



CHAPTER

5

Other ESS Functionality

TABLE OF CONTENTS

DOWNLOAD MEMBER ID	<u>2</u>
AVAILABLE FORMS	<u>13</u>
SICK LEAVE COST CALCULATOR	<u>14</u>
DEATH NOTICE.....	<u>16</u>
SEMINARS	<u>18</u>
INDEX	<u>22</u>

DOWNLOAD MEMBER ID

When a new employee is reported to KRS, the member is assigned a unique identifier called a Member ID, which will follow the person from his or her membership through retirement. All employees, participating and non-participating, will be assigned a Member ID.

SELF SERVICE



The Download Member ID module in Employer Self Service (ESS) allows an employer to view and download the Member ID, Social Security Number, Name, Participation Date and Contribution Group Category of its employees.

The employer must report the Member ID and Contribution Group to KRS each month on the monthly report (with the exception of Member ID for new hires being reported for the first time). For employers who use the Enter Report Details module to submit the monthly detail report, once a Member ID has been assigned to an employee, the Member ID will automatically populate in the details report. These employers may still use this module to obtain the Contribution Group information, but only employers who report using the Upload Detail File module will need to download the Member ID file. Employers must obtain the Member ID and Contribution Group information from KRS to determine accurate reporting of a member's contributions.

The Download Member ID module provides employers the following options:

- **Newly Created Members:** Download data using the last date downloaded. This option includes all new members reported by the agency since the last time the agency downloaded the Member ID file.
- **Date of Employment:** Download data using an Employment Date. The ESS user will enter an employment begin date to retrieve all members reported by the employer with an employment begin date greater than or equal to the date entered.
- **Report Month:** Download data using a specific report month and year. The ESS user will enter a report month and year to retrieve all members included on the specified report.
- **Social Security Number (SSN):** Search by entering the employee's SSN. The ESS user will enter the SSN to retrieve the Member ID and Contribution Group Category for that employee. Multiple SSNs can be entered to create a file that the employer can download.

Regardless of the option the employer chooses, the results may be downloaded into an ASCII flat file. Employers should refer to the [Member ID Download File Format](#).



VIDEOS

[Download Member ID](#)



PDF LINK

[Member ID Download File Format](#)

The following table lists the various results for contribution group categories and the corresponding amount of contributions owed for that category.

CONTRIBUTION GROUP CATEGORY	INSTRUCTIONS
Without Health Insurance	Report the employee contributions (ex. 5% for nonhazardous and 8% for hazardous) as well as the required employer contributions. The additional 1% Health Insurance Contribution is not required.
With 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 non-hazardous and 8% for hazardous) and the additional 1% Health Insurance Contribution as well as the required employer contributions.



[READ MORE](#)
[Chapter 2:](#)
[Employee](#)
[Reporting](#)

Refer to [Chapter 2](#) for more information on Contribution Groups.

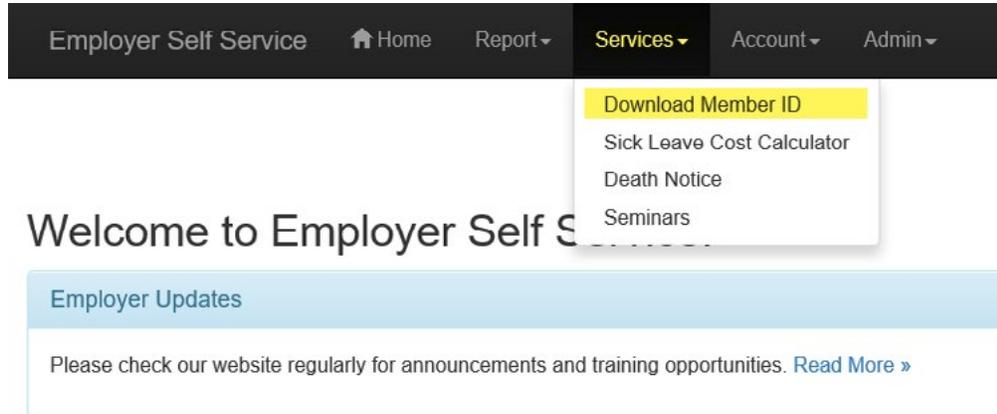
DOWNLOAD MEMBER ID - NEWLY CREATED MEMBERS

This option allows you to download Member IDs created since you last downloaded the Member ID file.

Step 1

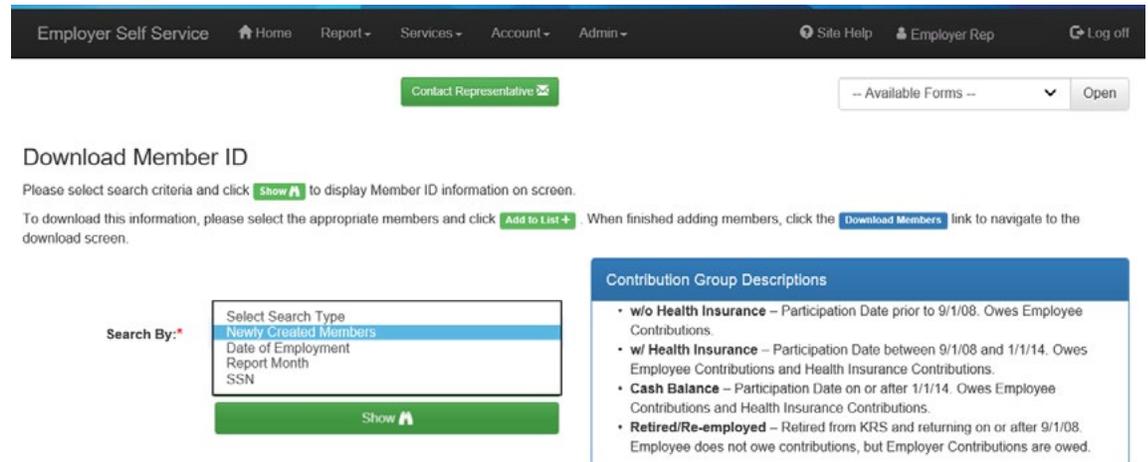
In ESS, click **Download Member ID** located under the **Services** menu.

SELF SERVICE



Step 2

Select **Newly Created Members** from the Search By drop-down list and click **Show**.



Step 3

To select the employees 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**.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Employer Rep](#) [Log off](#)

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

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](#) link to navigate to the download screen.

Search By: [Show](#)

Contribution Group Descriptions

- 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 KHS and returning on or after 9/1/08. Employee does not owe contributions, but Employer Contributions are owed.

Items Per Page: 5

[Select All](#) [Select None](#) [Download Members](#) 0

	Member	Contribution Group	Participation Date	Downloaded Date
<input checked="" type="checkbox"/>	111111 John Doe XXX XX 0001	Cash Balance		
<input checked="" type="checkbox"/>	111112 Bob Smith XXX-XX-0003	w/ Health Insurance	11/01/2012	
<input checked="" type="checkbox"/>	111113 Suzie Smith XXX-XX-0005	w/ Health Insurance	11/01/2012	
<input checked="" type="checkbox"/>	111114 Jane Doe XXX-XX-0002	w/o Health Insurance	10/01/2000	
<input checked="" type="checkbox"/>	111115 Tom Smith XXX-XX-0004	Cash Balance		

1 2 3 4 5 6 7 8 9 10 ...

[Add to List](#) [Download Members](#) 0



If there is more than one page of records, you must select the members you wish to download and then click **Add to List** for each page of records. Another option is to change the display to "All" in the Items Per Page drop-down box so that all records are displayed.

[Contact Representative](#)

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

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: 25

Member	Contribution Group	Participation Date	Downloaded Date	
111111 John Doe XXX-XX-0001	Cash Balance			Remove
111112 Bob Smith XXX-XX-0003	w/ Health Insurance	11/01/2012		Remove
111113 Suzie Smith XXX-XX-0005	w/ Health Insurance	11/01/2012		Remove
111114 Jane Doe XXX-XX-0002	w/o Health Insurance	10/01/2000		Remove
111115 Tom Smith XXX-XX-0004	Cash Balance			Remove

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

Step 4

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



If you report for more than one employer, 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 sections.

Step 5

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

Step 6

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

DOWNLOAD MEMBER ID - BY DATE OF EMPLOYMENT

This option allows you to download only Member IDs for those employees whose employment began with your agency on or after a specified date.

SELF SERVICE



Step 1

In ESS, click **Download Member ID** located under the **Services** menu.

Step 2

Select **Date of Employment** from the Search By drop-down list. The following screen will display:

Employer Self Service | Home | Report | Services | Account | Admin | Site Help | Employer Rep | Log off

Contact Representative | -- Available Forms -- | Open

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** link to navigate to the download screen.

Search By: **Date of Employment**

Start Date: MM/DD/YYYY

Show

Contribution Group Descriptions

- 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.

Step 3

Enter a **Start Date** or select a date from the calendar.

Step 4

Click **Show**. The Member IDs for all employees added to your report since the date entered are displayed on the following screen:

Employer Self Service | Home | Report | Services | Account | Admin | Site Help | Employer Rep | Log off

Contact Representative | -- Available Forms -- | Open

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** link to navigate to the download screen.

Search By: **Date of Employment**

Start Date: 01/01/2019

Show

Contribution Group Descriptions

- 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.

Items Per Page: 5

Select All | Select None | **Download Members** (0)

Member	Contribution Group	Participation Date	Downloaded Date
<input checked="" type="checkbox"/> 111111 John Doe XXX-XX-0001	Cash Balance		
<input checked="" type="checkbox"/> 111114 Jane Doe XXX-XX-0002	w/o Health Insurance	10/01/2000	

1 2 3 4 5 6 7 8 9 10 ...

Add to List | **Download Members** (5)

Step 5

To select the employees 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**.



If there is more than one page of records, you must select the members you wish to download then click **Add to List** for each page of records. Another option is to change the display to "All" in the Items Per Page drop-down so that all records are displayed.

Step 6

To save the file on your computer, click **Download Members**.

The screenshot shows the 'Download Member ID' page in an Employer Self Service portal. The page has a navigation bar at the top with links for Home, Report, Services, Account, and Admin. Below the navigation bar, there is a 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. The main content area is titled 'Download Member ID' and contains a green box stating 'These are the members ready to download to file.' Below this, there are instructions: 'To remove a member from the list click [Remove X]' and 'To continue searching for members to download click [Continue Searching]'. There are two 'Continue Searching' buttons. On the right, there is a dropdown for 'Items Per Page' set to 25. A table lists two members with columns for Member, Contribution Group, Participation Date, and Downloaded Date. Each row has a 'Remove X' button. At the bottom, there is another 'Continue Searching' button and a 'Download to File' button.

Member	Contribution Group	Participation Date	Downloaded Date	
111111 John Doe XXX-XX-0001	Cash Balance			Remove X
111114 Jane Doe XXX-XX-0002	w/o Health Insurance	10/01/2000		Remove X



If you report for more than one employer, 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 sections.

Step 7

If you would like to open the file, click **Open**. Otherwise, click **Save**.

Step 8

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

DOWNLOAD MEMBER ID - BY REPORT MONTH

This option allows you to download only the Member IDs of employees reported for a specific report month.

SELF SERVICE



Step 1

In ESS, click **Download Member ID** located under the **Services** menu.

Step 2

Select the **Report Month** from the Search By drop-down list. Enter a **Report Month** or select a date from the calendar.

Step 3

Click **Show**. The Member IDs for all employees for the Report Month entered are displayed on the following screen:

Step 4

To select the employees 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**.



If there is more than one page of records, you must select the members you wish to download and then click **Add to List** for each page of records. Another option is to change the display to "All" in the Items Per Page drop-down so that all records are displayed.

Step 5

To save the file on your computer, click **Download Members**.

Employer Self Service Home Report Services Account Admin Site Help Employer Rep Log off

Contact Representative Available Forms Open

Download Member ID

These are the members ready to download to file.

To remove a member from the list click **Remove x**.

To continue searching for members to download click **Continue Searching**.

Continue Searching Items Per Page: 25

Member	Contribution Group	Participation Date	Downloaded Date	
111111 John Doe XXX-XX-0001	Cash Balance			Remove x
111112 Bob Smith XXX-XX-0003	w/ Health Insurance	11/01/2012		Remove x

Continue Searching Download to File



If you report for more than one employer, 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 sections.

Step 6

If you would like to open the file, click **Open**. Otherwise, click **Save**.

Step 7

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

SELF SERVICE



DOWNLOAD MEMBER ID - BY SSN

This 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.

Step 1

In ESS, click **Download Member ID** located under the **Services** menu.

Step 2

Select **SSN** from the Search By drop-down list. The following screen will display:

Employer Self Service | Home | Report | Services | Account | Admin | Site Help | Employer Rep | Log off

Contact Representative | Available Forms | Open

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** link to navigate to the download screen.

Search By: **SSN**

SSN: [] - [] - []

Show

Contribution Group Descriptions

- **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.

Step 3

Enter the employee’s SSN.

Step 4

Click **Show**. ESS will display the following screen:

Employer Self Service | Home | Report | Services | Account | Admin | Site Help | Employer Rep | Log off

Contact Representative | Available Forms | Open

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** link to navigate to the download screen.

Search By: **SSN**

SSN: 111 - 11 - 1111

Show

Contribution Group Descriptions

- **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 | Download Members

	Member	Contribution Group	Participation Date	Downloaded Date
<input checked="" type="checkbox"/>	111118 Max Jones XXX-XX-0009	w/o Health Insurance	08/21/1999	

Add to List | Download Members

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.”*; double check that the SSN entered was correct. If the SSN was correct, then report the employee in the Cash Balance Contribution Group.

Step 5

Repeat **Step 3** and **Step 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 save the file on your computer, click **Download Members**.



If you report for more than one employer, 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 sections.

Step 8

If you would like to open the file, click **Open**. Otherwise, click **Save**.

Step 9

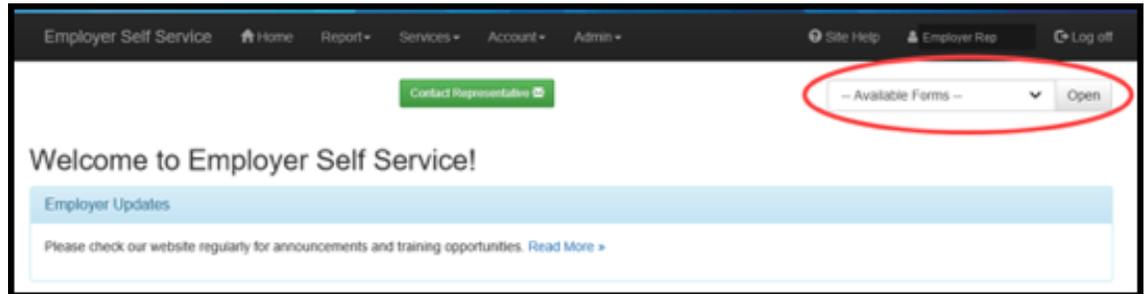
Save the file in your desired location (on your computer/network).

AVAILABLE FORMS

Many employer forms are accessible from any screen in ESS by using the drop-down box located at the top of each page. Forms including member information will require the Member ID. Member IDs may be retrieved using the Download Member ID module.

To view a form, click the Available Forms drop-down list and select the form. Then click **Open** to view the form as a PDF in a separate window.

SELF SERVICE



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

E-forms can be submitted in ESS with an employer Personal Identification Number (PIN). Other forms can be printed and submitted by mail or fax. Some forms are also available on the KRS website.

For questions regarding forms, please contact your ERCE representative.



SICK LEAVE COST CALCULATOR

Employers who participate in the Standard Sick Leave Program can use the Sick Leave Cost Calculator in ESS to estimate the employer's cost for a current or former employee's sick leave at retirement. This menu option is only available for those employers participating in the Standard Sick Leave Program.



Calculations produced using the sick leave cost calculator are estimates. The actual sick leave cost is calculated at retirement. Employers will receive an invoice for an employee's sick leave cost.

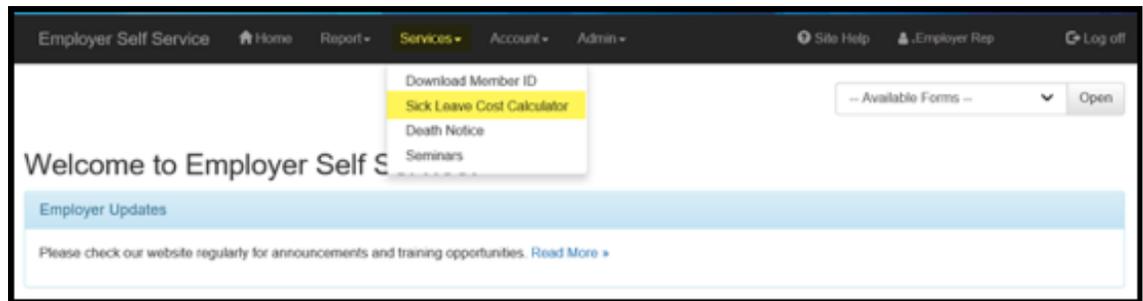
The Sick Leave Cost Calculator can be used for members who are within 5 years of retirement. It can also be used for retired members for which a sick leave invoice has not been generated.

Step 1

In ESS, click **Sick Leave Cost Calculator** located under the **Services** menu.

SELF SERVICE

LOGIN



The Sick Leave Cost Calculator Screen will display.

The screenshot shows the 'Sick Leave Cost Calculator' screen. At the top, there is a navigation bar with 'Employer Self Service', 'Home', 'Report', 'Services', 'Account', and 'Admin'. Below the navigation bar, there is a 'Contact Representative' button and a dropdown menu for 'Available Forms'. The main heading is 'Sick Leave Cost Calculator'. Below the heading, there is a paragraph of text explaining the calculator's purpose and eligibility. Below the text, there are four input fields: 'SSN', 'Retirement Date', 'Sick Leave at Retirement', and 'Hours in a Sick Leave Day'. Each field has a 'Calculate' button next to it. At the bottom, there is a 'Calculate' button and a 'Reset' button.

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. This budgeting tool can be used for any employee within five years of retirement eligibility. The calculator can also be used for a retiree if a sick leave invoice has not been issued and if the retirement date is not before January of the prior year.

Tier 3 members are not eligible for sick leave service credit. In addition, a member is not eligible for sick leave credit in CERS if the participation date in CERS is on or after 1/1/2014, even if an earlier participation date is established in another state-administered retirement system.

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

Hours in a Sick Leave Day: 1 hours

[Calculate](#) [Reset](#)

Step 2

Complete all fields and click **Calculate**.

FIELD	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, in hours, using up to two decimal places. The Sick Leave Accrual Rate should reflect how many hours equals a sick leave day.

The calculated results include 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 calculator results, please contact your ERCE representative.



[Contact ERCE](#)

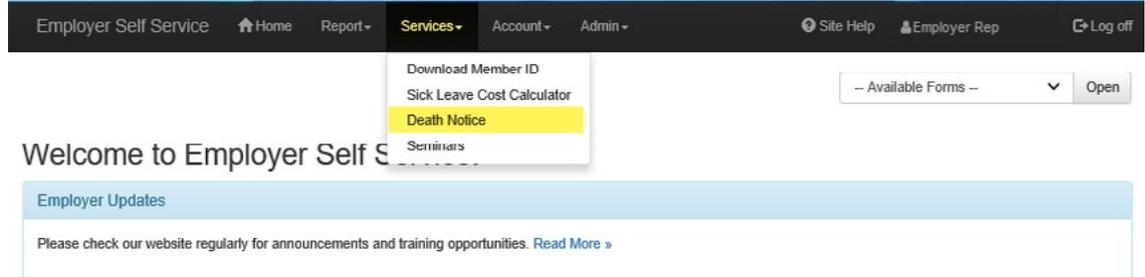
DEATH NOTICE

In ESS, employers can report the death of current or former employees. By reporting the death, the employer initiates the process of determining if any death benefits are owed to the beneficiary of the deceased employee/member. A member's beneficiary information is confidential and cannot be shared with employers.

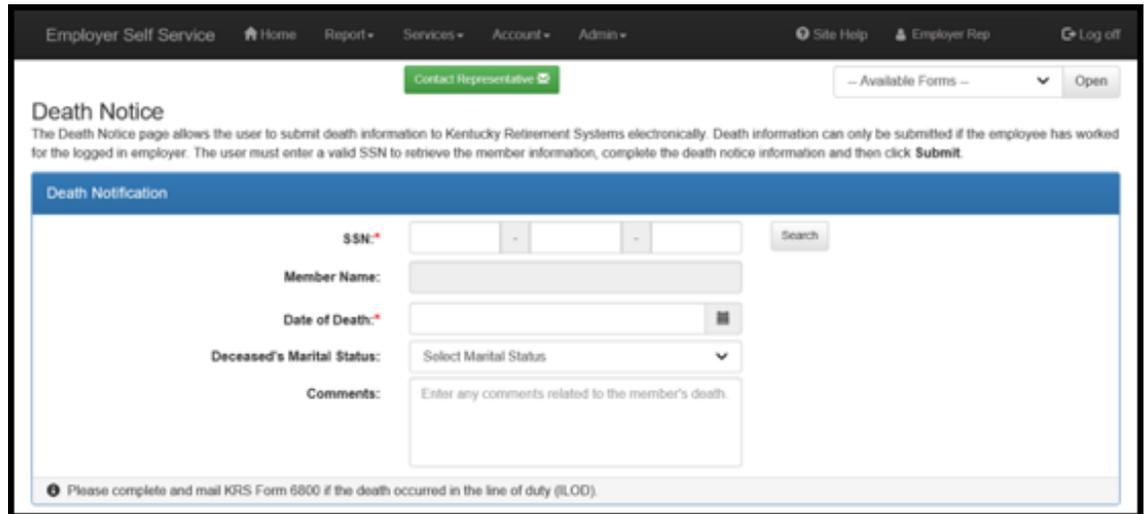
Step 1

In ESS, click **Death Notice** located under the **Services** menu.

SELF SERVICE

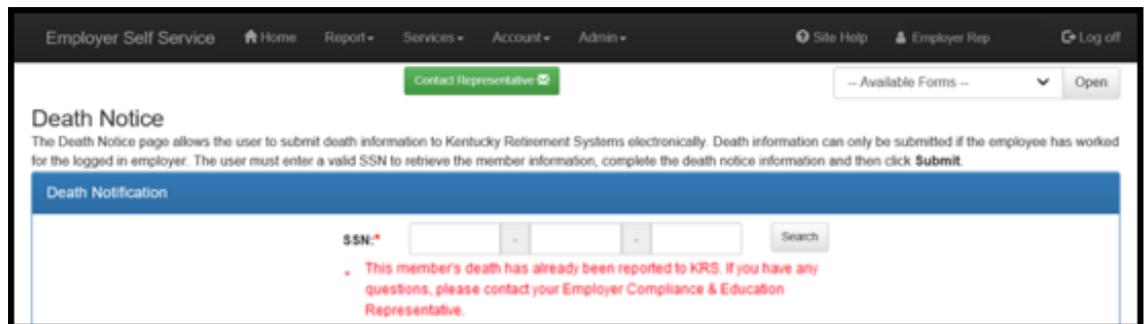


The Death Notification Screen displays.



Step 2

Enter the employee's SSN and click **Search**. ESS will display the name of the employee. If the employee's death has already been reported, the following message will display.



Step 3

If the employee's death has not been reported, verify that the employee displayed is correct and enter the Date of Death, Marital Status and any comments. If known, include the requested contact information for this employee. Click **Submit**.

The screenshot shows the 'Primary Contact Information' form in the Employer Self Service portal. The form is titled 'Primary Contact Information' and includes the instruction: 'If known, please provide contact information for the deceased member.' The form fields are: Name (text input), Relationship (dropdown menu with 'Select Relationship' selected), Phone Number (text input), International Address (checkbox), Address Line 1 (text input), Address Line 2 (optional) (text input), City (text input), State (dropdown menu with 'Select State' selected), and Zip Code (text input with a hyphen and '(optional)' label). At the bottom of the form are 'Submit' and 'Cancel' buttons.

Step 4

ESS will display a confirmation screen. KRS will take the appropriate steps to contact the beneficiary of the deceased employee.

The screenshot shows the 'Death Notice Saved' confirmation screen. The title is 'Death Notice Saved'. Below the title is a green message box that says 'Your death notice has been submitted'. At the bottom left of the screen is a 'Continue' button.

SEMINARS

The Seminars module in ESS allows employers to register for seminars.

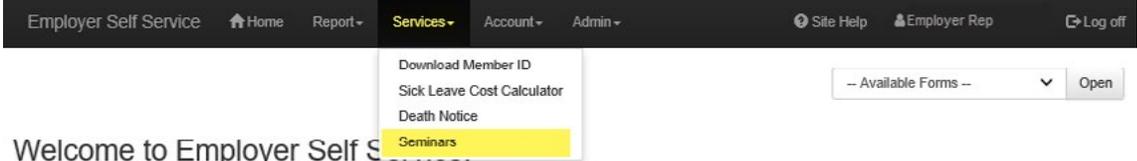
REGISTERING FOR A SEMINAR

Step 1

In ESS, click **Seminars** under the **Services** menu.

SELF SERVICE

LOGIN 



Employer Self Service Home Report Services Account Admin Site Help Employer Rep Log off

- Download Member ID
- Sick Leave Cost Calculator
- Death Notice
- Seminars**

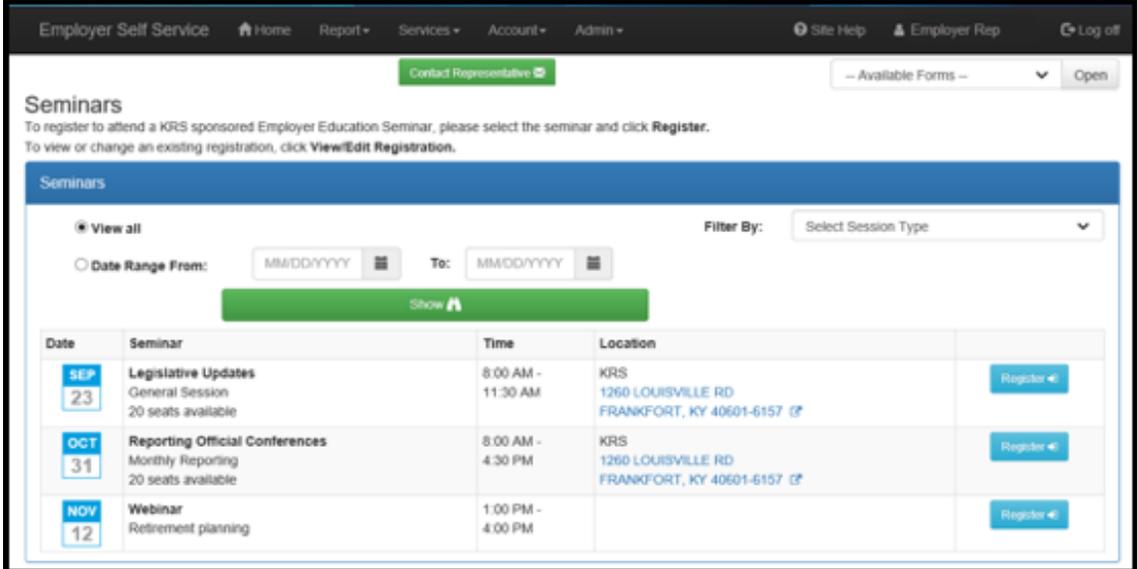
– Available Forms – Open

Welcome to Employer Self S

Employer Updates

Please check our website regularly for announcements and training opportunities. [Read More >](#)

All scheduled seminars will automatically display.



Employer Self Service Home Report Services Account Admin Site Help Employer Rep Log off

Contact Representative

– Available Forms – Open

Seminars

To register to attend a KRS sponsored Employer Education Seminar, please select the seminar and click **Register**.
To view or change an existing registration, click **View/Edit Registration**.

Seminars

View all Filter By: Select Session Type

Date Range From: MM/DD/YYYY To: MM/DD/YYYY

Show 

Date	Seminar	Time	Location	
SEP 23	Legislative Updates General Session 20 seats available	8:00 AM - 11:30 AM	KRS 1260 LOUISVILLE RD FRANKFORT, KY 40601-6157 📍	Register
OCT 31	Reporting Official Conferences Monthly Reporting 20 seats available	8:00 AM - 4:30 PM	KRS 1260 LOUISVILLE RD FRANKFORT, KY 40601-6157 📍	Register
NOV 12	Webinar Retirement planning	1:00 PM - 4:00 PM		Register



You may filter available seminars by session type or by date range.

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

Step 2

Click **Register** next to the seminar for which you would like to attend.

Step 3

Enter the name and email address for each agency representative then click **Add Attendee**. Repeat as necessary to include all representatives for the agency who will be attending.

The screenshot shows the 'Seminar Registration' page. At the top, there is a navigation bar with 'Employer Self Service' and links for Home, Report, Services, Account, and Admin. On the right, there are links for Site Help, Employer Rep, and Log off. Below the navigation bar, there is a green button labeled 'Contact Representative' and a dropdown menu for 'Available Forms' with an 'Open' button. The main heading is 'Seminar Registration'. Below this, there is a prompt: 'Please provide a name and email address for each attendee and click **Add Attendee**. When finished entering information for all attendees, click **Submit**.' The form is divided into two sections: 'Registration Information' and 'Attendees'. The 'Registration Information' section contains the following details: Session: Reporting Official Conferences; Topic: Monthly Reporting; Date: Thursday, October 31 2019; Time: 8:00 AM - 4:30 PM; Location: KRS, 1260 LOUISVILLE RD, FRANKFORT, KY 40601-6157; Seats Available: 20. The 'Attendees' section has two input fields: 'Name*' and 'E-mail*', each with a placeholder 'Enter attendee's name' and 'Enter attendee's e-mail' respectively. To the right of these fields is a green button labeled 'Add Attendee' with a person icon. Below the input fields, there is a message: 'No attendees have been added. Please provide names and e-mails for the people who will be attending this seminar.' At the bottom of the 'Attendees' section, there are two buttons: 'Submit' and 'Cancel'.

Step 4

Click **Submit** once all attendees have been entered. An email confirmation will be sent to the attendee(s) at the email address(es) provided.

The screenshot shows the 'Seminar Registration Complete' page. At the top, there is a navigation bar with 'Employer Self Service' and links for Home, Report, Services, Account, and Admin. On the right, there are links for Site Help, Employer Rep, and Log off. Below the navigation bar, there is a green button labeled 'Contact Representative' and a dropdown menu for 'Available Forms' with an 'Open' button. The main heading is 'Seminar Registration Complete'. Below this, there is a green banner with the text: 'Your registration details have been submitted.' Below the banner, there is a prompt: 'Please print a copy for your records.' The main content area is titled 'Seminar Details' and contains the following information: Employer: C256 - LOUISVILLE JEFFERSON COUNTY METRO GOVERNMENT; Session: Reporting Official Conferences; Topic: Monthly Reporting; Date: Thursday, October 31 2019; Time: 8:00 AM - 4:30 PM; Location: KRS, 1260 LOUISVILLE RD - FRANKFORT, KY 40601-6157; Registered On: Thursday, September 5, 2019. Below the 'Seminar Details' section, there is a section titled 'Attendees' which lists one attendee: John Doe (John.Doe@somewhere.gov). At the bottom of the 'Attendees' section, there are two buttons: 'Print' and 'Register for another Seminar'.

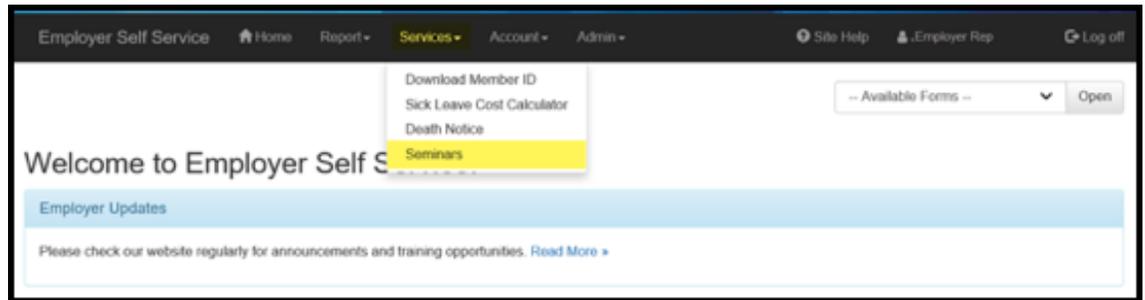
If a seminar is full, click **Waitlist** to be added to the waitlist. If a seat becomes available, you will be automatically registered and will receive a confirmation email at the address provided.

MODIFYING A SEMINAR REGISTRATION

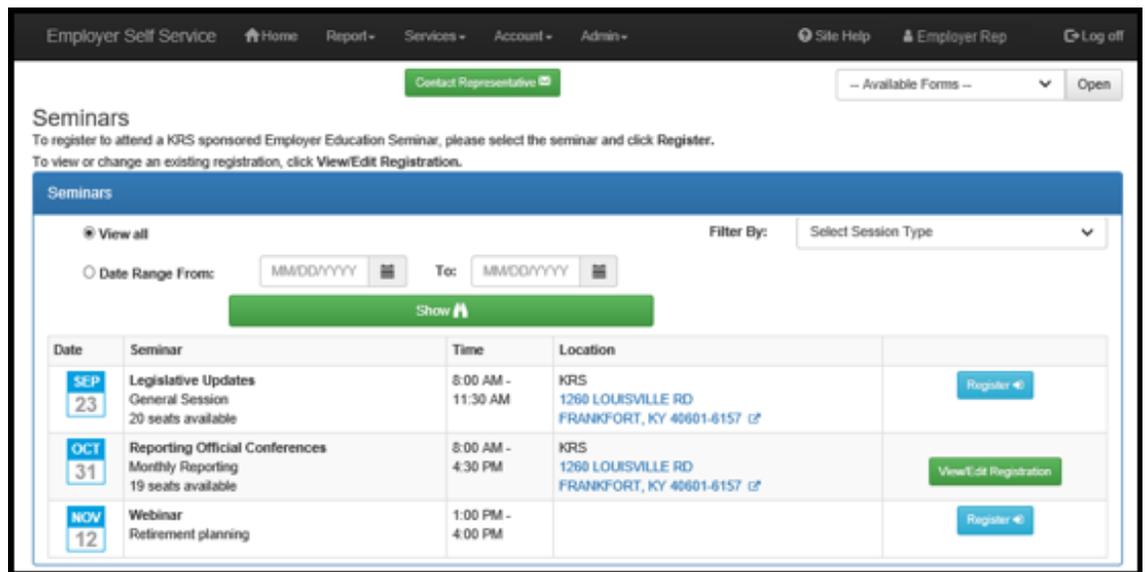
Step 1

In ESS, click **Seminars** located under the **Services** menu.

SELF SERVICE

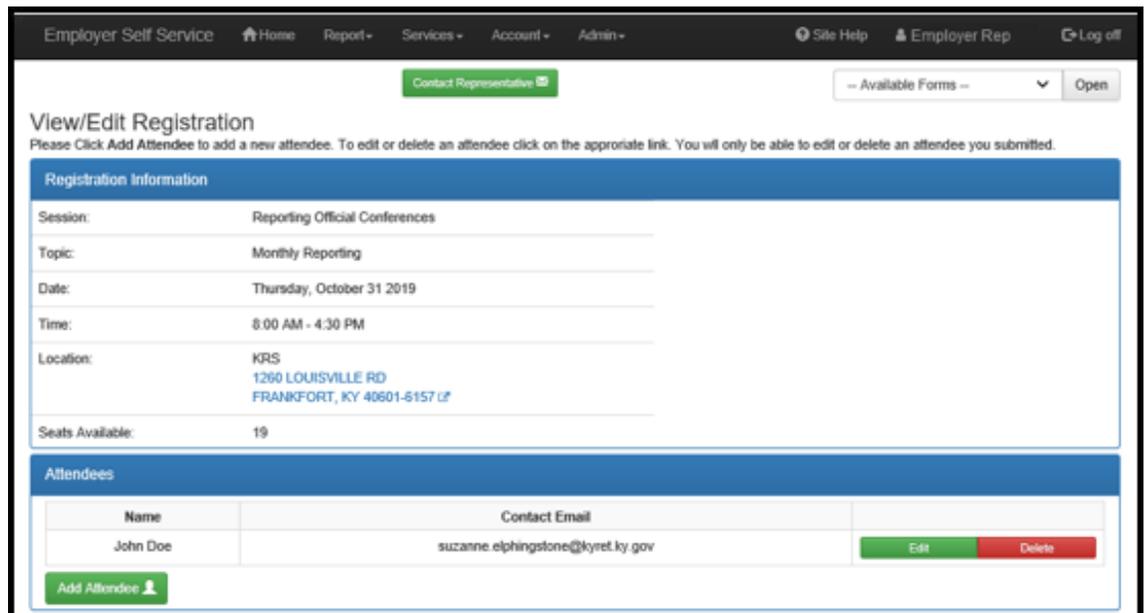


All scheduled seminars will display.



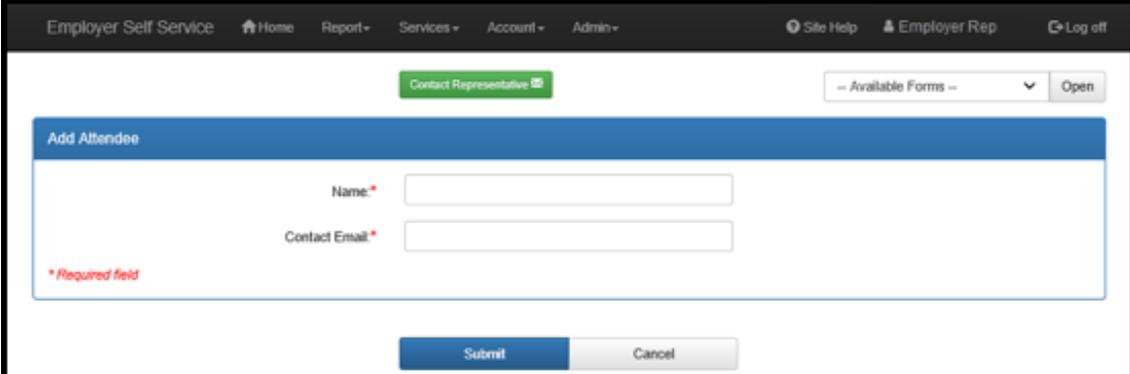
Step 2

Click the **View/Edit Registration** for the seminar that needs to be changed or canceled.



Step 3a

To Add an Attendee click **Add Attendee**, complete the required fields and click **Submit** to save the registration.

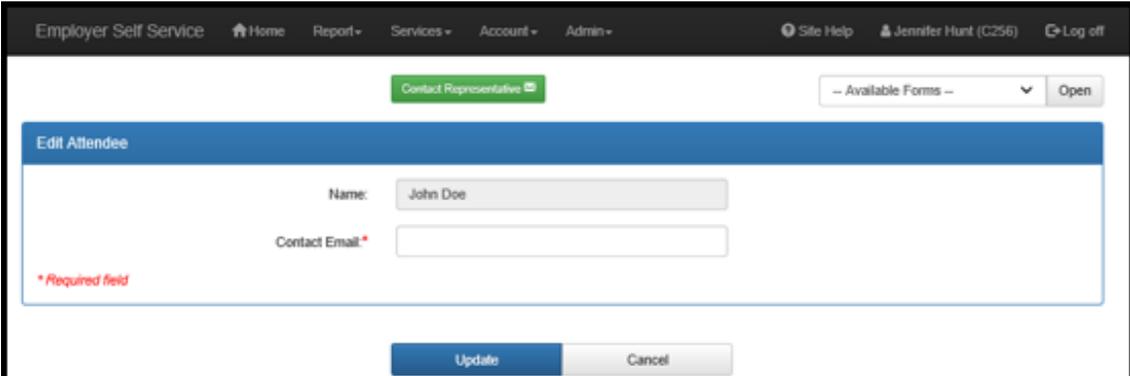


The screenshot shows the 'Add Attendee' form within the 'Employer Self Service' portal. The form has a blue header with the title 'Add Attendee'. Below the header, there are two input fields: 'Name' and 'Contact Email', both marked with a red asterisk to indicate they are required fields. A red text label '* Required field' is positioned below the 'Contact Email' field. At the bottom of the form, there are two buttons: 'Submit' (in blue) and 'Cancel' (in grey). The top navigation bar includes links for Home, Report, Services, Account, Admin, Site Help, Employer Rep, and Log off.

Each registered attendee will receive confirmation at the email address provided.

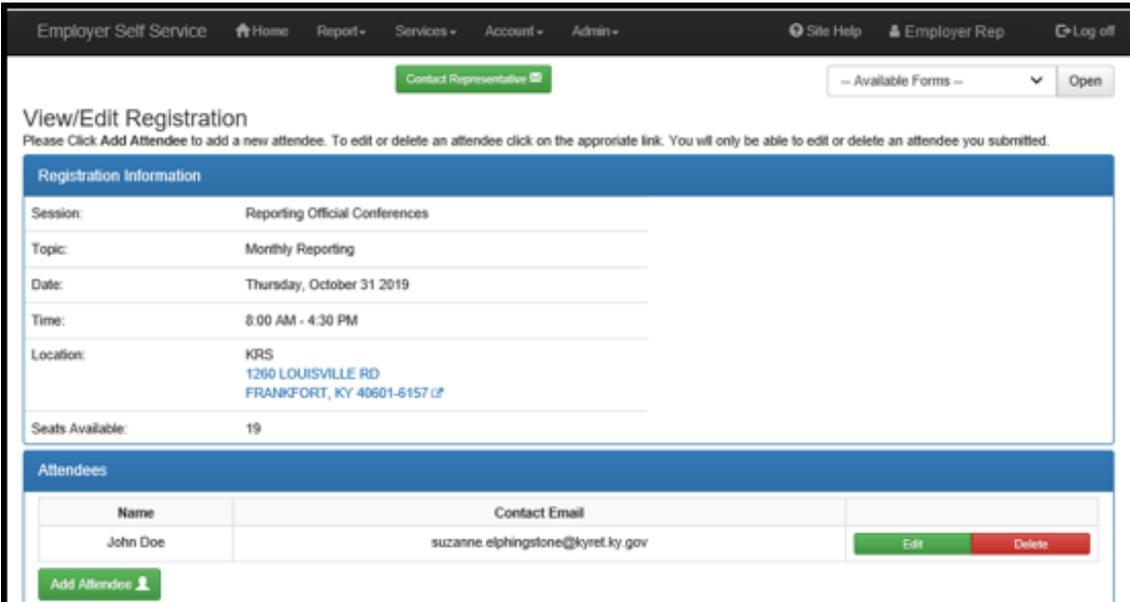
Step 3b

You can only edit the email address for a registered attendee. Enter an email address and click **Update**.



The screenshot shows the 'Edit Attendee' form. The 'Name' field is pre-filled with 'John Doe'. The 'Contact Email' field is empty and marked as a required field with a red asterisk. A red text label '* Required field' is positioned below the 'Contact Email' field. At the bottom of the form, there are two buttons: 'Update' (in blue) and 'Cancel' (in grey). The top navigation bar is identical to the previous screenshot.

To cancel a registration, click **View/Edit Registration** (refer to Step 2 above). Click **Delete**, then click OK to confirm.



The screenshot shows the 'View/Edit Registration' page. It displays registration details for a session titled 'Reporting Official Conferences' on 'Thursday, October 31 2019' from '8:00 AM - 4:30 PM' at 'KRS, 1200 LOUISVILLE RD, FRANKFORT, KY 40601-6157'. There are 19 seats available. Below this information is a table of attendees. The table has two columns: 'Name' and 'Contact Email'. One attendee is listed: 'John Doe' with contact email 'suzanne.elphinstone@kyret.ky.gov'. To the right of the table are 'Edit' and 'Delete' buttons. An 'Add Attendee' button is located at the bottom left of the table area. The top navigation bar is consistent with the previous screenshots.

Name	Contact Email	
John Doe	suzanne.elphinstone@kyret.ky.gov	Edit Delete

No email is sent when a registration is deleted.

INDEX

A

Add Attendee [19](#)
Available Forms [13](#)

C

Cancel a Registration [21](#)
Cash Balance [3](#)
Contribution Group [2](#)

D

Date of Employment [2](#)
Death Notice [16](#)
Download Member ID - By Report Month [9](#)
Download Member ID - By SSN [15](#)
Download Member ID - Newly Created Members [2](#)

E

E-forms [13](#)

R

Registering for a Seminar [18](#)
Report Month [2](#)
Retired/ Reemployed [3](#)
Retirement Date [15](#)

S

Seminars [18](#)
Sick Leave Accrual Rate [15](#)
Sick Leave At Retirement [15](#)
Sick Leave Cost Calculator [14](#)
Social Security Number (SSN) [2](#)
Standard Sick Leave Program [14](#)

V

View/Edit Registration [21](#)

W

Waitlist [19](#)
With Health Insurance [3](#)
Without Health Insurance [3](#)