Enrollment Q&A

2026 KPERS Employer Conference

Presenters:

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KPERS

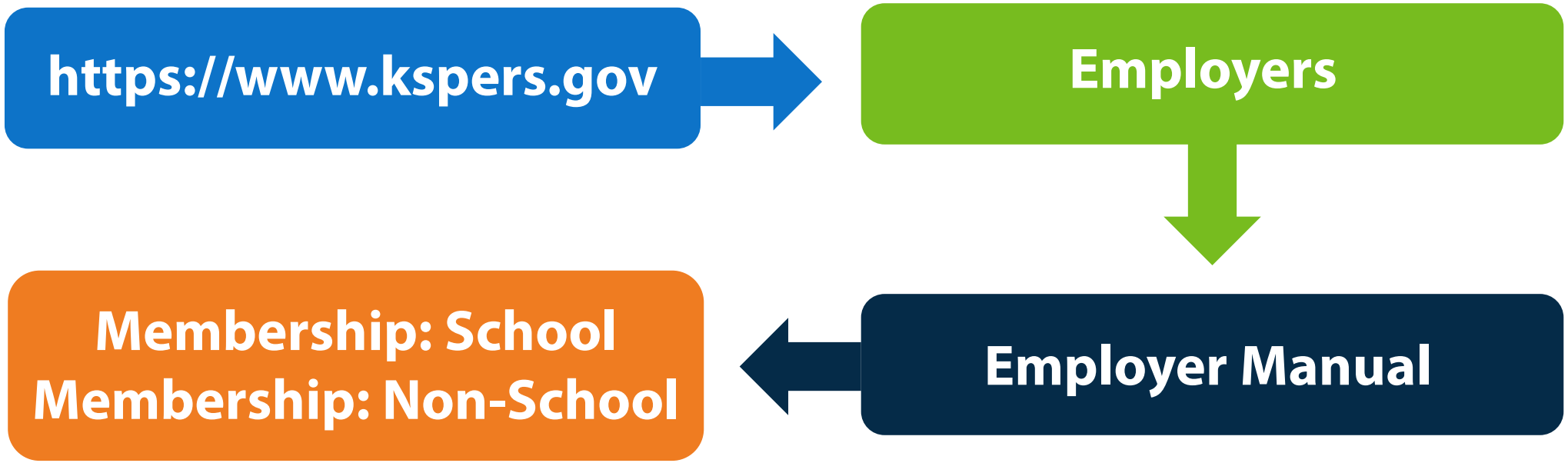
TIMING IS IMPORTANT

Timely enrollment is important, but so is entering end dates!

Enroll all covered members before the next pay period report (PPR) is generated.

End dates can be entered up to 30 days before. Entering through the Employer Web Portal (EWP) **will not affect PPR** but cannot be done while PPR is running.

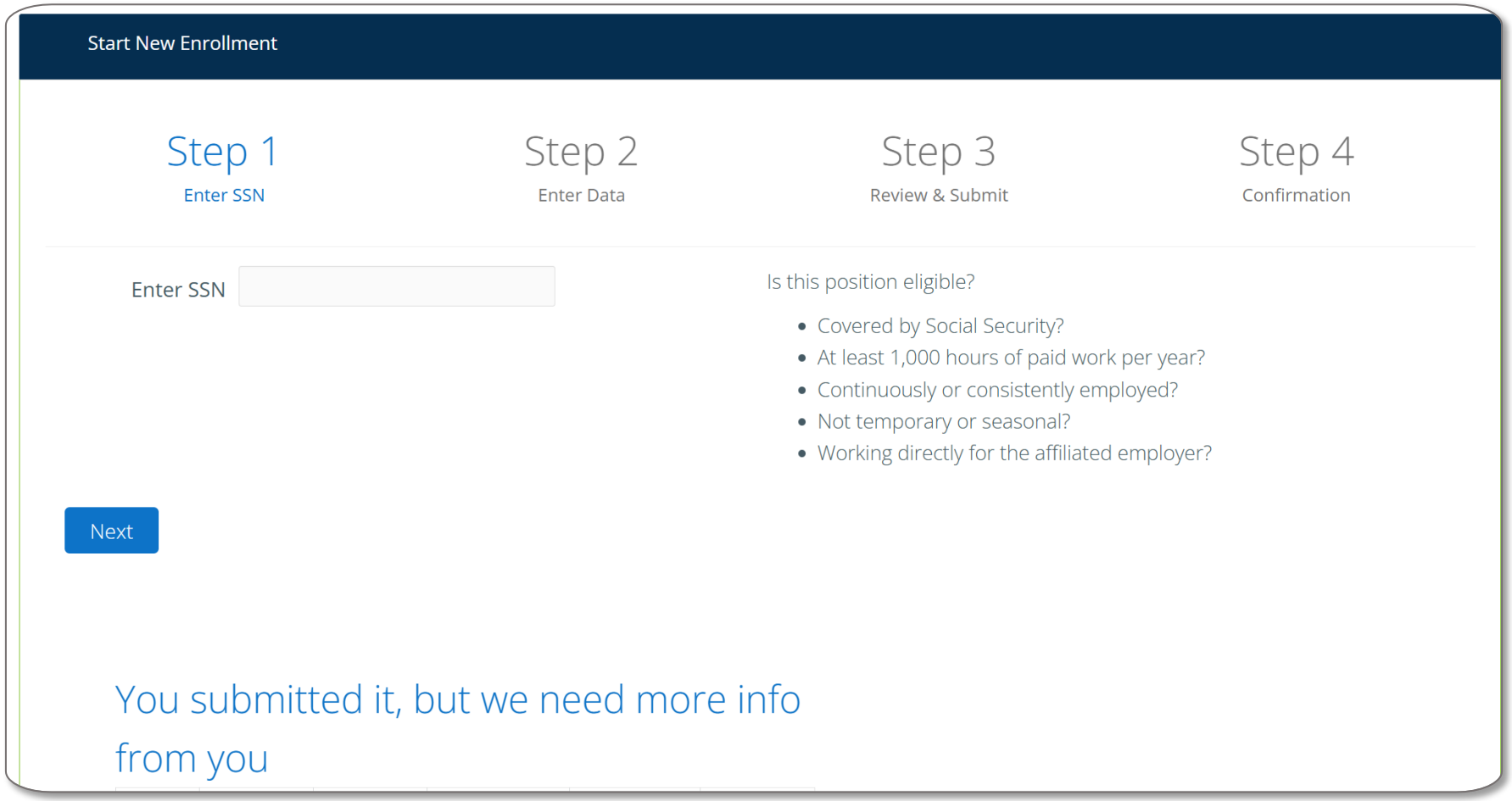
COVERED VS NON-COVERED



See the Employer Manual for more info regarding special situations with independent contractors, substitute teacher scenarios, part-time employees and more.

SUBMITTING AN ENROLLMENT

Whoops! What happened? Keep scrolling.



ENROLLMENT TIPS

- Personal info changes: Submit a complete **Request for Member Information Change (KPERS-12)** and supporting document by secure upload.
- Leave of Absence: Be sure to enter **timely** and with the **correct code**.
- The timely entering of **end dates** helps with your PPR and any potential transfers for employees.

ENROLLMENT TIPS

- The sooner you enroll, the sooner your employee can create their **online account** and do things like add beneficiaries.
- **Member Payroll Department Change (KPERS-11)** forms are for department changes. New enrollments are not necessary.
- If you have a member **changing plans** within your agency, submit an end date and new enrollment.

CONTACT US!

1. enrollment_end_dates@kspers.gov

2. 

3. 

Choose Support, Not Business

QUESTIONS AND ANSWERS



Q&A Time