Adjustments & Certifications

2026 KPERS Employer Conference

October 30, 2026

Adjustments

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Certifications

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KPERS



ADJUSTMENTS

Topics for Adjustments

- What Is It? Why Create One?
- Common Reasons for One
- Timing and Scenarios
- Steps to Submit an Adjustment
- Pro Tips

What Is an Adjustment? Why Create One?

An adjustment is completed to correct a member record if wages and/or contributions for an employee were omitted or reported in error on a previously submitted contribution report.

Common Reasons for Adjustments

- Overtime pay is not reported
- Missing hours on time sheet
- Bonus pay not reported (need to know the type of bonus)
- Termination payouts (hire date before or after July 1, 1993)
- Retro pay (need to know reason for retro pay)
- Back pay (normally part of a settlement)*
- Extra-duty pay after lump sum (for schools)

*Settlements must be reviewed by KPERS legal team to determine if wages & contributions are eligible to be reported

Timing Is Important

Arrearage 6 Months or Less

- Employee contributions not withheld for a period of **6 months or less**?
  1. **Employee pays**, OR
  2. **Employee does not pay**
     - Employee required to pay for quarter in which arrearage was discovered
     - Employee has choice of paying remaining quarter
       - If not paying remaining quarter, employee does not receive service credit for that quarter
     - Agency pays employer contributions for entire period

Timing Is Important

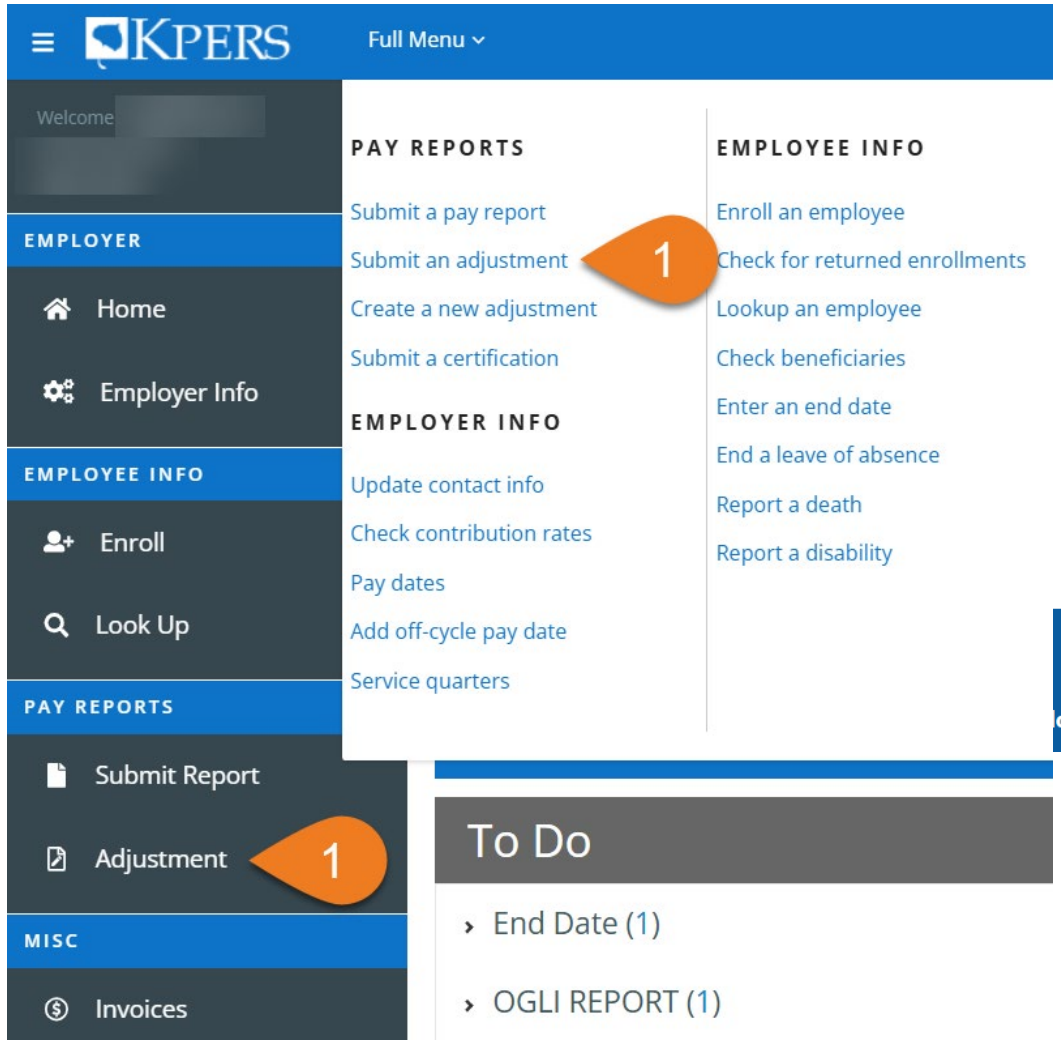
Arrearage More Than 6 Months

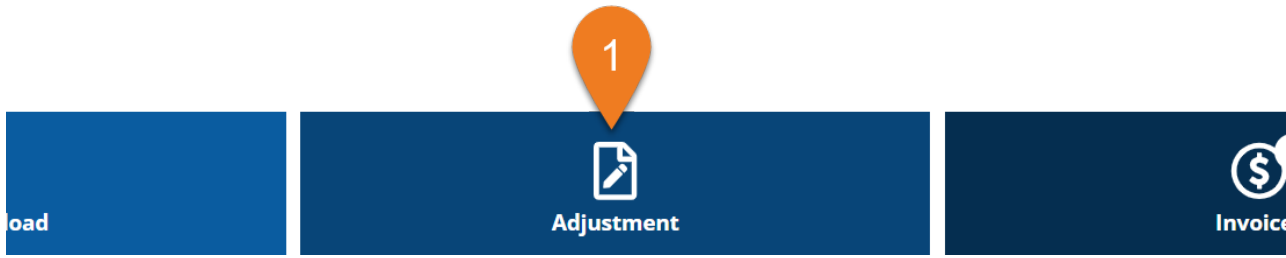
- Employee contributions not withheld for a period of **more than 6 months**?
  - **Agency required to pay employee & employer contributions and any interest**

What If?

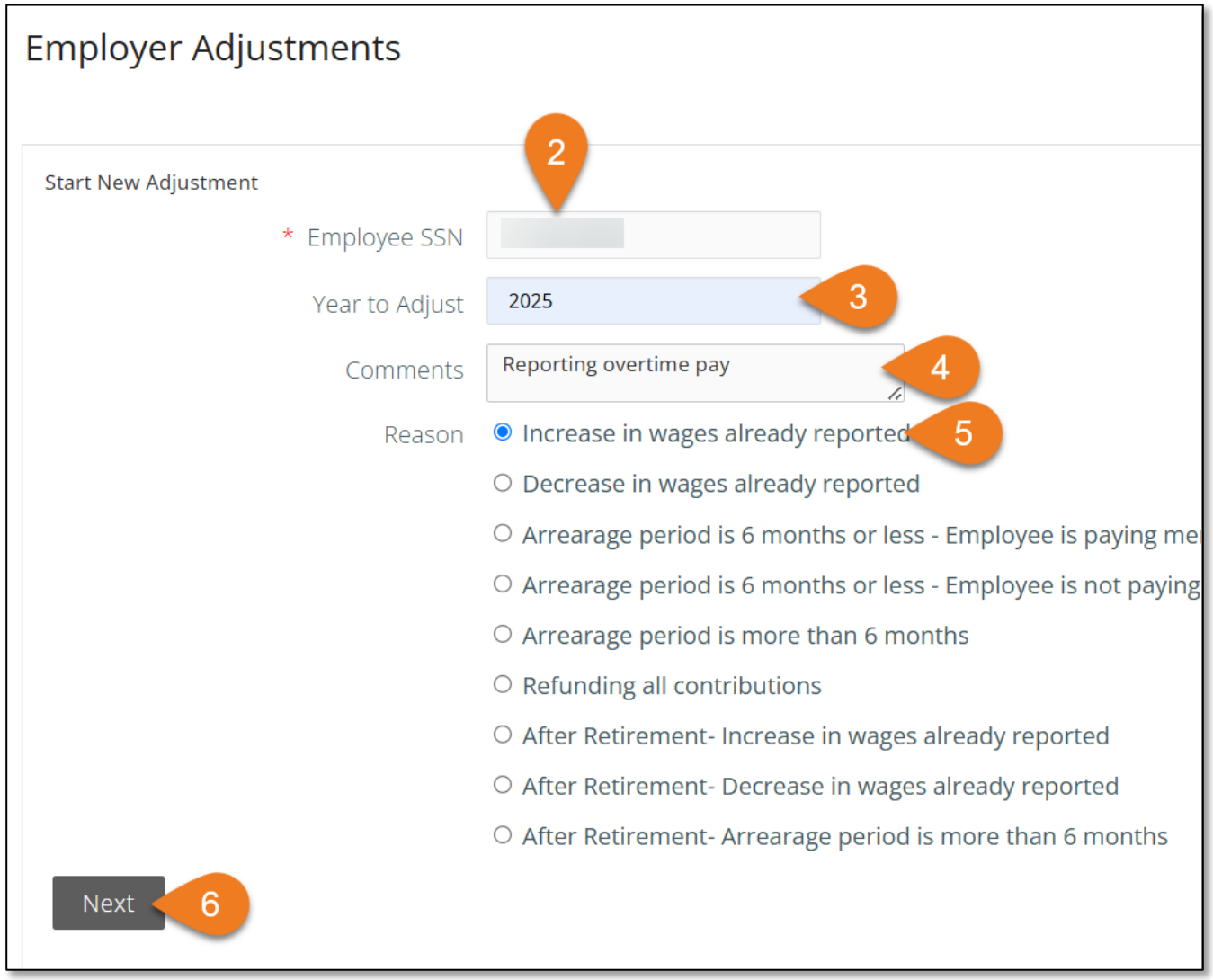
- Employee was not eligible to contribute to KPERS, or
- Payouts were reported in error
  - **All contributions are refunded**
    - Working in non-covered position
    - Visa (F1/J1) holders enrolled by mistake
    - Wages reported after KPERS-covered end date

Steps to Submitting an Adjustment



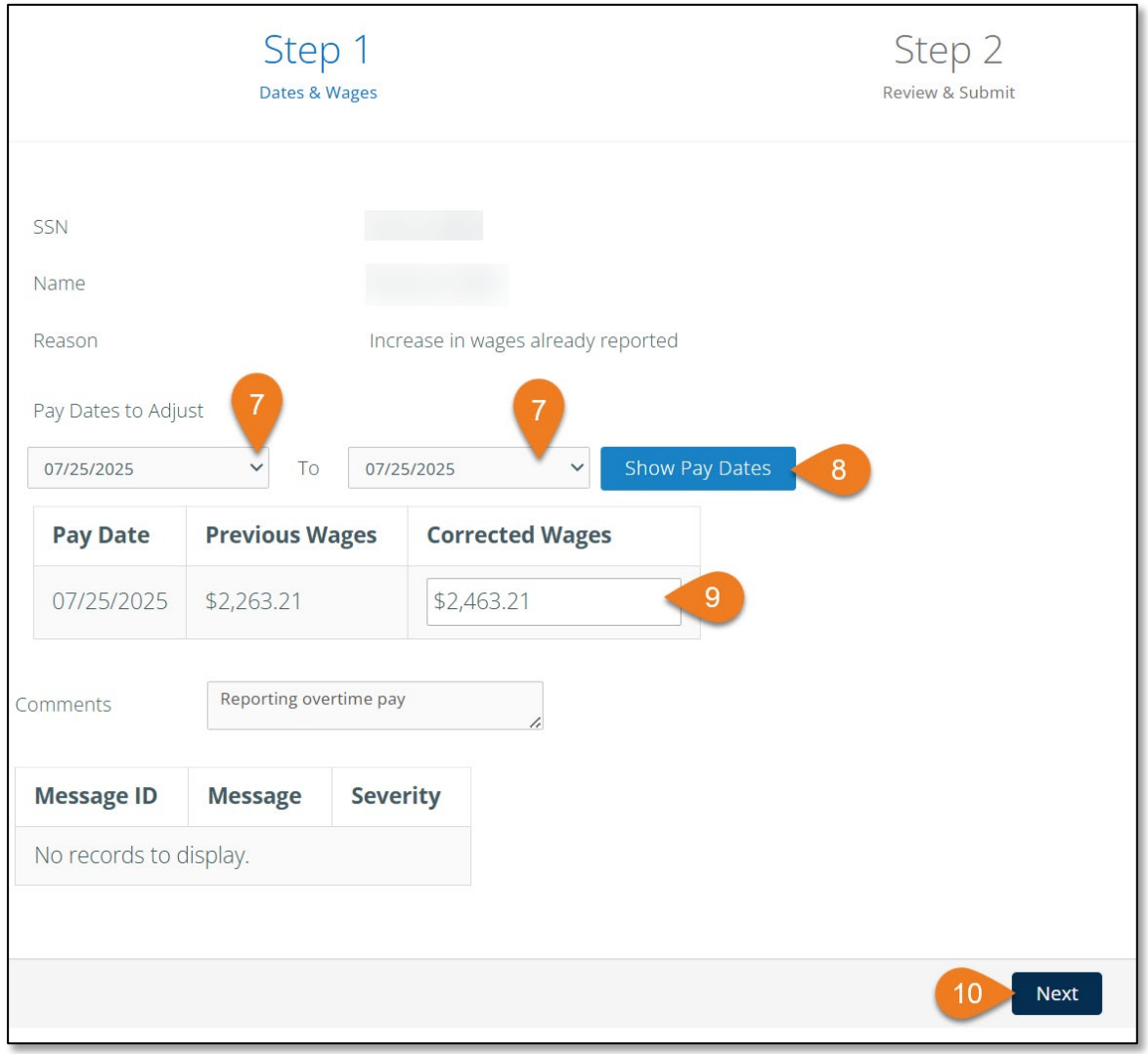


Starting Adjustment



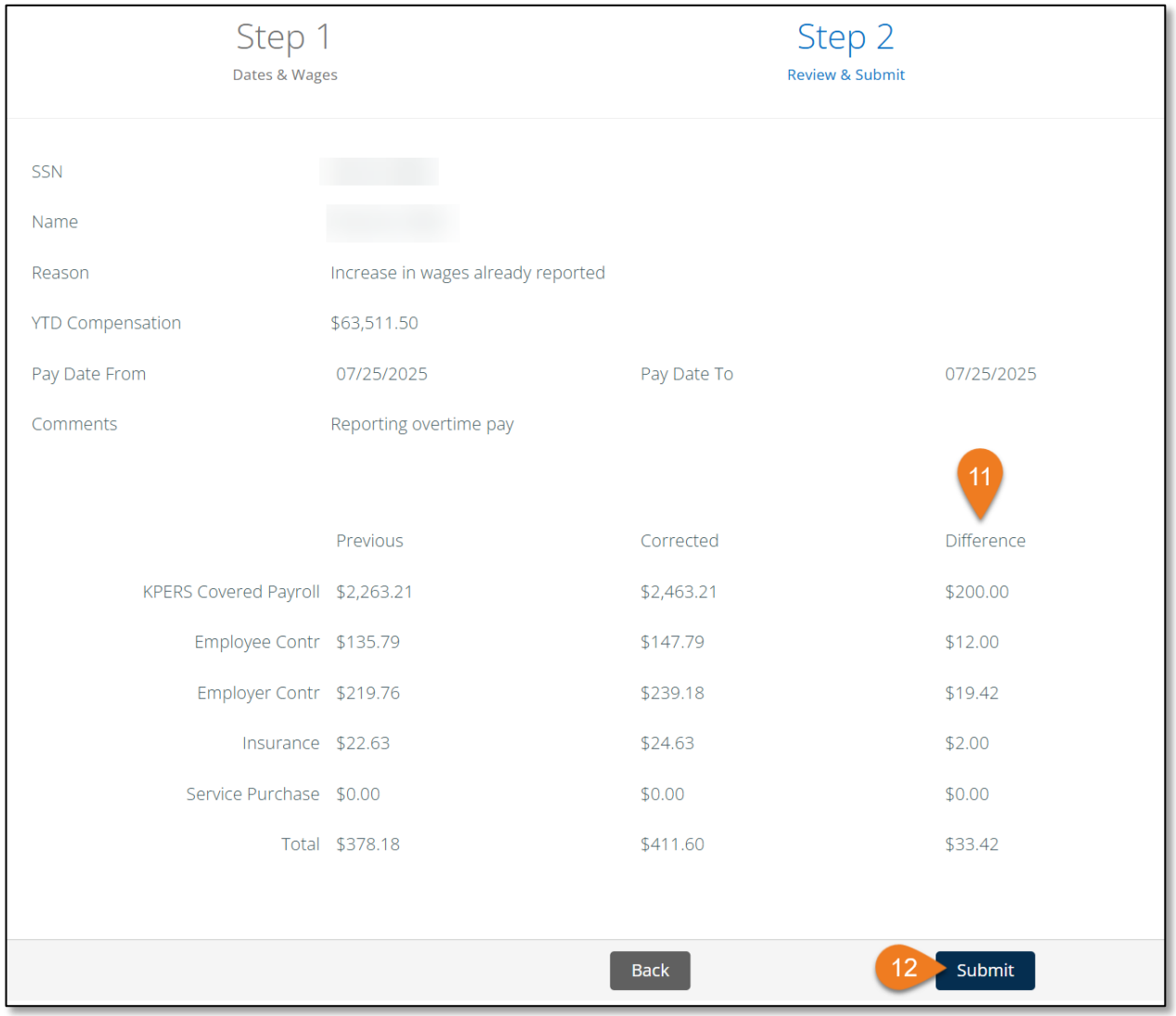
2. Enter **Employee SSN**
3. Enter **Year to Adjust**
4. Enter **Comment** event detail
5. Select **Reason** (category) for adjustment
6. Click **Next**

Step 1 Dates & Wages



7. Select **Pay Dates** to adjust
8. Click **Show Pay Dates**
9. Enter **Corrected Wages**
10. Click **Next**

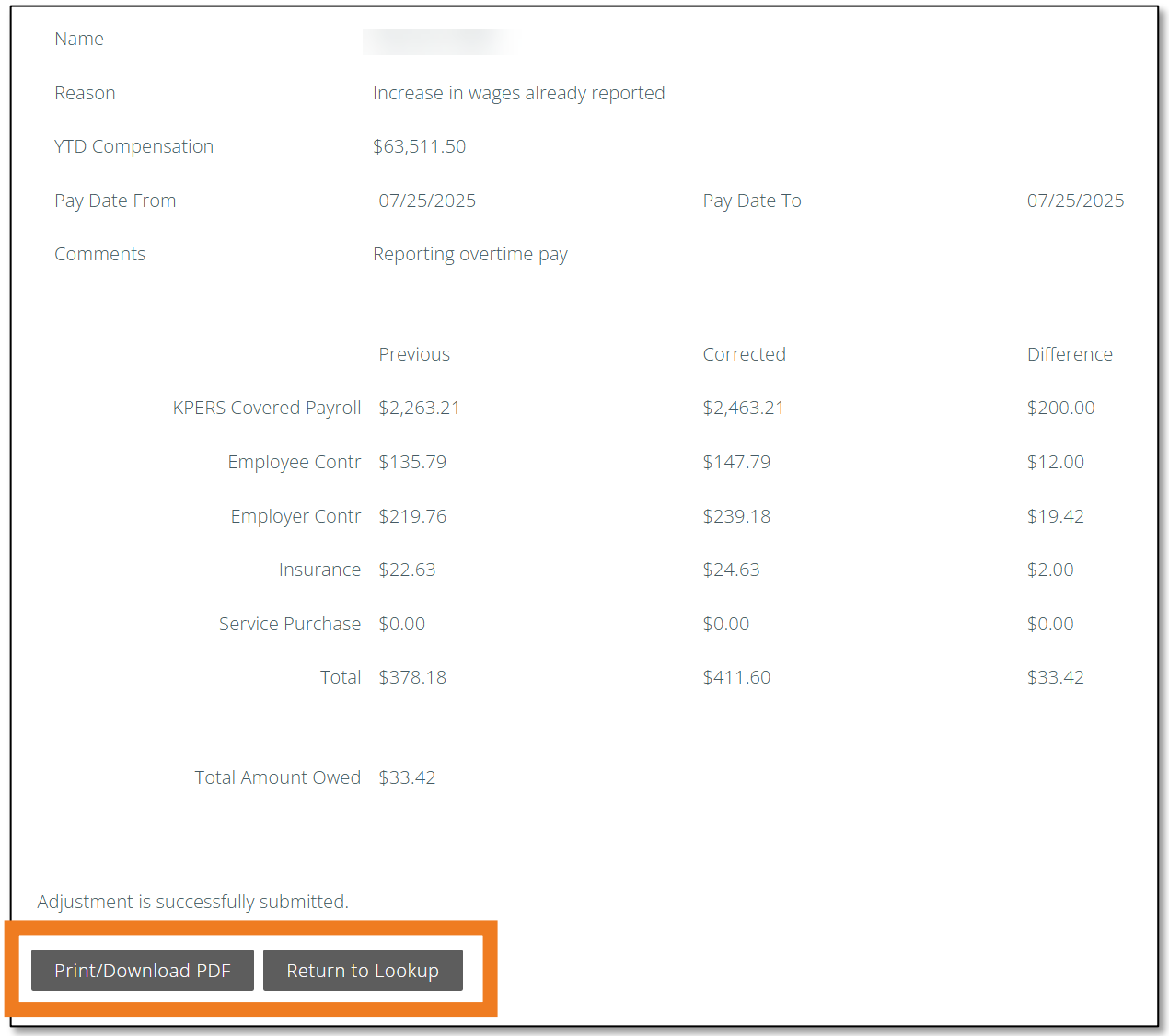
Step 2 Review & Submit



11. Verify totals in **Difference** column
12. If you agree with difference, click **Submit**

Schools – Adjustments will show Employer Contributions and Insurance (D&D) in the totals, but it won't be included on the invoice if adjustment is for current Fiscal Year.

Step 3 Confirmation



Name			
Reason	Increase in wages already reported		
YTD Compensation	$63,511.50		
Pay Date From	07/25/2025	Pay Date To	07/25/2025
Comments	Reporting overtime pay		

	Previous	Corrected	Difference
KPERS Covered Payroll	$2,263.21	$2,463.21	$200.00
Employee Contr	$135.79	$147.79	$12.00
Employer Contr	$219.76	$239.18	$19.42
Insurance	$22.63	$24.63	$2.00
Service Purchase	$0.00	$0.00	$0.00
Total	$378.18	$411.60	$33.42

Total Amount Owed $33.42

Adjustment is successfully submitted.

Print/Download PDF | Return to Lookup

Choice to Print and/or Download a PDF for your records

Adjustment Pro Tips

- Adjustments must be processed by KPERS to generate invoices or credits
  - Due to a high volume of adjustments, please contact KPERS if you need an adjustment prioritized
  - State agencies will not generate an invoice or credit on the web portal
- The invoice or credit should be generated the day after the adjustment has been processed
- KPERS does not accept adjustments that are $1.00 or less

Adjustment Pro Tips

- Retro Pay – How to spread wages when adjustment is for a prior year
  - KPERS 1/KPERS 2/KP&F – wages can be added to the last pay date of that/those year(s).
  - KPERS 3 – wages will need to be added/spread by quarter. You can adjust each pay date in the quarter or add the wages to the last pay date of each quarter.

FYI – The employer contribution rate could be different when the retroactive pay crosses into another Calendar/Fiscal Year.

Adjustment Pro Tips

- Be as specific as possible when explaining why you are submitting an adjustment
- Make sure you put the total gross wages in the corrected wages box, not the difference between what was previously reported and what it should be

Thank you!

Questions?

KPERS



CERTIFICATIONS

Topics for Certifications

- Why Is it Needed?
- When Is it Needed?
- Certification Process & Turnaround

Why Is a Certification Needed?

The Pay Period Reporting (PPR) certification is designed to allow the employer to report the payroll of the retiring member without having to wait for the full payroll to be reconciled, reported and processed.

The purpose of the certification is to report:

- The last day on payroll.
- The remaining payrolls needed.
- Any unused/eligible leave payouts.

When Is a Certification Needed?

A PPR certification is required…

- when a member is leaving active employment.

A certification is generated…

- only if needed.
  - If an end date and all payrolls have already been reported, then no certification will be generated.

Process and Turnaround

What's the turnaround?

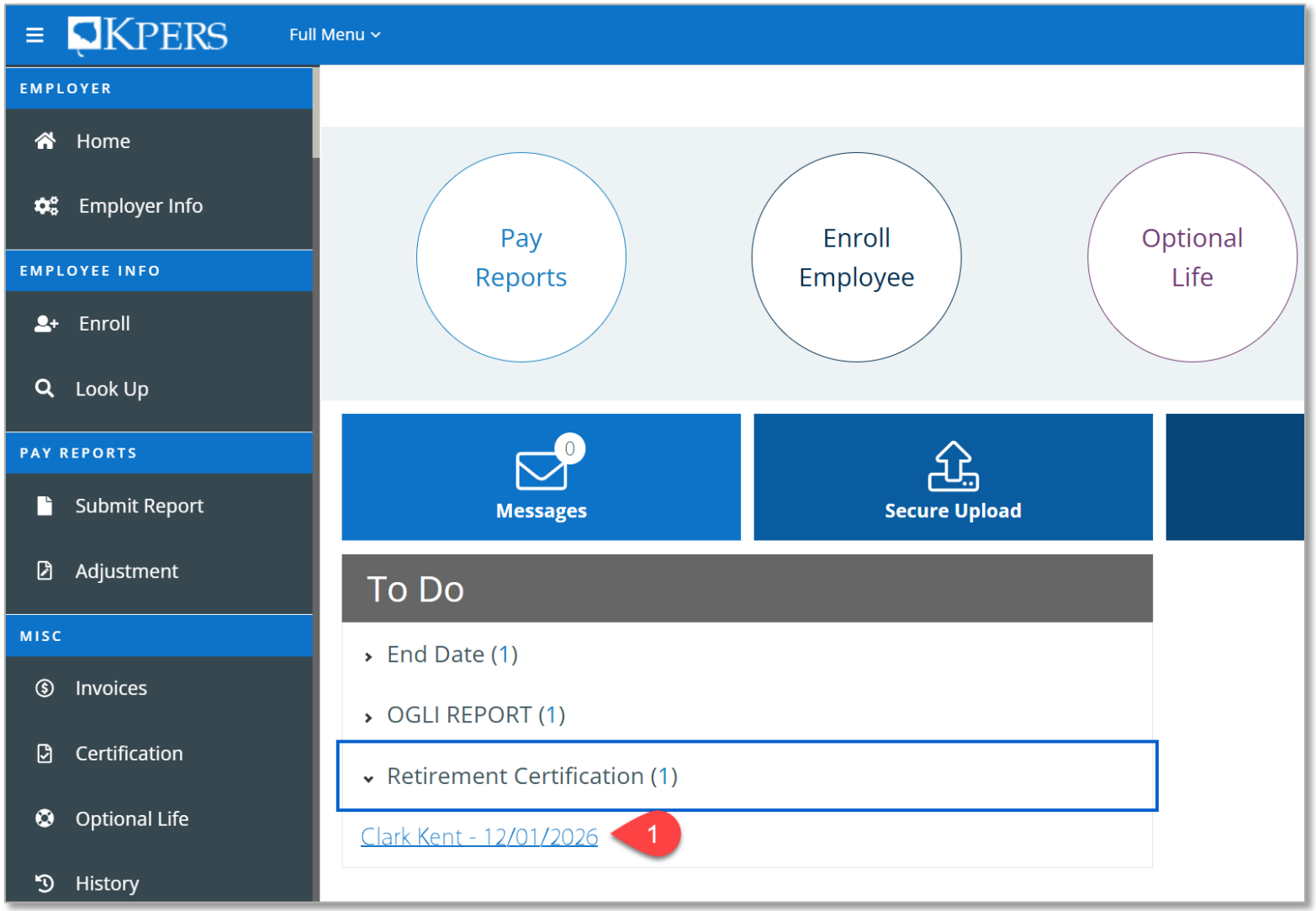
- After KPERS receives application, analyst reviews and verifies application and all submitted documents
  - Verification should take up to **14 days** from receive date
- PPR certification is created in the Employer Web Portal (EWP) once analyst verifies application
- Letters of acknowledgment mailed/emailed to employer and member
- Analyst will ask for additional info if needed

Process and Turnaround

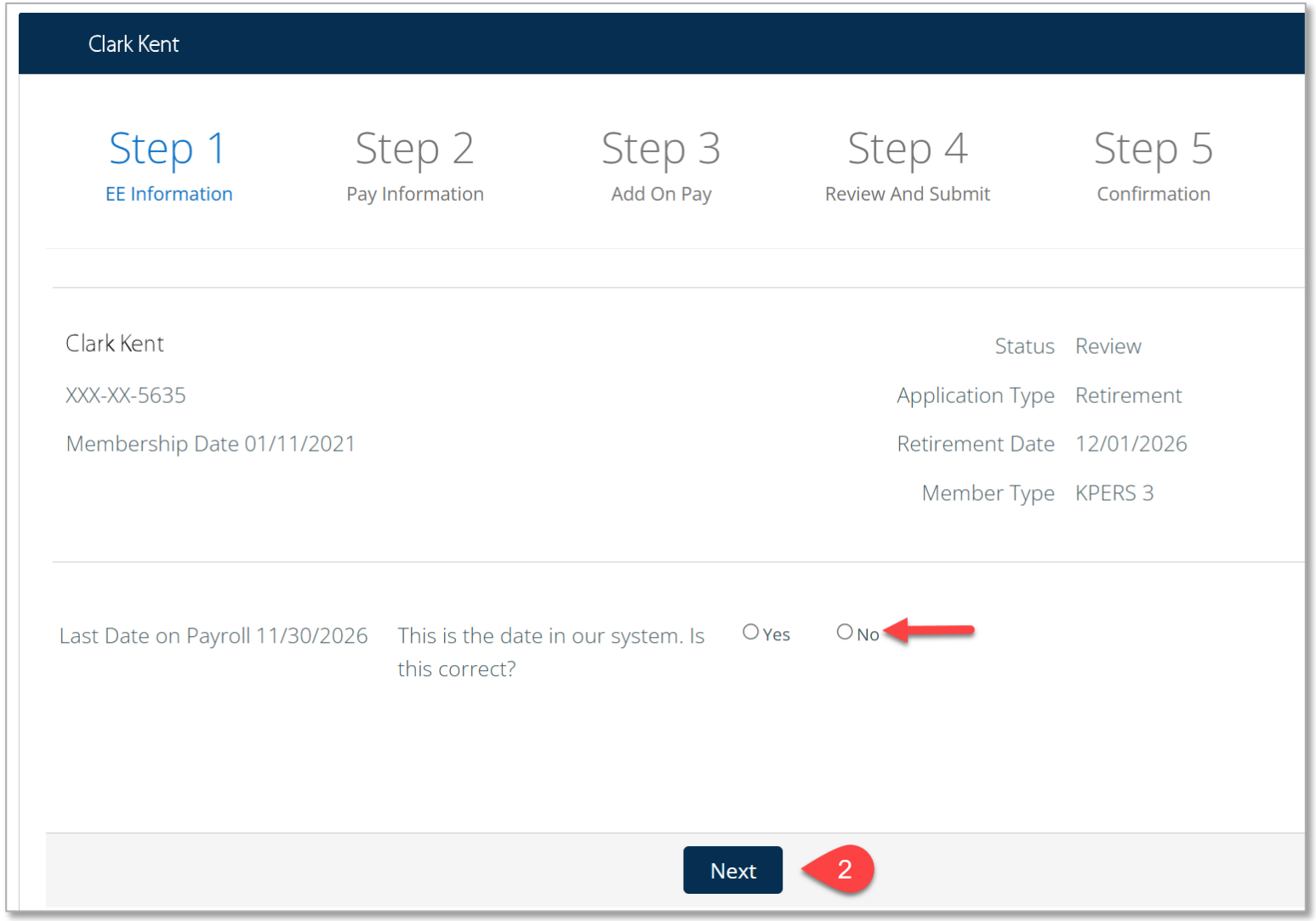
Completing a Certification

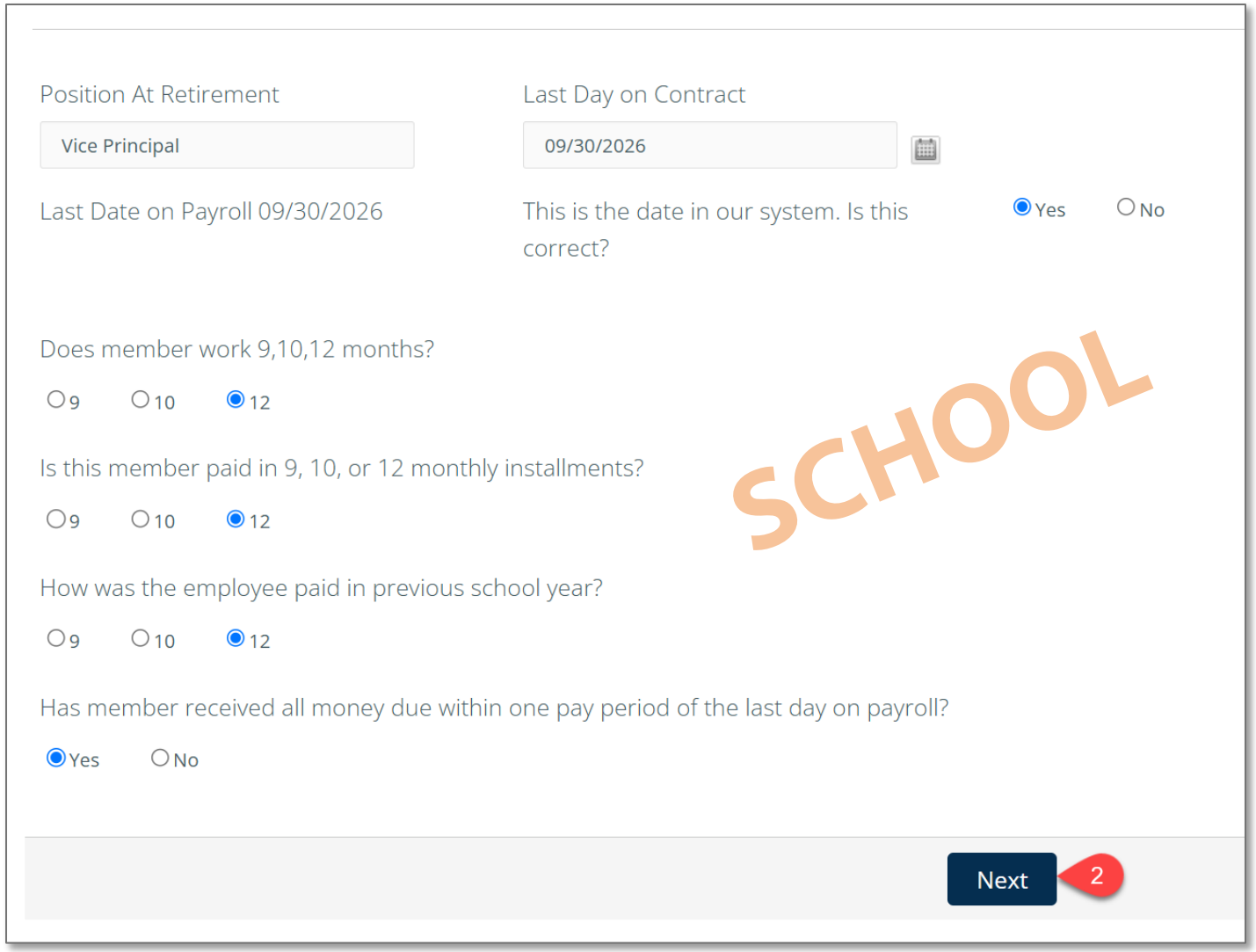
- Review/correct **last day** on payroll
  - Auto generates as last day of month before retirement date
  - Should be last day employee earned compensation
- Complete questions regarding position and pay details
- For hire dates before 7/1/93, unused leave payouts must be reported and contributions withheld. Use "add-on" tab.
- Complete & submit when final payroll is known. Do not submit estimated amounts. Analyst sends DA reminder when deadline nears.

Process and Turnaround

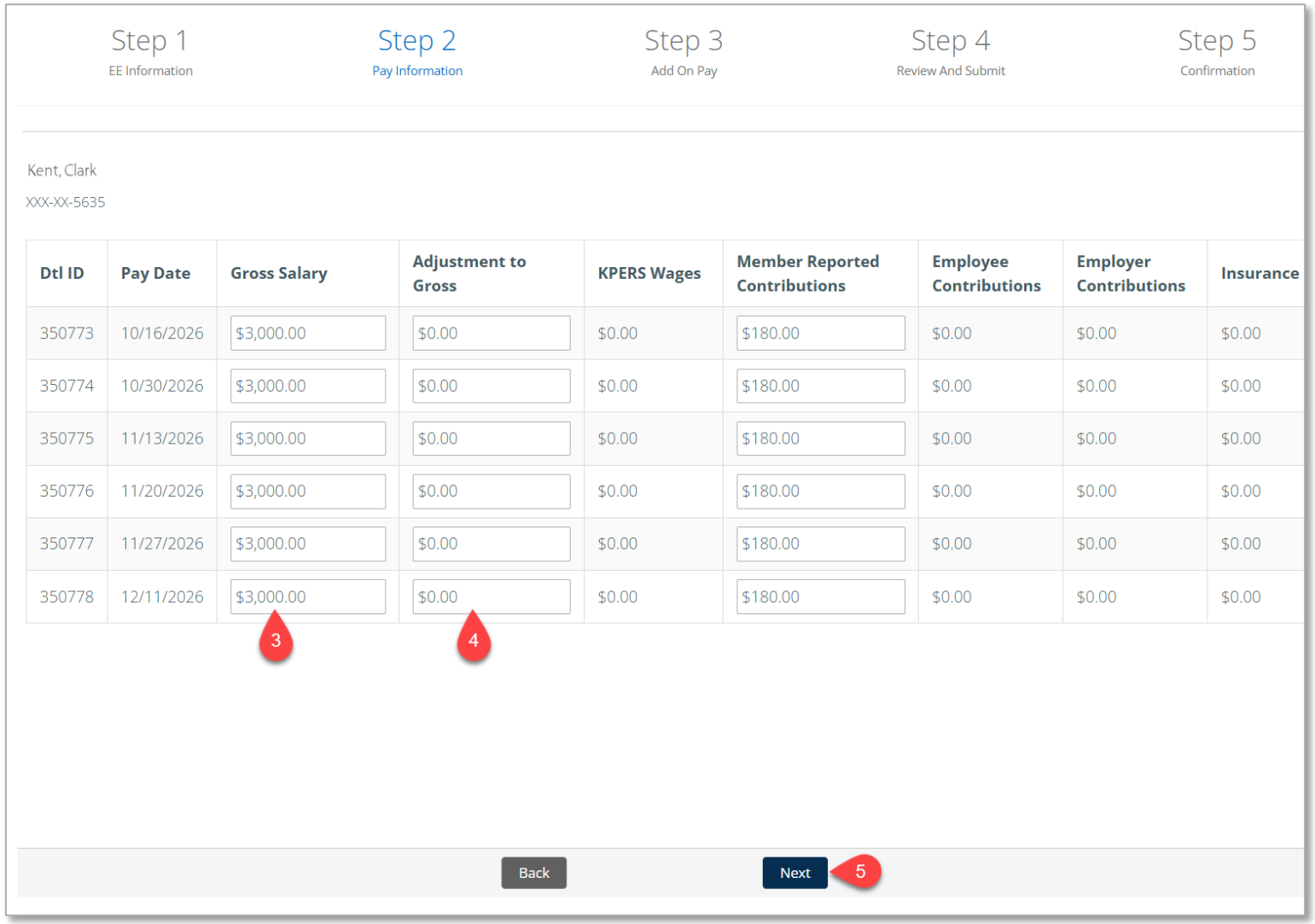


Process and Turnaround

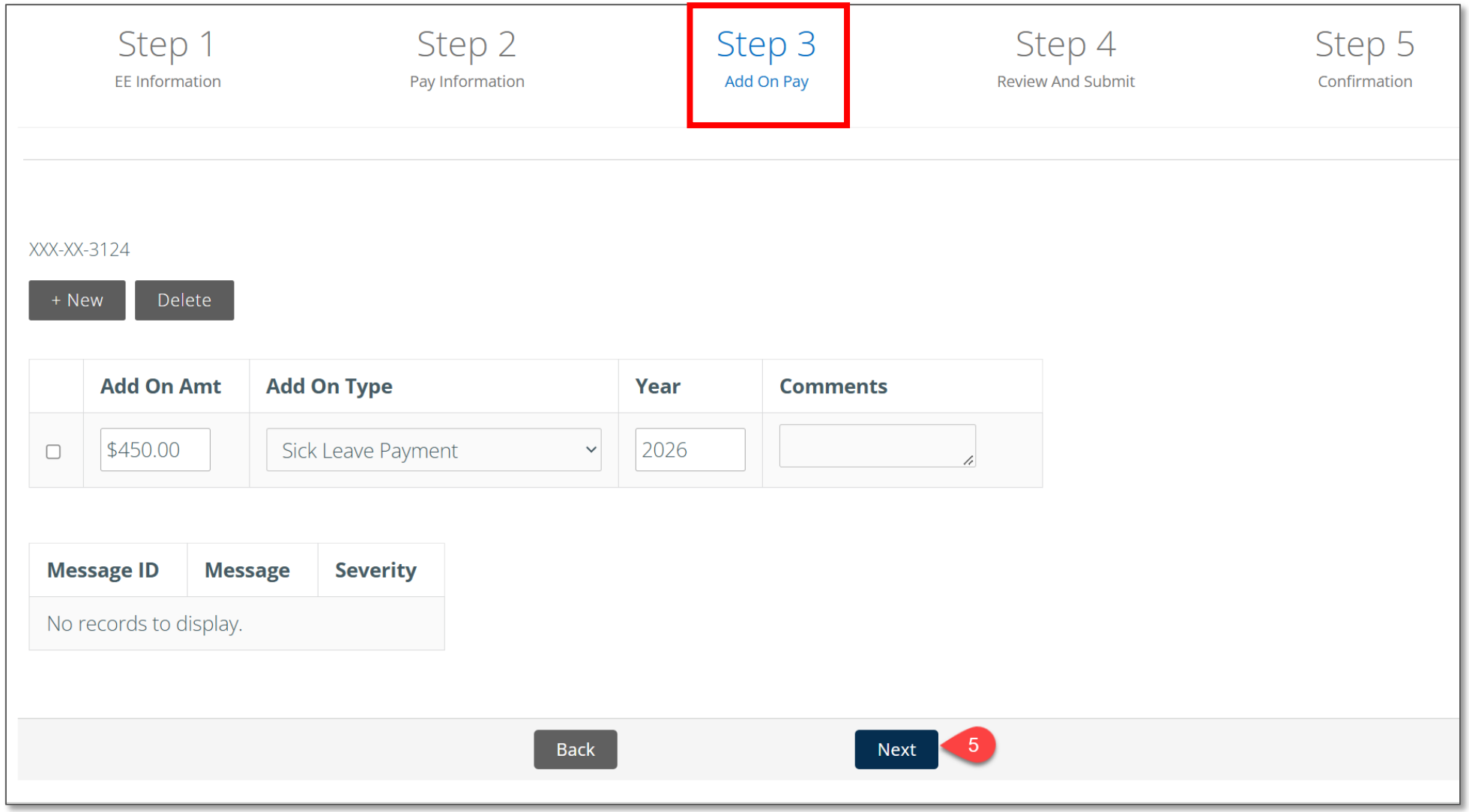



Position At Retirement
Vice Principal
Last Day on Contract
09/30/2026
Last Date on Payroll 09/30/2026
This is the date in our system. Is this correct?
Yes
No
Does member work 9,10,12 months?
9
10
12
Is this member paid in 9, 10, or 12 monthly installments?
9
10
12
How was the employee paid in previous school year?
9
10
12
Has member received all money due within one pay period of the last day on payroll?
Yes
No
SCHOOL
Next
2

Process and Turnaround



Process and Turnaround



Process and Turnaround

Year to Date Amounts

	Processed	Certified	Totals
Employee Contr	$1,966.00	$1,080.00	$3,046.00
Employer Contr	$3,142.40	$1,726.20	$4,868.60
Insurance	$327.60	$180.00	$507.60
Service Purchase	$0.00	$0.00	$0.00

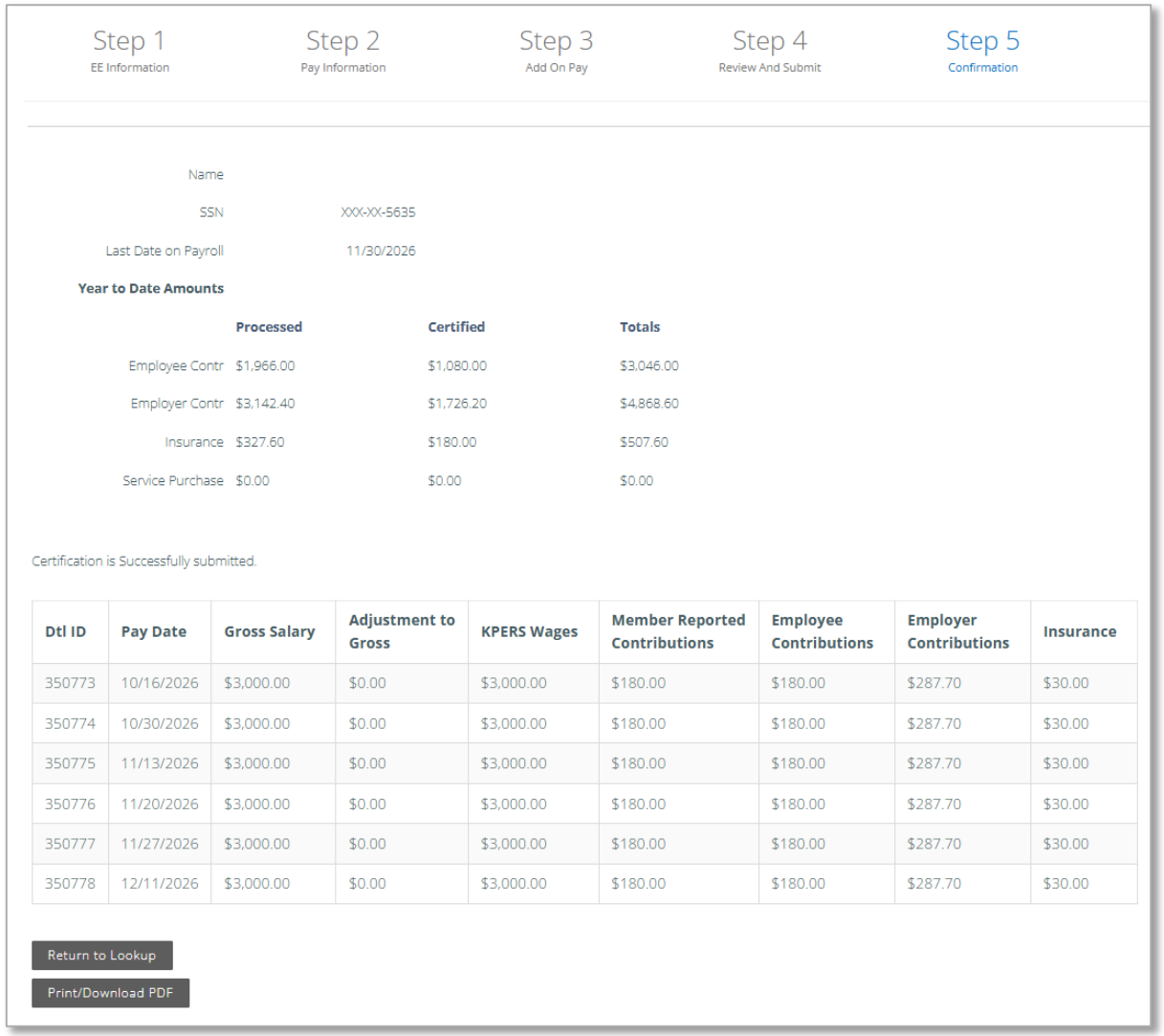
Dtl ID	Pay Date	Gross Salary	Adjustment to Gross	KPERS Wages	Member Reported Contributions	Employee Contributions	Employer Contributions	Insurance
350773	10/16/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350774	10/30/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350775	11/13/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350776	11/20/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350777	11/27/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350778	12/11/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00

Comment

Back

Submit 6

Process and Turnaround



Step 1 EE Information | Step 2 Pay Information | Step 3 Add On Pay | Step 4 Review And Submit | Step 5 Confirmation

Name

SSN XXX-XX-5635

Last Date on Payroll 11/30/2026

Year to Date Amounts

	Processed	Certified	Totals
Employee Contr	$1,966.00	$1,080.00	$3,046.00
Employer Contr	$3,142.40	$1,726.20	$4,868.60
Insurance	$327.60	$180.00	$507.60
Service Purchase	$0.00	$0.00	$0.00

Certification is Successfully submitted.

Dtl ID	Pay Date	Gross Salary	Adjustment to Gross	KPERS Wages	Member Reported Contributions	Employee Contributions	Employer Contributions	Insurance
350773	10/16/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350774	10/30/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350775	11/13/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350776	11/20/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350777	11/27/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00
350778	12/11/2026	$3,000.00	$0.00	$3,000.00	$180.00	$180.00	$287.70	$30.00

Return to Lookup

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Thank you!

Questions?

KPERS