your User Name:' with the value 'KRSE123', 'Current Pin:' with a red asterisk and an empty input field, 'Your New Pin:' with a red asterisk and an empty input field, and 'Retype Your New Pin:' with a red asterisk and an empty input field. To the right of the 'Your New Pin:' field, there is a note: '(4 characters, all numbers, no spaces)'. At the bottom of the form, there are two buttons: 'Cancel' and 'Update'.

Step 2 – Complete all relevant fields:

Field Name	Description
Your User Name	User name of the person currently logged into Employer Self Service.
Current PIN	Current PIN of the person logged into the system.
Your New PIN	New PIN to be used for logging into the Employer Self Service website.
Retype Your New PIN	Verification of the new PIN for the Employer Self Service website.

Step 3 – Click the  button to update the Employer Self Service PIN.

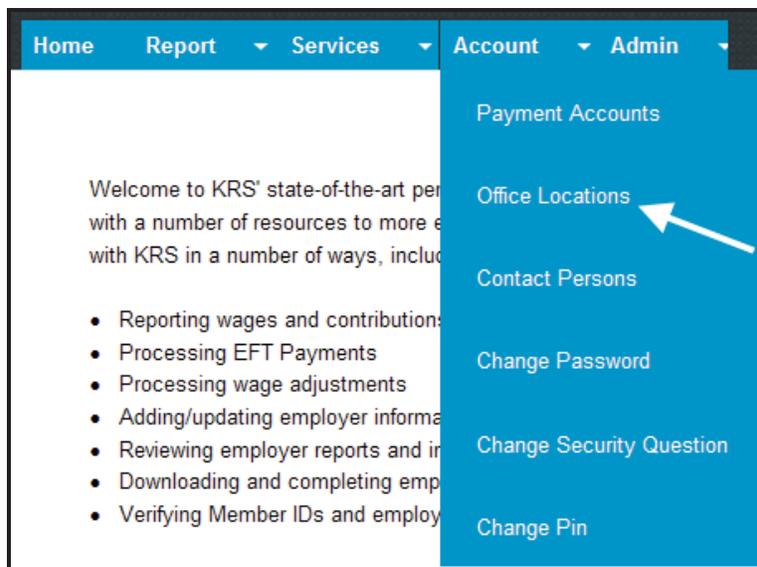
Manage Office Locations

The Manage Office Locations screen allows employers to update their office locations. Adding, updating or deleting the office location through this screen updates the information stored with KRS.

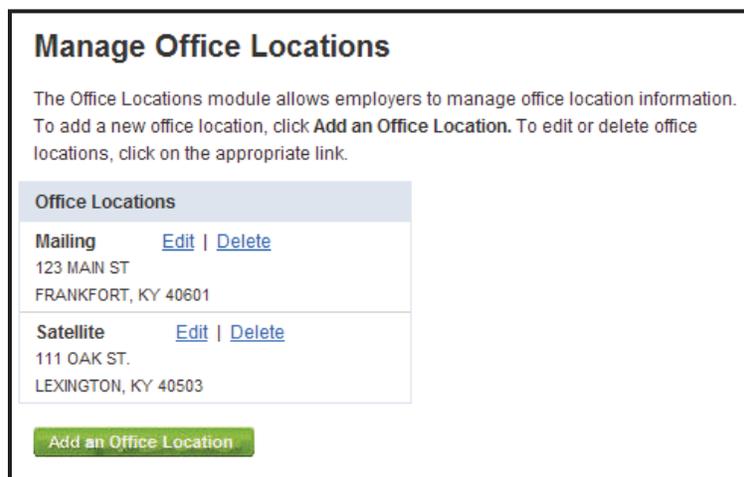
Add or Edit an Office Location

The following steps describe how to add a new office location or edit an existing location for an employer in the Employer Self Service website using the Manage Office Locations module.

Step 1 – After successfully signing into the Employer Self Service site, click Office Locations located under the Account heading in the navigation menu at the top of the screen.



Employer Self Service will display all locations associated with the selected employer.



Step 2 – To add a new office location, click [Add an Office Location](#). To edit an existing location, click the [Edit](#) link next to an existing location.

Employer Self Service will navigate you to the Add/Edit Office Locations Screen.

Add Office Location

Choose a Location Type, complete the appropriate fields, and click **Submit**.

Please Note: If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.

Office Location

Employer: _____

Location Type: *

Care Of:

Address Line 1: *

Address Line 2 (optional):

City: *

State: *

Zip Code: * - (optional)

County:

Step 3 – Select which location to be added or edited from the Location Type drop down.

Add Office Location

Choose a Location Type, complete the appropriate fields, and click **Submit**.

Please Note: If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.

Office Location

Employer: _____

Location Type: * ←

Care Of:

Address Line 1: *

Address Line 2 (optional):

City: *

State: *

Zip Code: * - (optional)

County:

Location Type	Description
Mailing	Address to which mailings should be sent for the Employer.
Primary Location	Location, if different from the Mailing address, where the Employer is primarily located.
Satellite	Address other than the Primary Location where the Employer is also located.
Third-Party Preparer	Address of a third party (i.e. Accountant, Payroll Provider) who prepares a monthly report for the Employer.

Step 4 – Complete all relevant fields:

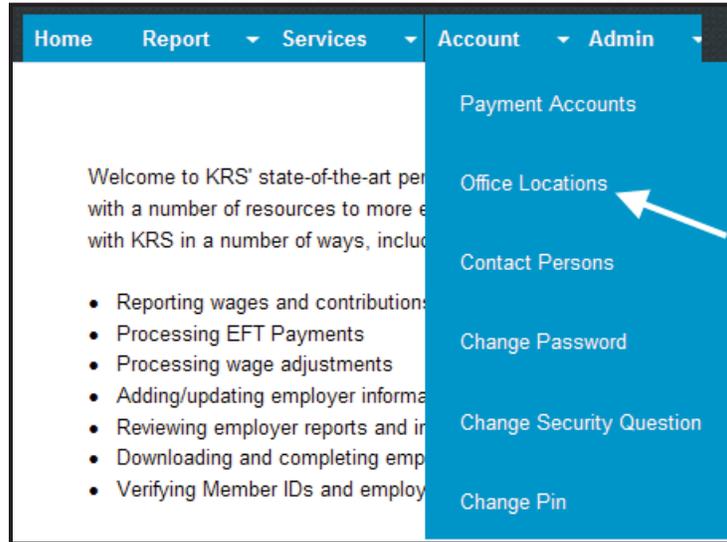
Field Name	Description
Employer	Address for which the user is adding or editing the location.
Location Type	Type of location which is being added for the employer.
Address Line 1	Street address or post office box for the location.
Address Line 2	2 nd line of an address to be used for a building, unit, floor or suite number
City	City in which the office is located.
State	State in which the office is located.
ZIP Code	ZIP Code for the office location.
County	County in which the office is located.

Step 5 – Click the  button to save the office location information.

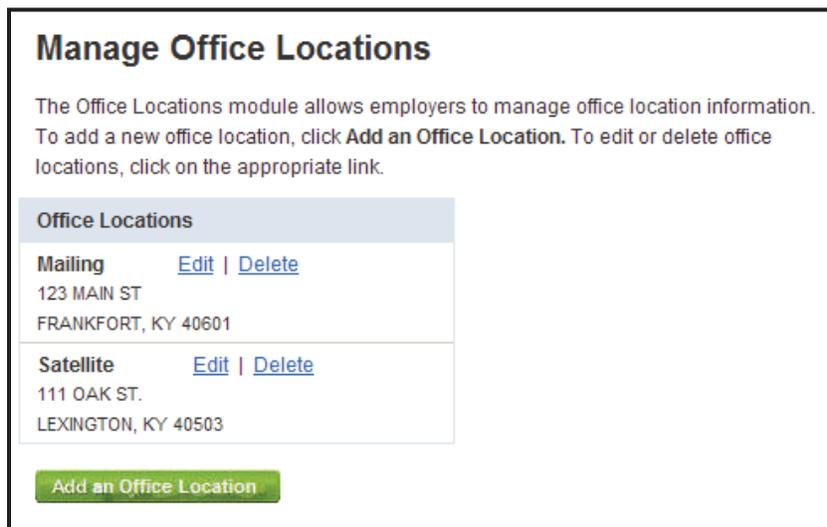
Delete an Office Location

The following steps describe how to delete an office location for an employer in the Employer Self Service website using the Manage Office Locations module.

Step 1 – After successfully signing into the Employer Self Service site, click Office Locations located under the Account heading in the navigation menu at the top of the screen.

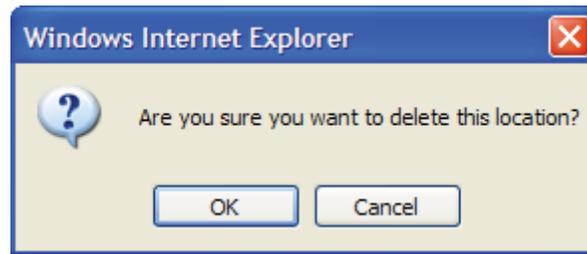


Employer Self Service will display all locations associated with the selected employer.



Step 2 – Click the "Delete" link next to the location to be deleted.

Step 3 – Click to confirm that the location should be deleted.



Note: If one of the employer contacts has been tied to the location you wish to delete, you must first edit that contact person's location information before you will be able to delete the location.

Maintain Contact Person

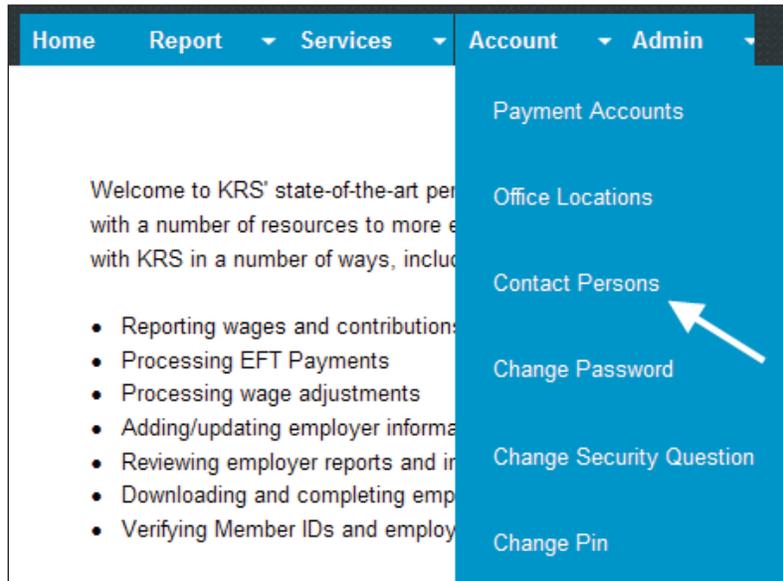
Employers have the ability to identify multiple employees within their organization whom they wish to set up as contacts in Employer Self Service. Contacts can then be assigned a web account, granting them access to Employer Self Service. An employee must be added as a contact in order to be assigned an ESS account.

An employer must always have a Reporting Official contact named. For multiple contacts of the same type (e.g. Human Resources), one must be assigned as a primary contact.

Add or Edit a Contact Person

The following steps describe how to add a new contact person or edit information for an existing contact person for an employer in the Employer Self Service website using the Maintain Contact Persons module.

Step 1 – After successfully signing into the Employer Self Service site, click Contact Persons located under the Account heading in the navigation menu at the top of the screen.



Employer Self Service will display all contact persons associated with the selected employer. If the contact person has an Employer Self Service user account, the security role of the contact person in ESS will also be displayed on this screen.

Contact Persons

The Contact Persons module allows employers to manage contact information. To add a new contact person, click **Add Contact Person**. To edit or delete contacts click on the appropriate link.

Contact Persons		
Details	Contact Type	Role
JONES, CHRIS Mailing (555) 555-2345 chris.jones@kyret.ky.gov	Human Resources <input checked="" type="checkbox"/> Agency Head <input checked="" type="checkbox"/> Reporting Official	Edit Delete
SMITH, JANE Mailing (502) 696-8800 Jane.Smith@KYRET.KY.GOV		Administrator Edit

Add Contact Person

Step 2 – Click the **Add Contact Person** button to add a new contact person or click the “Edit” link next to a contact person.

Employer Self Service will navigate you to the Add a Contact Person screen.

Add a Contact Person

Enter details for the new contact person, choose the appropriate office location and contact type and click **Submit**.

Please Note: An employee must be setup as a contact person in order to be assigned an ESS account.

Name

Prefix:	<input type="text" value="Select Prefix"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Suffix:	<input type="text" value="Select Suffix"/>
Title:	<input type="text"/>

Contact Information

Office Location:	<input type="text" value="Select Office Location"/>	
E-mail:	<input type="text"/>	
Work Phone:	<input type="text"/>	ext. <input type="text"/>
Alternate Phone:	<input type="text"/>	ext. <input type="text"/>
Fax:	<input type="text"/>	

Contact Type

- Agency Head
- Human Resources
- IT
- Legal Contact
- Payroll
- Reporting Official

NOTE: In order to set up a Contact Person for the employer, the corresponding Office Location must have already been entered and saved.

Step 3 – Complete all relevant fields:

Field Name	Description
Name	
Prefix	Prefix for the person being added as a contact person.
First Name	First Name of the person being added as a contact person.
Middle Name	Middle Name of the person being added as a contact person.
Last Name	Last Name of the person being added as a contact person.
Suffix	Suffix of the person being added as a contact person.
Title	Contact Persons title within the organization.
Contact Information	
Office Location	Location Type for the employer office location.
Email	Email address of the person being added as a contact person. Each contact person set up for an employer must have a unique email address.
Work Phone	Work phone number of the person being added as a contact person.
Alternate Phone	Alternate phone number of the person being added as a contact person.
Fax	Fax number of the person being added as a contact person.

Step 4 – Select the type of employer contact for the Contact Person by selecting the checkbox for each type the person will be associated.

Contact Type

Agency Head
 eMars Set as Primary Contact
 Human Resources
 IT
 Legal Contact
 Payroll
 Reporting Official

Note: The first time a contact type is set up, that contact must be set as the primary contact. If multiple contacts will be set up for the same contact type, then the primary contact should be set up first. Marking the checkbox for "Set as Primary Contact" will identify this Contact Person as the primary contact for the Contact Type selected.

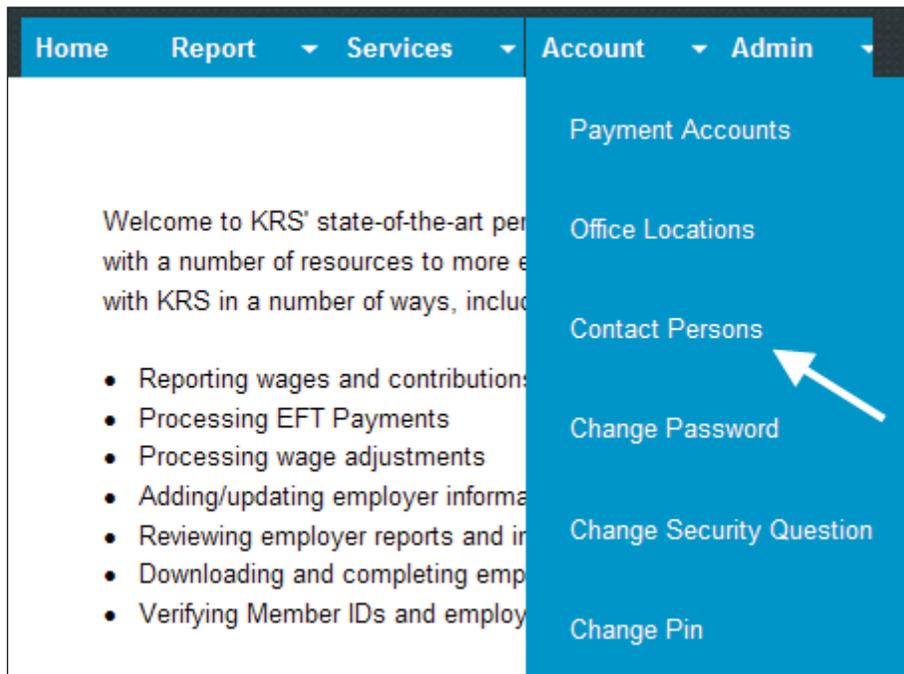
Note: The primary Reporting Official is the person within the employer that is responsible for all aspects of the employer's monthly report. KRS will contact this person if there any questions or clarifications needed on the report. The reporting official will also receive email notifications generated by invoicing and employer reporting in the KRS system.

Step 5 – Click the  button.

Delete a Contact Person

The following steps describe how to delete an existing contact person for an employer in the Employer Self Service website using the Maintain Contact Persons module.

Step 1 – After successfully signing into the Employer Self Service site, click Contact Persons located under the Account heading in the navigation menu at the top of the screen.



Employer Self Service will display all existing contact persons associated with the selected employer.

Contact Persons

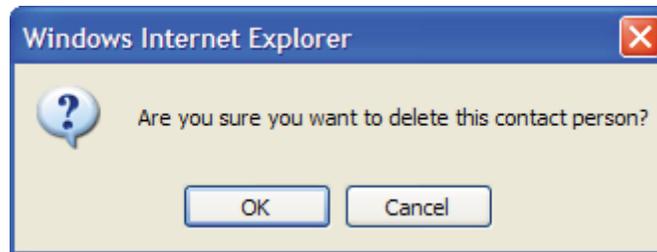
The Contact Persons module allows employers to manage contact information. To add a new contact person, click **Add Contact Person**. To edit or delete contacts click on the appropriate link.

Details	Contact Type	Role
JONES, CHRIS Mailing (555) 555-2345 chris.jones@kyret.ky.gov	Human Resources ✔ Agency Head ✔ Reporting Official	Edit Delete
SMITH, JANE Mailing (502) 696-8800 Jane.Smith@KYRET.KY.GOV		Administrator Edit

[Add Contact Person](#)

Step 2 – Click the “Delete” link next to the contact person to be deleted.

Step 3 – Click to confirm that the contact person should be deleted.



Note: You will be unable to delete the primary Reporting Official without having first named a new primary Reporting Official.

Manage Users

The Manage Users module of Employer Self Service allows the Employer Administrator chosen by each employer to add or delete users and assign or change security roles. Security roles are used to manage each user's level of access in the system independent of KRS. The Employer Administrator can also reset the password and PIN of each user if the user account becomes locked or the user forgets their PIN or password. *Only users with the role of 'Administrator' will have access to the 'Manage Users' module.*

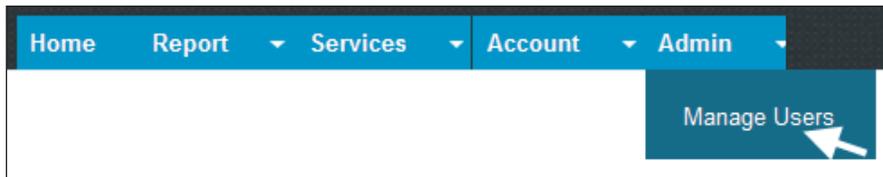
Note: If the person who is designated as the Employer Administrator is leaving the employer, the agency head should complete and submit a Form 7071 to KRS in a timely manner in order to establish another Employer Administrator. If the person who was previously designated as the Employer Administrator leaves the employer without a new administrator being set up by KRS, the new Employer Administrator will need to contact their KRS Employer Compliance and Education representative to be set up for access to Employer Self Service.

View Users

Once you have successfully signed into the Employer Self Service site, you may view a list of users for your employer.

The following steps describe how to view a list of users in the Employer Self Service website using the Manage Users module.

Step 1 – After successfully signing into the Employer Self Service site, click Manage Users located under the Admin heading in the navigation menu at the top of the screen.



Employer Self Service will display all users that have been set up for the employer.

Manage Users

The Manage Users module allows the employer administrator to manage ESS user accounts. Current accounts are displayed in the Manage Users grid. To edit an existing user account, click on the User Name link. To add new ESS user accounts, click **Add User**.

User Name	Name	Assigned Role	Last Activity	Active	Account Locked?	PIN Locked?
ESSTEST8	JOHNS, APRIL H	Administrator	8/5/2010 5:39:05 PM	Yes		
bsmith29	SMITH, JOHN	Employer Reporting	8/3/2010 3:50:39 PM	Yes		

[Add User](#)

Note: If a user’s PIN or password has been locked due to multiple incorrect entries, a lock icon will appear in the appropriate column on the user list. To reset a PIN or password, see the Edit User section below.

Field Name	Description
User Name	User name the new user will use to sign into the Employer Self Service.
Name	Name of the person with access to the Employer Self Service site.
Assigned Role	Select the appropriate role for the user from the role drop-down menu. Only users set up in the “Administrator” role may add or delete other users.
Last Activity	Indicates the last time the user has been active in the Employer Self Service site.
Active	Indicates the user is an active user for the employer.
Account Locked?	Indicates if the user has been locked out of the Employer Self Service site.
PIN Locked?	Indicates if the user has locked their PIN for user in the Employer Self Service site.

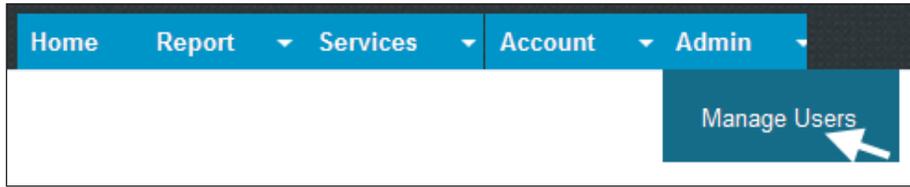
Add a New User

The Employer Administrator has the ability to add new users to the system. These users, in turn, will then have the ability to access the employer’s information through Employer Self Service to the degree granted by their security role.

Note: Employer Administrators will not be able to be set up using Employer Self Service. If your agency needs to set up a user as the Employer Administrator the agency head must complete a Form 7071 and submit it to KRS.

The following steps describe how to add a new user in Employer Self Service using the Manage Users module.

Step 1 – After successfully signing into the Employer Self Service site, click Manage Users located under the Admin heading in the navigation menu at the top of the screen.



Employer Self Service will display all users that have been set up for the employer.

Manage Users

The Manage Users module allows the employer administrator to manage ESS user accounts. Current accounts are displayed in the Manage Users grid. To edit an existing user account, click on the User Name link. To add new ESS user accounts, click **Add User**.

Users

Filter By: Items Per Page:

User Name	Name	Assigned Role	Last Activity	Active	Account Locked?	PIN Locked?
ESSTEST8	JOHNS, APRIL H	Administrator	8/5/2010 5:39:05 PM	Yes		
bsmith29	SMITH, JOHN	Employer Reporting	8/3/2010 3:50:39 PM	Yes		

Step 2 – To add a new user, click .

Employer Self Service will display the Add User screen.

Add User

Choose a contact person, enter a unique User Name, select the appropriate security role and click **Submit**.

Please Note: Only those employees that have been setup as Contact Persons may be assigned an ESS account.

New User

Contact Person: *

User Name: *

Role: *

E-mail:

Active

Note: In order to set someone up as a new user, they must already be set up as a contact for the employer in the Contact Persons module.

Step 3 – Complete all fields:

Field Name	Description
Contact Person	Dropdown to select the name of the person being added as a new user of the Employer Self Service website.
User Name	User name the new user will use to sign into the Employer Self Service.
Role	Select the appropriate role for the user from the role drop-down menu. Only users set up in the "Administrator" role may add or delete other users.
E-mail	Displays email address of the new user. This email address is the same as what had previously been set up on the Contact Persons screen.
Active	Checkbox indicating the user is an active user.

Note: The role of the user will determine which screens in Employer Self Service the user will be able to access for the employer. The following table describes the Employer Self Service access each role provides.

Role	Access
Administrator	The Administrator role has full access to all screens in Employer Self Service, including Manage Users.
Employer Reporting	The Employer Reporting role has full access to all screens in Employer Self Service, excluding Manage Users.
Staff	The Staff role will only have access to the Monthly Packets, Download Member ID, Sick Leave Cost Calculator, Death Notice, Seminars, Office Locations, Contact Persons, Change Password and Change Security Question screens.

Step 4 – Click  to save the User Information.

Note: Three emails will be automatically generated and sent to the new user via the secure email portal. The first email to confirm the account set up will contain a user name that will be used to sign into Employer Self Service. The second email will contain a temporary password for the user. The user will be required to change the password the first time they sign into Employer Self Service. The third email will contain a temporary PIN. The user will also be required to reset the PIN upon their

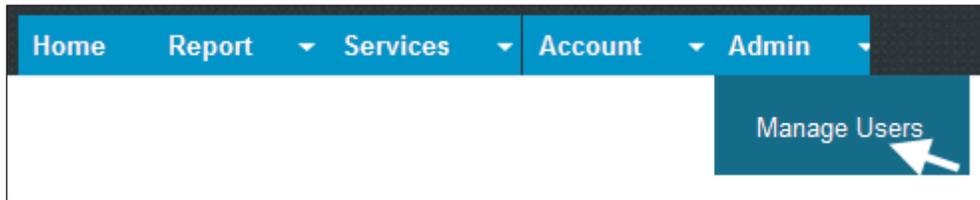
first time signing in. The password and PIN must be reset within 24 hours or they will expire.

Update User Access

The Manage Users screen will allow the administrator to reset a user's credentials or update the security role within the system. The administrator can also inactivate a user's ESS account by using the Manage Users screen.

The following steps describe how to reset credentials or update a user's security role in the Employer Self Service website using the Manage Users module.

Step 1 – After successfully signing into the Employer Self Service site, click Manage Users located under the Admin heading in the navigation menu at the top of the screen.



Employer Self Service will display all users that have been set up for the employer.

Manage Users

The Manage Users module allows the employer administrator to manage ESS user accounts. Current accounts are displayed in the Manage Users grid. To edit an existing user account, click on the User Name link. To add new ESS user accounts, click **Add User**.

Users

Filter By: Items Per Page:

User Name	Name	Assigned Role	Last Activity	Active	Account Locked?	PIN Locked?
ESSTEST8	JOHNS, APRIL H	Administrator	8/5/2010 5:39:05 PM	Yes		
bsmith29	SMITH, JOHN	Employer Reporting	8/3/2010 3:50:39 PM	Yes		

Step 2 – To reset user information, click on the appropriate username link.

Manage Users

The Manage Users module allows the employer administrator to manage ESS user accounts. Current accounts are displayed in the Manage Users grid. To edit an existing user account, click on the User Name link. To add new ESS user accounts, click **Add User**.

Users

Filter By: Items Per Page:

User Name	Name	Assigned Role	Last Activity	Active	Account Locked?	PIN Locked?
ESSTEST8	JOHNS, APRIL H	Administrator	8/5/2010 5:39:05 PM	Yes		
bsmith29	SMITH, JOHN	Employer Reporting	8/3/2010 3:50:39 PM	Yes		

Employer Self Service will navigate you to the Edit User screen.

Edit User

Edit User allows the employer administrator to reset forgotten password and PIN information, update the selected user's security role, and inactive the selected account.

Please Note: Resetting the password and/or PIN will generate email correspondence to the selected ESS user. Inactivating an ESS user will disable their login but not delete their Contact Person record. To delete a Contact Person record, go to the Contact Person module.

Edit User

Contact Person: SMITH, JOHN
User Name: bsmith29
Reset Password:
Reset PIN:
Role:
E-mail: John.smith@kyret.ky.gov
Active:

Step 3 – Complete the appropriate fields:

Field Name	Description
Reset Password	Selecting the reset password checkbox will generate an email with a new password to the user.
Reset PIN	Selecting the reset PIN will generate an email with a new PIN to the user.
Role	Select the appropriate role for the user from the role drop-down menu. Only users set up in the "Administrator" role may add or delete other users.
Active	Checkbox indicating the user is an active user. Un-checking the Active checkbox will inactivate the user for the Employer Self Service website.

Note: Once a user has been inactivated, the user will no longer have access to the employer's information in the Employer Self Service site. If this person is no longer working for the employer and has been set up as a contact person, you will also need to navigate to the Maintain Contact Person page to remove them as a contact for the employer.

Step 4 – Click  to save the User Information.

Payment Accounts

The Payment Accounts module on Employer Self Service allows employers to add, update, and delete payment accounts for remitting contributions to KRS. Bank Routing and account information entered by the employer via Employer Self Service is encrypted and stored securely by KRS.

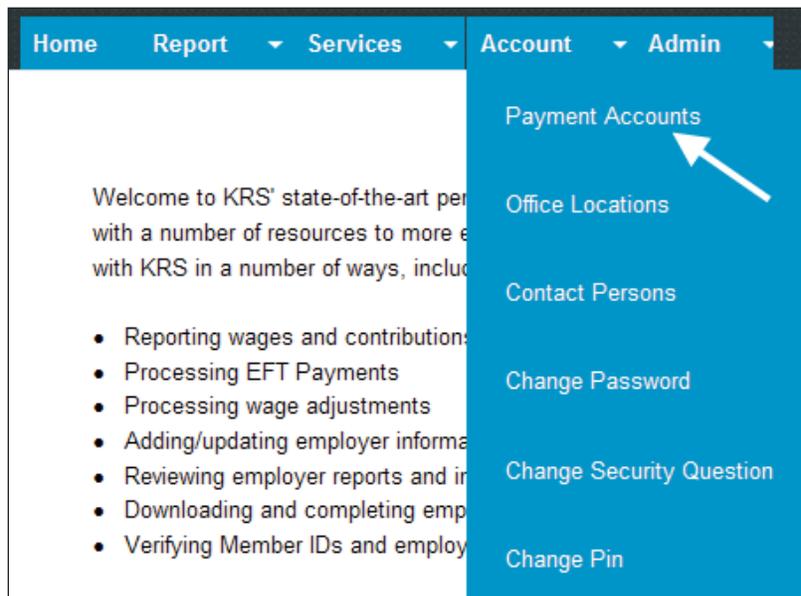
Two payment account types can be set up in Employer Self Service:

Payment Account Type	Description
EFT	Electronic payment method in which bank routing and account information is stored with KRS so that the monthly payment can be automatically drafted after the submission of the monthly summary.
e-Check	Electronic payment method in which bank routing and account information is stored with KRS and allows the employer to enter a specific check number each month prior to payment.

The following steps describe how to add a new payment account or edit existing account information for an employer in the Employer Self Service website using the Payment Accounts module.

NOTE: For employers reported by the Personnel Cabinet, e-Mars accounts are also available for payment. These accounts do not need to be set up in the Payment Accounts module, as they will already be set up in the system.

Step 1 – After successfully signing into the Employer Self Service site, click Payment Accounts located under the Account heading in the navigation menu at the top of the screen.



Employer Self Service will display all existing payment accounts set up for the selected employer.

Manage Payment Accounts

The Payment Accounts module allows employers to manage various methods for payment to KRS. Accounts entered through this module will be available for use on the Submit Monthly Summary and Invoices screens of Employer Self Service. Users will click the Nickname of the account to update entered account information. New account information can be entered using the Add a Payment Account button.

Existing Payment Accounts					
Nickname	Retirement System	Bank Name	Bank Account Number	Receipt Type	
Checking	CERS	BANK OF AMERICA, N.A.	...6789	EFT	Delete

[Add a Payment Account](#)

Note: You are able to delete an existing payment account by clicking the “Delete” link next to the payment account to be deleted as long as there are no pending payments to be made from this account.

Step 2 – Click [Add a Payment Account](#) to add a new account.

Employer Self Service will navigate to the Add a Payment Account screen.

Add a Payment Account

Step 1 of 2 Provide your bank account information below. Refer to your checkbook for the routing and account number (see illustration). When you have finished, click **Continue**.

Payment Account Details

Receipt Type: *

Nickname: (e.g. My Checking Account) *

Retirement System: *

Bank routing or ABA number: *

Bank Account number: *

Retype Bank Account number: *



Routing Number or ABA Number **Account Number**

For money market or other accounts, please check with your financial institution to obtain the information you should use for routing and account number.

Step 3 – Complete all relevant fields:

Field Name	Description
Receipt Type	The type of payment account being set up.
Nickname	Name displayed on the Payment Account screen.
Retirement System	System for which the account will be associated.
Bank Routing or ABA number	Routing number for the bank which the account is associated.
Bank Account number	Employer’s bank account number which will be used for payments to KRS.
Retype Bank Account number	Verification of the Employer’s bank account number.

Step 4 – Click  to move to Step 2 of 2.

Note: Employers have the option of adding multiple accounts for contribution remittance. Accounts can be differentiated via a number of fields, such as Account Nickname, Retirement System, and Receipt Type.

Add a Payment Account

Step
2
of 2

Please review the information you have entered then click **Submit**.

To make changes, click **Edit**.

To cancel without saving, click **Cancel**.

Nickname: BABS

Retirement System: CERS

Bank Name: COMMONWEALTH CREDIT UNION

Bank routing or ABA number: 283978441

Bank Account number: 12345

Receipt Type: EFT

KRS PIN:

Cancel
Edit
Submit

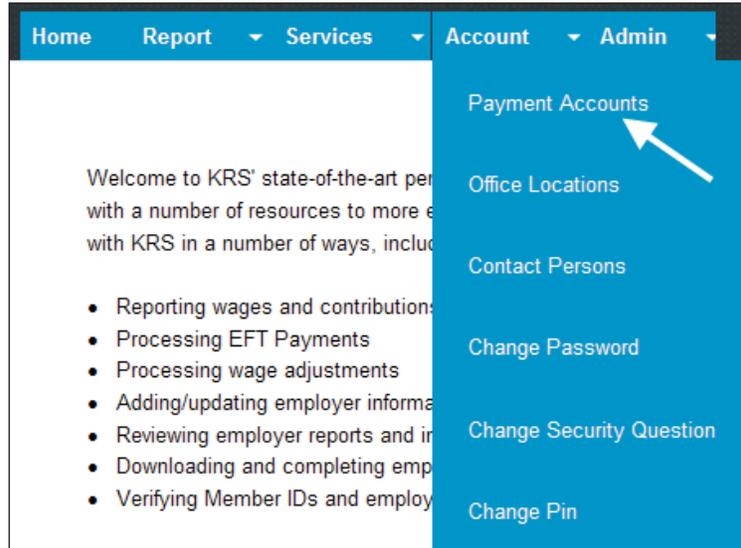
Step 5 – Verify all provided account information is correct. If incorrect, click  to make changes.

Step 6 – Enter your PIN and click  to save the payment account.

Edit Payment Accounts

The following steps describe how to edit the nickname an existing payment account for an employer in the Employer Self Service website using the Payment Accounts module.

Step 1 – After successfully signing into the Employer Self Service site, click Payment Accounts located under the Account heading in the navigation menu at the top of the screen.



Employer Self Service will display all existing payment accounts set up for the selected employer.

Manage Payment Accounts

The Payment Accounts module allows employers to manage various methods for payment to KRS. Accounts entered through this module will be available for use on the Submit Monthly Summary and Invoices screens of Employer Self Service. Users will click the Nickname of the account to update entered account information. New account information can be entered using the Add a Payment Account button.

Existing Payment Accounts					
Nickname	Retirement System	Bank Name	Bank Account Number	Receipt Type	
1st Farmers	KERS	1ST FARMERS BANK & TRUST	...5324	EFT	Delete

[Add a Payment Account](#)

Note: You are able to delete an existing payment account by clicking the “Delete” link next to the payment account to be deleted as long as there are no pending payments to be made from this account.

Step 2 – Click the link in the “Nickname” column for the payment account you would like to edit. Employer Self Service will navigate to the Edit a Payment Account screen.

Edit a Payment Account

Provide a nickname for the account below.

When you have finished, click **Update**.

Nickname: (e.g. My Checking Account) *

Retirement System: KERS

Bank Name: 1ST FARMERS BANK & TRUST

Bank routing or ABA number: 074911578

Bank Account number: ...5324

Receipt Type: EFT

KRS PIN:

Step 3 – Complete all relevant fields:

Field Name	Description
Nickname	Name displayed on the Payment Account screen.

Step 4 – Enter your PIN and click to change the nickname for the payment account.

Chapter 4 - Monthly Reporting

Employers are required to report creditable compensation and contributions on a monthly basis to KRS. The detail report will be submitted by the Personnel Cabinet in the format published by KRS. Creditable compensation should be reported when paid, not when earned. The posting month may need to reflect a month other than the report month for a few exceptions as outlined in [105 KAR 1:140](#): "...if the month the creditable compensation was earned is the month in which the employee:

1. Became employed;
2. Became eligible to participate in one of the systems administered by Kentucky Retirement Systems;
3. Was transferred to hazardous coverage from nonhazardous participation;
4. Was transferred from hazardous coverage to nonhazardous participation;
5. Terminated from employment; or
6. Became ineligible to participate in one (1) of the systems administered by Kentucky Retirement Systems."

If you are reporting a lump-sum or non-recurring payment, you must indicate the period(s) of time during which the payment was earned.

Example: If an employee was awarded back pay pursuant to a personnel board order, you must specify the period of time during which this back pay was earned. Similarly, if an employee is being given a lump sum payment for overtime that was omitted in error, you must specify the period of time during which the overtime was earned.

For examples, please refer to [Appendix B](#).

Incomplete Employee Contributions

KRS receives and deposits employee contributions as they are withheld from members by participating employers. Employee contributions and Health Insurance Contributions are submitted to KRS via the employer monthly report, but are separately tracked, deposited and invested according to statute. Occasionally, during the course of monthly reporting, an incorrect employee contribution or health insurance contribution amount is submitted to KRS.

For employers reported by KHRIS, the employer will be informed of the additional required contributions via the electronic monthly Pended Transaction Report. Each of these transactions must be corrected in the KHRIS system within the allotted time frame, which results in the correction being reported to KRS through the KHRIS file.

If the contributions owed cannot be collected by the employer within the allotted time frame, any partial contributions will be returned to the employer through an invoice in order to be refunded to the member through payroll with applicable withholdings. Employer contributions will also be refunded. Then, omitted billings for the full amount of owed contributions will be sent to the member and to the employer. If the omitted billings are

not paid, the member may lose service credit for that month due to incomplete contributions.

A notice may also be sent to the member to advise the member that KRS did not receive complete contributions for the month noted and have notified their employer that additional contributions are due. If these contributions are not received, the notice also indicates that any partial contributions will be returned and the member will have the opportunity to pay the contributions through an omitted cost. It is also notes that the member could lose service credit for that month due to incomplete contributions.

Reporting and Balancing Employers

A Reporting Employer is the entity that reports monthly contribution detail records to KRS. A Balancing Employer is the entity who submits the Monthly Summary and payments to KRS. Most employers are their own Reporting and Balancing Employer.

If an employer has designated a separate reporting employer, then the reporting menu options (Enter Report Details or Upload File) will only display for that reporting employer. If an employer has designated a separate balancing employer, then the Submit Monthly Summary menu option will only display for that balancing employer. Each section in this manual will address the view for Reporting and Balancing Employers.

If an employer needs to change their reporting or balancing employer setup, the employer MUST contact KRS prior to making that change.

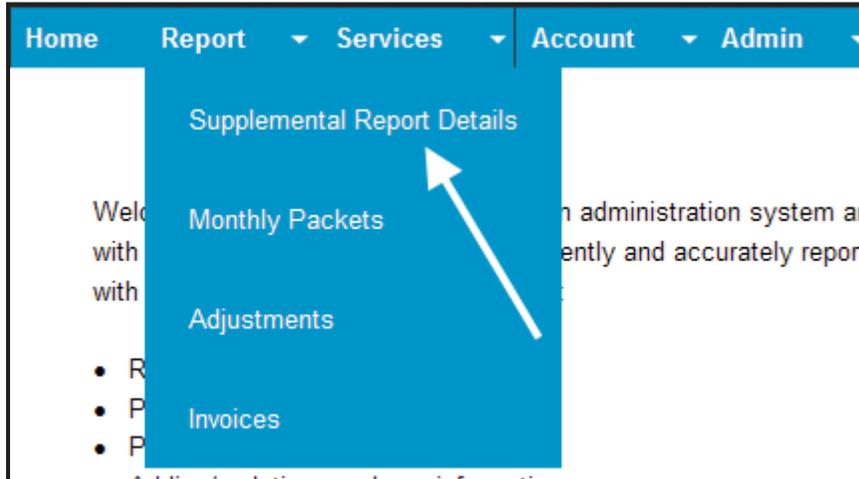
For all employers reported by the Kentucky Personnel Cabinet, the Personnel Cabinet is considered the Balancing and Reporting Employer. Therefore, any employers reported by the Personnel Cabinet will not have access to Enter Report Details, Upload File, or Submit Monthly Summary.

Reporting Detail for County Fee agencies Reported by the Kentucky Personnel Cabinet Using Supplemental Report Details

County Fee employers who are reported by the Personnel Cabinet due to the population of their county are required to report additional detail to KRS each month for their employees. The Personnel Cabinet is unable to provide all the information KRS requires to process employee records. These employers will utilize the **Supplemental Report Details** menu option to report this additional detail. Once the Personnel Cabinet has reported the payroll information each month, the Reporting Official for the County Fee agency will receive an email alerting them that their monthly supplemental report detail is ready to be completed and submitted. **The completed report must be submitted to KRS no later than 10 days from the notification that the report is ready.**

To complete this, follow the steps below.

Step 1 - After successfully signing into the Employer Self Service site, click Supplemental Report Details located under the Report heading in the navigation menu at the top of the screen.



Employer Self Service will display the overview screen, which shows those reports available to submit.

Supplemental Report Details -- Available Forms --

The Supplemental Report Details module allows employers to enter monthly reporting details for their employees. Those employers reporting detail reports for another employer can select the appropriate employer's information from the Employer dropdown list. Submitted reports can also be viewed from this screen. To view an individual report, select the corresponding Report Type link.

Reports Last 6 Months <input type="button" value="▼"/>									
Type	Month	Salary	EECON	HICON	ERCON	Total	Count	Status	Submitted
CERS	01/2012	\$135,468.63	\$10,013.48	(\$43.92)	\$43,829.91	\$53,799.47	58	In Progress	03/06/2012
CERS	12/2011	\$135,932.21	\$10,001.49	\$181.07	\$43,720.62	\$53,903.18	43	Posted	02/09/2012
CERS	11/2011	\$132,369.89	\$9,778.66	\$141.76	\$42,794.58	\$52,715.00	60	Posted	01/20/2012

Step 2 - For the logged in Employer, a table will list report information as follows:

Field Name	Description
Type	Displays the retirement system (KERS or CERS) of the selected report. This link takes you to the monthly details report.

Month	Displays the month and year of the selected supplemental report details.
Salary	Displays the total salary reported for the employees displayed in the selected supplemental report details.
EECON	Displays the total employee contributions reported for the employees displayed in the selected supplemental report details.
HICON	Displays the total health insurance contributions reported for the employees displayed in the selected supplemental report details.
ERCON	Displays the total calculated employer contributions based on the salary reported for the selected detail report.
Total	Displays the sum of the reported employee, employer and health insurance contributions for the selected report.
Count	Displays the count of reported employees displayed in the supplemental report detail.
Status	<p>Displays the status of the supplemental report details. Statuses that the supplemental report details can be in are:</p> <ul style="list-style-type: none"> • <u>Supplemental</u> – Initial Status of the supplemental report details. KRS has not received the detail file from the Personnel Cabinet, but has not received the submission from the county fees agency. • <u>Submitted</u> – KRS has received the supplemental report details from the county fees agency, but has not yet taken action on the report. While the supplemental report detail is in the submitted status, it can still be unsubmitted by the county fees agency if corrections need to be made. • <u>In Progress</u> – KRS has received the supplemental report details and begun to process the report. No changes may be made once the report is in this status. • <u>Posted</u> – KRS has posted the supplemental report details for the employer.
Submitted	Displays the date the supplemental details report was submitted to KRS.

Step 3 - Click the Report Type hyperlink to access the desired supplemental report detail.

Supplemental Report Details

The Supplemental Report Details module allows employers to enter monthly reporting details for their employees. Those employers reporting detail reports for another employer can select the appropriate employer's information from the Employer dropdown list. Submitted reports can also be viewed from this screen. To view an individual report, select the corresponding Report Type link.

Reports									
Type	Month	Salary	EECON	HICON	ERCON	Total	Count	Status	Submitted
CERS	05/2011	\$31,549.56	\$3,983.21	\$0.00	\$5,707.42	\$9,690.63	19	Posted	06/27/2011

Last 6 Months ▾

Note: You may also view past supplemental report details by clicking the hyperlink next to the report month. Once a past supplemental report detail is in "Posted" status, it can be viewed, but cannot be altered. To change the detail reported in a previous month, an adjustment record should be submitted through the Personnel Cabinet payroll system.

Step 4 - The Member Details Overview screen for that report type will display.

To view or edit member contribution information, select the corresponding (member) name link. To add a new record or adjust a previously reported transaction, click **Add Line Item**. Once all items are correct, click **Submit Report**.

[< Return to Enter Report Details](#)

Member Contributions							
Name	Member ID	Posting Month	Contribution Group	Position	Position Status	Employment Begin Date	Employment End Date
HOWARD, ANNE	745319	08/2011	CHZNH		Regular Full Time	03/15/2005	
JOHNSON, JOSEPH	745317	08/2011	CHZHI	Deputy Sheriff	Regular Full Time	12/01/2008	
MARTIN, MARVIN	745318	08/2011	CNHZNH		Regular Full Time	12/01/1996	
SMITH, JANE	745315	08/2011	CNHZNH		Regular Full Time	09/01/2008	
STEVENS, AMY	745321	08/2011	CNHZNP		Seasonal	11/01/2010	
THOMAS, BRETT	745320	08/2011	CNHZRR		Regular Full Time	01/01/2010	
THOMPSON, BETTY	745316	08/2011	CNHZNP		Part Time	01/01/2008	

Show All

Submit Report

Member Details Overview

By default, this screen will display only those members for whom KRS can determine there is incomplete information in the report submitted by the Personnel Cabinet. To see all records reported for the employer for the month, use the Show All checkbox. The Member Details Overview screen displays several fields of information for each employee for quick access. However, this is not the full detail report. From this screen, you may navigate to the full detail data screen for each employee, submit the supplemental report details, or return to the overview screen. Employees will be listed in alphabetical order by last name.

Only certain fields in the detail record will be editable by the County Fee employer. If changes need to be made to fields that are not editable here, the employer should make the appropriate corrections in the payroll system, which will be reported the following month through the file submitted by the Personnel Cabinet.

The Member Details Overview screen displays the following fields of information:

Field Name	Description
Name (hyperlink)	Displays the name of the employee. Click to display the employee's entire contribution detail record.
Member ID	Displays the employee's member ID.
Posting Month	Displays the posting month and year of the contribution detail record.
Contribution Group	Displays the employee's contribution group for the contribution record.
Job Position	Displays the Job Position reported for this employee.
Position Status	Displays the Position Status reported for this employee
Employment Begin Date	Displays the reported date the employee began this period of employment
Employment End Date	Displays the reported date this employee's period of employment ended.

Edit a Record

Step 1 - After selecting the current supplemental report detail, Employer Self Service will display the Member Details Overview screen.

To view or edit member contribution information, select the corresponding (member) name link. To add a new record or adjust a previously reported transaction, click **Add Line Item**. Once all items are correct, click **Submit Report**.

[< Return to Enter Report Details](#)

Member Contributions								<input checked="" type="checkbox"/> Show All
Name	Member ID	Posting Month	Contribution Group	Position	Position Status	Employment Begin Date	Employment End Date	
HOWARD, ANNE	745319	08/2011	CHZNH		Regular Full Time	03/15/2005		
JOHNSON, JOSEPH	745317	08/2011	CHZHI	Deputy Sheriff	Regular Full Time	12/01/2008		
MARTIN, MARVIN	745318	08/2011	CNHZNH		Regular Full Time	12/01/1996		
SMITH, JANE	745315	08/2011	CNHZNH		Regular Full Time	09/01/2008		
STEVENS, AMY	745321	08/2011	CNHZNP		Seasonal	11/01/2010		
THOMAS, BRETT	745320	08/2011	CNHZRR		Regular Full Time	01/01/2010		
THOMPSON, BETTY	745316	08/2011	CNHZNP		Part Time	01/01/2008		

Step 2 - To edit an employee, click the 'Employee Name' hyperlink to access the entire detail record.

Employer Self Service will navigate you to the contribution detail record.

Update Member Contribution

Update appropriate fields below. To update contribution amounts, after entering the salary click Calculate. Once all necessary changes are made, click Update to save the updated record.

Personal Information

Prefix: SSN: 000000-4444
First Name: Member ID: 745318
Middle Name:
Last Name:
Suffix:

Contribution Information

Posting Month: 8/1/2011 Contribution Group:
Payment Reason: Salary:
Salary that Exceeds IRS Limit: Pre-Tax Employee Contribution:
Post-Tax Employee Contribution: Pre-tax Health Insurance Contribution:
Employer Contribution: 379.20 Employer-paid (Employer Contribution):
Days Worked > Zero: Calculate Details:

Employment Information

Position Status: Job Position:
Employment Begin Date: Employment End Date:
Employment End Reason: Payroll Frequency:
Type of Rate of Pay: Rate of Pay:
Estimated Additional Compensation: Scheduled Hours Per Day:
Contract Days:

Leave Information

Accrued Sick leave hours: Accrued Sick leave days:
Sick Leave Accrual Rate: Compensatory Leave:

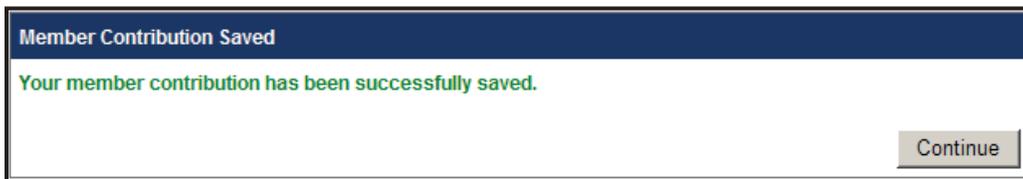
Demographic Information

Date of Birth:
Gender:
Marital Status:
Primary Address Line:
Use for actual street address or post office box.
Secondary Address Line:
Use for Apartment, Building Unit, Floor, Suite, etc.
City:
State:
Zip: -
International Address:

Step 3 - Review and complete any incorrect or incomplete information in the Employment Information and Leave Information sections for the employee. If changes need to be made to fields that are not editable here, the employer should make the appropriate corrections in the payroll system, which will be reported the following month in the file submitted by the Personnel Cabinet.

Step 4 - Once the record is updated and accurate, click **Update**. Once you click **Update**, KRS will run validations against that record. KRS will first confirm that all required fields are present, then will validate the contribution detail record against various business rules to ensure its accuracy. If any errors are found during this validation, you will receive an error message at the bottom of the screen describing the error and how to correct it. After correcting the record, click **Update**.

Step 5 - A message will confirm that the contribution record was successfully saved. Click **Continue**.



Submit the Supplemental Report Details

Step 1 - Once all contribution detail records are updated, return to the Member Details Overview screen.

To view or edit member contribution information, select the corresponding (member) name link. To add a new record or adjust a previously reported transaction, click **Add Line Item**. Once all items are correct, click **Submit Report**.

[< Return to Enter Report Details](#)

Member Contributions							<input checked="" type="checkbox"/> Show All
Name	Member ID	Posting Month	Contribution Group	Position	Position Status	Employment Begin Date	Employment End Date
HOWARD, ANNE	745319	08/2011	CHZNH		Regular Full Time	03/15/2005	
JOHNSON, JOSEPH	745317	08/2011	CHZHI	Deputy Sheriff	Regular Full Time	12/01/2008	
MARTIN, MARVIN	745318	08/2011	CNHZNH		Regular Full Time	12/01/1996	
SMITH, JANE	745315	08/2011	CNHZNH		Regular Full Time	09/01/2008	
STEVENS, AMY	745321	08/2011	CNHZNP		Seasonal	11/01/2010	
THOMAS, BRETT	745320	08/2011	CNHZRR		Regular Full Time	01/01/2010	
THOMPSON, BETTY	745316	08/2011	CNHZNP		Part Time	01/01/2008	



Step 2 - click to submit the supplemental report details. If any records are found to be incomplete during the submission process, an error will be displayed, along with a listing of the employee records to be completed.

When submission is successful, Employer Self Service will display this screen:

Monthly Report Submitted

Your monthly detail report has been submitted.

Report Details

Employer:	SOMEWHERE COUNTY FISCAL COURT
Report:	CERS - 07/2010
Date Submitted:	7/22/2010 11:21:50 AM

Report Totals

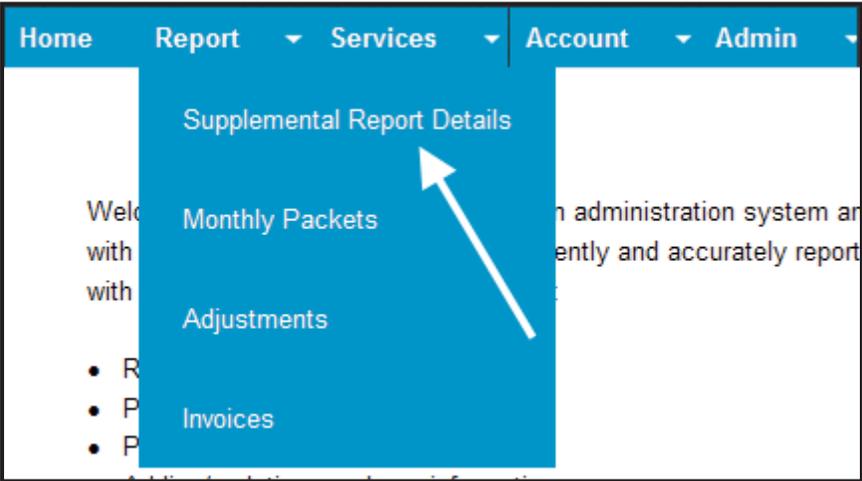
Salary:	\$2,000.00
Employee Contributions:	\$100.00
Health Insurance Contributions:	\$0.00
Employer Contributions:	\$323.20
Number of Contributions:	1

[< Return to Enter Report Details](#)

Unsubmit the Supplemental Report Details

While the report is still in "Submit" status, an employer is able to unsubmit the report in the event it becomes necessary.

Step 1 - After successfully signing into the Employer Self Service site, click Supplemental Report Details located under the Report heading in the navigation menu at the top of the screen.



The overview screen displays.

Supplemental Report Details

The Supplemental Report Details module allows employers to enter monthly reporting details for their employees. Those employers reporting detail reports for another employer can select the appropriate employer's information from the Employer dropdown list. Submitted reports can also be viewed from this screen. To view an individual report, select the corresponding Report Type link.

Reports Last 6 Months ▾									
Type	Month	Salary	EECON	HICON	ERCON	Total	Count	Status	Submitted
CERS	08/2011	\$11,600.00	\$510.00	\$15.00	\$2,568.00	\$3,093.00	7	Supplemental	
CERS	07/2011	\$11,600.00	\$510.00	\$33.00	\$2,568.00	\$3,111.00	7	Posted	

Step 2 - Click the Report Type hyperlink to access the desired supplemental report detail. Employer Self Service will display the Member Details Overview screen for that report type.

To view or edit member contribution information, select the corresponding (member) name link. To add a new record or adjust a previously reported transaction, click **Add Line Item**. Once all items are correct, click **Submit Report**.

[< Return to Enter Report Details](#)

Member Contributions <input checked="" type="checkbox"/> Show All							
Name	Member ID	Posting Month	Contribution Group	Position	Position Status	Employment Begin Date	Employment End Date
HOWARD, ANNE	745319	08/2011	CHZNH		Regular Full Time	03/15/2005	
JOHNSON, JOSEPH	745317	08/2011	CHZHI	Deputy Sheriff	Regular Full Time	12/01/2008	
MARTIN, MARVIN	745318	08/2011	CNHZNH		Regular Full Time	12/01/1996	
SMITH, JANE	745315	08/2011	CNHZNH		Regular Full Time	09/01/2008	
STEVENS, AMY	745321	08/2011	CNHZNP		Seasonal	11/01/2010	
THOMAS, BRETT	745320	08/2011	CNHZRR		Regular Full Time	01/01/2010	
THOMPSON, BETTY	745316	08/2011	CNHZNP		Part Time	01/01/2008	

Unsubmit Report

Step 3 - Click **Unsubmit Report**. After the report has been unsubmitted, it may be modified and re-submitted.

NOTE: The completed report must be submitted to KRS no later than 10 days from the notification that the report is ready. If the report is not submitted by this time, the system will automatically submit the details and corrections will be made by KRS by calling the employer for any missing information.

Processing and Correcting Records Submitted through the Personnel Cabinet Report

Once KRS has received the monthly report from the Personnel Cabinet, all records contained within the report will be validated and processed. KRS validates the records in the report by applying various business validations to the records (e.g., is the Contribution Group correct for the reported employee, based on the employee's participation date with KRS?).

When errors in reporting are discovered, KRS will work with each individual agency to correct the records. If KRS discovers a reporting error that creates a monetary discrepancy between the reported contributions and the expected contributions, then KRS will "pend" the reported record. A report will be generated monthly for each agency containing a listing of all pended transactions.

It is very important that the employer makes these corrections in the KHRIS system as soon as possible upon receipt of this report. The corrections will be reported to KRS in the next monthly report, and the corrected records will be posted to the member's account.

If these corrections are not made in a timely manner, KRS will refund contributions and, in some cases, reduce service credit for the members affected. For more information regarding the Pended Transactions report, please see the [Monthly Packet Reports](#) section below.

Adjustments

For employers reported to KRS through a file submitted by the Personnel Cabinet, the majority of adjustments to previously reported records will be submitted through the file. If corrections need to be made to previous months, those corrections should, by and large, be made in the Personnel Cabinet's payroll system and will be remitted to KRS in the following month's report. Some adjustments, however, may not be able to be keyed into the Personnel Cabinet's payroll system and will need to be made exclusively with KRS.

Adjustments for periods prior to 4/1/2011 (KHRIS go-live)

Corrections that need to be made for periods prior to the start date of the KHRIS system must be handled outside the system.

If an employer needs to request the return of contributions for a salary amount reported in error to KRS, the employer will need to complete a Request for Refund on Payroll form and submit the form to KRS. KRS will process the adjustment and return the contributions to the employer on a credit invoice – the Personnel Adjustment Transaction invoice. For more information regarding invoices, see the [INVOICES](#) section below.

If an employer needs to report an additional amount of money to KRS for a period prior to the begin date for KHRIS, the employer will do so using a Form SAS-27 Payroll Voucher, which will be submitted to KRS, along with payment for contributions. KRS will then process the correction.

Worker's Compensation:

Employers reported by the Personnel Cabinet often pay employees 100% of their salary while they draw worker's compensation using available sick leave balances. When the employee receives the payment from worker's compensation, that payment is turned over to the employer and the contributions that have been reported to KRS for the amount of the worker's compensation payment must be refunded. This cannot be accommodated through the KHRIS system. To request these refunds, the employer will need to complete a Request for Refund on Payroll and submit it to KRS. KRS will issue the refunds on a Personnel Adjustment Transaction Invoice. For more information regarding invoices, see the [INVOICES](#) section below.

Court/Board Ordered Backpay (Reinstatements)

If an employee is ordered to be reinstated or paid a retroactive salary amount by a Court or governing Board, those wages must be reported to KRS. In addition, the employer is responsible for paying the actuarially assumed amount of interest that would have been earned by KRS on those contributions.

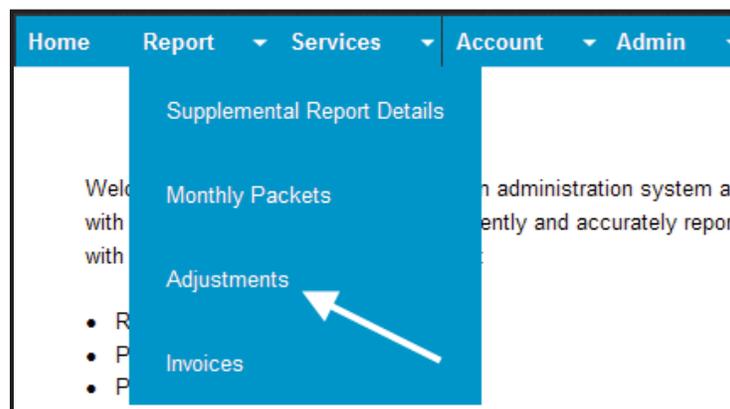
The employer should first submit a copy of the Board or Court order to KRS. KRS will review the Order to determine how the contributions should be treated when received. KRS will generate a Reinstatement Invoice that will contain the amount due for both contributions and interest.

Each individual employer will be responsible for paying the invoiced amount of interest and contributions. For more information regarding invoices, see the [INVOICES](#) section below.

Entering Non-Monetary Adjustments for Previously Reported Records

In some cases, the employer may need to make an adjustment to a field reported to KRS that cannot be corrected in KHRIS, as it does not affect the salary or contributions of the member. Those adjustments to non-monetary fields will need to be made exclusively with KRS. Each employer will have the ability to make these adjustments by using the Adjustments module on the Employer Self Service site.

- Step 1** – To submit an adjustment to a previously reported employee record, click Adjustments located under the Report heading in the navigation menu at the top of the screen.



Employer Self Service will display the adjustments screen.

Adjustments

Select Member

SSN - -

Contributions From  to 

Contributions

Step 2 – Enter the member’s SSN and the month range that needs to be adjusted and click . All detail contribution records for the member for the corresponding months will be displayed.

Adjustments

Select Member

SSN - -

Contributions From  to 

Contributions

Posting Month	Salary	Payment Reason	Job Position	Position Status	Employment Begin Date	Employment End Date	Adjusted
Jul 2011 more details...	\$1,800.00	Regular pay	Other	Regular Full Time	09/01/2008		

Step 3 – To make an adjustment to the member’s detail record, click [more details...](#). The detail contribution record will display. This will allow you to edit any non-monetary fields that need to be corrected.

Add Member Contribution

Update appropriate fields below. To update contribution amounts, after entering the salary, click Calculate. Once all necessary changes are made, click Update to save the updated record.

Personal Information

Prefix: SBN: 300000-1111
First Name: Member ID: 745315
Middle Name:
Last Name:
Suffix:

Contribution Information

Posting Month: 7/1/2011 Contribution Group:
Payment Reason: Salary:
Salary that Exceeds IRS Limit: Pre-Tax Employee Contribution:
Post-Tax Employee Contribution: Pre-tax Health Insurance Contribution:
Employer Contribution: 341.28 Employer-paid:
Days Worked > Zero: Calculate Details:

Employment Information

Position Status: Job Position:
Employment Begin Date: Employment End Date:
Employment End Reason: Payroll Frequency:
Type of Rate of Pay: Rate of Pay:
Estimated Additional Compensation: Scheduled Hours Per Day:
Contract Days:

Leave Information

Accrued Sick leave hours: Accrued Sick leave days:
Sick Leave Accrual Rate: Compensatory Leave:

Demographic Information

Date of Birth:
Gender:
Marital Status:
Primary Address Line:
Use for actual street address or post office box.
Secondary Address Line:
Use for Apartment, Building, Unit, Floor, Suite, etc.
City:
State:
Zip: -
International Address:

Update any necessary fields in the Employment Information and Leave Information sections and click  to save the adjustment. The adjustment is immediately submitted to KRS.

Invoices

The Invoice screen allows employers to review their credit and debit invoices. Using this screen, employers will apply payments to outstanding debit invoices, apply credit invoices and review paid invoices. Credits from invoices can be applied to another debit invoice in the Invoices module. Both credit and debit invoices can be satisfied using the eMars system. When a new credit or debit invoice is generated, the Primary Reporting Official will be notified via email of the new invoice.

There are many different types of employer invoices. Some invoices are generated for an employer due to transactions from the normal monthly reporting process, and others are due to member retirement, etc.

Types of invoices include the following:

Averaging Refund to Employer – This invoice returns contributions on members who do not average over the calendar year or fiscal year. Multiple members and months may be included in the billing. Prior Period Adjustments may be required from the employer to correct any refunds that should not have been issued due to previously unreported additional contributions that make the period average.

Employer Purchase of Delayed – This invoice bills employers the cost of the purchase of Delayed service credit by an employer on behalf of a member.

Employer Purchase of Haz Conversion - This invoice bills employers the cost of the purchase of hazardous conversion by an employer on behalf of a member.

Employer Free Military and Decompression service - This invoice bills the employer for the cost of the employer contributions and awards service credit for a member's time on active military duty. This invoice is also used to bill for employer contributions on a period of decompression service (period of time at the end of active duty). For Decompression service, the member is billed separately for the member contributions.

Expired Pended Transactions Invoice – When KRS discovers an error in reporting, the employer will be informed on an electronic monthly report (see [Monthly Packet](#), below). Each of these transactions must be corrected in the KHRIS system as soon as possible, which results in the correction being reported to KRS through the KHRIS file. If the transaction has not been corrected in the allotted time frame, the contributions associated with the transaction will be refunded to the employer.

1. If the original contribution amount remitted was more than what was owed, only the excess Employee, Health Insurance and Employer Contributions will be refunded.
2. If the original contribution amount remitted was less than what was owed, the entire amount of Employee and Health Insurance contributions will be refunded and the member's service credit will be reduced for the month. An omitted contribution billing will be generated by KRS and the employer contributions

previously paid will be applied to the employer's omitted invoice. The member will be billed directly for the entire amount of omitted employee and health insurance contribution (as applicable).

Health Insurance Reimbursement – This invoice bills employers for reimbursement of health insurance premiums for those members who are reported in the Retired Re-employed contribution group and the member is covered under KRS provided health insurance. Multiple members and months may be included in the billing. This invoice could contain individual line item credits for corrections to previously reported contribution detail which generates additional invoicing entries. School boards should only receive this invoice type at the end of the year after averaging has run. If a member is dually employed, then each employer will be billed an equal split of the amount due.

IPS Employer Refund – This invoice returns contributions after an IPS review process is completed on a paid contract and an overpayment is determined to have been received. This invoice only returns pre-tax IPS contributions. Post-Tax amounts are refunded directly to the member.

Master Commissioner Employer (ANOC) – This invoice bills employer 20025 for employer contribution for monthly reporting of master commissioner employees. Multiple employers/members and months may be included.

Omitted Employer – This invoice bills for employer contributions due to a member's period of employment that was erroneously omitted from monthly reporting. This invoice should reflect only one member and should never be a credit balance.

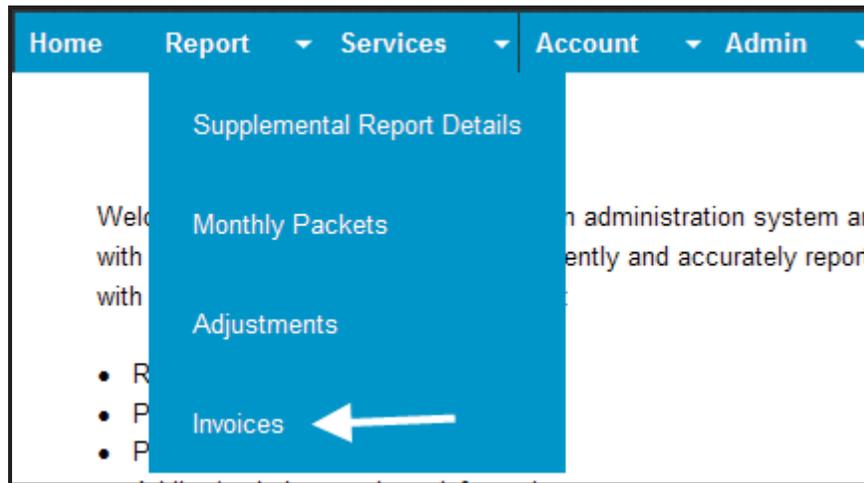
Personnel Adjustment Transactions Invoice – This invoice will contain credits or debits for transactions that cannot be accommodated within the KHRIS system. It may contain the following items:

1. Worker's Compensation payment refunds – If the employee was reported as earning 100% of salary, but the employer later needs to request a refund of these contributions, KRS will issue the refund on the Personnel Adjustment Transactions Invoice.
2. Corrections for months prior to KHRIS implementation – For corrections for periods prior to KHRIS implementation, the employer should request refunds using the Request for Refund on Payroll. KRS will issue those refunds using the Personnel Adjustment Transactions Invoice.
3. Adjustments that affect only Employer Contributions – For some corrections KRS makes to employee records, only the amount of Employer Contributions is affected. In these cases, the overpayment or underpayment of employer contribution will be invoice on the Personnel Adjustment Transactions invoice. These corrections will not be reported to KRS in the KHRIS interface.

Reinstatement – This invoice reflects adjustments processed for board or court ordered reinstatement periods. The invoice includes interest due on member and employer contributions, along with the member and employer contributions for the reinstated period.

Standard Sick Leave – This invoice bills employers for the cost of the unused sick leave balance for individual members only if the employer participates in the Standard Sick Leave program.

Step 1 – After successfully signing into the Employer Self Service site, click Invoices located under the Report heading in the navigation menu at the top of the screen.



Employer Self Service will display the Invoices Screen. The invoices that are displayed can be filtered based on the most recently issued, a particular date range, or type of invoice. By default, all unpaid and pending invoices are displayed. To view previously paid invoices,

click Show Paid Invoices

Invoices

The Invoices module allows employers to manage invoices. To pay an invoice, select the invoices and click **Pay Invoice**. To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.

Invoices

Recent Invoices: --Select--
Type: Select Invoice Type

Date Range: mm/dd/yyyy to mm/dd/yyyy
Show
 Show Paid Invoices

Invoice	Invoice Type	Date	Due Date	Amount	Balance Due	Status
<input type="checkbox"/> 52692	Omitted Employer	8/7/2011	09/06/2011	\$350.00	\$350.00	Unpaid

Pay Invoice

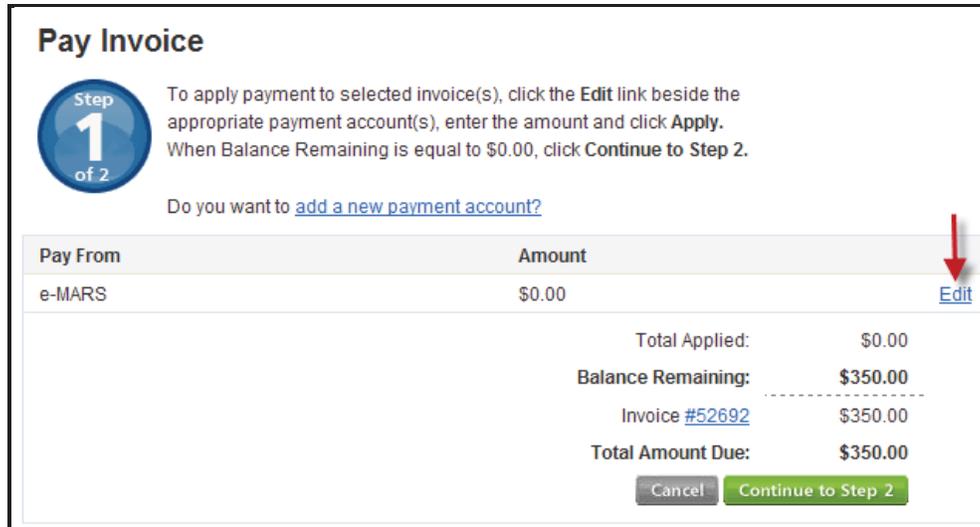
For questions regarding invoices, please contact KRS at 1-888-696-8810 or via email at KRSEmployerinvoice@kyret.ky.gov

Step 2 – To view a PDF of the invoice, click on the invoice number. An image of the invoice will open in a new browser window.

Step 3 – To select invoice(s) for payment, click on the checkbox next to the invoice number. Multiple invoices can be selected for payment.

Step 4 – When invoices have been selected, click 

Employer Self Service will display the Pay Invoice screen (Step 1 of 2).



Pay Invoice

Step 1 of 2

To apply payment to selected invoice(s), click the **Edit** link beside the appropriate payment account(s), enter the amount and click **Apply**. When Balance Remaining is equal to \$0.00, click **Continue to Step 2**.

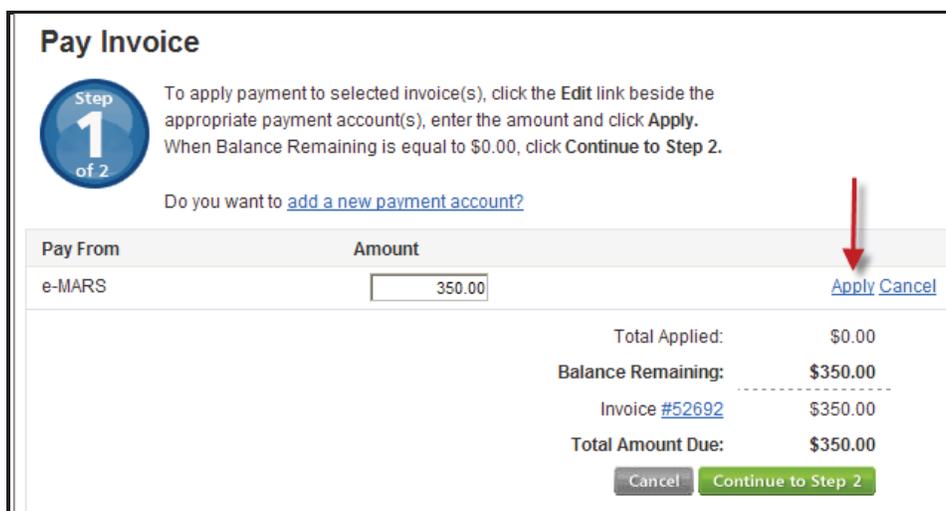
Do you want to [add a new payment account?](#)

Pay From	Amount
e-MARS	\$0.00

Total Applied: \$0.00
Balance Remaining: \$350.00
Invoice #52692: \$350.00
Total Amount Due: \$350.00

Step 5 – To apply payment from an existing payment account, click [Edit](#) beside the payment account.

Note: You may add a new payment account by clicking [add a new payment account?](#)



Pay Invoice

Step 1 of 2

To apply payment to selected invoice(s), click the **Edit** link beside the appropriate payment account(s), enter the amount and click **Apply**. When Balance Remaining is equal to \$0.00, click **Continue to Step 2**.

Do you want to [add a new payment account?](#)

Pay From	Amount
e-MARS	350.00

Total Applied: \$0.00
Balance Remaining: \$350.00
Invoice #52692: \$350.00
Total Amount Due: \$350.00

Step 6 – Enter the amount of the payment to apply from the payment account and click [Apply](#) . To cancel applying payment from this account, click [Cancel](#) . To apply payments from multiple accounts, repeat this process with each account.

Pay Invoice

Step 1 of 2

To apply payment to selected invoice(s), click the **Edit** link beside the appropriate payment account(s), enter the amount and click **Apply**. When Balance Remaining is equal to \$0.00, click **Continue to Step 2**.

Do you want to [add a new payment account?](#)

Pay From	Amount	
e-MARS	\$350.00	Edit

Total Applied: \$350.00
Balance Remaining: \$0.00
 Invoice [#52692](#): \$350.00
 Total Amount Due: \$350.00

Step 7 – Once the Balance Remaining equals zero, click

Pay Invoice

Step 2 of 2

Verify the payment information. To change the information, click **Edit**. To cancel without saving, click **Cancel**. To pay the invoice, enter user PIN and click **Submit**.

Review

Payment Date: 8/7/2011
 Payment From: e-MARS
 Payment Amount: \$350.00
 KRS PIN: [masked]

Step 8 – Verify the payment information. To change, click . If correct, enter 4 digit PIN and click .

Employer Self Service will display a payment verification screen.

Pay Invoice

Payment has been submitted.

Please print a copy for employer records.

Payment Details

Payment Date: 8/7/2011

Payment From: e-MARS

Payment Amount: \$350.00

Invoices Paid

[#52692](#) Omitted Employer (\$350.00)

[Pay Another Invoice >](#)

Step 9 – Print a copy of the payment verification for your records by clicking . To print a copy of the invoice, click the Invoice number link. An image of the invoice will open in a new browser window, from which you can print the invoice.

Note: If e-Mars payment option is chosen:

- **For Credit Invoices:** You should give a copy of your invoice to your e-Mars contact to create the receipt for payment in e-Mars. Once that is created, the e-Mars contact should email the e-Mars document number to KRSFinanceGroup@kyret.ky.gov.
- **For Multiple Invoices Resulting In An Overall Credit:** You should give a copy of your invoice to your e-Mars contact to create the receipt for payment in e-Mars. Once that is created, the e-Mars contact should email the e-Mars document number to KRSFinanceGroup@kyret.ky.gov.
- **For Debit Invoices:** KRS will create the receipt for payment in e-Mars. Once this is created, we will email your e-Mars contact to give them the appropriate e-Mars document number so they may apply payment.
- **For Multiple Invoices Resulting In An Overall Debit:** KRS will create the receipt for payment in e-Mars. Once this is created, we will email your e-Mars contact to give them the appropriate e-Mars document number so they may apply payment.

Monthly Packet

KRS produces multiple reports regarding the previous month's report submission each month for employers. These reports are delivered to employers via an electronic monthly packet that is housed on the Employer Self-Service website. After the monthly report is received and processed by KRS, the monthly packet is prepared (usually near the end of the month). Once this process is complete, the primary Reporting Official will receive an email notification that the monthly packet is ready to view. The contents of the monthly packet will vary each month depending on the information KRS sends to an individual employer.

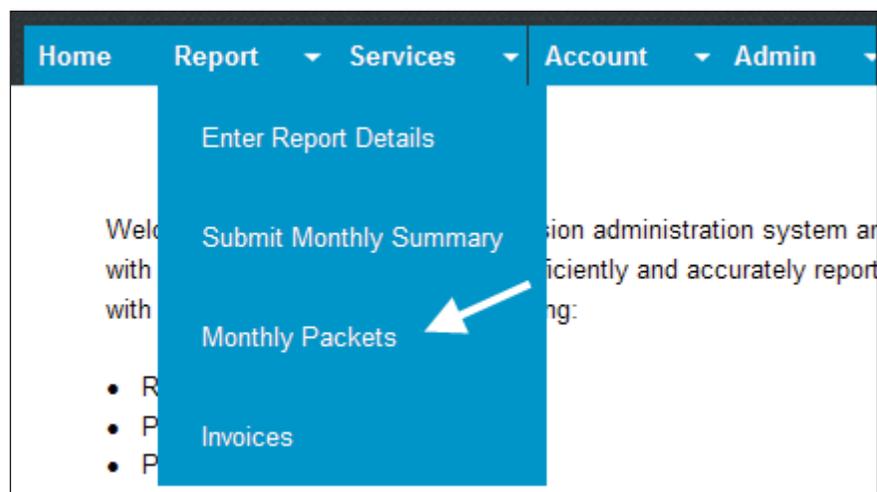
The reports contain data regarding the previous report submission, such as errors that need a resolution prior to the next report. Some reports in the packet may be only for review by the employer, while others may require an employer to take action on a certain item.

Please carefully review the contents of your packet each month and ensure that any relevant actions are taken in a timely manner.

The following section contains instructions on how to access the monthly packet and examples of the various reports that can be included, as well as information about why the report will be generated and what steps the employer should take to address the report.

The following steps describe how to access and view reports in the monthly packet using the Monthly Packet module of Employer Self Service.

Step 1 – After successfully signing into the Employer Self Service site, click Monthly Packets located under the Report heading in the navigation menu at the top of the screen.



Employer Self Service will navigate to the Monthly Packet page.

Monthly Packets

To view a monthly packet, please choose the Fiscal Year and Month Generated from the menus below. To view an individual report, select the appropriate link and the report will open in a new browser window.

Please Note: Reports are generated for the monthly packet as necessary based on the information reported in the previous month's contribution detail submission. Due to this, the number of monthly packet reports could vary from month to month.

Fiscal Year: Month Generated:

Step 2 – Select the Appropriate Fiscal Year and Month Generated from the dropdowns.

Employer Self Service will display a listing of reports available for the selected month.

Monthly Packets

To view a monthly packet, please choose the Fiscal Year and Month Generated from the menus below. To view an individual report, select the appropriate link and the report will open in a new browser window.

Please Note: Reports are generated for the monthly packet as necessary based on the information reported in the previous month's contribution detail submission. Due to this, the number of monthly packet reports could vary from month to month.

Fiscal Year: Month Generated:

REPORT NAME	RETIREMENT SYSTEM CODE
Missing Employment End Date	CERS

Step 3 – To view an individual report, click on the applicable Report Name link. The selected report will open in a new window.

Reports That May Be Included in the Monthly Packet

Pended Transaction Report

The **Pended Transaction Report** contains a listing by member of the corrections KRS has made to records previously reported to KRS by the Personnel Cabinet on behalf of the individual employers. The report lists the original records reported and the correction made to the record by KRS, as well as the Variance between these two records. These records were corrected and are now in pended status in the KRS system.

Upon receipt of this report, the corrections included should be keyed by the employer into the KHRIS system. Once the corrections have been made in payroll, those corrected records will be reported to KRS, and the pended transaction will be satisfied.

This report will contain an age of each transaction. There will also be a section of the report that informs the employer that the transactions will be reversed if corrections are not received within the month. If the corrections are not received, the contributions will be reversed and sent to the employer via an Expired Pended Transactions invoice, as described in the [Invoices](#) section, above.

If this report contains records that you cannot correct in your payroll system, it is very important that you contact KRS as soon as possible. KRS will work to correct the account.

Demographic Errors Report

The **Demographic Errors Report** will contain a list of errors found in the previous month's report.

Review the errors contained on this report and make the appropriate corrections to your report in the next month.

For questions regarding this report, contact your KRS Employer Reporting Representative.

Installment Purchase Delinquent Report

The **Installment Purchase Delinquent Report** will be generated if an employee's installment payment was not reported as required in the previous month's report.

Make the appropriate adjustments to deduct the delinquent amount of payments and remit those payments, along with the regularly scheduled installment payment, on the next month's report.

For questions regarding this report, contact your KRS Employer Reporting Representative.

Installment Purchase Ending Contract Report

The **Installment Purchase Ending Contract Report** will be generated for any employee who has an installment contract for service purchase which will end within the next two report months.

Make the appropriate changes to stop deductions when the contract is complete. Any payments reported over the amount owed will be returned to the employer to refund to the member.

For questions regarding this report, contact your KRS Employer Reporting Representative.

Installment Purchase New Contract Report

The **Installment Purchase New Contract Report** will include a listing of all employees who have an installment contract for a service purchase beginning in the upcoming report months.

Set up the specified deductions to be submitted on the appropriate month's report.

For questions regarding this report, contact your KRS Employer Reporting Representative.

Leave Without Pay Report

The **Leave Without Pay Report** will contain a listing of any employees who were reported with a payment reason of Leave Without Pay for the first time. In addition, these employees will appear on the report again the first month they are reported with a payment reason other than Leave Without Pay.

To provide KRS with the necessary information to administer these accounts, sign into Employer Self Service and complete the Form 2023, Leave Without Pay Verification, for each of these employees.

Note: If an employee has an active IPS contract and goes on Leave Without Pay, the IPS contract may be suspended until the employee returns.

For questions regarding this report, contact your KRS Employer Compliance and Education Representative.

Missing Employment End Date Report

The **Missing Employment End Date Report** consists of two sections.

The first section will list all employees who were omitted from the last monthly report, and did not have an Employment End Date provided the last month they were reported.

The second section will contain a listing of employees who have not been reported for two consecutive months, and who still have not had an Employment End Date provided.

In both cases, make the appropriate adjustments to the previous month's record by either reporting an Employment End Date or the appropriate contribution record on the next report.

Note: Employees will not be eligible to retire or to receive a refund of contributions if the appropriate Employment End Date is not received through the monthly report.

For questions regarding this report, contact your KRS Employer Compliance and Education Representative.

Missing Form 2011, Hazardous Duty Certification HP-2 Report

The **Missing Form 2011, Hazardous Duty Certification HP-2 Report** will contain a listing of all employees who have been reported with a hazardous contribution group in a position that has not yet been verified with KRS.

To verify the position, sign into Employer Self-Service, complete and submit a Form 2011 for each of the employees listed on this report. KRS requires a new Form 2011 when an employee begins participating in a hazardous contribution group, and also when an employee changes job positions to a new hazardous position. The Form 2011 requires a physical examination date; KRS requests that a copy of the physical examination accompany the Form 2011 when filed with KRS. For questions regarding this report, contact your KRS Employer Compliance and Education Representative.

Non-Participating Status Report

The **Non-Participating Status Report** contains information about all employees being reported in a non-participating Contribution Group who have reached the end of the employer-certified or statutory period for their position status.

Certified Probationary: This report will alert you to employees who have reached the end of the probationary period certified by the employer. You may make changes to the employee's status upon receipt of this report.

Statutory Probationary: This report will alert you when the employee has reached the end of the probationary period allowed in statute, which is twelve (12) months for CERS employers. Make the appropriate adjustment to change the employee's position status and contribution group and begin withholding contributions in the next report month.

Statutory Seasonal: This report will alert you when the employee has reached the end of the seasonal period allowed in statute. Make the appropriate adjustment to change the employee's position status and contribution group and begin withholding contributions in the next report month.

Statutory Temporary: This report will alert you when the employee has reached the end of the temporary period allowed in statute. Make the appropriate adjustment to change the

employee's position status and contribution group and begin withholding contributions in the next report month.

Statutory Emergency: This report will alert you when the employee has reached the end of the emergency period allowed in statute. Make the appropriate adjustment to change the employee's position status and contribution group and begin withholding contributions in the next report month.

Statutory Interim: This report will alert you when the employee has reached the end of the interim period allowed in statute. Make the appropriate adjustment to change the employee's position status and contribution group and begin withholding contributions in the next report month.

For questions regarding this report, contact your KRS Employer Compliance and Education Representative.

Non-Participating Part-Time Status Report

The **Non-Participating Part-Time Status Report** contains two sections.

The first section provides a list of employees who have a position status of part-time, are being reported in a non-participating contribution group and worked over the statutory limit of hours in the month.

This listing is being provided each month to alert employers so that adjustments can be made; this may include adjusting the hours being worked, or the employer may make the appropriate changes to begin reporting the employee as regular full-time and remitting contributions.

The second section contains a list of employees who have a position status of part-time, are being reported in a non-participating contribution group, and who are eligible for KRS participation due to employment with another participating agency in the same retirement system.

Make the appropriate change to begin withholding contributions for the next report month, and make the appropriate changes to the employee's Contribution Group. Any applicable billings for member and employer contributions for employees in this listing will be generated and mailed to the respective parties.

For questions regarding this report, contact your KRS Employer Compliance and Education Representative.

Members Ineligible for Participation Due to Averaging Report

The **Members Ineligible for Participation Due to Averaging** report is produced by KRS following the fiscal and calendar year end averaging process. This report contains a listing of any employees who had contributions reported to KRS throughout the year, but who did not meet the definition of full-time as defined by KRS 61.510 (21) or KRS 78.510 (21). This

report is provided to the employer prior to issuing a refund of contributions through a credit invoice.

If any of the information reported for this employee was incorrect, submit the appropriate adjustments for that member on the next monthly report. KRS will wait thirty (30) days from the first notice, and if the member's service still does not average, KRS will issue a credit invoice to the employer for the appropriate member and employer contributions.

For questions regarding this report, contact your KRS Employer Compliance and Education Representative.

Chapter 5 - Other ESS Functionality

Download Member ID

The Download Member ID module in Employer Self Service (ESS) allows an employer to view and download the Member ID, SSN, Name, Participation Date and Contribution Group Category of their employees. The new Member ID will replace the use of employees' social security numbers for identification purposes; however, the reporting of social security numbers will remain necessary. This information allows employers to accurately deduct the correct contribution rates for their employees.

When a new member is reported to KRS, the member is assigned a unique identifier – the Member ID. Participating and non-participating employees will be assigned a Member ID with KRS. The Member ID will follow the person through the course of his or her active membership(s) and retirement.

Employers must obtain the Member ID and Contribution Group Category information from KRS to determine accurate reporting of a member's contribution. The Download Member ID module will allow employers to download their member data based on the following options:

- Retrieve Newly Created Members: Download Member ID/Contribution Group Category data by using the last date downloaded. Using this search criterion, the result set produced will be for all new members reported by the agency since the last time the agency downloaded the Member ID data.
- Retrieve Member by Date of Employment: Download Member ID/Contribution Group Category data by using an Employment Date entered by the user. Using this search criterion, the employer will enter an employment begin date; ESS will retrieve all members reported by the employer with an employment begin date greater than or equal to the date entered.
- Retrieve Member by Report Month: Download Member ID/Contribution Group Category data by using a specific report month/year entered by the user. Using this search criterion, the employer will enter a report month and year; ESS will retrieve all members included on the employer's report for the specified report month.
- Retrieve members by Social Security Number: Search for Member ID/Contribution Group Category data by entering the member's SSN. Using this search criterion, the employer will enter the SSN and receive the Member ID/Contribution Group Category of that member. Multiple Member IDs can be retrieved to build a file that the employer can download. This functionality is how agencies reported by the Personnel Cabinet will utilize the Download Member ID module.

Regardless of how the search for the Member ID/Contribution Group Category is performed, the result set may be downloaded into an ASCII flat file ([Member ID Download File Format](#)) via a secure web connection.

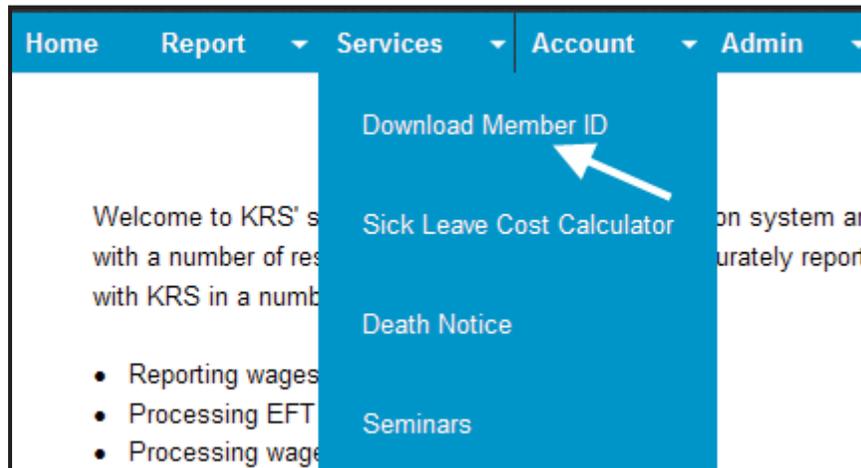
When searching for Member ID data, the following table lists the various results for contribution group categories and the corresponding amount of contributions owed for that category.

Message	Contributions Owed
w/o Health Insurance	Report the employee contributions (ex. 5% for nonhazardous and 8% for hazardous) without the additional 1% Health Insurance Contribution as well as the required employer contributions.
w/ Health Insurance	Report the appropriate employee contributions (ex. 5% for nonhazardous and 8% for hazardous) and the additional 1% Health Insurance Contribution as well as the required employer contributions.
Cash Balance	Report the appropriate employee contributions (ex. 5% for nonhazardous and 8% for hazardous) and the additional 1% Health Insurance Contribution as well as the required employer contributions.
Retired/Reemployed	Report only the required employer contributions (0% employee contributions).
The SSN entered is not found in the KRS system. Please double check your entry. If this is a new member being reported to KRS for the first time, then a member ID will be assigned to this individual once received and processed by KRS. Since this member does not currently exist in our system, the member should be reported in the Cash Balance Contribution Group.	If SSN was correct, then report the appropriate employee contributions (ex. 5% for nonhazardous and 8% for hazardous) and the additional 1% Health Insurance Contribution as well as the required employer contributions.

Retrieve Members By SSN

The 'Retrieve Members By SSN' option allows you to download only the Member ID of the SSN entered. This information allows employers to accurately deduct the correct contribution rate for the employees from the beginning of employment. The following steps describe how to download a Member ID using the 'Retrieve Members by SSN' functionality in Employer Self Service using the Download Member ID module.

Step 1 – After successfully signing into Employer Self Service (ESS), click Download Member ID located under the Services heading on the navigation menu at the top of the screen.



Employer Self Service will display the Download Member ID module which will default to show Newly Created Members in the Search By dropdown box.

Download Member ID

Please select search criteria and click **Show** to display Member ID information on screen. To download this information, please select the appropriate members and click **Add to List**. When finished adding members, click the **Download Members (X)** link to navigate to the download screen.

Search By:

- Newly Created Members
- Date of Employment
- Report Month
- SSN

Items Per Page:

[Select All](#) | [Select None](#) [Download Members \(6\) >](#)

There are no members matching the search criteria.

[Download Members \(6\) >](#)

Step 2 – Select SSN from the dropdown box. The following screen will display:

Download Member ID

Please select search criteria and click **Show** to display Member ID information on screen. To download this information, please select the appropriate members and click **Add to List**. When finished adding members, click the **Download Members (X)** link to navigate to the download screen.

Search By:

SSN: - -

Step 3 – Enter the employee’s SSN in the ‘SSN’ text box.

Step 4 - Click . ESS will display the following screen:

Errors returned, please check below.

Download Member ID -- Available Forms --

Please select search criteria and click **Show** to display Member ID information on screen. To download this information, please select the appropriate members and click **Add to List**. When finished adding members, click the **Download Members (X)** link to navigate to the download screen.

Search By:

SSN: - -

Contribution Group Description(s):

- **w/o Health Insurance** – Participation Date prior to 9/1/08. Owes Employee Contributions.
- **w/ Health Insurance** - Participation Date between 9/1/08 and 1/1/14. Owes Employee Contributions and Health Insurance Contributions.
- **Cash Balance** – Participation Date on or after 1/1/14. Owes Employee Contributions and Health Insurance Contributions.
- **Retired/Re-employed** – Retired from KRS and returning on or after 9/1/08. Employee does not owe contributions, but Employer Contributions are owed.

Select All | Select None Items Per Page: 25

Please correct the following:

- The SSN entered is not found in the KRS system. Please double check your entry. If this is a new member being reported to KRS for the first time, then a member ID will be assigned to this individual once received and processed by KRS. Since this member does not currently exist in our system, the member should be reported in the 'Cash Balance' Contribution Group.

Note: If you receive the following message: “The SSN entered is not found in the KRS system. Please double check your entry. If this is a new member being reported to KRS for the first time, then a member ID will be assigned to this individual once received and processed by KRS. Since this member does not currently exist in our system, the member should be reported in the ‘Cash Balance Contribution Group”, then please double check that the Social Security number entered was correct. If the SSN was correct, then report the appropriate employee contributions and the additional 1% Health Insurance Contribution, as well as the required employer contribution.

Step 5 – Repeat **Steps 3 and 4** to add additional Social Security numbers.

Step 6 - To select the employee(s) to download, click the indicator box next to the name. To Select All, click [Select All](#) . Once the employees have been selected, click [Add to List](#) .

Step 7 – To download the file of Member IDs to your computer, click [Download Members \(0\) >](#) .

Download Member ID

These are the members ready to download to file.

To remove a member from the list click [remove](#).

To continue searching for members to download click [Continue Searching](#).

[< Continue Searching](#) Items Per Page:

Member	Contribution Group	Participation Date	Downloaded
736441 HOWARD, ANNE XXX-XX-1234	w/o Health Insurance	03/15/2005	remove
736439 JOHNSON, JOSEPH XXX-XX-9123	w/ Health Insurance	12/01/2008	remove
736440 MARTIN, MARVIN XXX-XX-2223	w/o Health Insurance	12/01/1996	remove
736438 SMITH, JANE XXX-XX-7891	w/ Health Insurance	09/01/2008	remove
736443 STEVENS, AMY XXX-XX-3456	w/ Health Insurance	02/15/2010	remove
736442 THOMAS, BRETT XXX-XX-2345	Retired/Reemployed	01/01/2010	remove
736446 THOMPSON, BETTY XXX-XX-8912	w/ Health Insurance	09/01/2010	remove

[< Continue Searching](#) [Download to File](#)

Step 8 – To save the file on your computer, click [Download to File](#)

Note: If the employer reports for more than one entity, all member IDs for all employers will display and download in the file. The file will separate employees by employer code in the headers, footers, and detail portions.

Step 9 - If you would like to open the file, click [Open](#) . Otherwise, click [Save](#) .

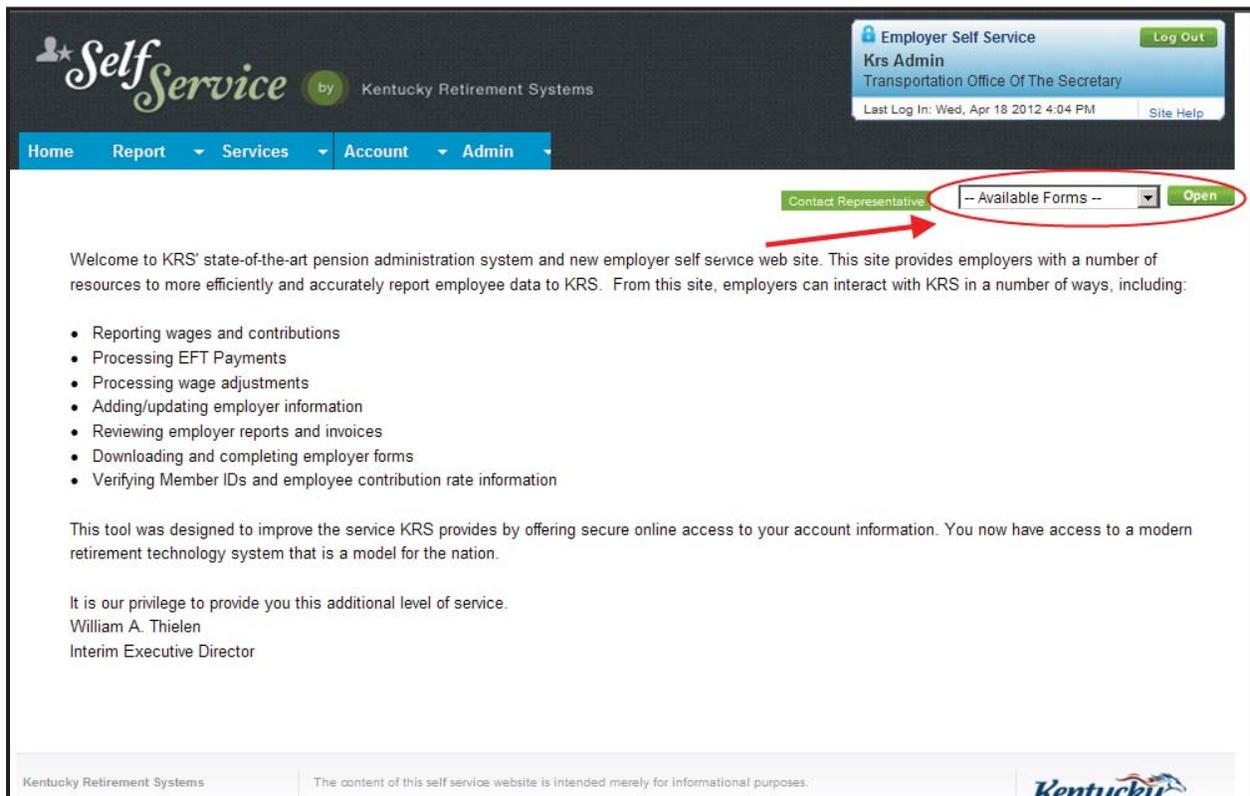
Step 10 – Save the file in your desired location (on your computer/network).

Available Forms

KRS is electronically capturing employment and wage information from the monthly detail report, which is validated at the time of reporting and posted to an employee's record. This will eliminate the use of several forms that KRS has historically had employers complete. However, there will still be times when forms need to be completed: for historical data, for statutorily required forms or in instances where a signature is required.

Many employer forms will be accessible from any screen on the Employer Self Service site by using the dropdown box located in the header. Forms regarding member information will require the Member ID. Member IDs may be retrieved by using the Download Member ID module.

Examples of the most commonly used forms and instructions on how to complete them are available in [Appendix A: Forms](#).



The screenshot displays the Employer Self Service website interface. At the top left, the logo reads "Self Service by Kentucky Retirement Systems". On the top right, a user information box shows "Employer Self Service", "Krs Admin", "Transportation Office Of The Secretary", and "Last Log In: Wed, Apr 18 2012 4:04 PM". Below the logo is a navigation bar with "Home", "Report", "Services", "Account", and "Admin". A "Contact Representative" link is visible. A dropdown menu is open, showing "-- Available Forms --" and an "Open" button. A red arrow points to the dropdown menu. The main content area contains a welcome message and a list of services:

- Reporting wages and contributions
- Processing EFT Payments
- Processing wage adjustments
- Adding/Updating employer information
- Reviewing employer reports and invoices
- Downloading and completing employer forms
- Verifying Member IDs and employee contribution rate information

Below the list, there is a message from William A. Thielen, Interim Executive Director. The footer includes "Kentucky Retirement Systems", a disclaimer, and the Kentucky state logo.

E-Forms

The most frequently used forms are available as electronic forms (e-forms). E-forms may be completed and securely submitted to KRS online. The e-forms that will be available to employers are:

- Form 4225, Verification of Past Employment
- Form 8030, Employer Job Description for Disability Applicants
- Form 2011, Hazardous Duty Certification H.P.-2
- Form 4150, Certification of Employment in a Hazardous Position
- Form 2023, Leave Without Pay Verification
- Form 2020, Advice of Personnel Action

Other Available Forms

All other forms located in Employer Self Service may be completed electronically but must be printed and then submitted to KRS by mail or fax. These forms include:

- Hazardous Packet (for employers who choose to provide hazardous duty coverage for employees- see Hazardous Duty section in the Membership section of this manual for more information. Includes Forms 7077, 7005, 7008, 7011, 7013, 7025, 7012 and 2011)
- Form 2012, Election or Rejection of Participation for City Officials
- Form 7071, Employer Self Service Employer Administrator Account Creation Request
- Form 7075, Employer Contact Information
- Form 7280, Employer Certification for Installment Purchase of Service

KRS may also send the employer forms not listed above to complete if necessary.

Sick Leave Cost Calculator

Employers who participate in the Standard Sick Leave Program with KRS can use the Sick Leave Cost Calculator module to estimate the employer's cost for a current or former employee's sick leave at retirement. Please remember, this just provides an estimate based on the data you enter. The actual cost of the sick leave will not be determined until after the employee retires.

The following steps describe how to calculate an estimate of the cost to purchase months of sick leave using the Sick Leave Cost Calculator module of Employer Self Service.

Step 1 – After successfully signing into the Employer Self Service site, click Sick Leave Cost Calculator located under the Services heading in the navigation menu at the top of the screen. *This menu option is only available for those employers participating in the Standard Sick Leave Program.*



Employer Self Service will display the Sick Leave Cost Calculator Screen.

Sick Leave Cost Calculator

Employers who participate in the Standard Sick Leave Program are responsible for purchasing months of service credit for an employee's accumulated sick leave when the employee retires.

To calculate an estimate of the liability for an individual's sick leave, please enter the information below and click **Calculate**.

SSN: * - -

Retirement Date: * Month Year

Sick Leave at Retirement: * hours

Scheduled Hours Per Day: * hours

Member Name: Member ID:

Participation Date: Birth Date:

Retirement Plan:

Factors In Agency Cost Calculation	Amount
Retirement Date	
Sick Leave Hours at Retirement	
Sick Leave Months at Retirement	
Scheduled Hours Per Day	
Age at Retirement (rounded to nearest year)	

Cost Calculation Results ¹	
Actuarial Factor	
Final Compensation	x
Sick Leave In Years <small>How are years calculated?</small>	x
Total Agency Cost	=

¹ This calculation is only an **estimate** and is based on estimated future earnings. Actual sick leave costs are based on service and salary at the time of retirement and may differ significantly from the estimate shown above. This estimate in no way guarantees the cost to your agency for an individual's sick leave.

If you have any questions or need additional information, please contact your [Employer Compliance and Education Representative](#)

Step 2 – Complete all fields and click .

Field Name	Description
SSN	Enter the employee's social security number.
Retirement Date	Enter the employee's expected retirement date. The date must be the first of a month.
Sick Leave At Retirement	Enter an estimate of the number of hours of sick leave the employee will have accrued at the time of retirement.
Sick Leave Accrual Rate	Enter the employee's sick leave accrual rate (the number of hours equal to a sick leave day), in hours, using up to two decimal places.

Employer Self Service will display the Sick Leave Cost Calculator Results, including the number of months of sick leave to be purchased by the employer, final compensation of the employee used in the calculation and the total cost to the employer.

For questions regarding the Sick Leave Cost Calculator, employers can email their Employer Compliance and Education Representative by clicking the link at the bottom of the screen.

Sick Leave Cost Calculator

Employers who participate in the Standard Sick Leave Program are responsible for purchasing months of service credit for an employee's accumulated sick leave when the employee retires.

To calculate an estimate of the liability for an individual's sick leave, please enter the information below and click **Calculate**.

SSN: - -

Retirement Date:

Sick Leave at Retirement: hours

Scheduled Hours Per Day: hours

Member Name: **ALFONSO SORIANO** Member ID: **712266**
 Participation Date: **1/1/1970** Birth Date: **1/1/1940**
 Retirement Plan: **KERS Non-Hazardous**

Factors in Agency Cost Calculation	Amount
Retirement Date	8/1/2010
Sick Leave Hours at Retirement	256.000
Sick Leave Months at Retirement	2
Scheduled Hours Per Day	8
Age at Retirement (rounded to nearest year)	71

Cost Calculation Results ¹	
Actuarial Factor	0.11443859
Final Compensation	x \$53,461.50
Sick Leave In Years How are years calculated?	x 0.126984
Total Agency Cost	= \$776.90

¹ This calculation is only an **estimate** and is based on estimated future earnings. Actual sick leave costs are based on service and salary at the time of retirement and may differ significantly from the estimate shown above. This estimate in no way guarantees the cost to your agency for an individual's sick leave.

If you have any questions or need additional information, please contact your [Employer Compliance and Education Representative](#).

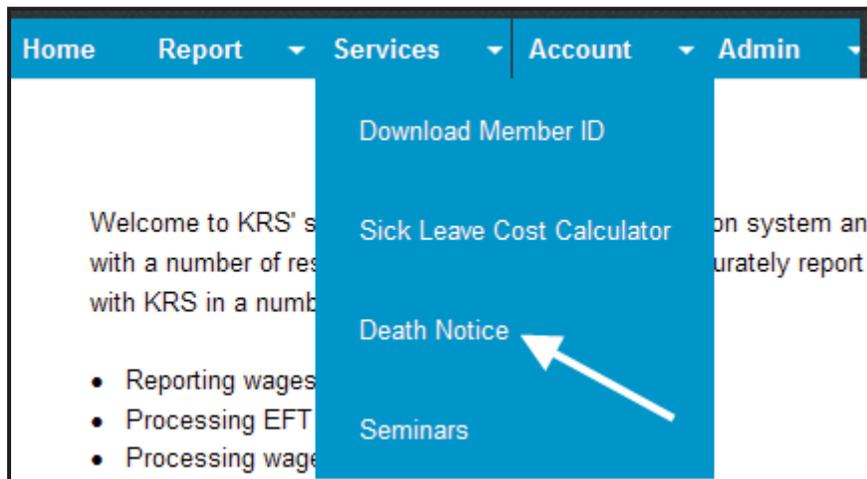
Note: Calculations produced using the sick leave cost calculator are estimates. The final cost for an employee's sick leave cannot be calculated until the time of the employee's retirement. This tool is intended to provide employers a method to calculate an estimate of sick leave cost for budgetary purposes. KRS will provide employers with a final bill for sick leave through the invoicing process following an employee's retirement.

Death Notice

The Death Notice screen allows employers to report the death of current or former employees directly to KRS. By reporting the death, the employer begins the process for KRS to determine if any death benefits are owed to the beneficiary of that member.

The following steps describe how to report an employee death to KRS using the Death Notice module of Employer Self Service.

- Step 1** – After successfully signing into the Employer Self Service site, click Death Notice located under the Services heading in the navigation menu at the top of the screen.



Employer Self Service will display the Death Notification Screen.

Death Notice

The Death Notice module allows the user to submit death information to Kentucky Retirement Systems electronically. Death information can only be submitted if the employee has worked for the logged in employer. The user must enter a valid SSN to retrieve the member information, complete the death notice information and then click **Submit**.

Death Notification

SSN: * - -

Member Name:

Date of Death: *

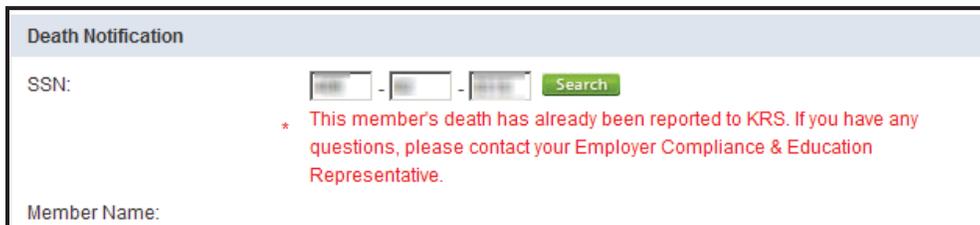
Deceased's Marital Status:

Comments:

i Please complete and mail KRS Form 6800 if the death occurred in the line of duty (ILOD).

Step 2 – Enter the employee’s SSN and click **Search**.

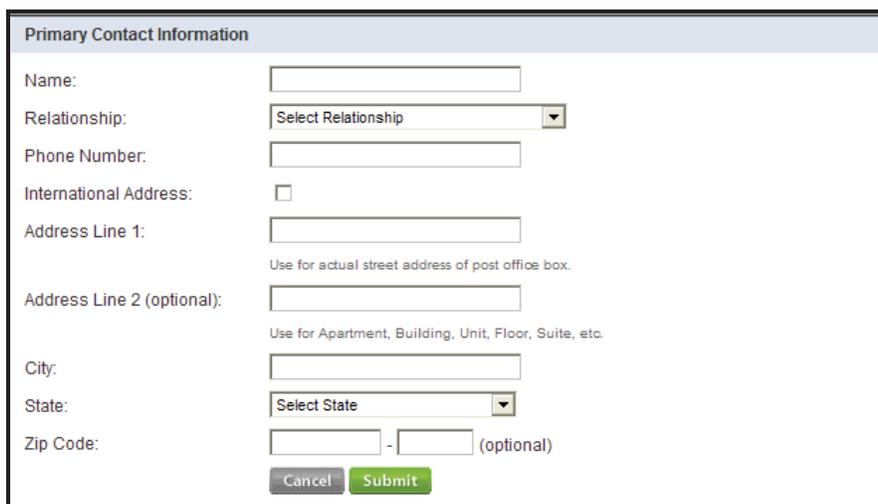
Employer Self Service will return the name of the employee. If a death notice has already been received for this employee, the following message will display.



The screenshot shows a form titled "Death Notification". At the top, there is a header "Death Notification". Below it, there is a section for "SSN:" with three input boxes for the digits and a "Search" button. A red asterisk message reads: "This member's death has already been reported to KRS. If you have any questions, please contact your Employer Compliance & Education Representative." Below the message is a "Member Name:" label.

Step 3 – Verify that the employee listed is correct and enter the Date of Death, Marital Status, and any comments.

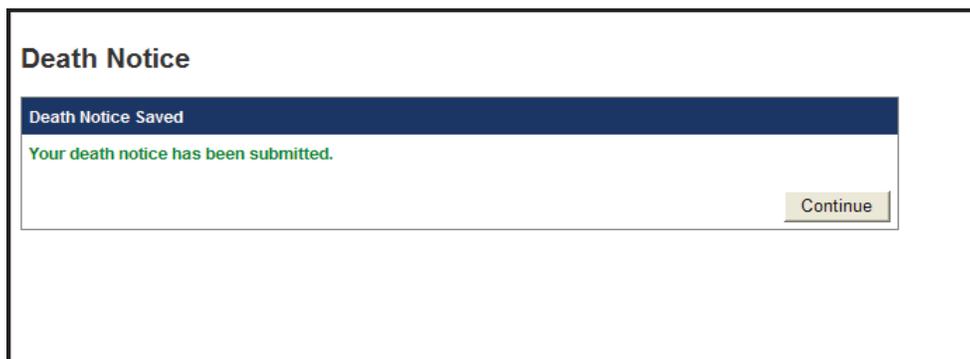
Note: If the death was In the Line of Duty, please complete the Form 6800, located in the Available Forms section at the top of the screen, and submit the form to KRS.



The screenshot shows a form titled "Primary Contact Information". It contains the following fields: "Name:" (text input), "Relationship:" (dropdown menu with "Select Relationship" selected), "Phone Number:" (text input), "International Address:" (checkbox), "Address Line 1:" (text input) with a note "Use for actual street address of post office box.", "Address Line 2 (optional):" (text input) with a note "Use for Apartment, Building, Unit, Floor, Suite, etc.", "City:" (text input), "State:" (dropdown menu with "Select State" selected), and "Zip Code:" (text input) with a note "(optional)". At the bottom are "Cancel" and "Submit" buttons.

Step 4 – If known, complete the requested primary contact information for this employee and click **Submit**. KRS will take the appropriate steps to contact the beneficiary on record for the deceased employee.

Employer Self-Service will display a confirmation screen.



The screenshot shows a confirmation screen titled "Death Notice". It features a dark blue header with the text "Death Notice Saved". Below the header, a green message states: "Your death notice has been submitted." At the bottom right, there is a "Continue" button.

Seminar Registration

The Seminar Registration screen allows employers to register for seminars via Employer Self Service. Employers are able to enroll multiple people for seminars conducted by KRS throughout the state.

The following steps describe how to register for a KRS seminar using the Seminar Registration module of Employer Self Service.

Step 1 – After successfully signing into the Employer Self Service site, click Seminars located under the Services heading in the navigation menu at the top of the screen.



Employer Self Service will automatically display all seminars scheduled within the next 15 days.

Seminars

Upcoming Dates:

Date Range: to

Date	Seminar	Time	Location	
JUN 11	Legislative Updates House Bill 1 100 seats available	8:00 AM - 12:00 PM	Lake Cumberland State Resort Park - website 5465 STATE PARK RD JAMESTOWN, KY 42629-7875	<input type="button" value="Register"/>

Note: To view seminars occurring outside of the next 15 days, select another range from the Upcoming Dates dropdown or by choosing the type of seminar from the Filter by dropdown. To view seminars for a specific date range, enter the dates and click .

Note: Clicking [website](#) will navigate you to the website of the facility holding the seminar.

Note: Clicking the address link will navigate you to a map of the location of the seminar.

Step 2 – Click  next to the seminar for which you would like to register.

Seminar Registration

Please select the number of attendees, provide a name and email address for each and click **Add Attendee**. When finished entering information for all attendees, click **Submit**.

Registration Information

Session: Legislative Updates
Topic: House Bill 1
Date: Wednesday, November 17 2010
Time: 9:00 AM - 12:00 PM
Location: Rupp Arena - [website](#)
[430 W. Vine St](#)
[Lexington, KY 40507](#)

Seats Available: 10
Number of Attendees: * (Select the number of attendees first, then add name & email)

Attendees

Name	E-mail	
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>	Add Attendee

No attendees have been added. Please provide names and e-mails for the people who will be attending this seminar.

Step 3 – Select the number of attendees who will be attending the seminar from your agency.

Registration Information

Session: Legislative Updates
Topic: House Bill 1
Date: Friday, June 11 2010
Time: 8:00 AM - 12:00 PM
Location: Lake Cumberland State Resort Park - [website](#)
[5465 STATE PARK RD](#)
[JAMESTOWN, KY 42629-7875](#)

Seats Available: 100
Number of Attendees: 

Step 4 – Enter the Name and E-mail address and click “Add Attendee” for each person who will be attending the seminar.

Attendees	
Name	E-mail
<input type="text" value="Sally Jones"/>	<input type="text" value="sjones@ky.gov"/> Add Attendee
1. John Smith (jsmith@ky.gov) remove	
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>

Step 5 – Click to complete the seminar registration. An email reminder will be sent to each registered participant 2 days prior to the scheduled session.

Note: If you need to cancel the registration for the seminar, you are able to do so by clicking [Cancel Registration](#) on the main Seminar Registration page.

Appendix A: Forms and Examples

E-Forms

[Form 2020, Advice of Personnel Action](#)

[Form 2023, Leave Without Pay Verification](#)

[Form 4225, Verification of Past Employment](#)

[Form 4150, Certification of Employment in a Hazardous Position](#)

[Form 8030, Employer Job Description](#)

[Form 2011, Hazardous Duty Certification H.P.-2](#)

Other Forms

[Form 2001, Membership Information](#)

[Form 2035, Beneficiary Designation](#)

[Form 2012, Election or Rejection of Participation for Mayors and Members of City Legislative Bodies \(available in ESS\)](#)

[Form 2110, Retirement System Determination - County Attorney Employees \(available in ESS\)](#)

[Form 6000, Notification of Retirement](#)

[Form 6480, Employer Request for Pre-Determination of Bona Fide Promotion or Career Advancement \(available in ESS\)](#)

[Form 6500, Sick Leave Authorization – Standard Program](#)

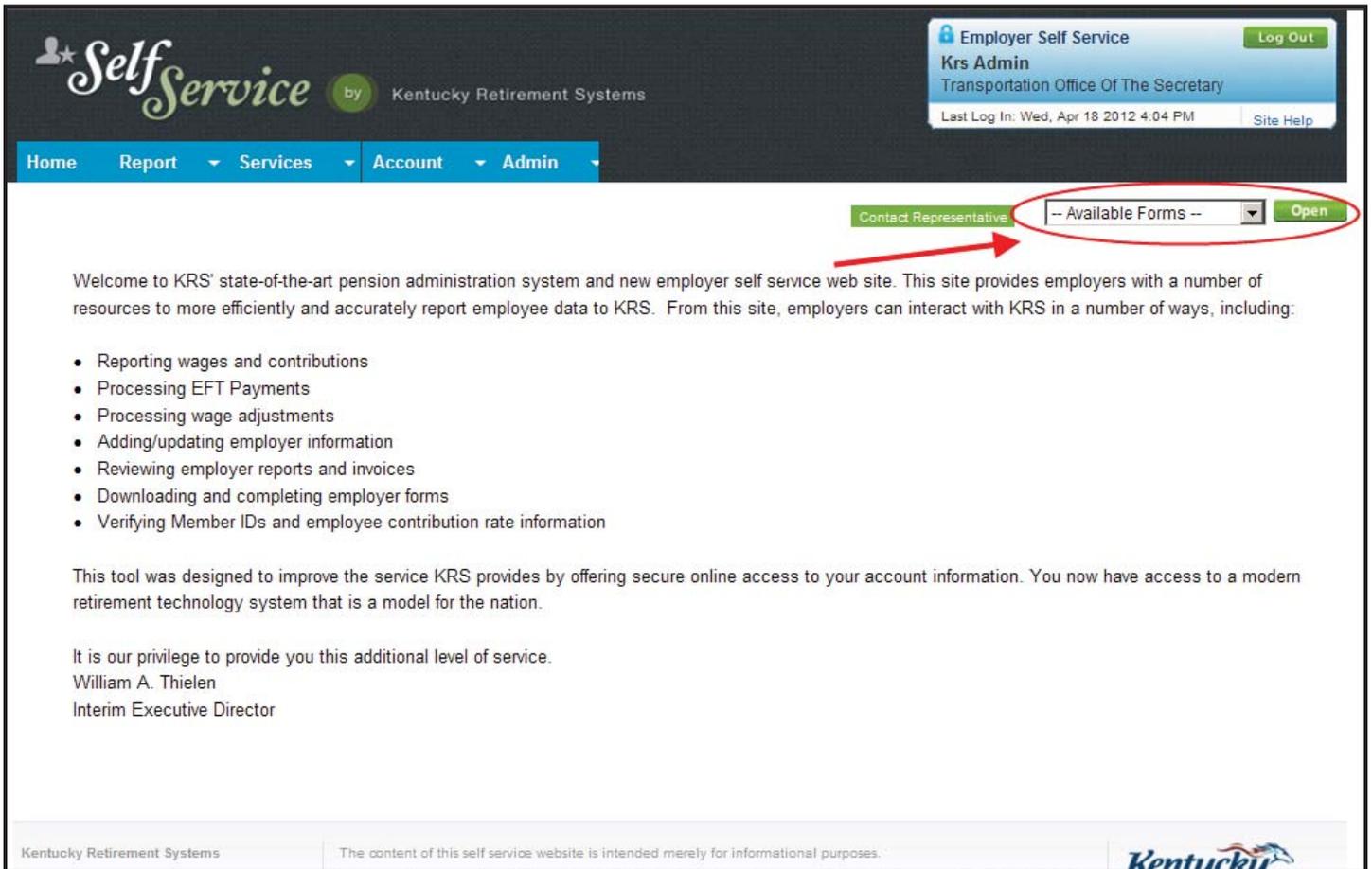
[Form 6501, Sick Leave Authorization – Alternate Program](#)

[Form 6751, Member and Employer Certification Regarding Reemployment](#)

[Form 7071, Employer Self Service Employer Administrator Account Creation Request \(available in ESS\)](#)

[Form 7280, Employer Certification for Installment Purchase of Service \(available in ESS\)](#)

After successfully signing into the Employer Self Service site, select the desired form from the dropdown list of available forms and click  .



Self Service by Kentucky Retirement Systems

Employer Self Service [Log Out](#)
Krs Admin
Transportation Office Of The Secretary
Last Log In: Wed, Apr 18 2012 4:04 PM [Site Help](#)

Home Report Services Account Admin

Contact Representative -- Available Forms -- [Open](#)

Welcome to KRS' state-of-the-art pension administration system and new employer self service web site. This site provides employers with a number of resources to more efficiently and accurately report employee data to KRS. From this site, employers can interact with KRS in a number of ways, including:

- Reporting wages and contributions
- Processing EFT Payments
- Processing wage adjustments
- Adding/updating employer information
- Reviewing employer reports and invoices
- Downloading and completing employer forms
- Verifying Member IDs and employee contribution rate information

This tool was designed to improve the service KRS provides by offering secure online access to your account information. You now have access to a modern retirement technology system that is a model for the nation.

It is our privilege to provide you this additional level of service.
William A. Thielen
Interim Executive Director

Kentucky Retirement Systems The content of this self service website is intended merely for informational purposes. 

Form 2020, Advice of Personnel Action

This form will be required to document an Employment Begin Date, Eligibility Date, or Employment End Date for an employee who is not currently reported on the monthly detail report. KRS will call the employer or send a letter when the Advice of Personnel Action is required for a member.

	Kentucky Retirement Systems Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov	
Enter PIN: <input type="text"/>	<input type="button" value="Submit Form"/>	Form 2020 Revised 05/2010
Advice of Personnel Action		
Member Information		
Member Name: <input type="text"/>	Member ID: <input type="text"/>	
Employment Begin Date: <input type="text"/>		
The Employment Begin Date represents the date the member's employment began with your agency.		
Eligibility Date: <input type="text"/>		
The Eligibility Date represents the date the member became eligible to contribute to KRS.		
Employment End Date: <input type="text"/>		
The Employment End Date represents the date the member terminated employment.		
Employer Information		
Employer Name: CITY OF SOMEWHERE		
Employer Code: A123	Phone Number: <input type="text"/>	
Signature of Agency or Authorized Official: _____		Date: <input type="text"/>
Title: <input type="text"/>		
Please provide any comments below.		
<input type="text"/>		

Step 1 - Complete fields for requested information.

Field Name	Description
Member Name	Member's name on record with KRS.
Member ID	Unique identifier assigned by KRS for each member.
Employment Begin Date	Date the member's employment began with the employer – regardless of position status. Include the month, day and year.
Eligibility Date	Date the member became eligible to contribute to KRS based on position status. Include the month, day and year.
Employment End Date	Date the member terminated employment with the employer. Include the month, day and year.
Employer Name	Name of the employing agency, not just an agency department.
Employer Code	4 or 5-digit unique employer code assigned by KRS to each employer.
Phone Number	Phone number where the person verifying the information may be reached in case of questions.
Signature	Signature of person verifying the requested information- only to be completed if the form is printed and sent to KRS by mail or fax.
Date	Date the form is completed.
Title	Job title of person verifying the requested information.
Comments	Additional information should be included here, if deemed necessary.
Enter PIN	4-digit employer PIN assigned to the employer contact- used as a digital signature as well as a security measure when forms are completed and submitted online.

Step 2 - Enter your employer PIN.

Kentucky Retirement Systems
 Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124
 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov

Enter PIN:

Form 2020
Revised 05/2010

Advice of Personnel Action

Step 3 – When the requested fields are completed, press the button.

Step 4 - You will receive confirmation that the form has been submitted.

Form 2023, Leave Without Pay Verification

The Form 2023, Leave Without Pay Verification, will need to be completed when an employee begins a period of leave without pay and/or ends a period of leave without pay. In the monthly packet, the employer will receive a Leave without Pay report listing those employees who were reported on the previous month's report with a payment reason of Leave Without Pay. The Form 2023 should be completed for each employee listed on that report.

	Kentucky Retirement Systems Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov	
Enter PIN: <input type="text"/>	<input type="button" value="Submit Form"/>	Form 2023 Revised 03/2010
Leave Without Pay Verification		
Member Information		
Member Name: <input type="text"/>	Member ID: <input type="text"/>	
Dates of Leave		
Leave Without Pay Begin Date: <input type="text"/>		
Leave Without Pay End Date: <input type="text"/>		
Type of Leave		
<input type="checkbox"/> Military Leave		
<input type="checkbox"/> Approved Sick Leave Without Pay		
<input type="checkbox"/> Family and Medical Leave Act (FMLA)		
<input type="checkbox"/> Maternity Leave		
<input type="checkbox"/> Educational Leave		
<input type="checkbox"/> Other (please specify) <input type="text"/>		
Employer Information		
Employer Name: CITY OF SOMEWHERE		
Employer Code: A123	Phone Number: <input type="text"/>	
Signature of Agency or Authorized Official: <input type="text"/>		
Title: <input type="text"/>		
Date: <input type="text"/>		

Step 1 - Complete fields for requested information.

Field Name	Description
Member Name	List the member's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Leave without Pay Begin Date	Date the member's period of leave without pay began- include month, day and year.
Leave Without Pay End Date	Date the member's period of leave without pay ended- include month, day and year.
Type of Leave	Select the type of leave without pay the employee is utilizing.
Employer Name	Name of the employing agency, not just an agency department.
Employer Code	4 or 5-digit unique employer code assigned by KRS to each employer.
Phone Number	Phone number where the person verifying the information may be reached in case of questions.
Signature	Signature of person verifying the requested information- only to be completed if the form is printed and sent to KRS by mail or fax.
Date	Date the form is completed.
Title	Job title of person verifying the requested information.
Enter PIN	4-digit employer PIN assigned to the employer contact- used as a digital signature as well as a security measure when forms are completed and submitted online.

Step 2 - Enter your employer PIN.

Kentucky Retirement Systems
 Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124
 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov

Enter PIN:

Form 2023
Revised 03/2010

Leave Without Pay Verification

Step 3 – When the requested fields are completed, press the button.

Step 4 - You will receive confirmation that the form has been submitted.

Form 4225, Verification of Past Employment

While all service and wage information is now being reported monthly through the contribution detail record, an employee's past service with an employer may still need to be verified for service purchases or service\wage audits. In these scenarios, the employer will use the Form 4225 to verify the period of employment or leave.

	Kentucky Retirement Systems Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov	
Enter PIN: <input type="text"/>	<input type="button" value="Submit Form"/>	Form 4225 Revised 11/2010
Verification of Past Employment		
Member Information		
Member Name: <input type="text"/>	Member ID: <input type="text"/>	
Address: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/> Zip Code: <input type="text"/>
Home Phone: <input type="text"/>	Work Phone: <input type="text"/>	
Name of Employer Verifying Employment: <input type="text"/>		
Dates of Past Employment: <input type="text"/>		
Employer Instructions: Please accurately complete all items on the remainder of this form.		
<p>The above member has contacted our office regarding employment with your agency. Your assistance is needed before we can give the member the requested information. If a member purchases service based on this information and it is found at a later date that the information was incorrect, the retirement office will correct any errors and reduce the member's service and benefits, if necessary.</p> <p>Your prompt reply is requested since the member's cost may increase each month. If you cannot provide information for all columns on page 2 or 3, please provide an explanation.</p> <p>Please note the following:</p> <ul style="list-style-type: none">• Classified employees of school boards must average eighty (80) or more hours of work per month over a calendar or fiscal year. All other service eligible to be purchased must average one hundred (100) or more hours of work per month over a calendar or fiscal year.• If the member was on an approved leave of absence, please specify the beginning and ending dates of leave as well as the type of leave (e.g., maternity leave, sick leave without pay, military leave, etc.). <p>If you have questions concerning the completion of this form, please contact our office at (502) 696-8800 or 1-800-928-4646.</p>		
Retirement Coverage		
Please answer the following questions about the member's past employment, then verify this service on the next page.		
1. Did the member participate in an agency sponsored pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. If the answer to question 1 is yes, was it a: <input type="checkbox"/> Defined Benefit Plan <input type="checkbox"/> Defined Contribution Plan		
3. Did member take a refund from the plan upon termination? <input type="checkbox"/> Yes <input type="checkbox"/> No		
When all sections have been completed, please return this form to: Kentucky Retirement Systems Perimeter Park West 1260 Louisville Road Frankfort, KY 40601-6124		

Past Employment Service

Member Name: Member ID: Employer:

Fiscal Year (Mo/Day/Yr) Show breaks in service		No. of Months Worked	School Board Use Only		Hours Worked Per Day	Hourly Wage	Actual Wages Earned for Year
Begin Date	End Date		Contract Days	No. of Actual Days Worked			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Title: <input type="text"/>				Position Status: <input type="text"/>			
Notes <input type="text"/>							

Fiscal Year (Mo/Day/Yr) Show breaks in service		No. of Months Worked	School Board Use Only		Hours Worked Per Day	Hourly Wage	Actual Wages Earned for Year
Begin Date	End Date		Contract Days	No. of Actual Days Worked			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Title: <input type="text"/>				Position Status: <input type="text"/>			
Notes <input type="text"/>							

Fiscal Year (Mo/Day/Yr) Show breaks in service		No. of Months Worked	School Board Use Only		Hours Worked Per Day	Hourly Wage	Actual Wages Earned for Year
Begin Date	End Date		Contract Days	No. of Actual Days Worked			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Title: <input type="text"/>				Position Status: <input type="text"/>			
Notes <input type="text"/>							

Fiscal Year (Mo/Day/Yr) Show breaks in service		No. of Months Worked	School Board Use Only		Hours Worked Per Day	Hourly Wage	Actual Wages Earned for Year
Begin Date	End Date		Contract Days	No. of Actual Days Worked			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Title: <input type="text"/>				Position Status: <input type="text"/>			
Notes <input type="text"/>							

Fiscal Year (Mo/Day/Yr) Show breaks in service		No. of Months Worked	School Board Use Only		Hours Worked Per Day	Hourly Wage	Actual Wages Earned for Year
Begin Date	End Date		Contract Days	No. of Actual Days Worked			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position Title: <input type="text"/>				Position Status: <input type="text"/>			
Notes <input type="text"/>							

Certification

By entering my PIN above, I acknowledge that I have full knowledge of the penalty in KRS 523.100 related to falsification of records and the information provided is true and accurate.

Agency Head or Authorized Agent: Date:

Title: Daytime Phone:

Step 1 - Complete fields for requested information.

Field Name	Description
Member Name	Member's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Address	Street address or PO Box at which the employee receives mail.
City	City
State	State
Zip Code	Zip Code
Home Phone	Home phone number of employee.
Work Phone	Work Phone number where employee may be reached during business hours.
Name of Employer Verifying Employment	Name of the employing agency, not just an agency department.
Dates of Past Employment	Time period being verified on form.
Retirement Coverage	Answer the three questions regarding participation in pension plans <i>other than KRS</i> .
Fiscal Year Begin Date	First date worked in the fiscal year being verified. List each fiscal year the employee worked separately. Remember that the KRS fiscal year is from July to June. If an employee has a break in employment, please indicate the break in service as a separate line entry and the reason for the break in the notes section on the Form 4225.
Fiscal Year End Date	Last date worked in the fiscal year being verified. List each fiscal year the employee worked separately. Remember that the KRS fiscal year is from July to June. If an employee has a break in employment, please indicate the break in service as a separate line entry and the reason for the break in the notes section on the Form 4225.
No. of Months Worked	Number of months worked in that fiscal year. Months should be rounded up to the next whole number. For example, if an employee worked 11 months and 10 days, list 12 months.
Contract Days	Number of days the employee was contracted to work during the school year (For use by School Board Employers only).

Field Name	Description
No. of Actual Days Worked	List the number of days the employee actually worked during the school year (For use by School Board Employers only).
Hours Worked per Day	Employee's scheduled hours per day, during that time period, based on a five-day work week, prior to any adjustments for flexible or alternate work schedules.
Hourly Wage	Calculate the employee's rate of pay as an hourly amount and list it in this field.
Actual Wages Earned for Year	Employee's wages earned <i>in the fiscal year</i> , not the calendar year.
Position Title	Employee's position title held during the verified time period.
Position Status	Select the employee's position status during the verified time period from the dropdown list (if e-form) or write it in (if paper form). See the Membership section and/or Appendix B in this manual for more information regarding position status.
Notes	Include other pertinent information.
Daytime Phone	Phone number where the person verifying the information may be reached in case of questions.
Signature	Signature of person verifying the requested information- only to be completed if the form is printed and sent to KRS by mail or fax.
Date	Date the form is completed.
Title	Job title of person verifying the requested information.
Enter PIN	4-digit employer PIN assigned to the employer contact- used as a digital signature as well as a security measure when forms are completed and submitted online.

Step 2 - Enter your employer PIN.

Kentucky Retirement Systems
 Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124
 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov

Enter PIN:

Form 4225
Revised 05/2010

Verification of Past Employment

Step 3 – When the requested fields are completed, press the  button.

Step 4 - You will receive confirmation that the form has been submitted.

Form 4150, Certification of Employment in a Hazardous Position

The Form 4150, Certification of Employment in a Hazardous Position, verifies that an employee worked in a position now approved as hazardous. This verification is used to determine an employee's eligibility to convert nonhazardous service to hazardous, as well as to verify whether a retiring employee is eligible for increased health insurance benefits based on legislation effective January 1, 1998.



Kentucky Retirement Systems
 Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124
 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov



Form 4150
Revised 03/2010

Enter PIN:

Certification of Employment - Hazardous Position

Member Information

Member Name: <input style="width: 80%;" type="text"/>		Member ID: <input style="width: 20%;" type="text"/>	
Address: <input style="width: 60%;" type="text"/>	City: <input style="width: 20%;" type="text"/>	State: <input style="width: 10%;" type="text"/>	Zip Code: <input style="width: 10%;" type="text"/>
Work Phone: <input style="width: 40%;" type="text"/>	Home Phone: <input style="width: 60%;" type="text"/>		

Employer Certification: To be completed by the personnel administrator of the agency where the member was employed in a hazardous position.

List below the effective dates of employment in a hazardous position. Please indicate both beginning and ending dates or note "to present" if member is currently classified as hazardous. Please certify hazardous position employment prior to the date the agency adopted hazardous coverage.

Employer	Job Title	Employment Dates	
		From	To

I certify that the above is an accurate record of this employee's employment in a hazardous position.

Personnel Administrator Name: Phone Number:

Personnel Administrator Signature: _____ Date:

When both sections have been completed, please return this form to Kentucky Retirement Systems at
1260 Louisville Road, Frankfort, KY 40601.

Step 1 - Complete fields for requested information.

Field Name	Description
Member Name	Member's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Address	Street address or PO Box at which the employee receives mail.
City	City
State	State
Zip Code	Zip Code
Home Phone	Home phone number of employee.
Work Phone	Work Phone number where employee may be reached during business hours.
Employer	Name of the employing agency, not just an agency department.
Job Title	Employee's position title held during the verified time period.
Employment Dates- From	First date worked in the position being verified.
Employment Dates- To	Last date worked in the position being verified. If employee is currently in the position, indicate "to present".
Personnel Administrator Name	Printed name of person verifying the requested information.
Personnel administrator Signature	Signature of person verifying the requested information- only to be completed if the form is printed and sent to KRS by mail or fax.
Date	Date the form is completed.
Phone Number	Phone number where the verifier may be reached during business hours.
Enter PIN	4-digit employer PIN assigned to the employer contact- used as a digital signature as well as a security measure when forms are completed and submitted online.

Step 2 - Enter your employer PIN.

Kentucky Retirement Systems
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Enter PIN:

Form 4150
Revised 03/2010

Certification of Employment - Hazardous Position

Step 3 – When the requested fields are completed, press the button.

Step 4 - You will receive confirmation that the form has been submitted.

Form 8030, Employer Job Description

When a member files for disability retirement, [KRS 61.665\(2\)\(a\)](#) requires a complete description of the employee's job duties and requirements and any request made by the employee for reasonable accommodations as provided for in 42 U.S.C. sec. 12111(9) and 29 C.F.R. Part 1630 through the American with Disabilities Act (ADA). The employer provides this information by completing the Form 8030, Employer Job Description, listing and describing the duties performed by the employee as of the last day of paid employment. Also, please provide a complete copy of any and all documents in the member's personnel file.

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	<input type="button" value="Print Form"/>
<hr/>	
Employer Instructions for Member Filing for Disability	Revised 05/2007
IMPORTANT: Failure to return the required information within 5 business days may cause a delay in the member's monthly benefit and health insurance.	
<p>The member listed on the enclosed Form 8030, Employer Job Description, has applied for disability retirement through Kentucky Retirement Systems.</p> <p>KRS 61.665(2)(a) requires a complete description of the member's job duties and requirements and any request made by the employee for reasonable accommodation as provided for in 42 U.S.C. sec. 12111(9) and 29 C.F.R. Part 1630 through the American with Disabilities Act (ADA).</p> <p>Examples of reasonable accommodations may include:</p> <ul style="list-style-type: none">• Making existing facilities accessible to individuals with disabilities• Job restructuring• Part-time or modified work schedules• Reassignment to a vacant position• Retraining• Purchase of assistive equipment <p>If the individual has terminated employment with your agency or did not request accommodations, you should outline what accommodations were made or could have been made on the enclosed Form 8030.</p> <p><u>Additionally, you should provide a complete copy of any and all documents in the member's personnel file, including but not limited to employee evaluations, report of injuries or accidents, and all other employment records.</u></p>	



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Enter PIN:

Form 8030
Revised 07/2004

Employer Job Description

Employee Information

Employee Name:

Member ID:

Job Title:

Agency: CITY OF SOMEWHERE

Job Description

Describe the employee's job duties performed as of the last day worked:

Total hours in a workday.

Sitting hours in a day.

Standing/walking hours in a day.

Does the employee have the ability to alternate between sitting and standing/walking? Yes No

Physical effort required: (check appropriate boxes)	Never	Seldom/ Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Handle/Finger/Feel:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/Push/Pull:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Crouch:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb/Balance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift/Carry (frequency):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Up to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Over 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Identify the items or tools the employee was required to lift and/or carry in performing the essential job duties (include the weight, distance, and frequency of the lifting and/or carrying):

Identify the heaviest item and weight lifted on a frequent basis (1/3 to 2/3 of workday):

Identify the heaviest item and weight lifted without assistance:

Please identify any physical effort requirements for the employee to perform his or her job duties as of the last day worked. (Check appropriate boxes)

- The employee was required to handle, grab, or grasp items or tools. (file, ledger, hammer, wrench, pot/pan, mop/bucket)
- The employee was required to finger, feel, or sort items or tools. (computer keyboard, typewriter, calculator, pen/pencil)
- The employee was required to use machinery that used hand and/or foot controls. (backhoe, school bus)
- The employee was required to use vibratory equipment, machinery, or tools. (jackhammer, floor buffer, lawnmower)
- The employee was required to reach overhead, and in all other directions.
- The employee was required to use stairs or ramps.
- The employee was required to use ladders or scaffolding.
- The employee was exposed to environmental elements such as extreme heat, extreme cold, or extreme wetness/dampness.
- The employee was exposed to excessive noise, fumes, odors, gases, or dust.

Please make any remarks concerning the physical effort requirements for the employee to perform his or her job duties as of the last day worked:

Accommodations: Examples of reasonable accommodations may include making existing facilities accessible to individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, retraining, or purchase of assistive equipment. If the individual has terminated employment with your agency or did not request accommodations, you should outline what accommodations were made or could have been made.

Did the employee request accommodations, assistance, or help to perform the essential job duties? Yes No

IF YES, please attach a copy of the request. Please attach any written response by the agency to the employee for request for accommodations. Please attach a statement describing the accommodations, assistance, or help that was offered or attempted to allow the employee to perform the essential job duties.

IF NO, please attach a statement describing the accommodations, assistance, or help that was reasonably available to allow the employee to perform the essential job duties.

Did the employee have any machines, tools, or equipment available to assist in performing job duties, such as a handcart, desk mover, special chair, headphones, keyboard, tape recorder, or other? _____

Did the employee have assistance available from co-workers? _____

Additional Remarks: _____

Attach additional pages if necessary.

Personnel Issues: You should provide a complete copy of any and all documents in the member's personnel file, including but not limited to, employee evaluations, report of injuries or accidents and all other employment records.

Was the employee injured on the job? Yes No If YES, please attach a copy of the incident report.

Is the employee currently receiving Workers' Compensation benefits? Yes No

If YES, please provide the Workers' Compensation insurance carrier name and address assisting with this claim.

Insurance Carrier Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Please indicate the employee's current personnel status:

Termination Sick Leave Without Pay Still on Payroll Other _____

If the employee has terminated or is utilizing a leave without pay status, please provide date or attach a copy of the personnel form: _____

If the employee is not still on the payroll, please verify the last day of paid employment: _____

Supervisor Name: _____ Title: _____

Address/Phone: _____

IMPORTANT: FAILURE TO RETURN THE REQUIRED INFORMATION WITHIN 5 BUSINESS DAYS MAY CAUSE A DELAY IN THE MEMBER'S MONTHLY BENEFIT AND HEALTH INSURANCE.

The member listed on Form 8030, Employer Job Description, has applied for disability retirement through Kentucky Retirement Systems. KRS 61.665(2)(a) requires a complete job description of the member's job duties and requirements and any request made by the employee for reasonable accommodation as provided for in 42 U.S.C. sec. 12111(9) and 29 C.F.R. Part 1630 through the American with Disabilities Act (ADA).

Certification

I hereby certify that the above information is correct and accurately describes the job duties that the employee had as of the last day worked. I understand that the Kentucky Retirement Systems or the employee may request that I testify at an administrative hearing as to the matters described herein.

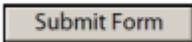
Agency Representative Signature: _____ Date: _____

Return your completed form to: Kentucky Retirement Systems, 1260 Louisville Road, Frankfort, Kentucky, 40601

Step 1 - Complete fields for requested information.

Field Name	Description
Member Name	Member's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Job Title	Employee's position title held
Agency	Name of the employing agency, not just an agency department.
Job Description	Provide information regarding the duties required in an employee's position.
Accommodations	Provide information regarding an employee's request for reasonable accommodations.
Personnel Issues	Provide information regarding an employee's personnel record.
Agency Representative Signature	Signature of person verifying the requested information- only to be completed if the form is printed and sent to KRS by mail or fax.
Date	Date the form is completed.
Enter PIN	4-digit employer PIN assigned to the employer contact- used as a digital signature as well as a security measure when forms are completed and submitted online.

Step 2 - Enter your employer PIN.

Step 3 – When the requested fields are completed, press the  button.

Step 4 - You will receive confirmation that the form has been submitted.

Form 2011, Hazardous Duty Certification H.P.-2

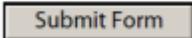
Every time an employee begins a new hazardous position, the Form 2011, Hazardous Duty Certification H.P.-2 must be completed. This form should be completed upon initial hire of the employee and each time the employee changes job position. This form certifies the effective date the employee began working in the position, the position to which the employee is assigned and the date the employee had a physical examination as required by [KRS 61.592\(5\)](#). This statute also requires that a copy of the physical examination be retained on file by the employer. KRS requests that a copy of the physical examination also be provided to KRS.

	Kentucky Retirement Systems Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov		Form 2011 Revised 12/2010
Hazardous Duty Certification H.P.-2			
Member Information			
Member Name:		Member ID:	Age:
Title of Position:			
Effective Date of Coverage:			
Hazardous Employment and Physical Examination Certification			
<p>WHEREAS , the Governing Body of the Department or Agency indicated below is aware of the laws and provisions established under KRS 61.592 providing hazardous position coverage under the Kentucky Retirement Systems;</p> <p>WHEREAS , the Board of Trustees of the Kentucky Retirement Systems has approved hazardous retirement coverage for the positions certified to it by this agency;</p> <p>NOW THEREFORE , the Department or Agency Head certifies that the above employee is now working regularly full-time in a hazardous position as defined in KRS 61.592 and further states that the employee received a physical examination on _____ as a requirement for employment in this position. Date of physical examination must be within 12 months of the member's effective date of hazardous position coverage. KRS requests a copy of the physical examination record accompany this form.</p> <p>The Agency is cognizant of the fact that if there is any change in the work assignment or classification of the above individual, a new Form H.P.-2 shall be submitted. Additionally, if the change would result in duties that no longer could be classified as hazardous, the individual is to be transferred from hazardous retirement coverage to non-hazardous coverage.</p>			
Employer: _____		Date: 1/6/2011 _____	
Agency Head or Authorized Agent: _____		Date: _____	

Step 1 - Complete fields for requested information.

Field Name	Description
Member Name	Member's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Age	Member's age rounded to the nearest whole number.
Title of Position	Employee's position title.
Effective Date of Coverage	Date the employee is first employed in this position.
KRS Participation Date	Date the employee first began participation with KRS.
Date of Physical Examination	Date the employee received a physical examination.
Employer	Name of the employing agency, not just an agency department.
Agency Head or Authorized Agent	Signature of person verifying the requested information- only to be completed if the form is printed and sent to KRS by mail or fax.
Date	Date the form is completed.
Enter PIN	4-digit employer PIN assigned to the employer contact- used as a digital signature as well as a security measure when forms are completed and submitted online.

Step 2 - Enter your employer PIN.

Step 3 - When the requested fields are completed, press the  button.

Step 4 - You will receive confirmation that the form has been submitted.

Form 2001, Membership Information

In the past, KRS asked reporting officials to have new employees complete the Form 2001, Membership Information. This form is still required by [KRS 61.526](#) and [105 KAR 1:170\(2\)](#); however, KRS will send this form to the member in a new member packet. The employee will need to sign and return the form to KRS. The employer no longer needs to have the employee complete this form.

Form 2035, Beneficiary Designation

The Form 2035, Beneficiary Designation should be provided by the employer to all employees upon initial hire.

The Form 2035 establishes a principal beneficiary and a contingent beneficiary for an employee's account in the event the employee dies before retiring. The principal beneficiary will receive benefits in the event of the employee's death. The contingent beneficiary will receive benefits in the event of the employee's death ONLY if all of the named principal beneficiaries are deceased.

A beneficiary may be one or more individuals, the member's estate, or trust. An employee cannot name a religious or charitable organization to be the beneficiary. Employees should periodically review their designated beneficiaries and make any necessary changes to keep their retirement accounts up to date. In order to change beneficiaries, the employee must complete and file a new Form 2035 with KRS. KRS may only honor the last Form 2035 that was filed with the retirement office. ***For this reason, do not hold change of beneficiary forms in your agency's employee personnel files.***

**Kentucky Retirement Systems**Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124
Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov**Form 2035**
Revised 05/2010**Beneficiary Designation****Member Information** Please provide your Member ID or Social Security Number in the Member ID box below.

Member Name:		Member ID:	
Address:	City:	State:	Zip Code:

Notice: This form is not valid unless it is completed correctly and received in the retirement office prior to the member's death.

The member and a witness must sign this form or it will not be accepted. You may name one or more individuals, your estate, or a trust as principal or contingent beneficiary of your retirement account. If you wish to name more than four individuals as principal or contingent beneficiaries, please contact our office. Your beneficiary designation may be changed at any time prior to retirement by filing a new Form 2035.

Principal Beneficiary Section: Please select one of the beneficiary types below by checking the appropriate box. The principal beneficiary will receive benefits in the event of your death. **Person**

You cannot name yourself as principal beneficiary. You also cannot name the same person as both principal and contingent beneficiary. If you name a single individual as beneficiary, that individual may be eligible for a lifetime benefit upon your death, depending on your total service credit. If you name multiple individuals, your estate or a trust, no lifetime benefit is available. If you name more than one individual as principal beneficiary you may indicate the percentage each beneficiary is to receive. Percentages for the principal beneficiary section should total but not exceed 100%. If you do not indicate percentages, disbursement of payment will be divided equally among living principal beneficiaries, or if all principal beneficiaries have died, among all living contingent beneficiaries, as provided in KRS 61.542.

1 Name: _____ %: _____	2 Name: _____ %: _____
Social Security Number: _____ Sex: <input type="button" value="v"/>	Social Security Number: _____ Sex: <input type="button" value="v"/>
Date of Birth: _____ Relationship: <input type="button" value="v"/>	Date of Birth: _____ Relationship: <input type="button" value="v"/>
Address: _____	Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
3 Name: _____ %: _____	4 Name: _____ %: _____
Social Security Number: _____ Sex: <input type="button" value="v"/>	Social Security Number: _____ Sex: <input type="button" value="v"/>
Date of Birth: _____ Relationship: <input type="button" value="v"/>	Date of Birth: _____ Relationship: <input type="button" value="v"/>
Address: _____	Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____

 My Estate

If you name your estate as a principal beneficiary, you cannot name a contingent beneficiary. No additional information required.

 Living Trust

The following information is required to designate a living trust. You must write the name of the trust as it appears in the trust document and submit a copy of the trust with this form. A charitable organization or a religious charity cannot be named as beneficiary unless it is a trust.

Name of Trust:	Trust Tax ID:	Date of Trust:
Trustee or Successor Trustee Contact Information: Our office will contact the trustee listed below following your death.		
Name:		Phone:
Address:	City:	State: Zip Code:

 Testamentary Trust

A testamentary trust is established by the member's will and takes effect following the member's death. No additional information required.

Contingent Beneficiary Section: Please select one of the beneficiary types below by checking the appropriate box. The contingent beneficiary will receive benefits in the event of your death only if all of the named principal beneficiaries are deceased.

Person

You cannot name yourself as contingent beneficiary. You also cannot name the same person as both principal and contingent beneficiary. If you name more than one individual as contingent beneficiary you may indicate the percentage each beneficiary is to receive. Percentages for the contingent beneficiary section should total but not exceed 100%. If you do not indicate percentages, disbursement of payment will be divided equally among living principal beneficiaries, or if all principal beneficiaries have died, among all living contingent beneficiaries, as provided in KRS 61.542.

<p>1 Name: _____ %: _____</p> <p>Social Security Number: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Date of Birth: _____ Relationship: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p>	<p>2 Name: _____ %: _____</p> <p>Social Security Number: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Date of Birth: _____ Relationship: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p>
<p>3 Name: _____ %: _____</p> <p>Social Security Number: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Date of Birth: _____ Relationship: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p>	<p>4 Name: _____ %: _____</p> <p>Social Security Number: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Date of Birth: _____ Relationship: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p>

My Estate

If you name your estate as a principal beneficiary, you cannot name a contingent beneficiary. No additional information required.

Living Trust

The following information is required to designate a living trust. You must write the name of the trust as it appears in the trust document and submit a copy of the trust with this form. A charitable organization or a religious charity cannot be named as beneficiary unless it is a trust.

Name of Trust: _____	Trust Tax ID: _____	Date of Trust: _____
Trustee or Successor Trustee Contact Information: Our office will contact the trustee listed below following your death.		
Name: _____	Phone: _____	
Trustee Address: _____	City: _____	State: _____ Zip Code: _____

Testamentary Trust

A testamentary trust is established by the member's will and takes effect following the member's death. No additional information required.



This form is not valid unless signed by the member and witnessed. Please ensure that you have only checked one beneficiary type box in the principal beneficiary section and one beneficiary type box in the contingent beneficiary section. If you select more than one beneficiary type in either section, this form will be considered invalid. Please initial all corrections you have made to the form. Failure to initial changes may cause the form to be invalid.

Your Signature: _____	Member ID: _____
Witness Signature: _____	Date: _____

Have the employee complete fields for requested information.

Field Name	Description
Member Name	Member's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Address	Street address or PO Box at which the employee receives mail.
City	City
State	State
Zip Code	Zip Code
Person	
Name	Full legal name of person(s) named as beneficiary.
Social Security Number	Social Security number of beneficiary.
%	Percentage of benefit designated to this beneficiary. Be sure that the total of all percentages equals 100.
Sex	Gender of beneficiary.
Date of Birth	Date of birth of beneficiary. Include month, day and year.
Relationship	Relationship of the beneficiary to the member.
Your Signature	Signature of the member.
Witness Signature	Signature of person witnessing the signature of the beneficiary.
Date	Date the form is completed.

Form 2012, Election or Rejection of Participation for Mayors & Members of City Legislative Bodies (available in ESS)

Upon initial election to the position, each elected city official in a regular full-time position should complete the Form 2012, Election or Rejection for City Officials. For more information regarding elected city officials, please refer to the Job Position section in the Membership chapter of this document.



Kentucky Retirement Systems
 Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124
 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov



Form 2012
Revised 07/2010

[Print Form](#)

Election or Rejection of Participation For Mayors & Members of City Legislative Bodies

Mayor/Council Information

Name:	Social Security Number:
-------	-------------------------

Participation Status

I, , occupying a regular full-time position with

Name

as a

City *Position Title*

Elect **Reject**

membership in the County Employees Retirement System pursuant to the provisions of KRS 78.540(1).

Notice: Persons who elect to participate under this subsection may purchase service credit for any prior years by paying a delayed contribution payment. The service shall not be included in the member's total service for purposes of determining benefits under KRS 61.702.

Certification

Signed:	Date:
Witness:	Date:

Field Name	Description
Name	First fill-in-the-blank: Member's full legal name.
Social Security Number	Social Security number of elected official.
City	Name of the employing city,
Position Title	Employee's position title.
Elect	Employee elects participation in CERS.
Reject	Employee rejects participation in CERS.
Signed	Signature of the elected official.
Witness	Signature of person witnessing the signature of the beneficiary.
Date	Date the form is completed.

Form 2110, Retirement System Determination - County Attorney Employees (available in ESS)

The County Attorney is required to determine which system an employee will participate in based upon the employee's job duties. Form 2110, Retirement System Determination for County Attorney Employees, should be completed and filed with KRS as required by [105 KAR 1:250](#). For more information, please refer to the Job Position section in the membership chapter of this document.

	<p>Kentucky Retirement Systems Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov</p>		<p>Form 2110 Revised 07/2010</p>
<input type="button" value="Print Form"/>			
<p>Retirement System Determination - County Attorney Employees Required by 105 KAR 1:250</p>			
Employee Information			
Employee Name: _____		Member ID: _____	
Employment Date: _____	Position Title: _____		
Employer Name: _____			
Retirement System Membership Determination			
<input type="checkbox"/> KENTUCKY EMPLOYEES RETIREMENT SYSTEM (KERS)			
1. The employee's job functions are related to the prosecutorial duties of the county attorney's office; or 2. The employee's job functions are related to child support enforcement and KERS is the system consistent with the funding and operational methods of the office; or 3. The employee is currently participating in KERS and is receiving a salary supplement from non-fiscal court funds.			
<input type="checkbox"/> COUNTY EMPLOYEES RETIREMENT SYSTEM (CERS)			
1. The employee's job functions are related to the legal representation of the fiscal court and other county officials; or 2. The employee's job functions are related to child support enforcement and CERS is the system consistent with the funding and operational methods of the office; or 3. The employee is currently participating in CERS and is receiving a salary supplement from non-fiscal court funds.			
Employee Acknowledgement			
I hereby acknowledge that the above describes the majority of my duties and that I shall participate in the retirement system indicated.			
Signature: _____		Date: _____	
Certification			
I do certify that I am fully acquainted with the above named person and the duties required of this person in performing official tasks as indicated above. I further certify that in my best opinion and belief the duties performed by this employee, if not currently participating in a retirement system, most appropriately qualifies him for membership in the above indicated system.			
Signature: _____			
Title: _____		Date: _____	
<p><i>Any person who makes a false statement, report or representation herein is subject to punishment pursuant to the provisions of KRS 523.010 to 523.110.</i></p>			

Field Name	Description
Employee Name	Member's full legal name.
Member ID	Unique numerical identifier of the member.
Employment Date	Date the employee is first employed in this position.
Position Title	Employee's position title.
Employer Name	Name of the employing agency, not just an agency department.
Retirement System Membership Determination	Select the retirement system that best matches the employee's job duties.
Signature	Signature of the employee.
Date	Date the form is completed.
Signed	Signature of the person verifying the information.
Title	Position title of the person verifying the information.

Form 6000, Notification of Retirement

This form must be completed when a member applies for retirement benefits. Section H of the Form 6000 must be completed by the Employer to certify leave balances and final salary. Employers should report any salary yet to be reported to KRS through the member's anticipated termination date. Leave balances and salary must be certified by the employer in order for that information to be included in the member's estimated retirement allowance.

Section H - Employer Certification of Leave Balances and Final Salary									
<p>Section H must be completed by your current employer and returned to Kentucky Retirement Systems in order to include future salary, service and sick and compensatory leave balances in your estimated retirement allowance. If you are currently employed by more than one participating employer, each employer should complete a copy of Section H of this form. If you do not have the employer complete Section H of this form, Kentucky Retirement Systems will exclude all leave balances from the estimated retirement allowance. Your estimated retirement allowance and benefits are subject to post retirement audit and adjustment after retirement.</p> <p>Note to Employer: KRS will provide calculations to the member based upon the information you certify below. You should list any salary yet to be reported through the member's anticipated termination date. State funded expenses for elected officials should not be certified on this form. If the member has an active Installment Purchase of Service Agreement (IPS), you do not need to certify the IPS payments that are scheduled through the member's termination date.</p>									
Employer Name:	Employer Code:								
Member Name:	Member ID:								
Termination Date:									
Employer's Report of Leave Balances as of:	Compensatory Leave Balance:								
<p>Does your agency participate in a sick leave program administered by KRS? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes above, select the type of sick leave plan: <input type="radio"/> Standard <input type="radio"/> Alternate</p> <p>Does the above member work an average of 21 days per month? <input type="radio"/> Yes <input type="radio"/> No</p> <p>If no above, please provide an Alternate Average Working Days Per Month: _____</p>									
<p>Standard Sick Leave Program: If participating in the standard sick leave program, please provide the following information. Note: Contributions should not be withheld from standard sick leave lump sum payouts.</p>									
Accumulated Sick Leave (in hours):	Sick Leave Accrual Rate:								
<p>Alternate Sick Leave Program: If participating in the alternate sick leave program, please provide the following information. Note: Contributions should be withheld from alternate sick leave lump sum payouts.</p>									
Accumulated Sick Leave (in days):	Sick Leave Accrual Rate:								
Estimated Compensation to be Paid for Sick Leave:									
<p>School Board Certification (school board employees only): Indicate the number of actual days the member will have worked through the expected termination date. If the days occur in different school years, please list each school year separately below.</p>									
<table border="1"> <thead> <tr> <th colspan="2">Actual Days Worked through Expected Termination Date</th> </tr> <tr> <th>School Year</th> <th>Number of Actual Days</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Actual Days Worked through Expected Termination Date		School Year	Number of Actual Days				
Actual Days Worked through Expected Termination Date									
School Year	Number of Actual Days								
<p>⚠ Section H is continued on the following page. You must complete the Employer Certification at the end of Section H.</p>									
Page 5									

Field Name	Description
Employer Name	Name of the employing agency, not just an agency department.
Employer Code	4 or 5-digit unique employer code assigned by KRS to each employer.
Member Name	Member's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Termination Date	Last date of paid employment with employer.
Employer's Report of Leave Balances as of:	Date that the leave balances are verified.
Compensatory Leave Balance	Balance of unused compensatory leave in hours
Alternate Average Working Days per Month	Average number of working days in a month for employees on an alternate work schedule. Example: an employee's regular schedule (not modified schedule) is only 4 days per week. That employee works an average of 17.333 days per month.
Accumulated Sick Leave (in hours)	Balance of total unused sick leave in hours . For use by employers who participate in the Standard Sick Leave Plan.
Accumulated Sick Leave (in days)	Balance of total unused sick leave in days . For use by employers who participate in the Alternate Sick Leave Plan.
Sick Leave Accrual Rate	The number of hours equal to one sick leave day.
Employer's Report of Final Salary	Salary the employee is expected to earn between the last salary reported to KRS as of the date this form is completed and the employee's termination date. The reported salaries should be listed separately by posting month and/or payment reason.
Posting Month	The year and month to which a transaction is to be applied.
Payment Reason	Designates the type of reported compensation which explains fluctuations in salary and impacts service credit, eligibility for benefits and benefit calculations. May only use Regular Pay, Regular Pay with Additional Creditable Compensation, Lump Sum Compensatory Pay, or Bonus/Severance Pay. Please see Appendix B for more information.

Field Name	Description
Salary	Actual wages expected to be paid to the employee.
Printed Name of Agency Official	Printed name of person verifying the requested information.
Title	Title of person verifying the information.
Agency Phone Number	Phone number where the person verifying the information may be reached in case of questions.
Signature of Agency Official	Signature of the person with the employer verifying the information.
Date	Date the form is completed.

Form 6480, Employer Request for Pre-Determination of Bona Fide Promotion or Career Advancement

This form should be completed when an employer wants KRS to make a determination whether a personnel action that may result in higher creditable compensation for an employee will be considered a bona fide promotion or career advancement for purposes of determining pension spiking.

	Kentucky Retirement Systems Perimeter Park West • 1280 Louisville Rd. • Frankfort KY 40601-6124 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov		Form 6480 07/2013
<input type="button" value="Print Form"/>			
Employer Request for Pre-Determination of Bona Fide Promotion or Career Advancement			
You may submit this form to request that Kentucky Retirement Systems make a pre-determination as to whether or not a change in position or hiring of an employee would constitute a bona fide promotion or career advancement in accordance with KRS 61.598.			
If Kentucky Retirement Systems determines that a change in position or hiring of an employee would not constitute a bona fide promotion or career advancement, the employee's last participating employer will be required upon the employee's retirement to pay any additional actuarial costs resulting from annual increases in the employee's creditable compensation greater than ten percent (10%) over the employee's last five (5) fiscal years of employment.			
Employer Information			
Employer: <input style="width: 80%;" type="text"/>		Employer Code: <input style="width: 20%;" type="text"/>	
Employee Information			
Please check one: <input type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Current Employee		Member ID or SSN: <input style="width: 80%;" type="text"/>	
Name: <input style="width: 80%;" type="text"/>		Prospective Change/Hire Date: <input style="width: 20%;" type="text"/>	
Current Job Description: If a new hire or rehire, provide information about the employee's current or last held job.			
Employee's current or last job title: <input style="width: 95%;" type="text"/>			
Describe the employee's current or last job duties. Please attach a job description if available: <input style="width: 95%; height: 40px;" type="text"/>			
Proposed Job Description			
Employee's proposed job title: <input style="width: 95%;" type="text"/>			
Describe the employee's proposed job duties. Please attach a job description if available: <input style="width: 95%; height: 40px;" type="text"/>			
Describe any additional training, skills, education, or expertise gained by the employee or proposed employee to justify the promotion or career advancement. Please attach documentation if applicable. <input style="width: 95%; height: 40px;" type="text"/>			
If applicable, attach an organizational chart reflecting the employee's position both prior to and after promotion or career advancement. Provide any additional information that you would like to be considered by Kentucky Retirement Systems regarding the employee's promotion or career advancement. You may attach additional documentation if necessary.			
Certification			
I hereby certify that the above information is correct and accurately describes the employee's current and proposed job descriptions. If this request concerns a proposed employee, I certify that I have made a diligent effort to determine the proposed employee's current or last job description, and I certify that the proposed employee's current or last job description is accurate to the best of my knowledge. I understand that Kentucky Retirement Systems may request that I testify at an administrative hearing as to the matters described herein.			
Agency Head Signature: _____		Date: <input style="width: 20%;" type="text"/>	
Agency Head Printed Name: <input style="width: 80%;" type="text"/>		Date: <input style="width: 20%;" type="text"/>	

Field Name	Description
Employer	Name of the employing agency, not just an agency department.
Employer Code	4 or 5-digit unique employer code assigned by KRS to each employer.
Name	Employee's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Prospective Change/Hire Date	Expected date of personnel action
Employee's current or last job title	Title of job held by employee prior to prospective personnel change
Describe the employee's current or last job duties.	Describe the functions of the position in which the employee worked prior to prospective personnel change
Employee's proposed job title	Title of job to be held by employee after the personnel change
Employee's proposed job duties	Describe the functions of the position in which the employee will work after to prospective personnel change
Describe any additional training, skills, ...	List and describe any training, skills, education, or experience that contribute to the personnel change
Agency Head Signature	Signature of the agency head on record with KRS.
Date	Date that the form is signed
Agency Head Printed Name	Printed name of the agency head on record with KRS

Form 6500, Sick Leave Authorization – Standard Program

The Form 6500, Sick Leave Authorization for the Standard Sick Leave program, will be required for members who terminated prior to sick leave balances being submitted electronically with the monthly detail report. The form may also be sent as a secondary verification if a member questions the balance reported on the monthly detail report. This form verifies an employee's sick leave at the time of termination, which will be used towards the member's retirement benefits.



KENTUCKY RETIREMENT SYSTEMS

William A. Thielen, Interim Executive Director

Perimeter Park West • 1260 Louisville Road • Frankfort, Kentucky 40601
kyret.ky.gov • Phone: 502-696-8800 • Fax: 502-696-8822



July 16, 2011

FORM 6500 STANDARD PLAN SICK LEAVE AUTHORIZATION

Upon retirement, a member receives credit for unused sick leave accrued while working for an agency that participates with Kentucky Retirement Systems. To receive credit, the employer must certify the retiring employee's unused accumulated sick leave balance.

Please complete and return this form to our office after the termination date indicated below.
Submitting this form prior to the termination date below will cause the form to be invalid since a final leave balance at the time of termination is required.



Retiring Employee:
Date of Birth: _____
Termination Date: _____
Effective Retirement Date: _____
Employer: _____ City of Somewhere
Employer Code: _____ A123
Accumulated Sick Leave: (in hours) _____
Sick Leave Accrual Rate: _____

Certification

I certify that the sick leave balance provided above is accurate based upon the City of Somewhere records.

Name: _____ Phone: _____

Title: _____ Date: _____

Signature: _____

Field Name	Description
Retiring Employee	Member's full legal name. KRS will complete this field prior to sending the form to the employer.
Date of Birth	Date of birth of member. KRS will complete this field prior to sending the form to the employer.
Termination Date	Last date of employment with employer. KRS will complete this field prior to sending the form to the employer.
Effective Retirement Date	Member's retirement date. KRS will complete this field prior to sending the form to the employer.
Employer	Name of the employing agency, not just an agency department. KRS will complete this field prior to sending the form to the employer.
Employer Code	4 or 5-digit unique employer code assigned by KRS to each employer. KRS will complete this field prior to sending the form to the employer.
Accumulated Sick Leave (in hours)	Balance of total unused sick leave in hours at the time of the employee's termination.
Sick Leave Accrual Rate	The number of hours equal to one sick leave day.
Name	Name of person verifying the requested information.
Phone	Phone number where the person verifying the information may be reached in case of questions.
Title	Job title of person verifying the requested information.
Signature	Signature of person verifying the requested information.
Date	Date the form is completed.

Form 6751, Member and Employer Certification Regarding Reemployment

When a person who has previously retired from one of the systems administered by Kentucky Retirement Systems wishes to begin employment with a participating employer, *both the retiree and the employer **must** complete the Form 6751, Member and Employer Certification Regarding Reemployment **prior** to the retiree beginning employment.*

	<p>Kentucky Retirement Systems Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov</p>		<p>Form 6751 Revised 01/2010</p>
<input type="button" value="Print Form"/>			
<p>Member and Employer Certification Regarding Reemployment</p>			
<p>IMPORTANT NOTICE: This form will not be accepted unless it is fully completed by both the employer and employee.</p>			
<p>Member Information Please provide your Member ID or Social Security number in the Member ID box below.</p>			
Member Name: <input style="width: 80%;" type="text"/>		Member ID: <input style="width: 80%;" type="text"/>	
Reemploying Agency: <input style="width: 95%;" type="text"/>			
<p>Member Certification</p>			
Subject to the penalty of perjury, I certify that:			
<ol style="list-style-type: none"> 1. I am receiving or have applied to receive a retirement benefit from one of the retirement plans administered by the Kentucky Retirement Systems. 2. Check <u>one</u> of the following: <ul style="list-style-type: none"> <input type="radio"/> I DID NOT have a prearranged agreement prior to retirement to return to work in any capacity after retirement with an employer participating in the Kentucky Retirement Systems. <input type="radio"/> I DID have a prearranged agreement prior to retirement to return to work in some capacity after retirement with an employer participating in the Kentucky Retirement Systems. 3. If I did have a prearranged agreement prior to retirement to return to work after retirement with an employer participating in the Kentucky Retirement Systems, I have fully disclosed in writing to Kentucky Retirement Systems the details of that agreement. I understand that any prearranged agreement could result in the voiding of my retirement benefit and I could incur significant tax penalties. 4. Are you Medicare eligible? <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No 5. I understand that I have a duty now and in the future to disclose in writing to Kentucky Retirement Systems my employment in any capacity with an employer participating in the Kentucky Retirement Systems. 6. I understand that I have a duty now and in the future to disclose in writing to Kentucky Retirement Systems if I have accepted employment under a personal services contract (including as an independent contractor) with an employer participating in the Kentucky Retirement Systems. 7. I understand that I have a duty now and in the future to disclose in writing to Kentucky Retirement Systems if I have accepted employment with a private leasing company, temporary staffing agency, or any other company and that employment means that I will perform work for an employer participating in the Kentucky Retirement Systems. 			
I further acknowledge that I have full understanding that any person who provides a false statement, report, or representation is subject to the penalty of perjury in accordance with KRS 523.010, et seq.			
Signature: _____		Date: <input style="width: 150px;" type="text"/>	
<p>Employer Certification To be completed by an employer participating in the Kentucky Retirement Systems.</p>			
Subject to the penalty of perjury, I certify that:			
<ol style="list-style-type: none"> 1. My name is <input style="width: 150px;" type="text"/>. I am the agency head, appointing authority, or authorized designee of the employer participating in Kentucky Retirement Systems, which will be the employer of the above-named member. 2. Check <u>one</u> of the following: <ul style="list-style-type: none"> <input type="radio"/> I have made personal inquiry and confirmed that my agency DID NOT have a prearranged agreement prior to retirement with the above-named member to return to work in any capacity following the member's retirement. <input type="radio"/> I have made personal inquiry and confirmed that my agency DID have a prearranged agreement prior to retirement with the above-named member to return to work in some capacity following the member's retirement. 			
I further acknowledge that I have full understanding that any person who provides a false statement, report, or representation is subject to the penalty of perjury in accordance with KRS 523.010, et seq.			
Signature: _____		Title: <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>

Field Name	Description
Member Name	Member's full legal name.
Member ID	Unique identifier assigned by KRS for each member.
Reemploying Agency	Name of the employing agency, not just an agency department.
Signature (Member certification)	Signature of member.
Signature (Employer certification)	Signature of the person with the employer verifying the information.
Date	Date the form is completed.
Title	Title of person verifying the information.

Form 7071, Employer Self Service Employer Administrator Account Creation Request (available in ESS)

When an employer would like to add or change the Employer Self Service Employer Administrator, the Form 7071 must be completed by the Agency Head on record with KRS.

	Kentucky Retirement Systems Perimeter Park West • 1260 Louisville Rd. • Frankfort KY 40601-6124 Phone: (502) 696-8800 • Fax: (502) 696-8822 • kyret.ky.gov	
	<input type="button" value="Print Form"/>	
Employer Self Service Employer Administrator Account Creation Request		
This form must be fully completed. Failure to provide all information may cause a delay in processing and/or rejection of your request. If you have any questions regarding this form, please contact our office at (888) 696-8810.		
Employer Information		
Employer:	<input type="text"/>	Employer Code: <input type="text"/>
Employer Administrator Information		
Please provide the following information for the individual who will act as an Employer Administrator for Kentucky Retirement Systems' Employer Self Service (ESS) site. The Employer Administrator is the individual selected by each employer to administer the users of the ESS site for that particular employer. This person is responsible for setting up new users and maintaining those user accounts, including the assignment of security roles which control access to information from KRS.		
Name:	<input type="text"/>	Phone: <input type="text"/>
E-mail Address:	<input type="text"/>	
Certification		
We acknowledge that the account set up requested will allow the Employer Administrator to set up new users for the Employer Self Service site, manage those users by assigning or changing security roles, delete users, reset PINs and reset passwords and other duties as assigned by the employer. The Employer Administrator will have unrestricted access to all employer information on the Employer Self Service site.		
The designated Employer Administrator will not share his password or allow another person to access his account. The designated Employer Administrator will not use another person's account. We understand that the unauthorized or improper use of this system may subject us personally and/or our employer to one or more of the following: account cancellation, civil penalties or criminal penalties.		
Employer Administrator Signature:	<input type="text"/>	Date: <input type="text"/>
Agency Head Signature:	<input type="text"/>	Date: <input type="text"/>

Field Name	Description
Employer	Name of the employing agency, not just an agency department.
Employer Code	Unique identifier assigned by KRS for each employer.
Name	Name of the person designated as the employer administrator.
Phone	Phone number and extension where the employer administrator can be reached during business hours.

Field Name	Description
E-mail	E-mail address of the employer administrator.
Employer Administrator Signature	Signature of the designated person
Agency Head Signature	Signature of the agency head on record with KRS.
Date	Date the form is completed.

Form 7280, Employer Certification for Installment Purchase of Service (available in ESS)

There are over 30 different types of service that may be purchased by the members, if the member is able to supply the appropriate documentation. Members have three (3) different options for purchasing service credit: lump sum payment, rollover from a qualified plan, or an Installment Purchase of Service (IPS) (if the member’s agency participates in the IPS program). If a purchase totals at least \$1,000 an employee participating in KRS may be eligible to purchase the service through payroll deductions. The installments are withheld based on a contract, which must be set up for a minimum of one year, but for no more than five years. All state agencies participate, but not all CERS agencies do. In order for an employer to allow its employees to participate in the Installment Purchase program, the Form 7280 must be on record with KRS.

Field Name	Description
Employer Name	Name of the employing agency, not just an agency department.
KRS Employer Code	Unique identifier assigned by KRS for each member.
Printed Name	Printed name of the person with the employer verifying the information.
Title	Title of person verifying the information.
Signed	Signature of the person with the employer verifying the information.
Date	Date the form is completed.

Appendix B: Detail Fields and Descriptions

Address Line 1: This is a required field and should include the mailing address.

Address Line 2: This is an optional field and should only be completed for an apartment number, building, unit, floor, suite, etc.

Address Line 3: This field is only displayed and required if the International Address Indicator is checked. This field should contain the city or town name, province, state, or county and postal code (if known).

Annual Leave: This field is required only for employers reported through the Commonwealth of Kentucky. The employee's accrued annual leave balance should be reported in this field.

City: This is a required field and should contain the city related to the member's mailing address.

Compensatory Leave: This field is required only for employers reported through the Commonwealth of Kentucky. Other employers that allow employees to accrue compensatory time MAY report that balance in this field. The employee's accrued compensatory leave balance should be reported in this field.

Contract Days: This is a required field for noncertified school board employees and should contain the number of contracted days for the noncertified employee.

Contribution Group: This is a required field and should contain the appropriate contribution group for the member being reported. Please see the membership section for directions on correctly categorizing employees.

Country: This field is only displayed and required if the International Address Indicator is checked. The country should be selected from the dropdown list.

Date of Birth: This is a required field and should contain the date of birth of the member.

Employer Contribution (web reporters only): This field will populate once the  button is clicked.

Employer-paid Employer Contribution (Employer paid ERCON): This field indicates whether or not the employer is responsible for remitting the employer contributions for the record. Master Commissioners and their employees do not owe employer contributions as this is paid from another fund.

Employment Begin Date: This is a required field for members who have: not previously been reported by the employer to KRS, or are re-hires, or have changes in Contribution Group, position status or job position.

Employment End Date: This is a required field when an employee terminates employment or changes job position, position status or Contribution Group. The date should not be after the last day of the report month and must be accompanied by an Employment End Reason. When pertaining to retirements (including disability) or death, this field should reflect the last date of paid employment.

Employment End Reason: This field is required if an Employment End Date is provided. The options for this field are:

- Change in System, Plan, Contribution Group, or Job Position
- Retirement
- Death
- Termination
- Change in Position Status
- Transfer (To be used only by employers reported by the Commonwealth of Kentucky)

Note: If an employee has a change in position status that also causes a change in system, plan, Contribution Group or job position, then select the option "Change in System, Plan, Contribution Group or Job Position".

Estimated Additional Compensation: This field is required. This is an informational field used by KRS when providing benefit estimates and service purchase calculations to members. Report any incentive, special duty, longevity, clothing allowance, educational incentive, etc. that a member will earn that is not calculated in the base rate of pay. This should be reported as a cumulative sum for the fiscal year. A zero value is allowed to be reported in this field.

First Name: This field is required. This field should reflect the member's legal name as maintained on the member's employment record.

Gender: This is a required field if the member has never previously been reported by the employer to KRS. The options for this field are Female, Male and Unknown.

Health Insurance Contribution (Pre-Tax HICON): This is a required field and is used to report the additional 1% in member contributions required for employees whose participation began on or after September 1, 2008. If the employee does not owe the Health Insurance Contribution, then zero should be reported in this field. This field will populate once the  button is clicked.

Increment Date: This field is required only for the KERS and SPRS employers reported by the Commonwealth of Kentucky. This field represents the date on which the member is to receive the next increment in compensation.

International Address Indicator: This indicator should only be used when an employee has a foreign address.

Job Position: This is a required field and should contain the appropriate job position code or title.

For hazardous positions: only the positions approved as hazardous for the employer will be accepted. For file reporters, the approved positions and corresponding codes should be programmed into your file. Web reporters will choose the approved position titles from the dropdown list.

For non-hazardous positions: KRS uses the position indicated to validate service accrual, averaging requirements and other benefits specific to the position. The options for these positions are:

- **Constitutional Officer with General Assembly:** will only be reported by the Commonwealth of Kentucky
- **Magistrate:** should only be reported by fiscal courts
- **Coroner:** represents the official coroner, not deputy coroners or other coroner employees
- **Mayor:** reported by cities
- **City Council:** only reported by cities. This position should also be used for City Commissioners.
- **Volunteer Fireman:** only reported by employer code J956
- **Master Commissioner:** represents all employees of the Master Commissioner
- **Jailer (Non-Haz):** to be used for non-hazardous jail employees
- **Sheriff (Non-Haz):** to be used for non-hazardous sheriff employees who provide police protection
- **Police (Non-Haz):** to be used for non-hazardous police employees who provide police protection
- **Fire (Non-Haz):** to be used for non-hazardous employees who provide firefighting services
- **EMS (Non-Haz):** to be used for non-hazardous employees who provide emergency medical services
- **General Assembly Employee:** will only be reported by the Commonwealth of Kentucky
- **Other:** to be used only if another listed position is not applicable to the employee
- **County Attorney Employee:** to be used for all employees of the County Attorney's office, even if another agency (such as fiscal court) is reporting the employee for their duties in the County Attorney's office

Note: For file reporters, the above positions and corresponding codes should be programmed into your file.

Last Name: This field is required. This field should reflect the member's legal name as maintained on the member's employment record.

Marital Status: This is an optional field. The options for this field are single and married.

Member ID: This is a required field once the Member ID has been assigned. The Member ID is assigned by KRS after an employee's initial detail record has been submitted and posted. The Member ID will then automatically populate in the contribution record on Enter

Report Details for future report months. The employer may also access the Member ID via the Member ID Download module in Employer Self Service.

Middle Name: This field is optional. This field should reflect the member's legal name as maintained on the member's employment record.

Payment Reason: This field is required. KRS will use this information to explain fluctuations in salary. It also impacts service credit, eligibility for benefits and benefit calculations. If more than one payment reason is needed for an employee in one report month, then a separate record may be required. For example, two separate records must be included in the file when reporting a member with both a Regular Pay and an IPS Payment. The options for this field are:

- **Regular Pay:** to be used when member's salary is only the regular compensation for a posting month
- **Regular Pay with Additional Creditable Compensation:** to be used when a member's salary includes regular compensation plus other monies, such as overtime pay, shift differentials, scheduled incentives, etc.
- **Leave Without Pay:** to be used when an employee has lower salary or zero salary for a posting month due to being on leave without pay. If the employee is on leave without pay for a partial month, use this payment reason - a separate record for regular wages is NOT required.
- **Bonus/Severance Payment:** to be used when an employee receives a bonus or severance payment. The posting month for the record with this payment reason should reflect the last month of the period in which it is to be applied.
- **IPS Payment:** to be used to report Installment Purchase of Service (IPS) payments and should be a separate record from the regular wages. When reporting IPS, only the following subset of the fields should be reported: Posting Month, SSN, Member ID, DOB, Gender, First & Last Name, Contribution Group, Payment Reason, Pre-tax, or Post-tax EECON.
- **Lump Sum Compensatory Pay:** to be used to report lump sum compensatory payments for employees with a participation date with KRS prior to 9/1/08. These payments must be reported in a separate record from regular wages.
- **State Funded Expenses:** to only be used by employers 54527, 39759, and 35628 to report the expense payments made to jailers, sheriffs, and county judge-executives.
- **Alternate Sick Leave Payment:** to be used if an employer participates in the Alternate Sick Leave Program with KRS. Alternate sick leave payments and regular pay must not be combined in a single record.
- **Furlough:** to be used each month an employee is on furlough. If the employee is on furlough for a partial month, use this payment reason - a separate record for regular wages is NOT required.
- **Layoff:** to be used each month an employee is in layoff status. If the employee is on layoff status for a partial month, use this payment reason - a separate record for regular wages is NOT required.
- **Summer Months:** to be used for school board employees, head start employees, school nurses, university employees and School for the Deaf/Blind employees if they are not paid during the summer months.

Payroll Frequency: This is a required field and should indicate how often the employer runs payroll for this employee. Identifying the payroll frequency allows KRS to provide accurate benefit calculations and monitor pay fluctuations. The options for this field are Monthly, Semi-Monthly (twice per month), Bi-Weekly (every two weeks) or Weekly.

Position Status: This is a required field. The options for this field are:

- Regular Full Time
- Part Time
- Probationary (CERS use only)
- Seasonal
- Temporary
- Emergency
- Interim
- Regular Full Time Less Than 12 Months
- Intermittent Employee

Please see the Membership chapter for explanations and statutory limitations of each status.

Posting Month: This is a required field. The posting month indicates the period to which a transaction will be applied, which should usually be the same as the report month. Wages should be reported when paid, not when earned, with a few exceptions: retroactive payments, prior period adjustments or to correctly award service credit for the first and last months of employment.

Example 1: John Doe has been a continuous employee for the City of Somewhere for five years. In February, John Doe was paid \$3,000. For the Report month of February (report due March 10th), his salary of \$3000 would be reported with a posting month also of February.

Example 2: Robert Smith began employment with the City of Somewhere on February 23rd. He received his first paycheck on March 8th, with \$400 earned in February and \$600 earned in March for the total sum of \$1000. On the March report (due April 10th), Robert Smith would have two records. The first record would have a posting month of February with reported salary of \$400 and an Employment Begin Date. In the next record, the posting month would be March with reported salary of \$600. This allows KRS to properly credit Robert Smith with service credit for the first month of employment.

Example 3: Jane Johnson terminated employment with the City of Somewhere on February 28th. She received her last check in the amount of \$2000 on March 8th. On the March report (due April 10th), Jane's wages of \$2000 will be reported with a posting month of February and an Employment End Date and Employment End Reason. This allows KRS to properly award service credit to Jane's account.

Example 4: In February 2012, the reporting official for City of Somewhere realized she had not reported Sally Brewer's salaries or contributions to KRS for the months of July 2011, August 2011 and September 2011. Sally was paid \$2500 each of those months and in February 2012.

To report these retroactive payments on the February report (due March 10th), Sally will have four contribution records with posting months of February 2012, July 2011, August 2011 and September 2011. For each of these posting months, the salary reported should be \$2500.

Example 5: In February 2012, Tom Martin was awarded \$500 additional pay for each of the months of November 2011 (previously reported salary of \$3000) and December 2011 (previously reported salary of \$3000). Tom also was paid \$3500 in wages for February 2012.

For web reporters: Tom will have a record with the posting month of February 2012 with salary reported of \$3500. On the next record, when the posting month is changed to November 2011, the previously reported salary of \$3000 will display. Overwrite this amount with \$3500. Click . On the next record, when the posting month is changed to December 2011, the previously reported salary of \$3000 will display. Overwrite this amount with \$3500. Click .

For file reporters: Please see the description for the field titled "Increase / Decrease Salary" below for instructions.

Post-Tax Employee Contribution (Post-Tax EECON): This is a required field. Report contribution here if the employee owes post-tax contributions based on the posting month used or a post-tax IPS payment. Report zero in this field if the member does not have any post-tax contributions.

Prefix: This field is optional and should reflect the prefix of the member's name as maintained on the member's employment record. The options for this field are "Mr." or "Ms."

Pre-Tax Employee Contribution (Pre-tax EECON): This is a required field. Contributions must equal the Salary times the applicable contribution rate based on the Contribution Group reported. If the employee is in a non-participating position, then report zero in this field. This field may be used to report pre-tax IPS contributions. This field will populate once the  button is clicked.

Rate of Pay: This is a required field. This field allows KRS to calculate actual hours worked to determine service credit. Include three decimal positions and a decimal point. If the Rate of Pay changes in the middle of the month, report the Rate of Pay that was effective at the end of the Posting Month. Report only an employee's regular rate of pay. Do NOT accumulate any additional pay such as overtime in this field.

Salary that Exceeds IRS Limit: This is a required field if any portion of the salary exceeds the IRS limit for the fiscal year. No contributions should be reported on this amount.

Salary: This field is required. The actual wages paid to the employee for the month should be reported in this field. If reporting a zero in this field, it must be accompanied by an appropriate payment reason. The portion of wages earned in the posting month that

exceed the IRS fiscal year limit should be excluded from Salary and reported in the "Salary that exceeds IRS limit" field.

Scheduled Hours Per Day: This is a required field. Hours may be reported in increments and should include at least two decimal positions. Complete this field with the employee's scheduled hours per day based on a five-day work week, prior to any adjustments for flexible or alternate work schedules.

Example 1: An employee is scheduled to work 40 hours per week. This Employee elects to work four 10-hour days. In the Scheduled Hours per Day field the employer would report "8.00" scheduled hours per day.

Example 2: A firefighter is scheduled to work 24 hours on duty and 48 hours off. In the Scheduled Hours per Day field, the employer would report "24.00" scheduled hours per day.

Sick Leave Accrual Rate: This field is required if Sick Leave Hours or Sick Leave Days has a value and should contain the number of hours that equals a sick leave day.

Sick Leave Days: This field is required if an Employment End Date is reported with an Employment End Reason of Retirement, Death or Termination AND the employer participates in the Alternate Sick Leave plan. This data must be reported in days and may be reported in increments. A zero balance is allowed to be reported.

Sick Leave Hours: This field is required if an Employment End Date is reported with an Employment End Reason of Retirement, Death or Termination AND the employer participates in the Standard Sick Leave plan. This data must be reported in hours and may be reported in increments. A zero balance is allowed to be reported.

Social Security Number (SSN): This is a required field. Employers must report a valid SSN for all employees, as shown on the employees Social Security card. Incorrect SSNs may result in contributions posting to the wrong member's account or to an invalid member record being created. SSNs reported with all zeros or other invalid combinations will result in the contribution record receiving an error status, which can delay posting to the member's account or cause contributions to be returned to the employer.

State: This field is required and should contain the state related to the member's mailing address.

Suffix: This field is optional. This field should reflect the member's legal name as maintained on the member's employment record. The options for this field are:

- MD = Medical Doctor
- II = Second
- III = Third
- IV = Fourth
- V = Fifth
- VI = Sixth
- JR = Junior

- SR = Senior

Type of Rate of Pay: This field is required and should not be confused with Payroll Frequency. This field is used to calculate a member's base salary. The options for this field are Hourly, Weekly, or Annual.

Note: School Boards are required to use the Hourly selection for this field.

Zip Code: This field should contain the postal zip code related to the member's mailing address. The first five digits of the zip code are required. The last four digits are optional.

Appendix C - Contribution Groups

All rates below are current as of July 2013 and are subject to change based on future legislation.

Retirement System	Employer Plan Code	Contribution Group Code	Contribution Group Description	EECON %	HICON %	ERCON %
KERS	KERSNHZ	KNHZNH	KERS Non-Hazardous - No Health Insurance	5.0	0.0	26.79
KERS	KERSNHZ	KNHZHI	KERS Non-Hazardous - Health Insurance	5.0	1.0	26.79
KERS	KERSNHZ	KNHZCB	KERS Non-Hazardous – Cash Balance	5.0	1.0	26.79
KERS	KERSNHZ	KNHZRR	KERS Non-Hazardous - Retired Re-employed	0.0	0.0	26.79
KERS	KERSNHZ	KNHZNP	KERS Non-Hazardous - Non-Participating	0.0	0.0	0.0
KERS	KERSHZ	KHZNH	KERS Hazardous - No Health Insurance	8.0	0.0	32.21
KERS	KERSHZ	KHZHI	KERS Hazardous - Health Insurance	8.0	1.0	32.21
KERS	KERSHZ	KHZCB	KERS Hazardous – Cash Balance	8.0	1.0	32.21
KERS	KERSHZ	KHZRR	KERS Hazardous - Retired Re-employed	0.0	0.0	32.21
KERS	KERSHZ	KHZNP	KERS Hazardous - Non-Participating	0.0	0.0	0.0
CERS	CERSNHZ	CNHZNH	CERS Non-Hazardous - No Health Insurance	5.0	0.0	18.89
CERS	CERSNHZ	CNHZHI	CERS Non-Hazardous - Health Insurance	5.0	1.0	18.89
CERS	CERSNHZ	CNHZCB	CERS Non-Hazardous – Cash Balance	5.0	1.0	18.89
CERS	CERSNHZ	CNHZRR	CERS Non-Hazardous - Retired Re-employed	0.0	0.0	18.89

Retirement System	Employer Plan Code	Contribution Group Code	Contribution Group Description	EECON %	HICON %	ERCON %
CERS	CERSNHZ	CNHZNP	CERS Non-Hazardous - Non-Participating	0.0	0.0	0.0
CERS	CERSHZ	CHZNH	CERS Hazardous – No Health Insurance	8.0	0.0	35.70
CERS	CERSHZ	CHZHI	CERS Hazardous - Health Insurance	8.0	1.0	35.70
CERS	CERSHZ	CHZCB	CERS Hazardous – Cash Balance	8.0	1.0	35.70
CERS	CERSHZ	CHZRR	CERS Hazardous - Retired Re-employed	0.0	0.0	35.70
CERS	CERSHZ	CHZNP	CERS Hazardous - Non-Participating	0.0	0.0	0.0
SPRS	SPRSHZ	SHZNH	SPRS Hazardous - No Health Insurance	8.0	0.0	71.15
SPRS	SPRSHZ	SHZHI	SPRS Hazardous - Health Insurance	8.0	1.0	71.15
SPRS	SPRSHZ	SHZCB	SPRS Hazardous – Cash Balance	8.0	1.0	71.15
SPRS	SPRSHZ	SHZRR	SPRS Hazardous - Retired Re-employed	0.0	0.0	71.15
SPRS	SPRSHZ	SHZNP	SPRS Hazardous - Non-Participating	0.0	0.0	0.0

Glossary

Click a letter to link to that section in the glossary

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

A

B

Balancing Employer: An entity who submits the monthly summary and payment for a participating employer.

Bonus: Bonus pay is defined as a sum of money granted or given to an employee in addition to regular pay, usually in appreciation for work done, length of service, etc. Before a bonus is paid to employees, employers should contact their ECE representative so that KRS can determine if the payment meets the definition of a bonus and will be treated as bonus payments according KRS [61.510\(13\)](#). If the payment does meet the definition of a bonus, and the payment(s) provided to any employee is in excess of one thousand dollars (\$1,000) in a fiscal year, the payment amount(s) will be averaged over the employee's total service with the system in which it is reported.

C

Change Password Module: The series of screens in ESS where a user may change the password related to his\her account.

Change Security Question Module: The series of screens in ESS where a user may change the security question related to his\her account.

Contact Person: The employer designates an individual as a specific type of contact for KRS. Contact types include: Agency Head, E-Mars, Human Resources, IT, Legal Contact, Payroll and Reporting Official. More than one person may be designated as a contact type; however, one must be designated as the Primary Contact for each employer.

Contact Persons Module: The series of screens in ESS used to add and\or edit the contact person for an employer.

Contribution Group: Each employee belongs to a Contribution Group. Contribution Group is a field within the monthly report which is used to "organize" employees into different contribution rate categories (typically based on their participation date). Furthermore,

Contribution Group is also used to validate the contribution amounts for each employee being reported to KRS.

Contribution Record: In the detail monthly report, the contribution record provides all required information for an employee. Each employee will have at least one contribution record on the monthly report. A separate record should be submitted anytime an employee has multiple payment reasons, posting months, contribution groups, job positions or position statuses for the report month.

Creditable Compensation: Creditable Compensation is the salary that is reportable to KRS and consists of all salary, wages, tips, and fees, including payments for compensatory time, paid to a member as a result of services performed for the employer, including time when the member is on paid leave, which are includable on the member's federal form W-2. Compensatory payments should only be reported as Creditable Compensation for members whose participation date is prior to 9/1/08. Creditable Compensation does not include Workers' Compensation or lump sum payments for accrued vacation or sick leave, except as provided in [KRS 78.616\(5\)](#).

D

Death Notice Module: The series of screens within ESS used to report the death of current or former employees directly to KRS.

Download Member ID Module: The screens in Employer Self Service that allows an employer to view and download the Member ID, SSN, Name, Participation Date and Contribution Group Category of new and existing employees.

E

E-Check: A method of electronic payment wherein the user enters specific information from a paper check into the Employer Self-Service website and the payment is directly debited from the bank account using the information entered, including the check number.

Edits: A series of business rules that each file and then each contribution record must pass when being processed by KRS. If enough file edits fail, then the file will be rejected. Records that fail the edits will be considered in Error and will have to be corrected before they can be posted to an employee's account.

EFT (electronic funds transfer) : A method of electronic payment wherein the user enters specific information from a bank account into the Employer Self-Service website, and the payment is directly debited from the bank account using the information entered.

Emergency: Position status in KERS and CERS which is limited to thirty (30) working days and not renewable.

Employer Administrator: The individual selected by each employer to administer the users of the Employer Self-Service site for that particular employer. This person is

responsible for setting up new users and maintaining those user accounts. KRS must be made aware of any changes to the Employer Administrator by receiving a completed Form 7071 from the employer in order to create an account for the new Employer Administrator.

Employer Code: A four or five-character alphanumeric code assigned by KRS to identify each employer.

Employer Compliance and Education (ECE) Representative: A KRS employee who acts as a liaison between KRS and the employer. The ECE Representative provides assistance answering questions surrounding employer reporting and works to ensure compliance with state and federal statutes, administrative regulations, and KRS policies and procedures. The ECE representative used to be referred to as the Field Representative for your agency. Please [click here](#) to find your ECE Representative.

Employer Pay Credit: the portion of employer contributions that will be deposited into member accounts in the new tier each month (currently 4% for non-hazardous and 7.5% for hazardous).

Employer PIN: A unique Personal Identification Number (PIN) will be assigned to each Employer Self-Service user upon registration. The initial PIN will be emailed to you. You must log in within 24 hours to reset the PIN. If not reset, the initial PIN will expire within 24 hours. The PIN will need to be used when contacting KRS via phone or when using Employer Self Service.

Employer Self Service (ESS): An employer website available to participating employers that allows for electronic maintenance of employer contact information, user accounts, and submission of monthly reporting and payment.

Employment Begin Date: A calendar date that must be entered for new hires, re-hires, changes in Contribution Groups, changes in Position Status, and changes in Job Position.

Employment End Date: Employment End Date represents the calendar date a member terminates employment, or changes Contribution Groups (e.g. hazardous to non-hazardous), Position Status or Job Position with the same employer.

F

G

H

Hazardous Duty Coverage: An employer may elect to provide additional benefits for employees who are in a position that meets the definition of hazardous duty according to [KRS 61.592](#). See the Hazardous Duty Coverage section in the Membership chapter for further information.

Health Insurance Contribution (HIC): Per [KRS 61.702\(2\)\(b\)](#), the additional one percent contribution due from members who begin participating with a state-administered retirement plan after September 1, 2008. The additional 1% contribution is deposited into a non-refundable 401(h) account.

Health Insurance Reimbursement: Per [61.637\(17\)\(b\)](#), if a retiree has an initial participation date prior to September 1, 2008 (on the first account), but is reemployed on or after that date in a participating position and has elected health insurance coverage through KRS, the employer will be required to reimburse KRS for the contribution made for single coverage health insurance for the retiree.

Hyperlink: A word, phrase, picture, icon, etc, in a computer document on which a user may click to move to another part of the document or to another document.

I

Installment Purchase of Service (IPS): Payments deducted from a member's salary for the purchase of service credit per an existing contract between the member and KRS.

Interim: Status for positions in KERS established for a one-time or recurring need, not to exceed nine (9) months.

Intermittent: Position status for those employees who receive creditable compensation which must be reported to KRS, however maintain a sporadic work schedule and may not earn wages every month.

Invoice: An itemized, electronic billing or credit issued to an employer that is viewable through Employer Self Service. Some examples of invoices include the Monthly Reporting Invoice, Omitted Employer billings, Standard Sick Leave billings and Health Insurance Reimbursement billings.

Invoices Module: The series of screens within ESS used to review and manage invoices. *See also Invoices.*

J

K

L

M

Manage Users Module: The series of screens within ESS that the employer administrator will use to add/edit/delete users and their security roles.

Member ID: A unique identifier assigned to employees by KRS after the first reported payroll transaction. Member ID is associated with a person and is retained throughout the member's life cycle with KRS. For example, the Member ID remains the same even if the member changes employers. The member ID also follows the member into retirement.

Member Self Service: A website available to participating members that allows for electronic maintenance of member contact information, access to account information and forms, ability to generate benefit and service purchase estimates and seminar registration.

Membership Participation Date: The date a member first contributes to a state-administered retirement system, by way of contributions submitted through employer reporting. Participation date is used to determine levels of benefits.

Monthly Packet: An electronic packet that will be accessible by employers through the Employer Self-Service site. This packet will contain various reports to inform employers of reporting errors and necessary changes to monthly reporting.

Monthly Packet Module: The series of screens within ESS where an employer can access the Monthly Packet. *See also Monthly Packet.*

N

O

Office Locations Module: The series of screens within ESS that an employer will use to add and/or edit the addresses of the office locations.

P

Part-Time: Position status in KERS and CERS which may be permanent but requires less than a calendar or fiscal year average of one hundred (100) hours of work per month. If an employee is working in more than one job in the same system, a combination of hours will be used to determine eligibility.

Participation Date: *See [Membership Participation Date](#).*

Password: A security measure for signing in to the Employer Self Service website that is assigned to the user upon registration. If not reset, the initial password will expire within 24 hours. Valid passwords are 8 to 16 characters long, are case sensitive with at least one uppercase letter required and should not contain spaces. Please use at least one letter and one number. The following characters are permissible: Aa-Zz, 0-9, (@, #, !, %, and \$).

Payment Accounts Module: The series of screens within ESS that will be used to add and/or edit the payment accounts an employer will utilize for KRS.

Payment Reason: Designates the type of reported compensation which explains fluctuations in salary and impacts service credit, eligibility for benefits and benefit calculations.

Penalty: Per [KRS 61.675](#) and [KRS 78.625](#), if an employer fails to submit all contributions, summary, and/or payment to KRS by the tenth (10th) of the month following the period being reported, then the employer is subject to a fine of the interest on the delinquent contributions at the actuarial rate adopted by the board compounded annually, but not less than one thousand dollars (\$1000). Per [KRS 78.615](#), if a school board employer fails to file the annual report for a fiscal year with KRS no later than twenty (20) days following the completion of the fiscal year, KRS shall impose a penalty on the employer of one thousand dollars (\$1,000) if the information is not submitted by the date required with an additional two hundred and fifty dollars (\$250) for each additional thirty (30) day period the information is reported late.

Pension Spiking: Annual increases in an employee's creditable compensation greater than ten percent (10%) over the employee's last five (5) fiscal years of employment that are not the direct result of a bona fide promotion or career advancement. The pension spiking definition only applies to members who began participation prior to 1/1/2014 and retire after 1/1/2014.

Position Status: Position Status is used to determine retirement contribution eligibility. Salary and contributions are to be reported for regular full-time positions.

Posting Month: The year and month to which a transaction is to be applied. Posting Month is used to differentiate regular contributions, prior period adjustments and retroactive payments.

Note: Report Month and Posting Month will normally be the same date unless reporting a retroactive payment or prior period adjustment or adjusting wages for the first and last month of employments.

Primary Employer Reporting (ER) Contact: A KRS employee in the Employer Reporting branch assigned to an employer to address balancing and edit-related reporting issues. Please [click here](#) to find your ER Contact.

Prior Period Adjustment: Prior Period Adjustments are identified as transactions submitted to rectify errors in a previously submitted transaction. The Posting Month indicates the month to which the adjustment is to be applied.

Probationary: Position status in CERS which is not to exceed twelve (12) months and not renewable. Also referred to as temporary. Probationary periods in KERS and SPRS are not recognized in statute and are required to be reported to KRS as regular full-time.

Q

R

Regular Full-Time: Status for positions in KERS, CERS, and SPRS that average one hundred (100) or more hours per month over a calendar or fiscal year. Exception: noncertified school board employees are considered regular full-time if the employee averages eighty (80) or more hours per month over actual days worked within a school year.

Regular Full Time Less Than 12 Months: Positions in KERS or CERS that are held by regular full-time employees who do not work 12 months per year but are paid over 12 months, excluding classified employees of local school boards.

Report Month: A Report Month is the year and month for which the employer is submitting the contribution report. An employer contribution file must only contain records for one unique report month.

Reporting Employer: A Reporting Employer is an entity who submits the monthly contribution detail report for a participating employer.

Reporting Official: The Reporting Official is the person designated by each employer as the primary contact for KRS.

Retiree Self Service: A website available to retired members and their payees that allows for electronic maintenance of retiree contact information, access to account information and forms and online health insurance enrollment.

Retroactive Payment: Retroactive Payments are identified as transactions submitted for Posting Months prior to the Report Month where no previous reporting has been submitted.

S

Seasonal: Position status in KERS and CERS which is temporary in duration, which coincide in duration with a particular season or seasons of the year and which may recur regularly from year to year and is limited to nine (9) months, with the exception of noncertified school boards which shall not exceed six (6) months.

Secure Email Portal: A secure email solution that protects confidential information exchanged between KRS and participating agencies. The portal uses strong encryption to safeguard the confidentiality of email communications and greatly reduces the risk of costly disclosures that could put our members at risk of identity theft and other fraudulent activity. To register for the secure email portal, please [click here](#) for the User Manual.

Security Roles: Security Roles can be assigned by each employer to users of Employer Self Service to limit the accessibility of information available to the user both through the site and from KRS via telephone.

Seminar Registration: Allows employers to register for seminars in ESS. Detailed information for each seminar including the session, topic to be discussed, date and time is displayed.

Seminars Module: *See Seminar Registration.*

Severance Pay: Severance Pay is defined as additional pay given to an employee when his/her employment ends.

State Funded Expenses: State Funded Expenses refer to annual expenses paid to jailers, sheriffs, and county judge executives for performance of duties, for which employer contributions are billed to individual county employers.

Supplemental Report Details: The series of screens within ESS that will be used by County Fee Agencies to enter additional information into the monthly report so it may be processed by KRS.

T

Temporary: Status for Positions in KERS which may not to exceed nine (9) months and positions with CERS not to exceed twelve (12) months (also referred to as probationary under CERS) and not renewable.

U

User: A person the employer assigns to access Employer Self Service. Each user will be assigned a security role by the Employer Administrator. In order to be set up as a user, the person must first be designated as a contact person.

V

W

X

Y

Z

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