



KPPA

Kentucky Public Pensions Authority

EMPLOYER REPORTING, COMPLIANCE & EDUCATION

QUICK GUIDE FOR NEW REPORTING OFFICIALS

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Section 1 – REPORTING OFFICIAL DUTIES

Congratulations! Your employer has selected you to fill a vital role within their organization as the Reporting Official for Kentucky Public Pensions Authority (KPPA). The Reporting Official has a few duties to perform on behalf of their employer. This guide is a starting point to help you understand what you will be required to do in this capacity.

MONTHLY REPORT

The Reporting Official submits the monthly report to KPPA that contains data about employee earnings and employment. KPPA uses this information to determine the potential benefits the employee may be eligible for at retirement. The Monthly Report is the largest part of the job as a Reporting Official, and the most frequent since you must submit it every month.

There are three parts to the Monthly Report: the details; the summary; and the payment. Per Kentucky Revised Statute [61.675](#) and [78.625](#), the employer must submit all three parts of the report to KPPA by the 10th of the month, or the employer may receive a penalty. The penalty is the interest on the delinquent contributions at the actuarial rate adopted by the KPPA Board, subject to a minimum amount of \$1000.

Get more information about the Monthly Report in [Section 3](#) of this guide or in Chapter 4 of the [Employer Reporting Manual](#).

INVOICES

KPPA uses electronic invoices to refund or bill for contributions and purchases. These electronic credits and debits can be reconciled individually outside of the monthly reporting process or applied to the monthly report payment. The employer must reconcile all invoices in a timely manner by the due date of the invoice.

You may learn more about invoices by viewing a [video](#) on the KPPA website of a specific type, by reading about them in the [Employer Reporting Manual](#), or by contacting your ERCE representative.

EMPLOYEE INFORMATION REQUESTS

As the primary Reporting Official, you are the first point of contact for KPPA. For example, you may get a request for clarification on an incoming record on the monthly report, or a request for an employment end date, or a request for the total balance of unused sick leave at termination. According to Kentucky Revised Statute [61.675](#), the employer shall comply with any request and provide information so that KPPA can correctly administer the member's retirement account.

EMPLOYEE QUESTIONS AND REQUESTS

Please direct employees of your agency to contact Membership Support at KPPA if they have retirement questions. The KPPA website is a great resource for general retirement information. The employee can also go

to the Member Self-Service website for specific information about their account. We offer a member hotline if the employee wishes to speak to a KPPA representative or schedule an appointment to see a retirement benefits counselor.

General website – <https://KYRET.KY.GOV>

Member Self Service – <https://MYRETIREMENT.KY.GOV>

Member Hotline – (800) 928-4646 or (502) 696-8800

Section 2 – GETTING SET UP AS THE REPORTING OFFICIAL

Each employer must have a primary Reporting Official designated upon initial set up. Once a primary is established, the agency can add additional personnel as a secondary Reporting Official. KPPA strongly encourages participating employers to have a back up to the Reporting Official trained to do the monthly report. The primary Reporting Official is always KPPA's first point of contact for questions, requests, and notifications. KPPA may call upon secondary reporting officials for assistance if the primary is unavailable. The primary Reporting Official may also refer KPPA to other personnel listed as a contact person in ESS, if necessary.

ELECTRONIC CREDENTIALS FOR KPPA

As the Reporting Official, you will use two programs extensively in your role. Those are the KPPA Secure Email Portal and Employer Self Service (ESS). Both programs require their own unique set of credentials to log in. It is imperative that users keep their credentials secure and never share them with a co-worker or supervisor. If a new temporary or permanent user is logging in for the first time, set them up to have their own set of credentials.

KPPA SECURE EMAIL PORTAL CREDENTIALS

Every employer representative who corresponds via email with KPPA must have a secure account through our KPPA Secure Email Portal. The credentials needed to access this email account are a user ID and a password of their creation. The KPPA Secure Email Portal utilizes an encryption code on the body of all emails, so any confidential information sent via email cannot be hacked. Please be aware, the subject line is not secure. So, you should never put an employee's name, KPPA member ID, social security number, or any other confidential information in the subject line.

EMPLOYER SELF SERVICE CREDENTIALS

All ESS users receive a User ID, a Password, and a PIN code. The Employer Administrator assigns the User ID during the Add New User process. The new ESS user will update the automatically generated password and PIN code when they log in for the first time. The User ID and password are necessary to sign into ESS, and the PIN code acts as an electronic signature for forms and electronic payments. Each time a person uses credentials to log into ESS, our system time stamps that login, so any action taken on the employer account is traceable back to a user.

KPPA SECURE EMAIL PORTAL – CREATING AN ACCOUNT

The KPPA Secure Email Portal provides a safe and easy way to exchange information. Users can create, reply, delete, and manage secure email. We strongly encourage all employers to use the KPPA Secure Email Portal when sending confidential information or attachments via electronic mail.

KPPA uses a secure email portal that protects information exchanged between KPPA and participating employers. The portal uses strong encryption to protect the confidentiality of email communications. This

greatly reduces the risk of disclosures that could put our members at risk of identity theft and other fraudulent activity.

Due to the nature of our organization, KPPA, our participating agencies, and business associates are covered entities under HIPAA. As such, you are responsible for complying with KPPA policies and applicable federal regulations (HIPAA, HITECH) to ensure confidential member information is protected, particularly when sending confidential information in email. Confidential information sent via unsecure email is an unauthorized disclosure of sensitive member information and KPPA or the agency responsible is required to notify the affected member(s) of the disclosure.

To access the Portal and create an account: <https://web1.zixmail.net/s/login?b=kyret> or open a secure email sent from KPPA. Complete the following steps to register for your mailbox to send and receive secure messages.

1. On the sign in page, click the **Register** button.

KPPA SECURE EMAIL PORTAL
Kentucky Public Pensions Authority

Welcome to the Kentucky Public Pensions Authority Secure Email Portal

Email Address:

Password:

Sign In

Forgot your password? **Reset**

New to secure email? **Register**

Need more assistance? **Help**

For Customer Support, email us at support@kyret.ky.gov.
We use cookies, find out why in our [cookie disclosure](#).

This service is hosted by Zix on behalf of Kentucky Public Pensions Authority Secure Email [More Information](#)

Secured by **zix**

2. Following your email address, create a password fitting the criteria listed, and click the **Register** button.

The screenshot shows the 'Register Account' page of the KPPA Secure Email Portal. The page header includes the KPPA logo and the text 'KPPA Kentucky Public Pensions Authority' and 'SECURE EMAIL PORTAL'. Below the header, the section is titled 'Register Account' with the instruction 'Register below for your mailbox to send and receive secure messages.' The registration form contains the following fields and text:

- Email Address:** A text input field containing 'FakeAddress@kyret.com'.
- Password:** A password input field with masked characters '*****'.
- Re-enter Password:** A second password input field with masked characters '*****'.
- Password Rules:**
 - Passwords must be at least 8 characters in length, and meet 2 of the following conditions:
 - Contain both alphabetic and numeric characters
 - Contain both uppercase and lowercase characters
 - Contain at least one special character, such as: ~!@#%\$^&
 - Passwords cannot match email address.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Register'. The 'Register' button is circled in yellow. Below the form, there is a footer with the text 'For Customer Support, email us at support@kyret.ky.gov.' and 'This service is hosted by Zix on behalf of Kentucky Public Pensions Authority Secure Email [More Information](#)'. The bottom right corner features the 'Secured by zix' logo.

This will take you to the following screen, confirming your registration.

The screenshot shows the 'Account Change Confirmation' page of the KPPA Secure Email Portal. The page header includes the KPPA logo and the text 'KPPA Kentucky Public Pensions Authority' and 'SECURE EMAIL PORTAL'. Below the header, the section is titled 'Account Change Confirmation' with the instruction 'A confirmation email has been sent to your email address for this account. After you receive the confirmation email, please follow the instructions to activate the changes to your account.' Below this text, there is a footer with the text 'For Customer Support, email us at support@kyret.ky.gov.' and 'This service is hosted by Zix on behalf of Kentucky Public Pensions Authority Secure Email [More Information](#)'. The bottom right corner features the 'Secured by zix' logo.

3. Open the email sent to your inbox and follow the instructions to complete the registration. It may take a few minutes for this email to appear.

A user manual is available at: [KRSSecureEmailPortalUserManual.pdf \(ky.gov\)](#), and a [Secure Email user's video](#) is available on the Employer section of the KPPA website.

EMPLOYER SELF SERVICE ACCOUNT SET UP

EMPLOYER ADMINISTRATOR STEPS

The Employer Administrator for the participating employer will be the person to add a new Reporting Official to the employer account by completing the following steps:

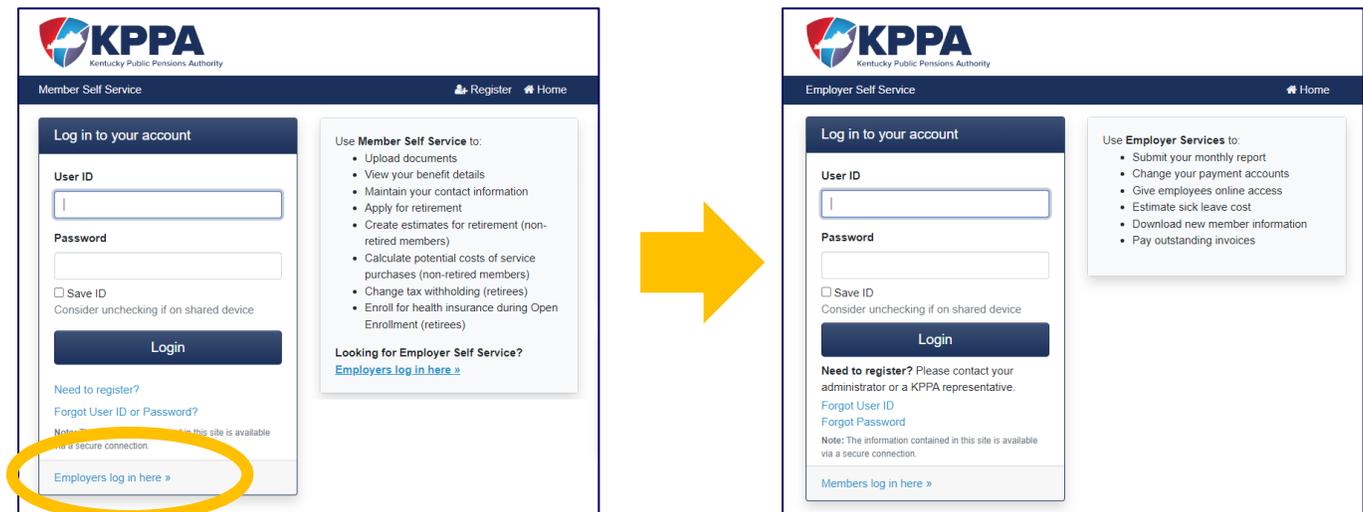
1. Inactivate the previously named Reporting Official if they no longer need ESS access for your agency. For instructions on how to inactivate an ESS user, review the [Inactivate Reporting Official/ESS Users](#) quick guide.
2. Add the new Reporting Official as a contact person and a user to ESS. For instructions on how to add a new Reporting Official in ESS, review the [Add Reporting Official/ESS Users](#) quick guide.

After the new Reporting Official is added to the employer account, the ESS system will automatically send three secure emails to the new user containing their user ID, temporary password, and temporary PIN code.

REPORTING OFFICIAL STEPS

The new Reporting Official must log into the Employer Self Service website after receiving the secure emails containing their credentials to complete the set-up process.

1. You will receive three automated emails that will contain your permanent User ID, a temporary Password, and a temporary PIN code. (tip: leave the emails open for easy recall during the set-up process)
2. To log into Employer Self Service after opening the emails, click the hyperlink on any of the open emails and then click the **“Employers Log In Here”** link on the log in screen. Enter the User ID and temporary password you received in the secure emails.



NOTE: The password and PIN code are temporary and will expire after 24 hours if you do not log in and change them to something permanent.

3. Update the Password from the temporary one to a permanent one, following the requirements shown.

Employer Self Service Site Help Agency Head (Z999) Log off

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

Change Password

Valid passwords are at least eight characters long, are case sensitive, and should not contain spaces. Please use at least one uppercase letter, one lower case letter, one number and one special character. The following characters are permissible: Aa-Zz, 0-9, (@, #, !, %, and \$). You cannot repeat a password previously used for this account.

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:*

(At least eight characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter, 1 lower case letter, 1 number and 1 special character; no spaces; you cannot repeat a password previously used for this account)

Your New Password:*

Retype Your New Password:*

[Continue](#)

- Update the PIN code from the temporary one sent by email to a permanent one, following the requirements shown.

Employer Self Service Site Help Agency Head (Z999) Log off

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

Change Pin

Valid pins are 4 characters long. Only numbers are permissible.

Note: Maintaining the security of your pin information is your responsibility. No one at KRS knows or can retrieve your pin for you.

Change Pin

Your User Name:

(4 characters, all numbers, no spaces)

Current Pin:*

Your New Pin:*

Retype Your New Pin:*

[ContinueStep3](#)

- Create an answer to one of the provided security questions and **Update** the information.

6. Click the **Continue** button on the confirmation screen.

The website will navigate you to the Employer Self Service home page. From this page, you have access to Employer Self Service based on the security role assigned to you by the Employer Administrator during the Add User process. ESS has three roles to restrict a user’s level of access:

ROLE	ACCESS
Administrator**	The Administrator role has full access to Employer Self Service, including the Admin tab. **Please Note A FORM 7071 must be submitted to KPPA for a user to be upgraded to this security role
Employer Reporting	The Employer Reporting role has full access to Employer Self Service, excluding the Admin tab.
Staff	The Staff role has access to: Forms; Monthly Packets; Download Member ID; Sick Leave Cost Calculator; Death Notice; Seminars; Office Locations; Contact Persons; Change Password; Change PIN; Change Security Question

For more information, KPPA has [informational videos](#) to assist with setting up an ESS user; provide information on the different tabs in ESS; and quick tutorials on common actions taken by employers in ESS.

Section 3 –MONTHLY REPORTING

Every month, the designated primary Reporting Official receives an email notification that the monthly report template, monthly packet, and invoices are available. There are five steps the Reporting Official should follow to properly complete the monthly reporting process. Those steps are to review the monthly packet, review the invoices, upload the monthly report details, and submit the monthly summary and payment. Each of these steps corresponds with a module under the Report Tab in Employer Self Service.

WHO SHOULD BE ON THE MONTHLY REPORT

The easiest way to explain this is to say everyone employed by your employer should be on the monthly report; however, there are exceptions to that rule. If you have personnel who fall into one of the following categories, they are not reportable to KPPA.

1. Employees who rejected participation when the employer initial joined with KPPA. This is a one-time thing for most agencies except Cities.
2. Full-time Mayor or City Councilmembers who reject participation upon initial election to the position. These are the only positions allowed to elect or reject participation after an employer has joined the KPPA system, and every newly elected official must complete a Form 2012.
3. The members of your governing Board, for their service as a board member. The Kentucky Attorney General issued rulings regarding board members and their participation in KPPA in OAG 15-010.
4. KPPA approved retired police officers who meet the qualifications and are returning to employment with a [City Police Department](#), [County Police Department](#), [County Sheriff Office](#), and [Post-Secondary Institutions](#).
5. KPPA approved retirees returning to a position of [School Resource Officer](#) through a school board, a contract between a local law enforcement employer and a school board, or the Kentucky State Police and a school board.
6. Employees simultaneously participating in a full-time position with another state administered retirement program.
7. Approved independent contractors (**please note** – you must send a copy of the contract to the KPPA legal department to determine if the person qualifies by federal guidelines to be an independent contractor).
8. Volunteers paid less than nominal fees. (**please note** – the nominal fee amount is set at \$500 per month)
9. Employees who retired and did not elect to begin a new account upon reemployment prior to August 1, 1998.

10. Student employees of public universities participating in KERS who are enrolled as full-time students in a course of study at the university and are classified as fulltime students throughout the fiscal year pursuant to 29 Code of Federal Regulations (CFR) Section 519.2(a).
11. Student employees of public universities participating in KERS who are enrolled as full-time students in a course of study at the university and who are exempt from FICA withholding pursuant to United States Code Title 26.3121(b)(10) and 26 CFR Section 31.3121(b)(1)-2

Any employee who does not fall into one of these positions, must be included on the employer's monthly report every month until they are no longer an employee.

WHAT SHOULD BE ON THE MONTHLY REPORT

Every month participating employers should report all payments that fall under the definition of "Creditable Compensation" per Kentucky Revised Statute [61.510\(13\)](#). An abbreviated definition of creditable compensation is salary and other payments made to employees reportable as "Wages, Tips, other Compensation" on a W2.

However, there are some statutory exceptions to what is reportable on the monthly report. **Do not** report the following payments as creditable compensation on the monthly report:

1. Lump sum payments of accrued vacation/annual leave
2. Lump sum payment of sick leave – unless the employer participates in the Alternate Sick Leave Program with KPPA
3. Lump sum compensatory payments for Tier 2 and 3 employees who began participating on or after September 1, 2008
4. Living allowances
5. Expense reimbursements
6. Nominal fees paid for services as a volunteer
7. Training incentive payments for elected city officers as set out in Kentucky Revised Statute 64.5277 to 64.5279

HOW TO REPORT THE MONTHLY REPORT

Report employees' salary to KPPA *when paid*, with the possible exception of the month of hire and the last month employed. If the employees' hire date is in the month prior to the report, two records will be necessary for the employee on their first report – one for the hire month and one for the month when paid – splitting the wages paid between the two months. If the employees' date of termination is in the prior month, then the

Reporting Official must roll the posting month back to the prior month. If you need assistance adding a new employee record, or submitting the final record on a current employee, please contact your ERCE representative.

County government employers, School Board employers, and the Quasi-Governmental employers have two options on how they submit the monthly report to KPPA. They may submit their report via “Web” reporting or “File” reporting. The difference between web and file reporting is how the employer creates and submits the member record details to KPPA.

If an employer opts to report by “Web”, then the Reporting Official must open the report detail in ESS and manually update each employee’s record every month. If there is an issue on the record where it does not meet compliance rules, the Reporting Official must make the correction before the record will save. Due to this process, fewer issues occur from this method of reporting.

If the employer reports by “File”, their IT or outside software developer creates a file that will assemble the required information based on a strict format set by KPPA. The file report must pass two reviews every month before it posts to the KPPA network. If the file fails either review, KPPA rejects the file, and the employer must fix the error and resubmit.

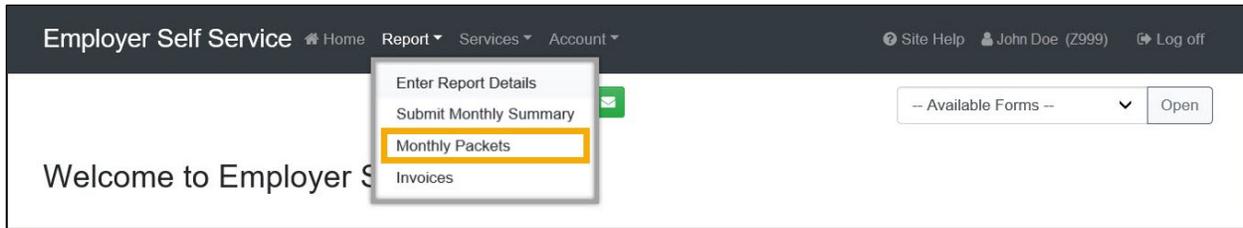
The reporting template generates on the evening of the 25th every month and KPPA sends an email to notify the primary Reporting Official that it is available. The Reporting Official, or the person that the employer tasked with completing the monthly report, has until the 10th of the following month to complete the five steps of the monthly reporting process. Failure to submit the monthly report by the 10th of the following month may result in a penalty. If the 25th or the 10th fall on a weekend or holiday, the date moves to the close of the next business day.

FIVE STEPS TO COMPLETE THE MONTHLY REPORT

MONTHLY PACKET

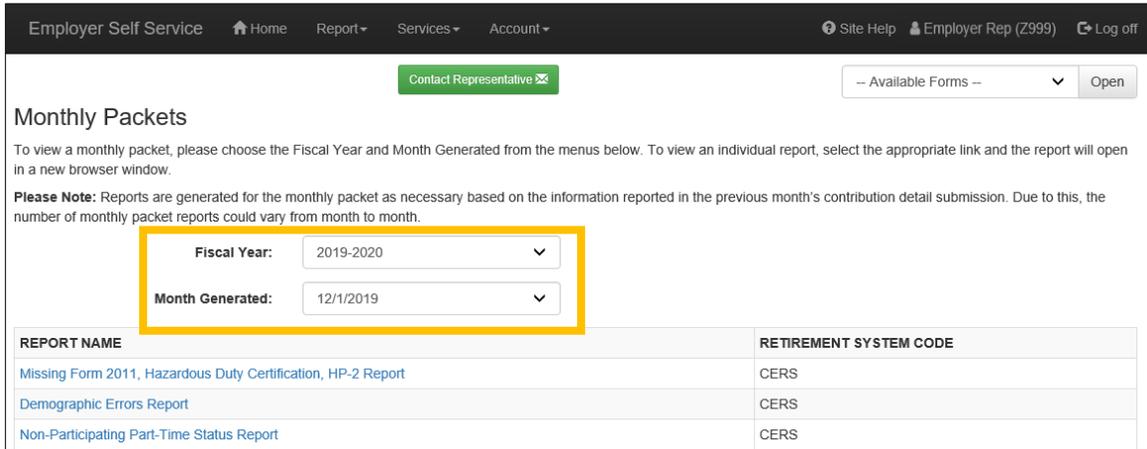
KPPA produces a packet of reports for employers to review in conjunction with the monthly report template. The reports contain information regarding the prior month’s Monthly Report submission, such as errors that need a resolution. Some reports in the packet may only need a review by the Reporting Official, while others may require a Reporting Official to act on a certain item. The contents of the monthly packet will vary each month depending on the information provided to KPPA from the prior month’s report. It is possible the employer will not receive any reports in the monthly packet if there were no issues. Follow the steps below to open the monthly packet.

1. Sign into Employer Self Service. Select the Monthly Packets module from the Report tab on the navigation menu.



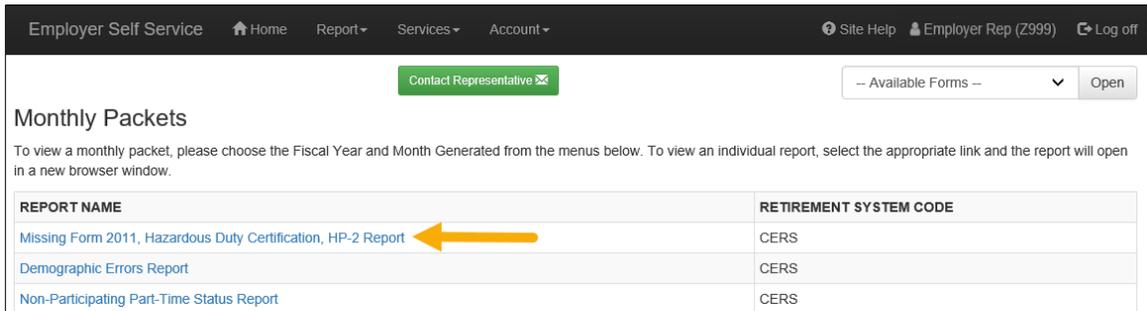
Employer Self Service will automatically navigate to the monthly packet page

2. Select the appropriate FISCAL YEAR and MONTH GENERATED from the dropdown options.



Employer Self Service will automatically display any reports available for the selected month.

3. To view the individual report, click the REPORT NAME link and the report will open in a new window.



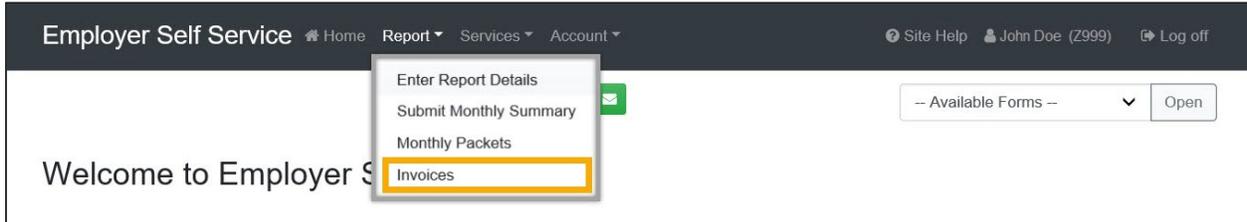
If you have a question about any report you receive in the monthly packet, please contact your [ERCE representative](#).

NOTE: The reports provided in the monthly packet are not forms; do not return them to KPPA. Please add the information as an adjustment on the monthly report or contact your [ERCE representative](#) with the requested information.

INVOICES

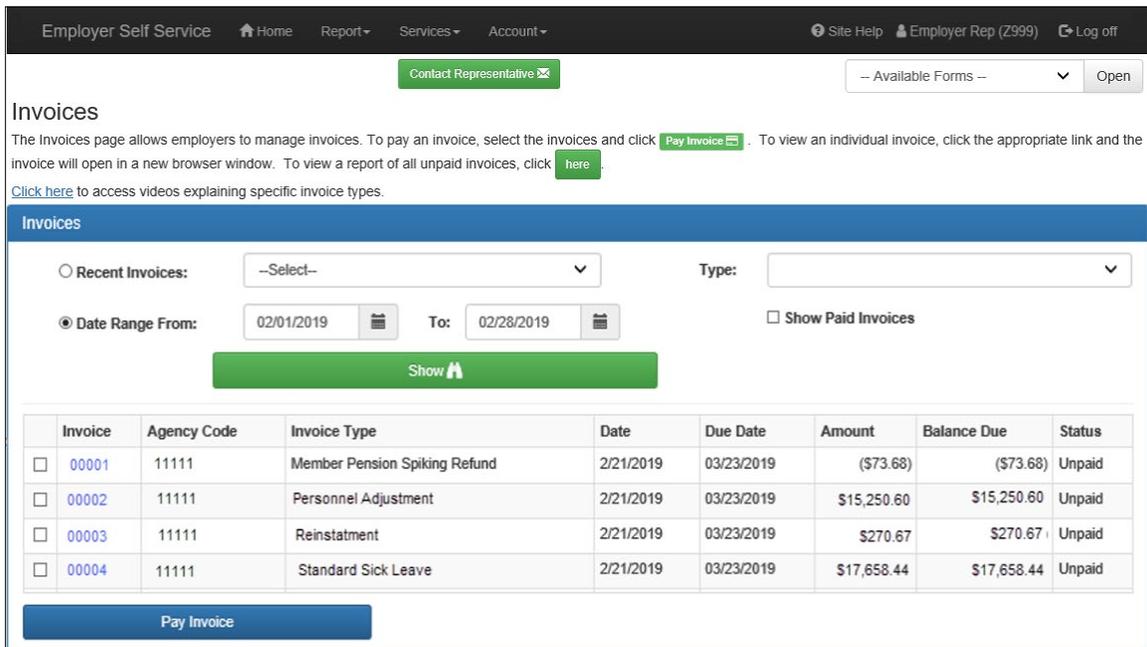
KPPA may send a second email regarding invoices with the Monthly Report notification. The primary Reporting Official should review and reconcile the invoice or alert the employer designee that invoices are available. To process the invoices, complete the following steps:

1. Sign into Employer Self Service. Select the Invoices module from the Report tab on the navigation menu.



Employer Self Service will automatically navigate to the invoice page

2. To view the individual invoice, click the INVOICE number hyperlink and the invoice will open in a new window.



The screenshot shows the 'Invoices' page in the Employer Self Service portal. The page includes a navigation bar, a 'Contact Representative' button, and a 'Pay Invoice' button. Below the navigation bar, there is a section for filtering invoices by date range and type. A table lists four invoices with columns for Invoice, Agency Code, Invoice Type, Date, Due Date, Amount, Balance Due, and Status. A 'Pay Invoice' button is located at the bottom of the table.

Invoice	Agency Code	Invoice Type	Date	Due Date	Amount	Balance Due	Status
<input type="checkbox"/> 00001	11111	Member Pension Spiking Refund	2/21/2019	03/23/2019	(\$73.68)	(\$73.68)	Unpaid
<input type="checkbox"/> 00002	11111	Personnel Adjustment	2/21/2019	03/23/2019	\$15,250.60	\$15,250.60	Unpaid
<input type="checkbox"/> 00003	11111	Reinstatement	2/21/2019	03/23/2019	\$270.67	\$270.67	Unpaid
<input type="checkbox"/> 00004	11111	Standard Sick Leave	2/21/2019	03/23/2019	\$17,658.44	\$17,658.44	Unpaid

3. To pay an invoice outside of the monthly report process, click the check box next to the invoice to be reconciled and then click the **Pay Invoice** button.

Employer Self Service Home Report Services Account Site Help Employer Rep (Z999) Log off

Contact Representative Available Forms Open

Invoices

The Invoices page 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. To view a report of all unpaid invoices, click [here](#). [Click here](#) to access videos explaining specific invoice types.

Invoices

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

Date Range From: 02/01/2019 To: 02/28/2019 Show Paid Invoices

Show

Invoice	Agency Code	Invoice Type	Date	Due Date	Amount	Balance Due	Status
<input type="checkbox"/> 00001	11111	Member Pension Spiking Refund	2/21/2019	03/23/2019	(\$73.68)	(\$73.68)	Unpaid
<input type="checkbox"/> 00002	11111	Personnel Adjustment	2/21/2019	03/23/2019	\$15,250.60	\$15,250.60	Unpaid
<input type="checkbox"/> 00003	11111	Reinstatement	2/21/2019	03/23/2019	\$270.67	\$270.67	Unpaid
<input type="checkbox"/> 00004	11111	Standard Sick Leave	2/21/2019	03/23/2019	\$17,658.44	\$17,658.44	Unpaid

Pay Invoice

4. Click **Edit** to open the account field. Enter the total amount due from the account and click **Apply**.

Employer Self Service Home Report Services Account Site Help Employer Rep (Z999) Log off

Pay Invoice

Contact Representative Available Forms Open

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
KRS Account - OUR AGENCY BANK, ...1111	\$0.00 Edit
Total Applied:	\$0.00
Balance Remaining:	\$591.61
Invoice #111111	\$591.61
Total Amount Due:	\$591.61

Cancel Continue to Step 2

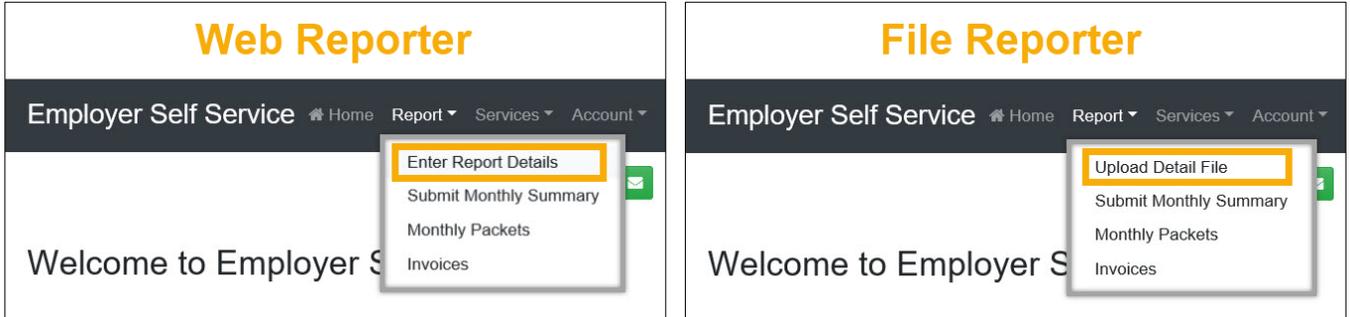
The Balance Remaining should total \$0 before clicking the **Continue to Step 2** button.

5. **Continue to Step 2** and enter your ESS PIN code. The PIN code acts as your electronic signature to complete the transaction.

For additional instructions on how to complete the steps to pay the invoice electronically, please view this [video](#) or contact your [ERCE representative](#).

MONTHLY MEMBER DETAILS

The member details component is the first of the three pieces that make up the Monthly Report due to KPPA by the 10th of the month. Agencies can submit the monthly member details either through the web or by file. An easy way to determine how your employer reports is to look at the reporting option on your Report tab.



If your employer reports the details through the Enter Report Details module, then you are a Web reporter; and if your employer reports the details through the Upload Detail File module, then you are a File reporter.

WEB REPORTING – ENTER REPORT DETAILS

To submit the details through the Enter Report Details (Web) follow these steps:

1. Sign into Employer Self Service. Open the Enter Report Details module under the Report tab in the navigation menu. Employer Self Service will display the overview screen. Reports not submitted to KPPA are in the status code of READY with no date in the submitted column.

The screenshot shows the 'Enter Report Details' page. At the top, there is a navigation bar with 'Home', 'Report', 'Services', and 'Account' tabs. Below the navigation bar, there is a 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. The main heading is 'Enter Report Details'. Below the heading, there is a paragraph of text explaining the page's purpose. Underneath, there is an 'Employer:' dropdown menu set to 'Z999 - SAMPLE EMPLOYER' and a 'Reports:' dropdown menu set to 'Last 6 Months'. At the bottom, there is a table with the following data:

Type	Month	Salary	EECON	HICON	ERCON	Total	Count	Status	Submitted
CERS	08/2020	\$107,193.71	\$5,119.33	\$717.84	\$25,790.83	\$31,628.00	25	Ready	
CERS	07/2020	\$126,565.56	\$6,095.85	\$916.63	\$30,451.66	\$37,464.14	27	Posted	08/11/2020
CERS	06/2020	\$93,459.69	\$4,467.91	\$616.27	\$22,486.40	\$27,570.58	25	Posted	07/14/2020
CERS	05/2020	\$116,564.84	\$5,587.88	\$782.23	\$28,045.51	\$34,415.62	25	Posted	06/12/2020
CERS	04/2020	\$103,208.15	\$4,972.67	\$710.07	\$24,831.86	\$30,514.60	26	Posted	04/27/2020

2. Click the **CERS** or **KERS** hyperlink to access the desired detailed report.

Note: To view past detail reports, click the hyperlink next to the report month. However, once a report is in “Posted” status it is no longer editable. To change the information reported in a previous month, you must add an adjustment record to the current month’s monthly report.

3. The member details overview screen for the selected report will display.

The screenshot displays the 'Member Contributions' section of the Employer Self Service interface. At the top, there is a navigation bar with links for Home, Report, Services, Account, Admin, Site Help, Employer Rep (Z999), and Log off. Below the navigation bar, there are buttons for 'Contact Representative' and a dropdown menu for 'Available Forms'. A text instruction reads: '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**.' Below this is a 'Return to Enter Report Detail' button. The main content is a table with the following data:

Name	Member ID	Posting Month	Contribution Group	Payment Reason	Salary	EECON	HICON	ERCON	Action
Doe, John	111111	09/2019	CNHZCB	Regular pay	\$3,947.68	\$197.38	\$39.48	\$949.81	Copy Delete
Adams, John	222222	09/2019	CNHZHI	Regular pay	\$4,792.00	\$239.60	\$47.92	\$1,152.96	Copy Delete
Smith, John	333333	09/2019	CNHZHI	Regular pay	\$5,682.00	\$284.10	\$56.82	\$1,367.09	Copy Delete
Johnson, John	444444	09/2019	CNHZNH	Regular pay	\$5,609.22	\$280.46	\$0.00	\$1,349.58	Copy Delete
Miller, John	555555	09/2019	CNHZNH	Regular pay	\$2,284.80	\$114.24	\$0.00	\$549.72	Copy Delete
Roberts, John	666666	09/2019	CNHZCB	Regular pay	\$4,338.00	\$216.90	\$43.38	\$1,043.72	Copy Delete

At the bottom right of the table, there are buttons for 'Add Line Item' and 'Submit Report'.

4. Click on each employee name to open the members’ detail screen. Update the necessary fields for the employee, remembering all required fields must contain data and some non-required fields are necessary if a compatible required field contains data. To complete the update, click **Update** to return to the employee list and move to the next name on the list. Repeat until you have reviewed and updated all employees on the list.

To add a new employee to the report, click **Add Line Item** and input the employees’ social security number and month of hire. If the hire date is in the prior month, two records are necessary for the employee – one for the month of hire and one for the month they received their check – splitting the wages paid between the two months.

To adjust a previously reported record, click **Add Line Item** and input the employees’ social security number and month needing adjustment. If the adjustment is for a terminated employee, you must first delete the record with the current posting month already displayed on the report before you can retrieve the prior posted record to make the adjustment.

To adjust for additional salary being added to a posted month, add that salary to the amount already reported so the total salary is increased by the adjusted amount – DO NOT replace the already reported salary with the adjustment amount, unless you are correcting an overpayment of the original salary reported.

- Once the report is ready, return to the employee overview screen and click the submit report button

Employer Self Service | Home | Report | Services | Account | Admin | Site Help | Employer Rep (Z999) | Log off

Contact Representative

-- Available Forms -- | Open

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 Detail](#)

Name	Member ID	Posting Month	Contribution Group	Payment Reason	Salary	EECON	HICON	ERCON	Action
Johnson, John	444444	09/2019	CNHZNH	Regular pay	\$5,609.22	\$280.46	\$0.00	\$1,349.58	Copy Delete
Miller, John	555555	09/2019	CNHZNH	Regular pay	\$2,284.80	\$114.24	\$0.00	\$549.72	Copy Delete
Roberts, John	666666	09/2019	CNHZCB	Regular pay	\$4,336.00	\$216.90	\$43.38	\$1,043.72	Copy Delete

[Add Line Item](#) | [Submit Report](#)

Employer Self Service will display a confirmation screen verifying that you submitted your monthly details.

Employer Self Service | Home | Report | Services | Account | Site Help | John Doe (Z999) | Log off

Contact Representative

-- Available Forms -- | Open

Monthly Report

Your monthly detail report has been submitted.

Report Details

Employer: Z999 - SAMPLE EMPLOYER

Report: CERS - 08/2020

Date Submitted: 9/10/2020 11:42:56 AM

Report Totals

Salary:	\$108,660.69
Employee Contributions:	\$5,192.68
Health Insurance Contributions:	\$717.84
Employer Contributions:	\$26,143.79
Number of Contributions:	26

[Click here to submit the Aug 2020 monthly summary for SAMPLE EMPLOYER](#)

[Return to Enter Report Details](#)

For more information on Enter Report Detail, please refer to Chapter 4 of the [Employer Reporting Manual](#), view our Reporting Official training [videos](#), or contact an [ERCE representative](#).

FILE EMPLOYER – UPLOAD DETAIL FILE

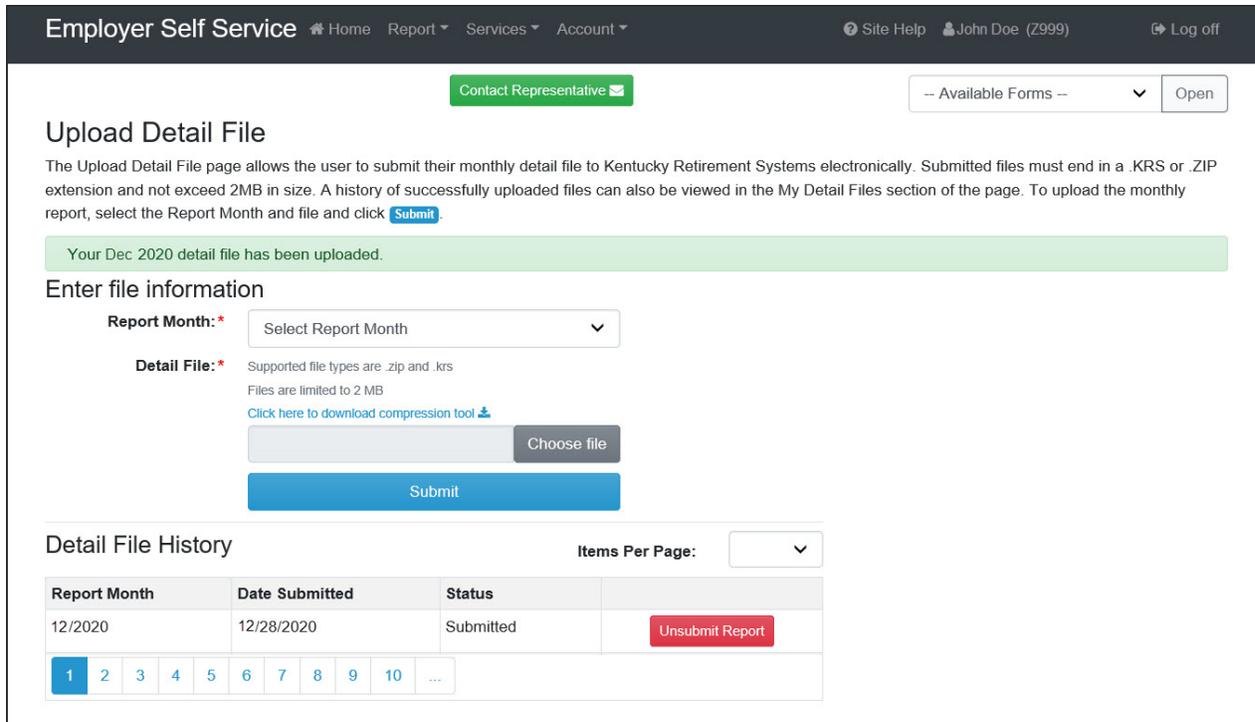
To submit the details through the Upload Detail File (FILE) follow these steps:

1. Sign into Employer Self Service. Open the Upload Detail File module under the Report tab in the navigation menu. Employer Self Service will display the overview screen.

2. From the Report Month dropdown, select the report month you are submitting. This menu populates based on the templates generated and still outstanding for your employer.
3. To locate your file in your system, click **Browse**. Once you have selected your file, and the file address is showing in the window, click **Submit**.

Note: The file must meet the standard naming criteria and meet the supported file types and must be no greater than 2 MB in size. KPPA provides a link to a compression tool to zip your file if it is larger than the allowed size.

4. You will receive a confirmation notice that the upload was successful, and the Report Month will display under My Detail Files with a status of “Submit”.



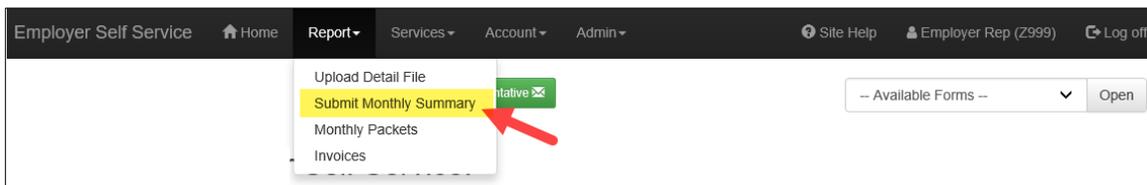
For more information on Upload Detail File, please refer to Chapter 4 of the [Employer Reporting Manual](#), view our Reporting Official training [videos](#), or contact an [ERCE representative](#).

MONTHLY SUMMARY & PAYMENT

The monthly summary totals the member details for the report month, so always send the details before you submit your monthly summary. For **web reporters** the summary will update automatically upon submission of your monthly details. **File reporters** *must wait overnight* for the file to load before the summary populates with the current report month information. Once the information has populated the summary, follow these steps:

1. Sign into Employer Self Service and open the Submit Monthly Summary module under the Report tab in the navigation menu.

Note: Web reporting employers can follow the link on the confirmation screen from the Monthly Details to open the Monthly Summary.



Employer Self Service will display the overview screen with the last 3, 6, 12, or 36 months available to view.

- Click the **CERS** or **KERS** hyperlink for the summary corresponding with the monthly details that you submitted. This summary should be in **READY** status and have no date in the Submitted column.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Site Help](#) John Doe (Z999) [Log off](#)

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

Monthly Summary

The Submit Monthly Summary page allows employers to manage monthly reporting summary and payment information. The status of all summaries, including submitted monthly summaries, can be viewed from this screen. Employers can also view the monthly packet associated with the summary for that Report Type and Report Month. To view an individual summary, select the corresponding Report Type link.

Report Summary: Last 6 Months

Type	Month	Summary Amt	Invoices	Net Amt	Status	Submitted	Packet	Details Report
CERS	12/2020	\$134,401.50	\$0.00	\$134,401.50	Ready			View »
CERS	11/2020	\$117,179.03	\$0.00	\$117,179.03	Posted	09/10/2020	View »	View »
CERS	10/2020	\$56,197.71	\$0.00	\$56,197.71	Posted	07/29/2020	View »	View »
CERS	09/2020	\$184,744.27	\$0.00	\$184,744.27	Posted	07/08/2020	View »	View »

Employer Self Service will navigate you to the **PAYROLL SUMMARY** tab of the Submit Monthly Summary module.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Site Help](#) John Doe (Z999) [Log off](#)

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

[Return to Monthly Summary](#)

Payroll Summary [Invoices](#) [Adjustments](#) [Review & Remit](#)

Enter or confirm the salary amounts listed for each contribution group. If your report contains adjustments or IPS payments, enter or confirm those amounts. When finished, click [Save](#).

Regular Contributions

CERS Non-Hazardous	Salary	EECON	HICON	ERCON
w/ Health Insurance	\$ 94706.93	4735.38	5.00%	947.09
w/o Health Insurance	\$ 206887.83	10340.61	5.00%	0.00%
Cash Balance	\$ 150763.82	7538.18	5.00%	1507.57
Non-participating	\$ 0.00		0.00%	0.00%
Retired/Re-employed	\$ 2058.19		0.00%	495.20
Totals for CERS Non-Hazardous			\$22,614.17	\$2,454.66

Adjustments

Retirement Plan	EECON	HICON	ERCON
CERS Non-Hazardous	\$ 0.00	\$ 0.00	\$ 0.00
Totals	\$0.00	\$0.00	\$0.00

IPS Contributions

Retirement Plan	EECON
CERS Non-Hazardous	\$ 0.00
Totals	\$0.00

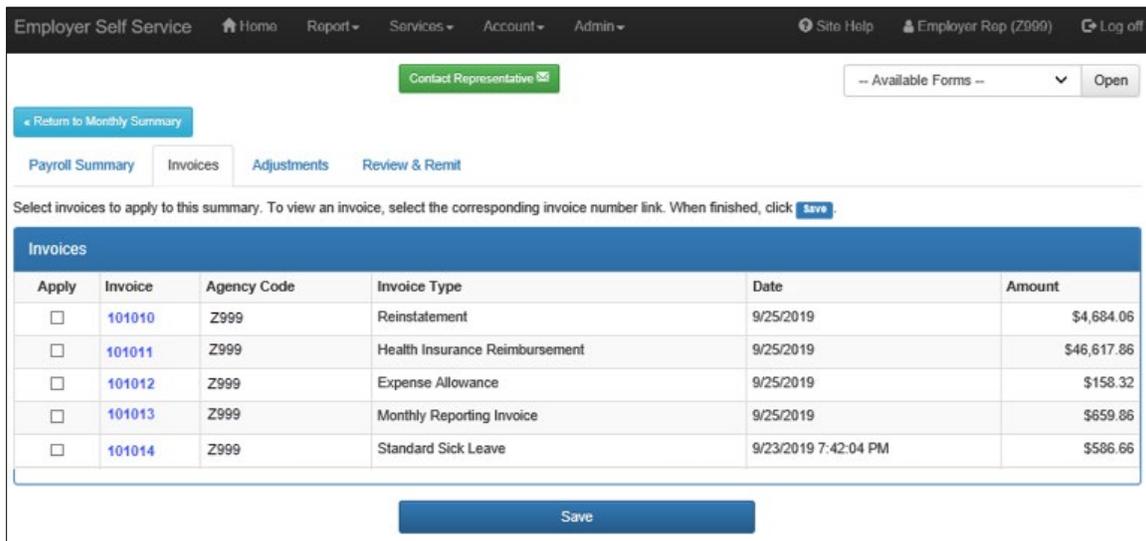
[Save](#) [Clear](#)

- Review the summary:
 - Web reporters using Enter Report Details** – all fields will pre-populate based on the information submitted in the member details. Confirm the amounts and click **Save**. If there is a discrepancy in the

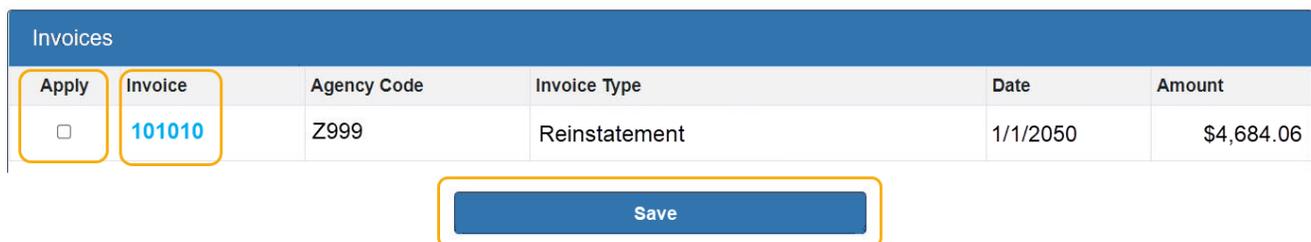
summary, then un-submit your Enter Report Details and fix the error(s) in the member record. After you re-submit the Enter Report Details, your summary should be updated and match your payroll totals.

- b. **File reporters using Upload Detail File** – you must wait until the next business day for the summary to pre-populate with the monthly detail information. Confirm the amounts and click **Save**. We do allow a certain variance for rounding, so if the numbers are not exact due to rounding you may alter the values if you choose to. If there is a discrepancy in your summary, please contact the [ERCE representative](#) who balances for your employer and speak with them about the discrepancy.

4. Once the Payroll Summary tab is complete move on to the INVOICES tab. All outstanding invoices will be available to apply towards the Monthly Report total.



5. To reconcile an invoice within the Monthly Reporting process, click the **Apply** checkbox next to the invoice number and then click **Save**. To view the invoice, click on the INVOICE number hyperlink, and the invoice will open in PDF format in another window.



6. The ADJUSTMENT tab is available to the FILE reporters only, to make any necessary adjustments to **prior** records not added directly to the Upload Detail File. Employer Self Service will open a search option for the Reporting Official to pull the record needing adjustment.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Site Help](#) [John Doe \(Z999\)](#) [Log off](#)

[Return to Monthly Summary](#) [Contact Representative](#) [-- Available Forms --](#) [Open](#)

[Payroll Summary](#) [Invoices](#) [Adjustments](#) [Review & Remit](#)

Select Member

Member ID: * 111111

or SSN: - - - - -

Contributions From: *

Contributions To: *

Employer: Z999 - SAMPLE EMPLOYER

[Show](#)

< 2020 >

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

Note: this tab is not available for WEB reporters.

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

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

[Return to Monthly Summary](#)

[Payroll Summary](#) [Invoices](#) [Review & Remit](#)

They should make all necessary adjustments on the Enter Report Details screen.

Enter the employees' Social Security Number and select the Report Month(s) to be adjusted using the calendar. Click the **Show** button and Employer Self Service will retrieve the record if there is one in the member's account.

The screenshot shows the 'Employer Self Service' interface. At the top, there are navigation links: Home, Report, Services, Account, Site Help, John Doe (Z999), and Log off. Below the navigation is a 'Contact Representative' button and a dropdown menu for 'Available Forms'. The main content area has tabs for 'Payroll Summary', 'Invoices', 'Adjustments', and 'Review & Remit'. The 'Select Member' section contains a form with the following fields:

- Member ID: * (text input: 111111)
- or SSN: (text input)
- Contributions From: * (calendar picker: 01/2020)
- Contributions To: * (calendar picker: 03/2020)
- Employer: (dropdown menu: Z999 - SAMPLE EMPLOYER)

 A green 'Show' button is located below the form. Below the form is a 'Contributions' table with the following data:

Posting Month	Salary	EECON (pre-tax)	HICON (pre-tax)	ERCON	Rate of Pay	Payment Reason	Adjusted
Mar 2020 more details...	\$1,524.70	\$76.24 (5.00%)	\$0.00 (0.00%)	\$366.84 (24.06%)	\$13.705	Regular pay	Adjust
Feb 2020 more details...	\$1,415.06	\$70.76 (5.00%)	\$0.00 (0.00%)	\$340.46 (24.06%)	\$13.705	Regular pay	Adjust
Jan 2020 more details...	\$1,521.27	\$76.06 (5.00%)	\$0.00 (0.00%)	\$366.02 (24.06%)	\$13.705	Regular Pay w/ Add Creditable Comp	Adjust

 Below the table is a green button labeled 'Click here' followed by the text 'to add a new contribution for with the information entered above.'

To make a monetary adjustment to the salary, click **Adjust**. Make your update to the available fields and click **Update** to save the adjustment.

To make a non-monetary adjustment (i.e. employment end date, sick leave balance, etc.) click the **More Details** hyperlink. Make your update on the member detail screen, then click the **Submit** button to save the adjustment.

- To complete the monthly summary, click the REVIEW & REMIT tab. This tab will display the consolidation of the prior tabs in the Submit Monthly Summary module.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Site Help](#) [John Doe \(7999\)](#) [Log off](#)

[Return to Monthly Summary](#) [Contact Representative](#) [Available Forms](#) [Open](#)

[Payroll Summary](#) [Invoices](#) [Adjustments](#) [Review & Remit](#)

Review your report totals. To change totals on the report, return to the previous tabs. If you are remitting electronic payment, click the [Edit](#) link beside the appropriate payment account(s), enter the amount and click [Apply](#). To submit the summary, enter your KRS PIN, and click [Submit](#).

Regular Contributions

Retirement Plan	EECON	HICON	ERCON	Total Contributions
CERSNHZ	\$22,614.17	\$2,454.66	\$109,332.67	\$134,401.50
Total Regular Contributions	\$22,614.17	\$2,454.66	\$109,332.67	\$134,401.50

State Funded Expenses

There are no state-funded expenses associated with this summary.

Adjustments

Retirement Plan	EECON	HICON	ERCON	Total Adjustments
CERSNHZ	\$0.00	\$0.00	\$0.00	\$0.00
Total Adjustments	\$0.00	\$0.00	\$0.00	\$0.00

IPS Contributions

Retirement Plan	EECON
CERSNHZ	\$0.00
Total IPS Contributions	\$0.00

Invoices

#00000 - Monthly Reporting Invoice	(\$232.06)
Total Invoices	(\$232.06)

Payments

Pay From	Amount
----------	--------

- To complete the Monthly Report process, review the summarized information then remit the electronic payment.

9. Remit payment to KPPA by clicking **Edit** on the financial institution you use for payment to KPPA. Enter the amount of the contribution to remit for each payment account and add check number, if necessary. Click **Apply** to save the amount, which should leave the BALANCE REMAINING line at \$0. If your employer does not pay by electronic payment, please contact your ERCE representative.

Employer Self Service Home Report Services Account Site Help John Doe (2999) Log off

Return to Monthly Summary Contact Representative Available Forms Open

Payroll Summary Invoices Adjustments **Review & Remit**

Review your report totals. To change totals on the report, return to the previous tabs. If you are remitting electronic payment, click the **Edit** link beside the appropriate payment account(s), enter the amount and click **Apply**. To submit the summary, enter your KRS PIN, and click **Submit**.

Account	Amount	Check Number	Payment Method
Employer Account - FAKE BANK OF KENTUCKY, ...0000	\$134,169.44		Electronic

Payments

Pay From	Amount	Action
Employer Account - FAKE BANK OF KENTUCKY, ...0000	\$134,169.44	Edit

Total Applied: \$134,169.44
Balance Remaining: \$0.00
Total Amount Due: \$134,169.44

KRS PIN:

Submit

10. Once the BALANCE REMAINING total is \$0, enter your 4-digit KPPA PIN code and click **Submit** to submit the Summary and Payment portions of the Monthly Report to the KPPA, and you will receive a confirmation of submission. Click the **Print** button to keep a copy for your records.

Section 4 –YOUR RESOURCES

The tasks required by you as the Reporting Official may seem daunting, but you have many resources available to you.

ERCE REPRESENTATIVE AND HOTLINE

The Employer Reporting, Compliance & Education (ERCE) division is available to assist our employers with any employer related issue or question. This division consists of four teams. The File/Web reporting team works with our county government and quasi-state employers. The school board team assists our county and independent school boards. The KHRIS team assists state employers governed by the Department of Personnel, and County Clerks and Sheriff Offices located in counties with a population over 70,000. The Outreach team provides information to all of our participating employers through publications, meetings, and conferences. Your employer has a specific ERCE representative assigned to them from the File/Web, School Board, or KHRIS team, and that person is available to you by phone or by email. You can also contact ERCE by calling the employer hotline at 1-888-696-8810.

GENERAL WEBSITE

The Kentucky Public Pensions Authority general website (KYRET.KY.GOV) is an excellent website created to provide information to our members, our retirees, and our employers.



The KPPA general website has specific pages for our active members and our retirees, which is a great resource for employers to direct their employees to for assistance. To maintain agency transparency, KPPA also has a section devoted to our investment information. During the General Session you can find information about the legislation that may affect KPPA under the Legislative Updates section. The About section contains information on the administration of KPPA.

At the top right of the general website homepage is a LOGIN button which navigates users to a screen where they can open the portal for Member Self-Service, Retiree Self-Service, and Employer Self-Service. And at the bottom of the home page are quick links for easy access to useful information for our members, retirees, and employers.

For our participating employers and the Reporting Officials who work directly with ERCE, the general website has a section devoted to employer information and training.



On the employer overview landing page, ERCE will publish important news and notices for our employers and from here you can move around the employer site using the navigation menu or location tiles. The employer site contains pages that provide information on contribution rates; team specific information under the Reporting Official section; training videos; publications and forms; information about the reemployment of a retiree; and much more.

One of the easy access links on the General Website home page for our employers is to the [Employer Reporting Manual](#). The employer manual can also be found under the Publications and Forms dropdown list on the navigation menu in the employer site. The Employer Reporting Manual is an online publication that is broken down into chapters to help the Reporting Official or other employer representative navigate quickly to the information they are seeking. This manual is updated continuously to reflect new policies, regulations and statutes that affect our participating employers, so we strongly encourage the user to bookmark the KPPA general website for ease of access to this valuable resource and the self-service site.

KPPA
Kentucky Public Pensions Authority

LOGIN

Members Retirees **Employers** Investments Publications & Forms About Legislative Updates Contact

Employers Overview
Contribution Rates
Reporting Officials
Training
Cessation
Reemployment
Contacts

Publications and Forms

- Home
- Employer Reporting Manual**
- Publications
- Forms
- Newsletters

Human Resources
GASB

Employer Reporting Manual

The Division of Employer Reporting, Compliance and Education provides the Employer Reporting Manual for our participating employers, which includes comprehensive information about the monthly reporting process and requirements. This manual is the first source of reference in answering questions about monthly reporting.

Participating employers are entrusted with the responsibility of reporting all employees on a monthly basis to allow member accounts to be correctly credited with earning the benefits provided by law.

KPPA recognizes the time and effort used in following the guidelines and procedures set forth in this manual and appreciates our participating agencies for their commitment to meeting these standards.

D'Juan Surratt, Director
Division of Employer Reporting, Compliance and Education

You can view the documents below in your browser, however, we recommend opening the documents in Acrobat to utilize the interactive features and keep the Employer Reporting Manual open for reference.

Download	Revised
Chapter 1: KPPA Information	July 20XX
Chapter 2: Employee Reporting	July 20XX
Chapter 3: ESS Setup & Maintenance	July 20XX
Chapter 4: Monthly Reporting	July 20XX
Chapter 4: Monthly Reporting - KHRIS	July 20XX
Chapter 5: Other ESS Functionality	July 20XX
Chapter 6: School Boards	July 20XX
Appendix A: Forms	July 20XX
Appendix B: Detail Fields & Descriptions	July 20XX
Appendix C: Contribution Groups	July 20XX
Glossary	July 20XX

Welcome to the team.

We look forward to working with you.



Employer Hotline

1-888-696-8810

Monday thru Friday

8:00 – 4:30 EST