



# ERCE



## EMPLOYER REPORTING, COMPLIANCE & EDUCATION

Your Official Source for Reporting News

### Division of Employer Reporting, Compliance and Education (ERCE)

#### **KPPA Social Security Number (SSN) Policy**

With fraud and security threats constantly evolving, keeping member and employer data safe is one of our highest priorities at KPPA. KPPA uses a secure email portal which uses an encryption code to protect email and safeguard confidential information. To further protect data, KPPA has several internal policies regarding security as well. One of KPPA's internal policies is to prohibit the use of full SSNs via email, whether the email is external or internal.

KPPA understands at times this can present a challenge in identifying the member in question. In these specific cases, please utilize the Employer Hotline at 1-888-696-8810 to contact your [ERCE representative](#).

#### **Monthly Invoices**

Did you know that most monetary changes in reported contributions are handled by KHRIS and KPPA through a pending process? This process allows for the monetary change to flow through payroll/monthly reporting, eliminating the need to invoice. Unfortunately, not all contribution changes can be handled by this method. At the end of each monthly reporting cycle, you may receive invoices for these exceptions:

Adjustments to records received before the KHRIS system was implemented. For adjustments to records reported to KPPA before KHRIS (prior to 4/2011), any change in contributions (employee (EE), health insurance (HI), or employer (ER)) results in a Personnel Adjustment invoice. Examples of adjustments that would reflect on a Personnel Adjustment invoice include older reported periods that were found not to average or were reported in an incorrect contribution group when the member has experienced a change in their participation date.

Overpayment of contributions for a monthly IPS contract payment. If contributions are received that exceed the monthly IPS payment due, the overage will result in a refund on the Personnel Adjustment invoice. KPPA can only accept the contracted monthly payment due, plus any arrears, for an IPS contract.

Overpayment of contributions on an Installment Purchase Service (IPS) contract. Separate from monthly IPS payments, if at the end of the contract it is found that contributions received exceed the original contract amount, any overage will result in a refund on an IPS Employer Refund invoice. This is most common when the contract is stopped early, and contributions have been received that are not enough to purchase a full month of service.

In addition to the Personnel Adjustment and IPS Employer Refund invoices, you may also see several other invoices generate at the close of the reporting cycle:

- Health Insurance Reimbursement
- Member Pension Spiking Refund
- Pension Spiking
- Standard Sick Leave

#### **Credit Invoices**

Have a credit invoice? There are two (2) ways to start the process for receiving a refund of contributions from a credit invoice.

1. Provide a copy of the invoice to your eMARS contact. They will use this information to create an ITI receipt for the payment in eMARS. Once the ITI is created, email the ITI and invoice numbers to KPPA's Accounting Division. Currently, **Christina Keyes** ([christina.keyes@kyret.ky.gov](mailto:christina.keyes@kyret.ky.gov)) or **Kristy Feldman** ([kristy.feldman@kyret.ky.gov](mailto:kristy.feldman@kyret.ky.gov)) handle eMARS transactions for payment of employer invoices.
2. In ESS, select to "pay" the credit invoice as usual. Taking this action will alert KPPA's Accounting Department that you wish to take that invoice credit. Accounting will email the employer's listed eMARS contact and request the ITI number, then process the ITA to complete the payment.

\*Note: If you wish to net the credit invoice against other invoices that are due, follow the same steps as above but be sure to email Christina or Kristy to notify them of which invoices are to be applied together.

Allocation of payment to outstanding invoices happens separately, therefore KPPA Accounting needs to know which invoices are included for the eMARS transaction.

### **Resolving Pended Transactions**

Starting the process to resolve a pended transaction can vary depending upon the reason a record is pended. A pended transaction is ultimately resolved when the correcting records are sent to KPPA through the monthly file interface and post to the member's account. Due to the timing of when the correction is made in KHRIS to when it is received and posted with KPPA, it could take up to 2 months before the pended transaction no longer reflects on the monthly pended transaction report.

If corrections have been submitted through KHRIS but the pended transaction remains on the report for longer than 2 months, contact your [ERCE Representative](#) and ask them to review the records submitted for the affected posting month. It will be helpful to note the report month on which the corrections would have been included.

### **Installment Purchase Service (IPS) Contract**

IPS contract is a feature KPPA offers members as an additional option to pay for an eligible service purchase. This process requires coordination between KPPA, Personnel and the reporting agency. Each agency receives a report within their monthly packet titled, Installment Purchase New Contract Listing. This report lists the report month in which the contract starts and the monthly payment amount. In addition, KPPA also generates and sends a master listing to Personnel.

Your ERCE Representative is available to assist with any invoice or reporting questions.

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## **Division of Retiree Healthcare**

### **Health Insurance Forms for Retirees**

Retirees that wish to enroll in health insurance coverage under KPPA should complete a [Form 6200 Retiree Health Insurance Enrollment/Change Form](#) and submit the form to KPPA for processing. The IC/HRG Signature section will be completed by KPPA. If the returning to work retiree wishes to enroll in health insurance coverage under their employer, they should contact their employers IC/HRG representative.

### **Employer Certification of Health Insurance Form 6281**

For questions specific to this form please contact Connie Pettyjohn directly.

Connie Pettyjohn, R.N. Division Director Retiree Healthcare

Kentucky Public Pensions Authority

502.696.8457

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## Division of Member Services

### **Verification of Past Employment**

An employee seeking to purchase service credit for past employment in an emergency, interim, part-time, probationary, seasonal, or temporary status with the Executive Branch should submit copies of their personnel and wage records (Personnel Action Forms /P1's /PAN's) to KPPA instead of the [Form 4225-Verification of Past Employment](#).

### **Employee Resources**

KPPA website has a dedicated section for Members. This section contains an abundance of information about KPPA and its benefits. There is a section titled [Ready to Retire](#) that covers an array of subjects like how to apply, service with other plans, payment options and reemployment after retirement.

### **Completing Section H-Employer Certification of Leave Balances and Final Salary**

There are two (2) ways to submit a [Form 6000](#) to KPPA. Employees may submit a paper Form 6000 to KPPA and take the Section H to their employers or employees may log into their [Member Self Service \(MSS\)](#) accounts and click Apply for Retirement. When an employee applies for retirement through MSS an email is sent to their employer asking that they complete the Section H.

KPPA is currently in the process of updating the email sent to employers to contain the anticipated retirement date as provided by the employee. This enhancement is expected to be completed by Spring 2025.

### **Employer Resources**

For more information on additional employer topics please visit our [Employer Page](#) on the KPPA website.

For more information on employer reporting please view our [Employer Reporting Manual](#) on the KPPA website.

If you would like to speak to someone about reporting, please call our Employer Hotline at 1-888-696-8810.

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[Please contact the ERCE team if you have questions](#)

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