KPERS 101

2026 KPERS Employer Conference

Presenters:

Alley Salmon, Benefit Education Rep
Ciera Seele, Benefits Analyst

October 30, 2026

KPERS



Employer Roles

Designated Agent Role

- By law, affiliated employers are required to name a Designated Agent.
- Distribute Retirement System information to members in a timely manner.
- Perform transactions using the Employer Web Portal in a timely manner.

Only one person can be the Designated Agent.



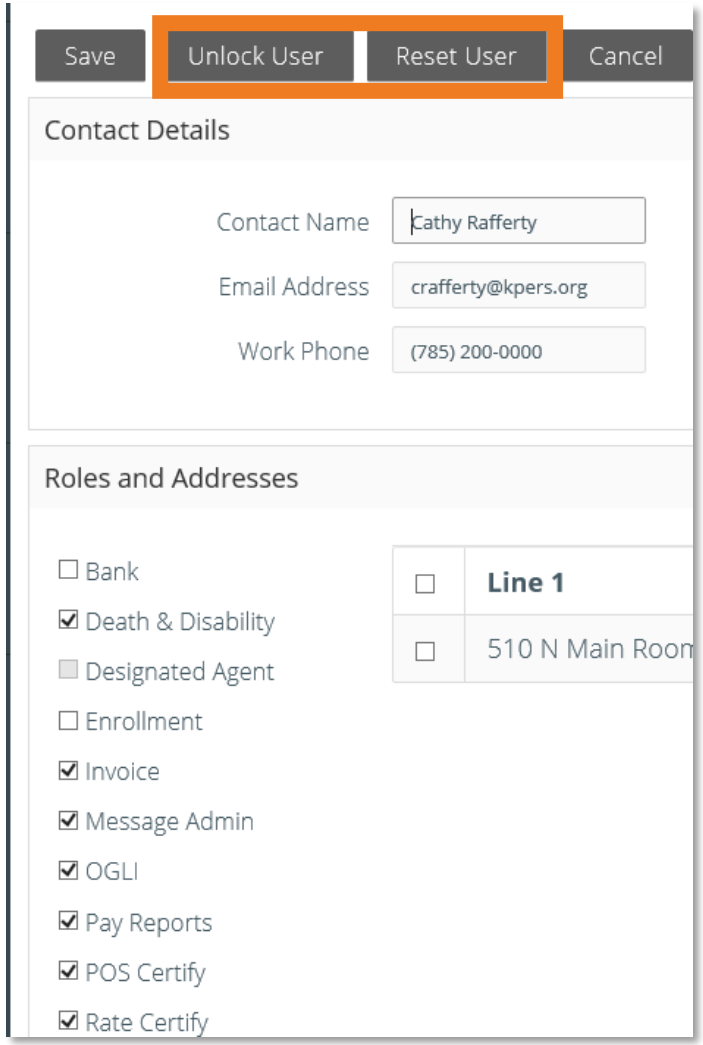
Employer Web Portal (EWP) Additional Contacts

Designated Agents need to assign and closely maintain Additional Contact roles for the EWP.

• Designated Agent	• Message Admin
• Bank	• OGLI (Optional Life Insurance)
• Death & Disability	• Pay Reports
• Enrollment	• Read Only
• Invoice	• Certify Rates and Period of Service

Logins

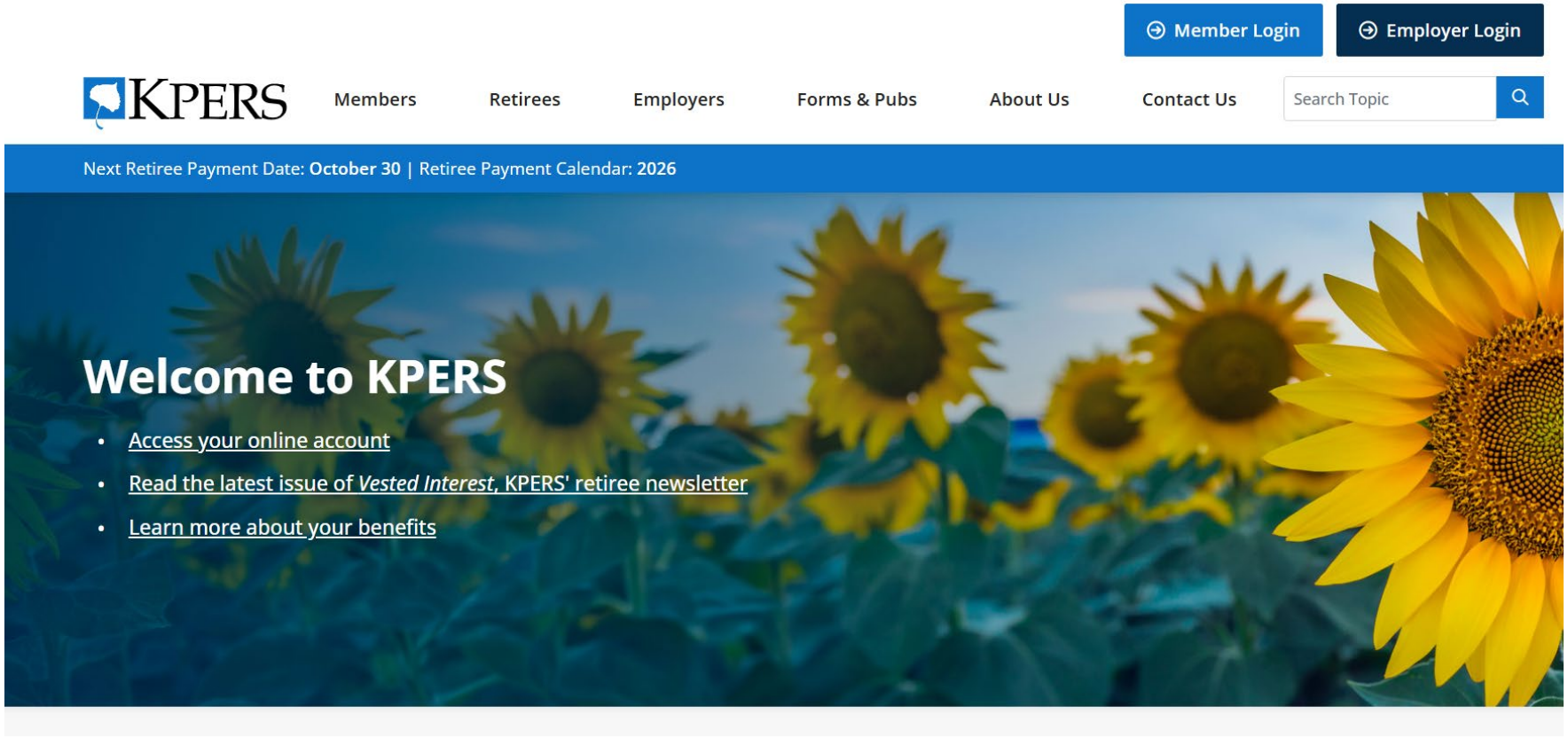
- Need Agent after 45 days of inactivity
- Only **KPERS** own email address as a login
- Accounts deleted for inactivity after **90** days
- Email sent to Designated Agent can reinstate Designated Agents
- Only **Designated Agents** can reinstate Additional Users
- **Unlock User** for new password
- **Reset User** for new security questions and password
- Instructions available on website



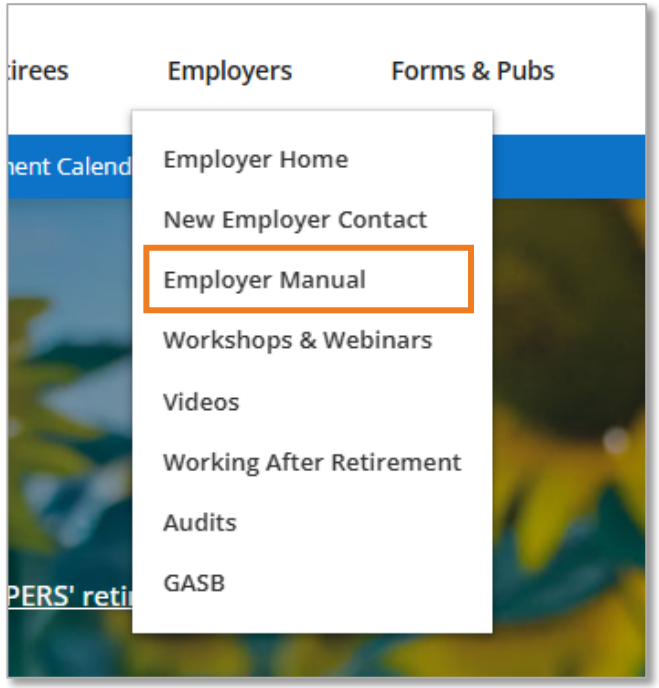


Useful Tools

Website (kspers.gov)



Employer Manual

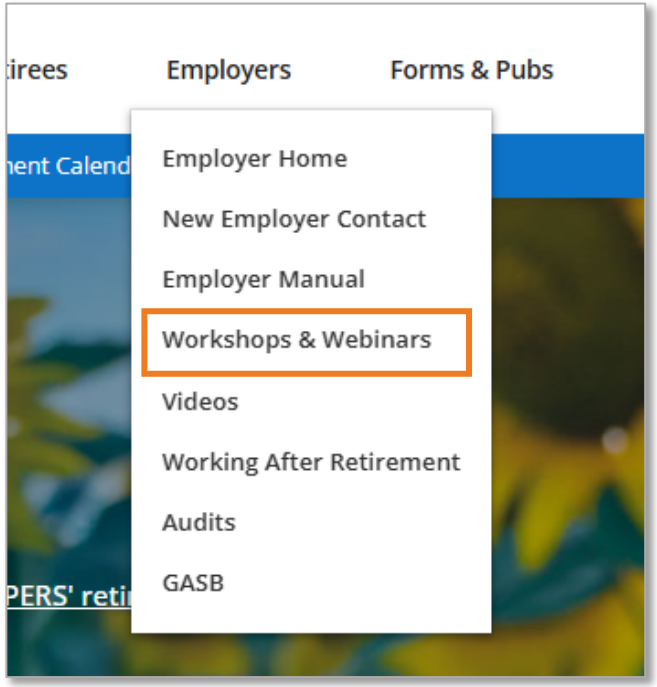


Employer Manual

These sections are listed in alphabetical order. Can't find it, try Additional Resources.

About KPERS Revised: 11/25	Adjustments Revised: 11/25	Beneficiary Revised: 11/25
Contact KPERS Revised: 12/25	Contribution Rates Revised: 1/26	Designated Agent Revised: 12/25
Long-Term Disability Revised: 12/25	Employer Web Portal Revised: 12/25	Kansas Board of Regents Revised: 12/25
Leaving Employment Revised: 12/25	Member Benefits Revised: 12/25	Membership: Non-School Revised: 12/25
Membership: School Revised: 1/26	Optional Life Insurance Revised: 12/25	Pay Reporting Revised: 12/25
Retirement - KPERS 1 Revised: 1/26	Retirement - KPERS 2 Revised: 1/26	Retirement - KPERS 3 Revised: 12/25
Service Credit Revised: 4/26	Service Quarters Revised: 10/26	Working After Retirement Revised: 12/25

Workshops & Webinars



Employer Workshops & Conferences

Need to brush up your KPERS skills? Join us. These workshops are stockpiled with important info you'll need to serve KPERS members.

Employer Conference Registration Is Open!

Registration is now open. Click here to register! For the agenda and breakout topics, visit the conference page where we'll keep you updated! We hope you join us!

2026 Workshop Webinars for New DA & Contacts

This two-part webinar series developed for new Designated Agents and Employer Contacts was well-attended with a lot a great questions asked. Watch right here and your email inbox for our next workshop!

- Part One: January 22, 2026 @ 10:30 a.m. | Recording (leaves KPERS site)
- Part Two: January 29, 20

In Case You Missed It

2025 KP&F Workshop Webinar

KP&F: Feb 6, 2025 | Recording (leaves KPERS site)

Subject Spotlight Webinars

We plan to host Subject Spotlights through 2026 and 2027. If you could benefit from one or more of these topic-driven online webinars, check back here for more details and watch your email inbox! We are finalizing topics and dates.

KPERS 3 Subject Spotlight a Success!

We had a good discussion about KPERS 3 on September 9, 2026, at our latest Subject Spotlight webinar. Thanks to all attendees! Watch your email inbox and right here for info about the next Subject Spotlight coming soon!

Likely Future Subject Spotlights

- Pay Period Reporting
- Retirement
- KP&F

In Case You Missed It

KPERS 3 Sep 9, 2026 @ 10:00 a.m. | Recording (leaves KPERS site)

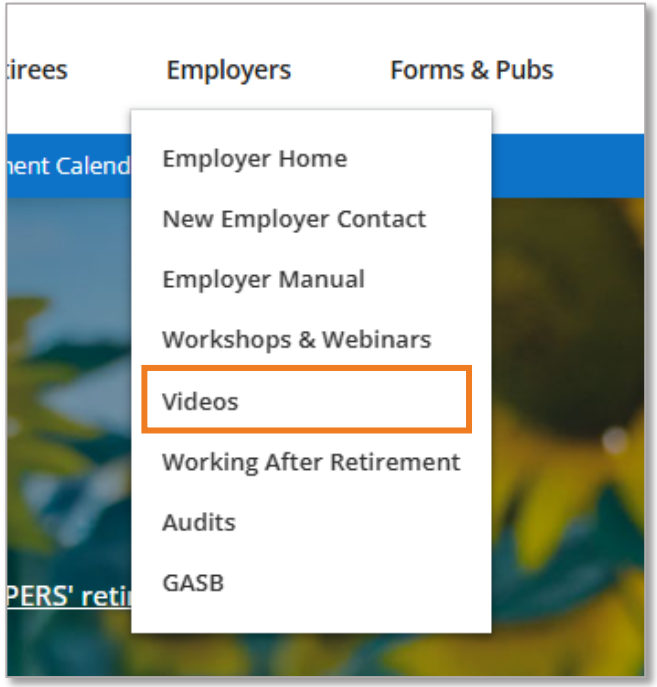
Notification of Death: December 11, 2024 @ 10:00 a.m. | Recording (leaves KPERS site)

DROP: Nov 13, 2024 @ 9:30 a.m. | Recording (leaves KPERS site)

Disability: Nov 6, 2024 @ 10 a.m. | Recording (leaves KPERS site)

Summer Pay May 15, 2024 @ 9:30 a.m. | Recording (leaves KPERS site)

Videos



The Basics



Pay Reporting 01:08

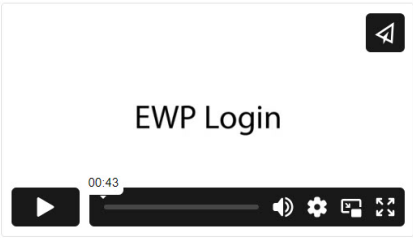


Working After Retirement 01:43

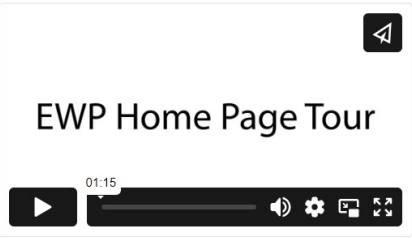


Leave of Absence 00:58

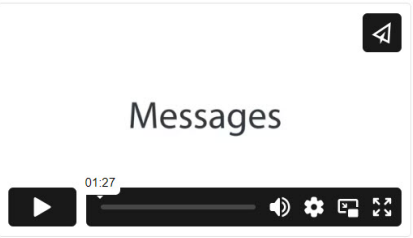
EWP QuickVids



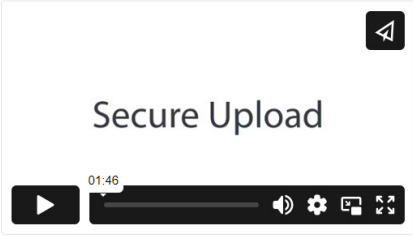
EWP Login 00:43

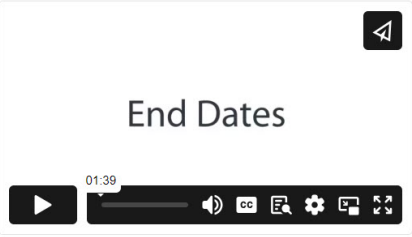


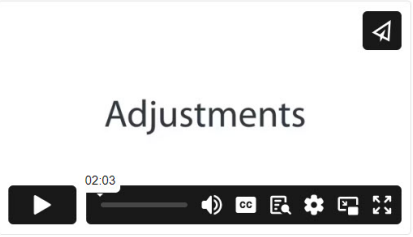
EWP Home Page Tour 01:15



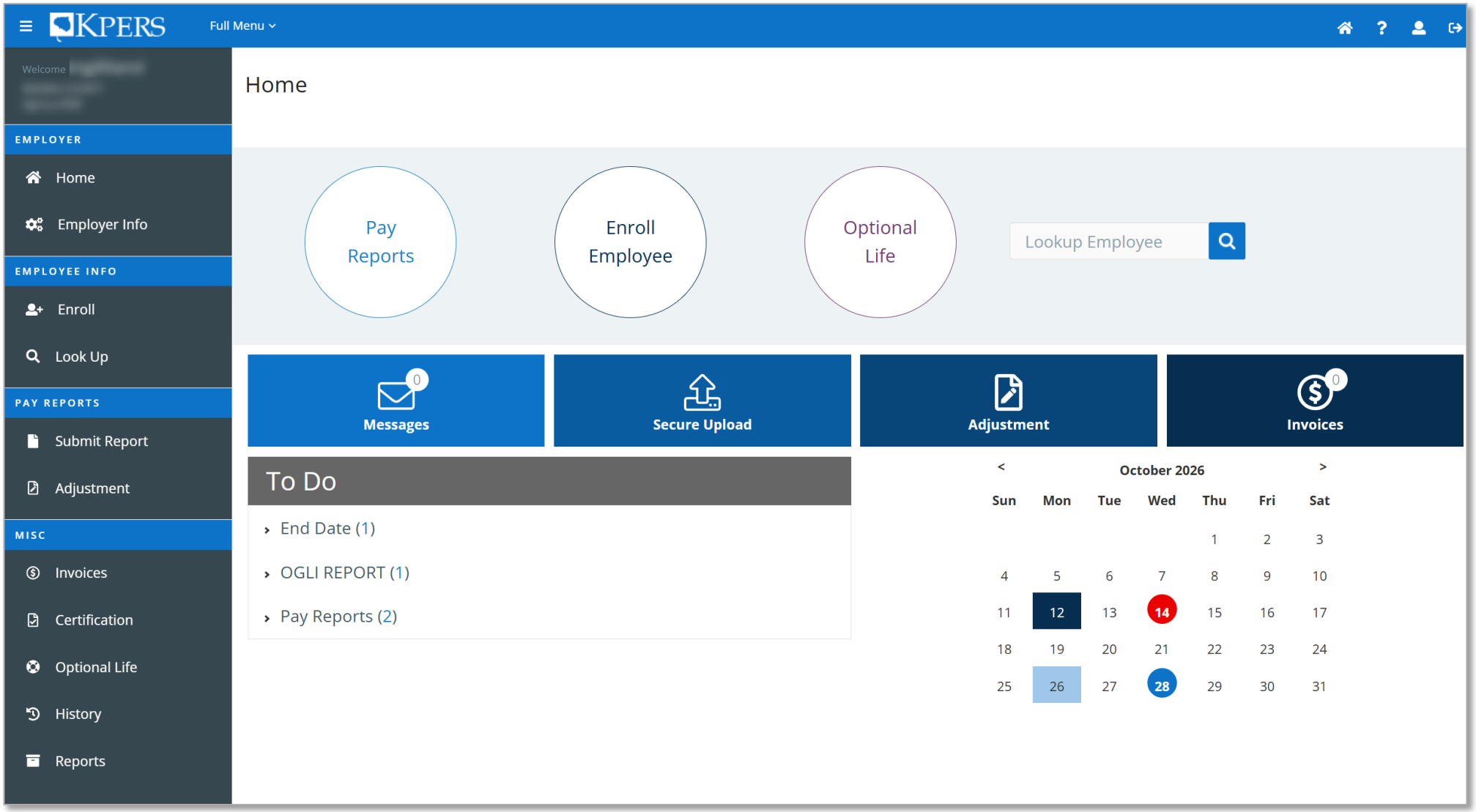
Messages 01:20



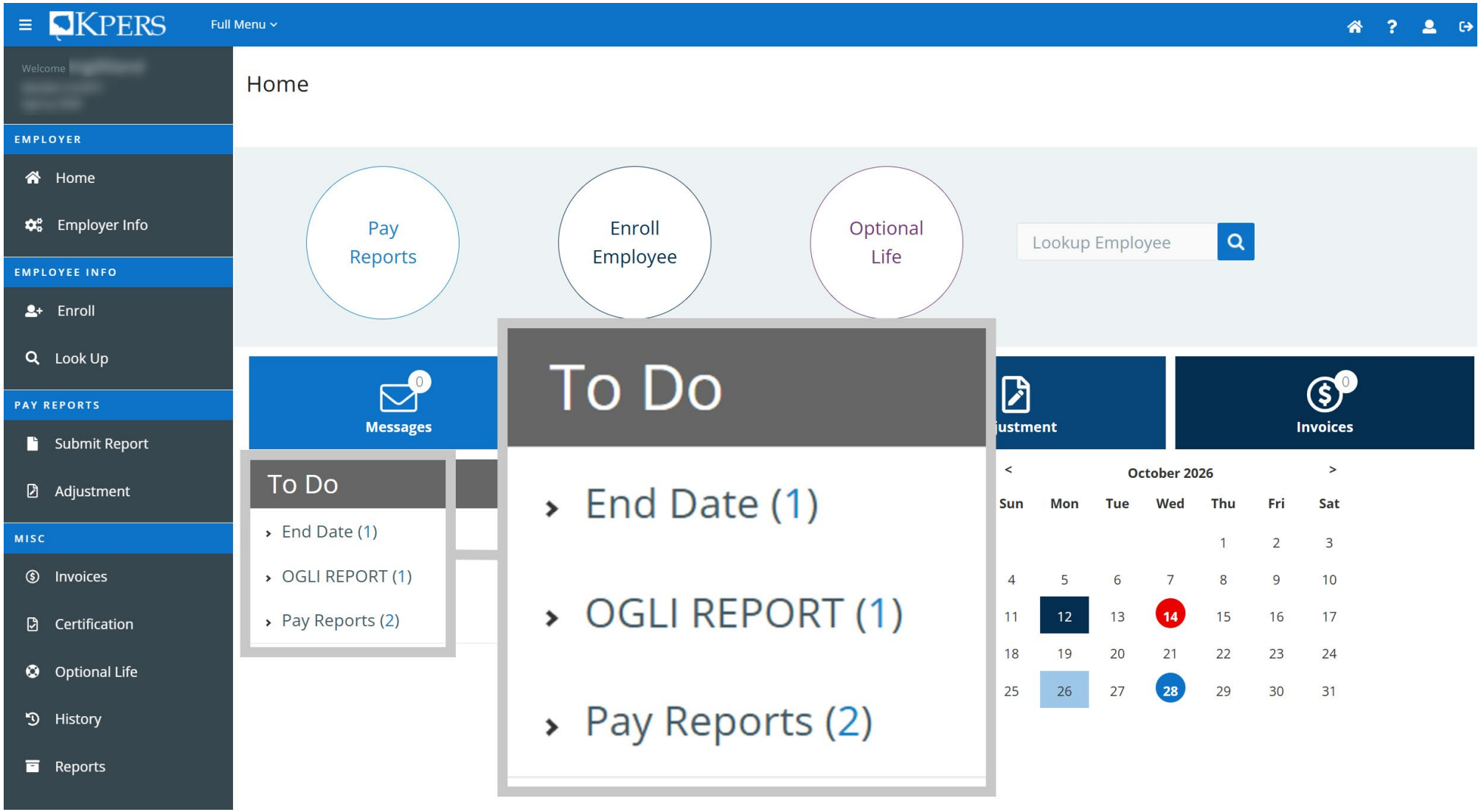




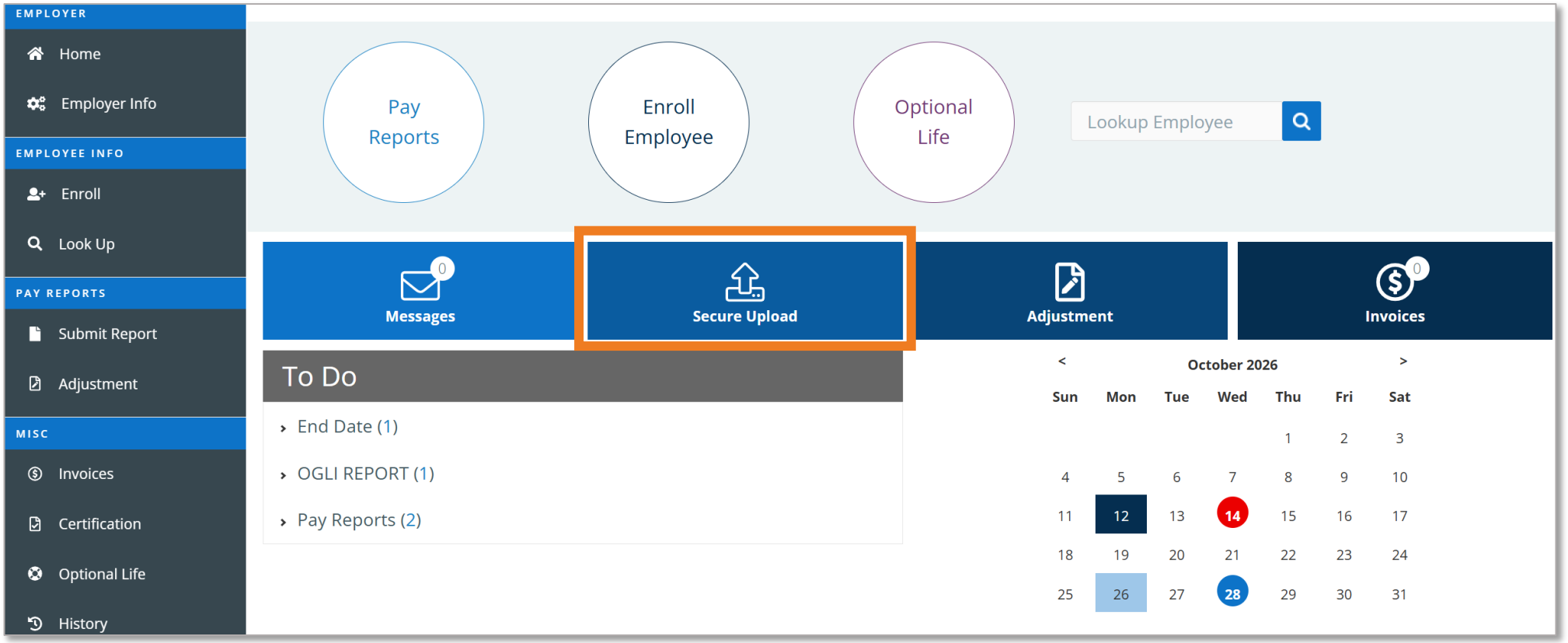
Employer Web Portal (EWP)



To Do List

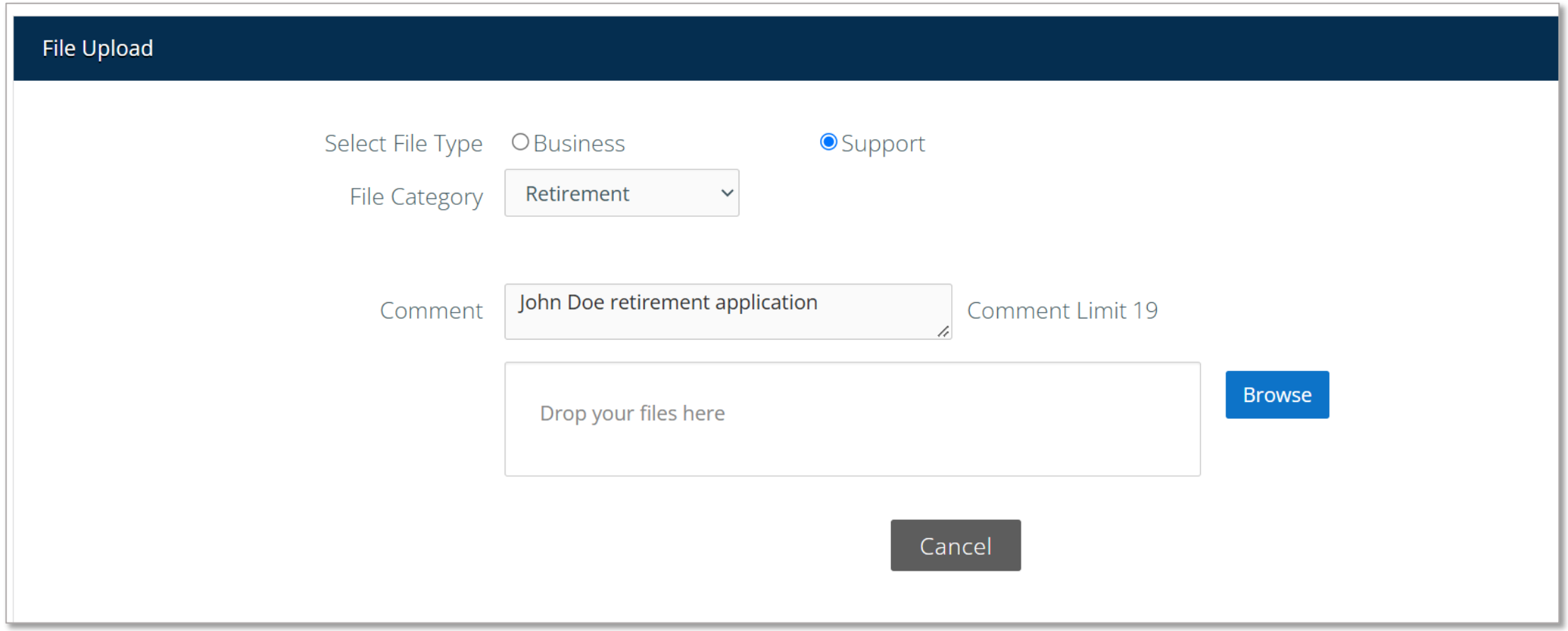

KPERS
Full Menu
Welcome
Home
EMPLOYER
Home
Employer Info
EMPLOYEE INFO
Enroll
Look Up
PAY REPORTS
Submit Report
Adjustment
MISC
Invoices
Certification
Optional Life
History
Reports
Pay Reports
Enroll Employee
Optional Life
Lookup Employee
Messages
Invoices
To Do
End Date (1)
OGLI REPORT (1)
Pay Reports (2)
October 2026
Sun Mon Tue Wed Thu Fri Sat

EWP Secure Upload



Secure way to send documents to KPERS

EWP Secure Upload





Enrollments

Who?

- All **covered** employees
- Those moving from a covered position to a non-covered position if staying with the **same** employer
- Working-after-retirement employees (exceptions may apply)

Covered Position

Based on the Job Description

Non-School

Is this position eligible?

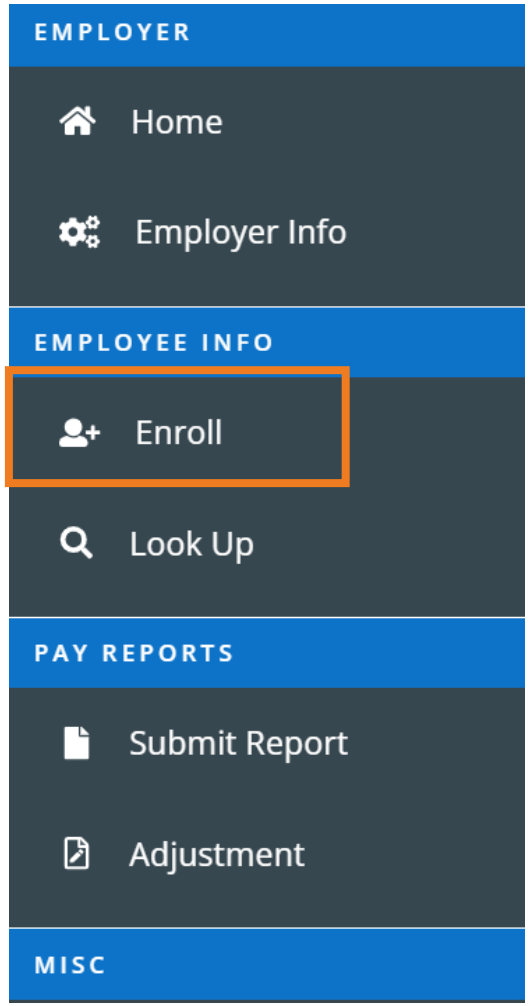
- Covered by Social Security?
- At least 1,000 hours of paid work per year?
- Continuously or consistently employed?
- Not temporary or seasonal?
- Working directly for the affiliated employer?

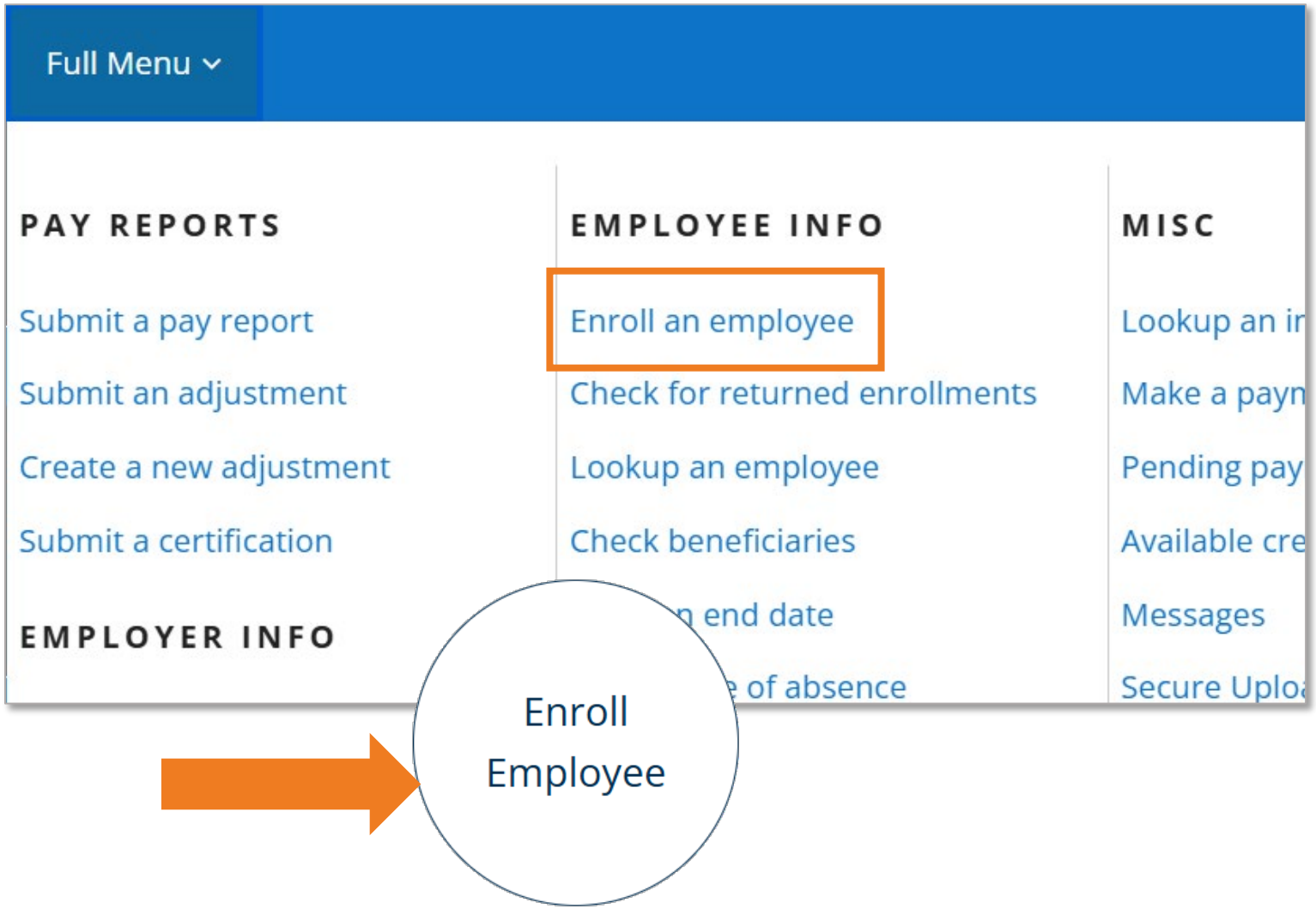
School

Is this position eligible?

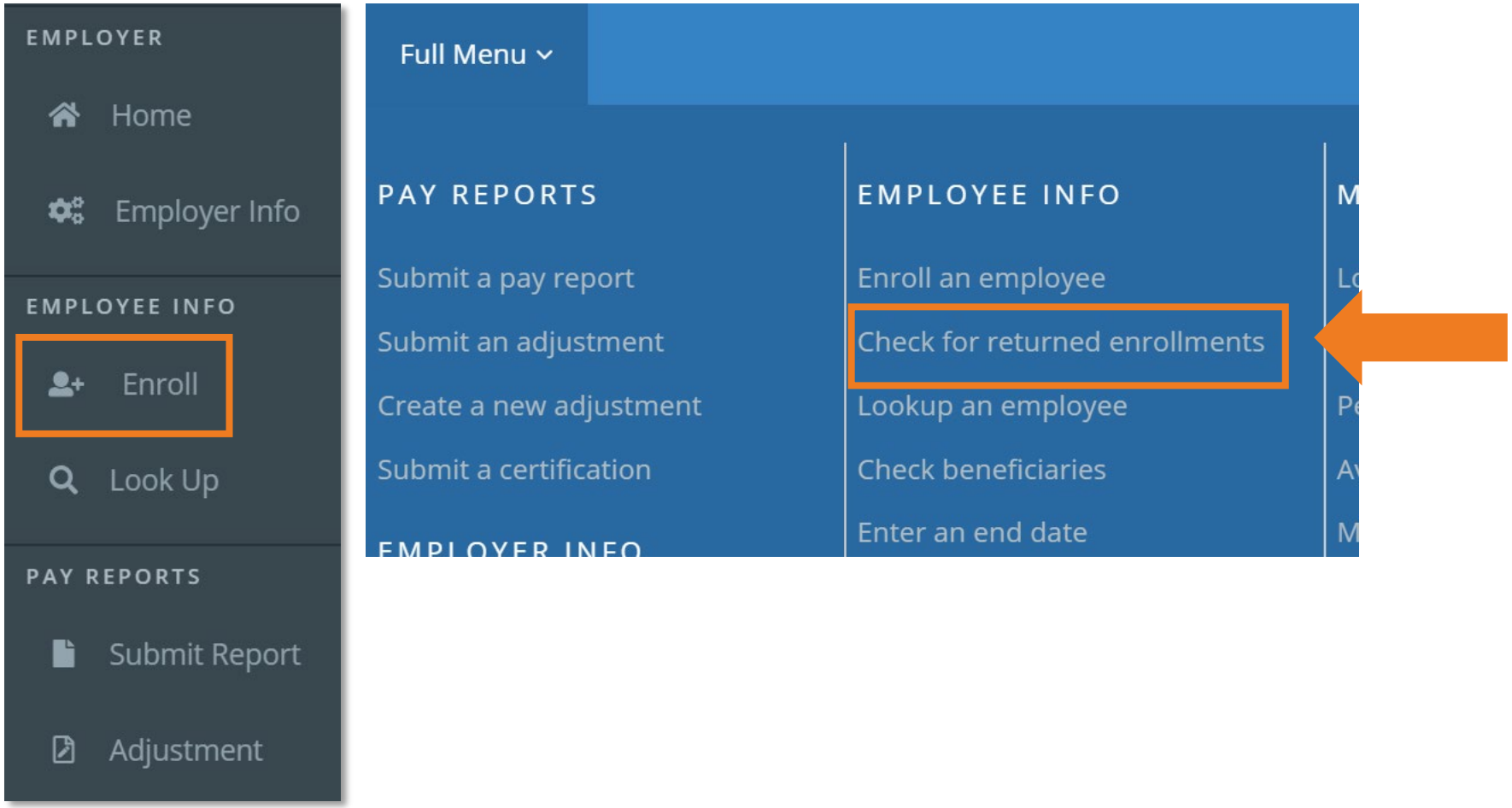
- Covered by Social Security?
- At least 630 hours of paid work per year?
- Continuously or consistently employed?
- Not temporary or seasonal?
- Working directly for the affiliated employer?

New Member Enrollments on the EWP





Returning Member Enrollments on the EWP





Step 1: Enter SSN

Verify position eligibility and submit the members full social security number.

Step 2: Enter Data

Provide the Members:

- Begin/Return Date
- First and Last name
- Date of Birth
- Male or Female
- Plan (KPERS, KP&F, Judges)
- Position Title
- Pay Cycle/Department

Step 3: Review & Submit

Verify the information provided for the member is correctly entered.

Step 4: Confirmation

The enrollment information has been submitted to KPERS to be approved and added to the system.

Start Dates and End Dates

Start dates & end dates are very important:

- To track service credit accurately.
- To report wages accurately.
- For the withdrawal process.

- **Termination** will be used any time the member permanently leaves payroll.

Start Date	End Date
06/15/1998	Enter Date

(in employee record)



Long-Term Disability

Employee Benefits While on Disability

- Continue to earn **service credit**.
- Continue to have **basic life** insurance coverage
- If participating in **optional life** insurance, may continue group rate (member pays premium directly)

Disability Began	Max Benefit Period
Before age 60	Whichever comes first: (A) 65th birthday (B) Chosen retirement date
On or after age 60	Whichever comes first: (A) Period of 5 years (B) Chosen retirement date

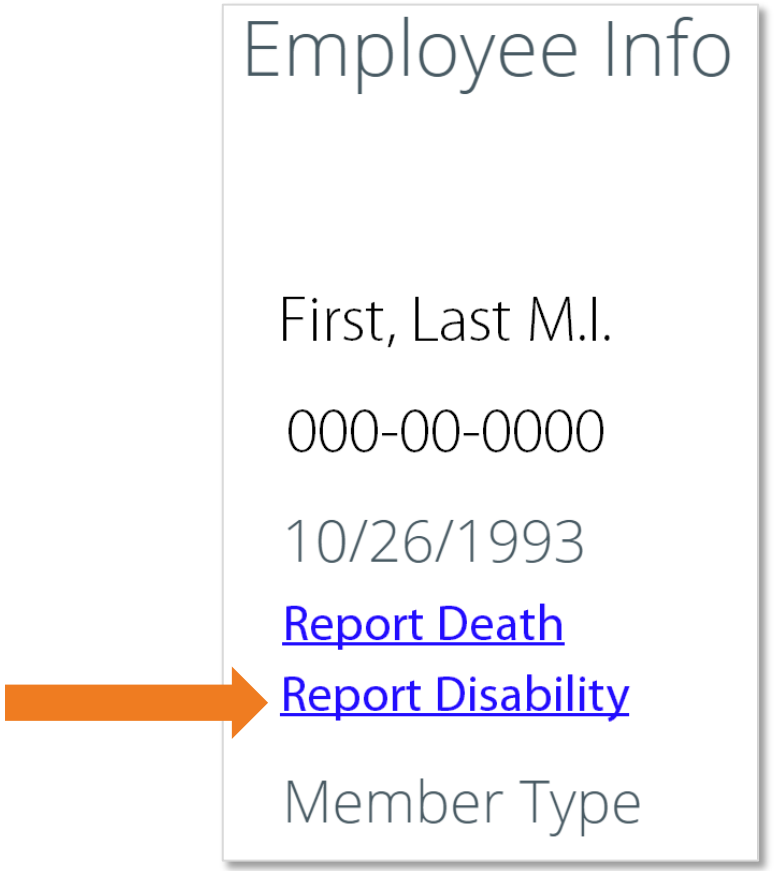
Disability Payments

- **60%** of current pay
- Minus Workers' Compensation, Social Security or any **employer provided** disability benefit
- **Minimum** monthly benefit is **$100**
- **Maximum** monthly benefit is **$5,000**
- Confirmed each year to **continue** receiving benefits

Employer Actions

Waiting period begins **first day** employee is **no longer at work**.

Fill out Disability section on the EWP as soon as employee **STOPS** working.



EWP (Employee Record)



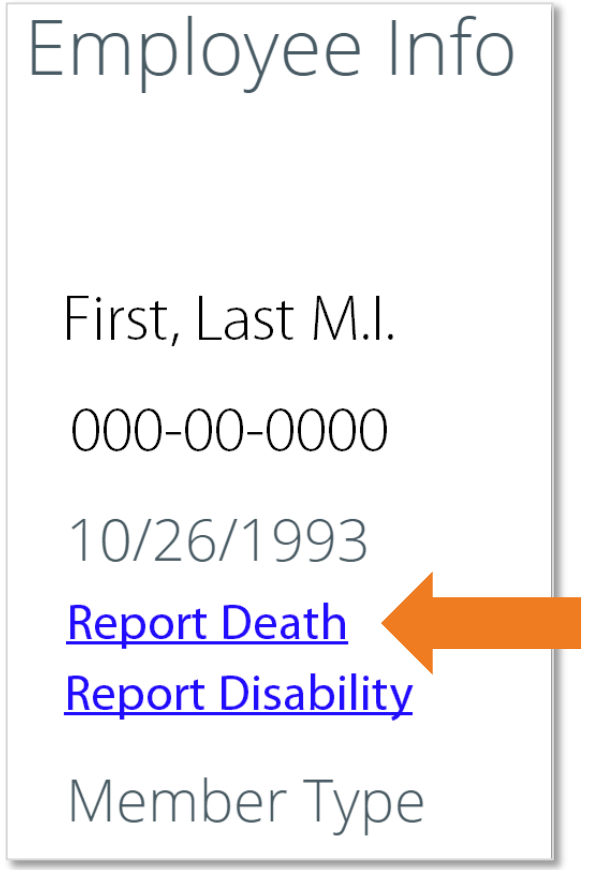
Death Benefits

Active Member Death

Paid to employee's beneficiaries:

- Return of contributions and interest
- Basic life Insurance
  - Covered at 150% of current salary
- Optional life insurance

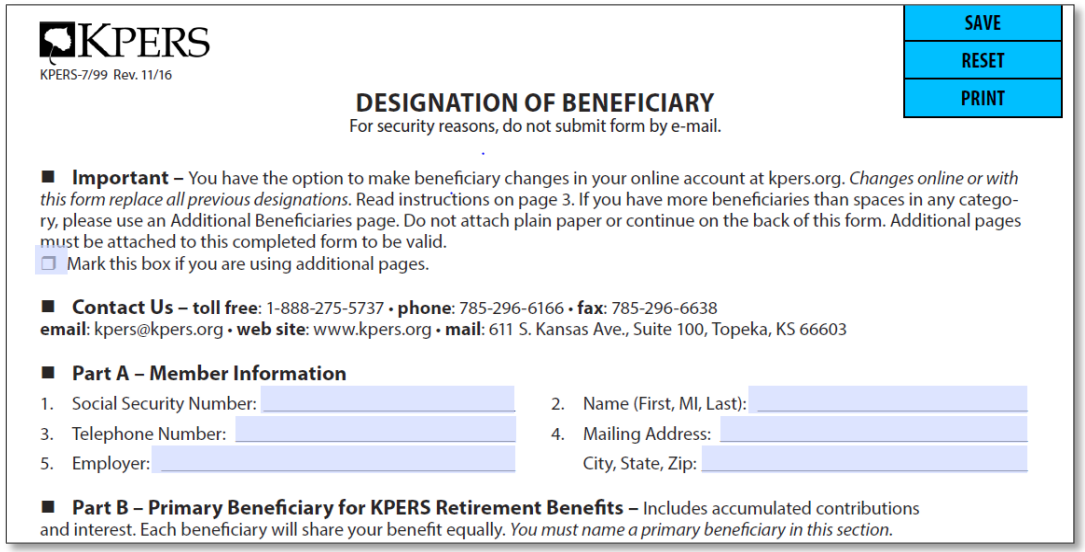
Report Death in employee record on EWP



Employer Action Steps

- Get as much contact information from the family as possible.
  - Best Contact Person
  - Best Address to send paperwork
  - Phone Number
- Check beneficiaries on file in the EWP.

  Beneficiary forms must be on file prior to members passing to be honored.



KPERS

KPERS-7/99 Rev. 11/16

SAVE
RESET
PRINT

DESIGNATION OF BENEFICIARY

For security reasons, do not submit form by e-mail.

■ **Important –** You have the option to make beneficiary changes in your online account at kpers.org. *Changes online or with this form replace all previous designations.* Read instructions on page 3. If you have more beneficiaries than spaces in any category, please use an Additional Beneficiaries page. Do not attach plain paper or continue on the back of this form. Additional pages must be attached to this completed form to be valid.

☐ Mark this box if you are using additional pages.

■ **Contact Us – toll free**: 1-888-275-5737 • **phone**: 785-296-6166 • **fax**: 785-296-6638
email: kpers@kpers.org • **web site**: www.kpers.org • **mail**: 611 S. Kansas Ave., Suite 100, Topeka, KS 66603

■ **Part A – Member Information**

1. Social Security Number:
2. Name (First, MI, Last):
3. Telephone Number:
4. Mailing Address:
5. Employer:

City, State, Zip:

■ **Part B – Primary Beneficiary for KPERS Retirement Benefits –** Includes accumulated contributions and interest. Each beneficiary will share your benefit equally. *You must name a primary beneficiary in this section.*

Members can name different beneficiaries for retirement benefits and group life insurance benefits.



Optional Life Insurance

What Is It?

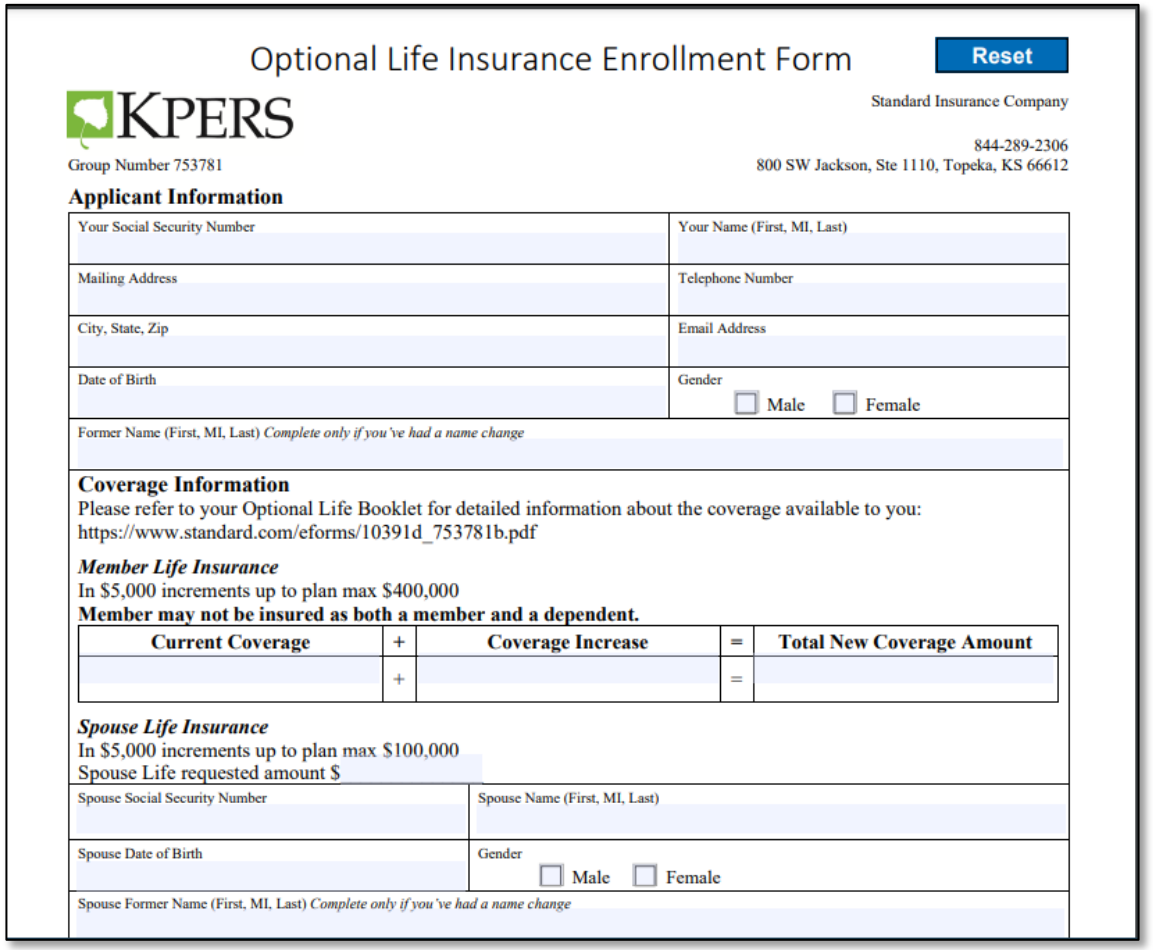
Optional life insurance (OGLI) is **additional coverage** beyond basic life insurance.

- Employer **must affiliate** to offer optional life.
- Coverage for **member**, **spouse**, **child**
- Member **decides how much coverage.**
- Member **pays premium** through payroll deduction.

Affiliation Date	Enrollment Period	Coverage Effective Date
January 1	April	July 1 (same year)
July 1	October	January 1 (following year)
Contact KPERS to affiliate		

New Employee

- Have **31 days** from date of hire to enroll in Optional Life Insurance.
- Give all **new hires** paper enrollment form



Optional Life Insurance Enrollment Form

Reset

KPERS

Standard Insurance Company

844-289-2306

800 SW Jackson, Ste 1110, Topeka, KS 66612

Group Number 753781

Applicant Information

Your Social Security Number	Your Name (First, MI, Last)
Mailing Address	Telephone Number
City, State, Zip	Email Address
Date of Birth	Gender ☐ Male ☐ Female
Former Name (First, MI, Last) *Complete only if you've had a name change*	

Coverage Information

Please refer to your Optional Life Booklet for detailed information about the coverage available to you:
https://www.standard.com/eforms/10391d_753781b.pdf

Member Life Insurance

In $5,000 increments up to plan max $400,000

Member may not be insured as both a member and a dependent.

Current Coverage	+	Coverage Increase	=	Total New Coverage Amount
	+		=	

Spouse Life Insurance

In $5,000 increments up to plan max $100,000

Spouse Life requested amount $

Spouse Social Security Number	Spouse Name (First, MI, Last)
Spouse Date of Birth	Gender ☐ Male ☐ Female
Spouse Former Name (First, MI, Last) *Complete only if you've had a name change*	

Continuing Coverage When Leaving Employment

Within 60 days of last day on payroll

Can convert with no health questions

- Portability Option – Term Policy
- Conversion Option – Whole Life Policy

If transferring to another KPERS employer that is affiliated for OGLI

- Previous optional life membership will automatically transfer during enrollment

Optional Life



The Standard Life Insurance
National company with offices across U.S.
Kansas office w/2 dedicated account specialists
Toll-free 1-844-468-8929

KPERS OGLI Contact
OGLI_FS@kspers.gov
Toll-free, 1-844-468-8929
In Topeka, 268-6886



Retirement

Retirement Dates

- Retirement date is **1st of month** following last day on payroll
- All compensation owed to the employee must be paid in a lump sum by the **first payroll date after** their selected retirement date.

Retirement Dates - School

Licensed Employee

- Retirement date as early as June 1, if all work is completed under contract before June 1
- All compensation owed to the employee must be paid in a lump sum by the first payroll date after their selected retirement date

The Lump Sum includes the remainder of any contract pay

KPERS 1 Retirement Eligibility

Full Benefits

- Age 65 with 1 year
- Age 62 with 10 years
- Any age when age & years of service equal 85 points

Early Benefits (permanent reduction)

- Age 55 with 10+ years of service

KPERS 2 and KPERS 3 Retirement Eligibility

Full Benefits

- Age 65 with 5+ years of service
- Age 60 with 30+ years of service

Early Benefits (permanent reduction)

- Age 55 with 10+ years of service

Calculating Final Average Salary

KPERS 1

Hired before July 1, 1993, or in your "Year of Service" before July 1, 1993

- Highest three years (12 quarters), or
- Highest four years (16 quarters) including additional compensation

Hired on or after July 1, 1993

- Highest three years (12 quarters)

KPERS 2

- Highest five years (20 quarters)

Benefit Calculations (KPERS 1 and KPERS 2)

KPERS 1

FAS x Multiplier (1.75% and/or 1.85%) x YOS = Annual Benefit
Annual Benefit /12 = Monthly Benefit

KPERS 2

FAS x Multiplier (1.85%) x YOS = Annual Benefit
Annual Benefit /12 = Monthly Benefit

**Years prior to 2014 use the 1.75% multiplier. Years 2014 and after use the 1.85%multiplier.*

Benefit Calculations (KPERS 3)

- Employee's account balance (contribution account and retirement credit value)
- Actuarial factors

EXAMPLE	
Employee Account Balance:	$200,000
Retirement Credit Balance:	$140,000
Actuarial Factor:	12.262500%
Annual Benefit:	$340,000/ 12.262500= $27,727
Monthly Benefit:	$27,727/ 12= **$2,310.58**

The ratio and age determines the actuarial factor.

Rounding Quarters

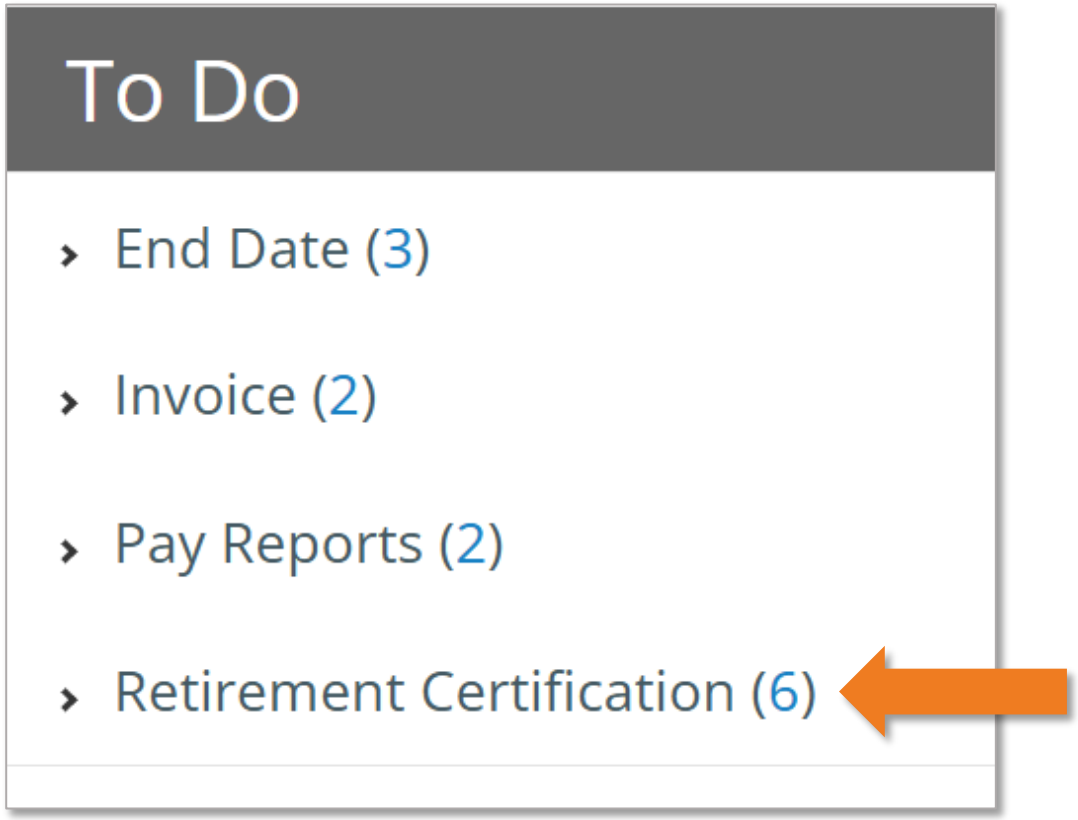
- KPERS lists service credit in terms of quarters.
- Only need to work one day into a quarter to get credit for the entire quarter.
- When calculating a retirement benefit

18.00 =18 years of service
18.25 =18 years of service
18.50 =19 years of service
18.75 =19 years of service

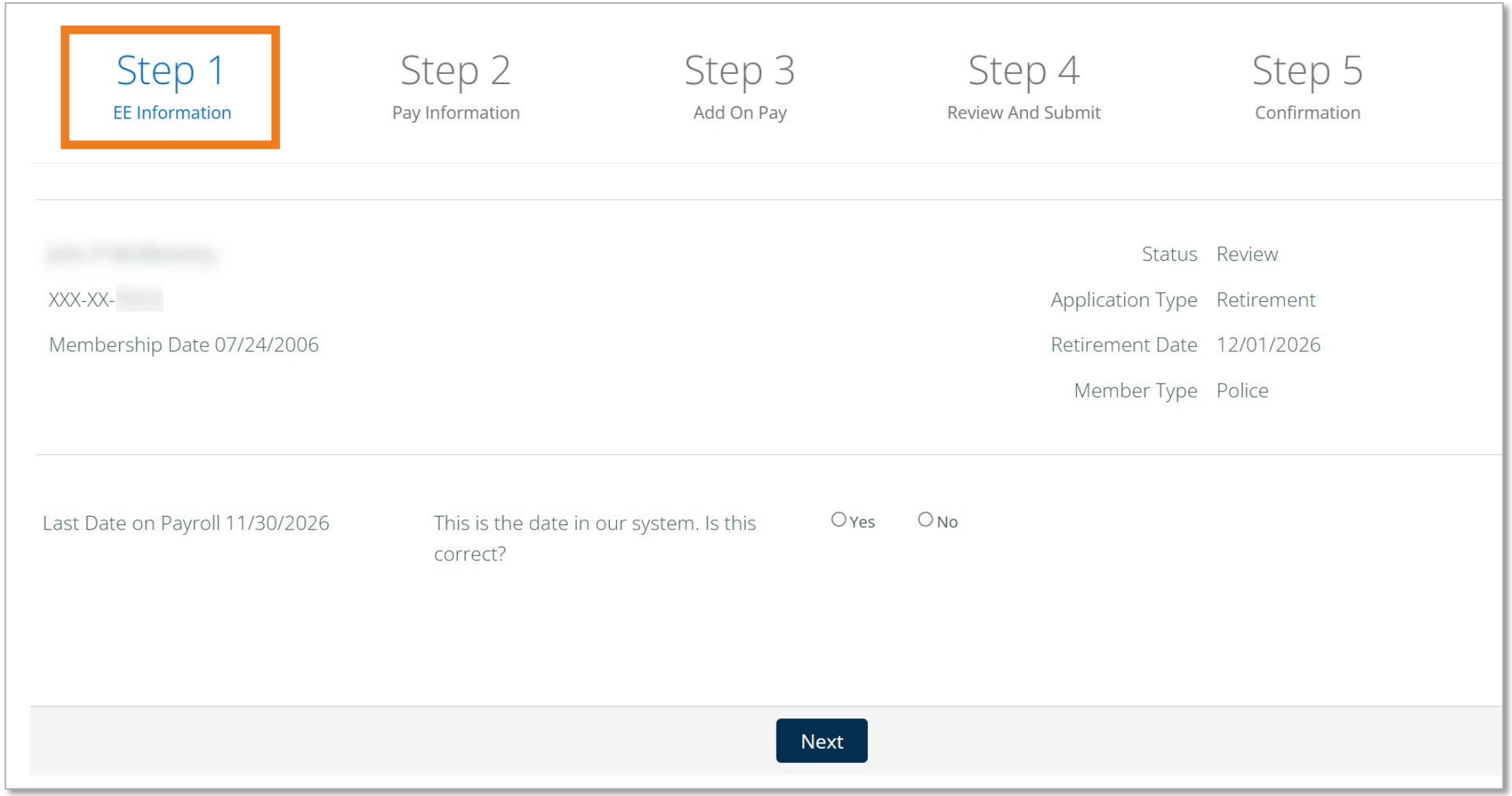
Certifications

KPERS needs the Employer to confirm this information as soon as possible.

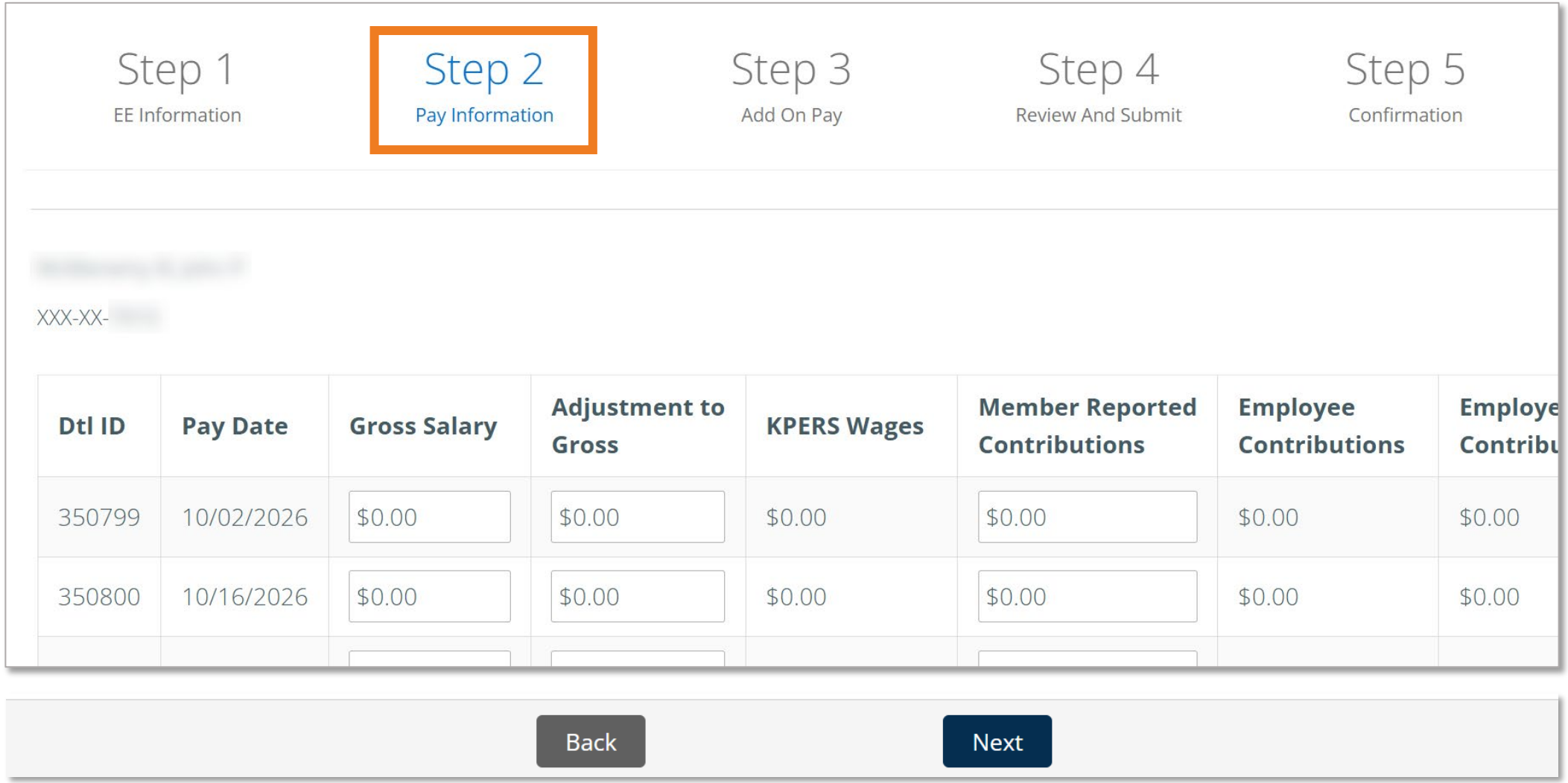
- End date is correct
- Final pay was received



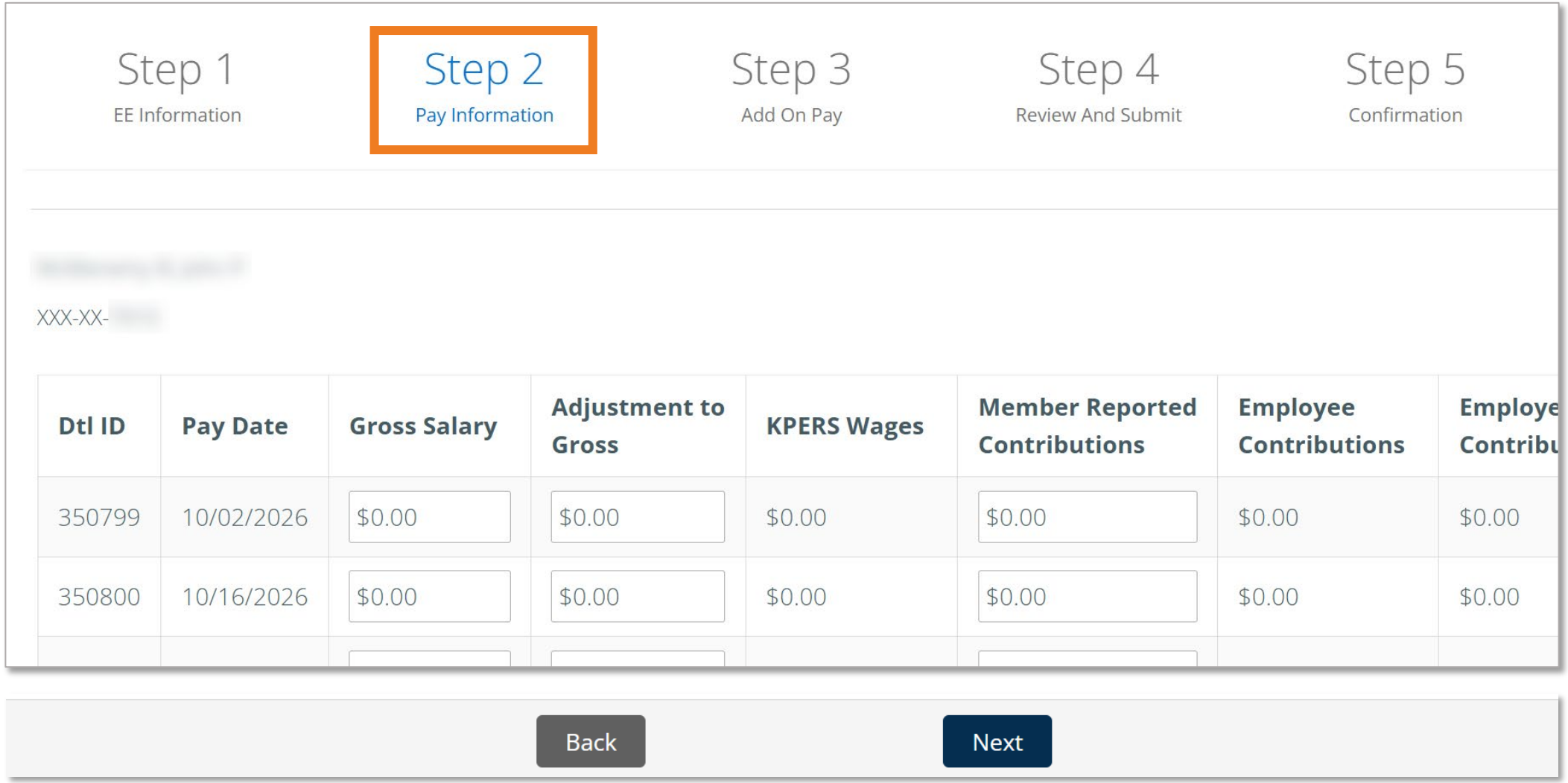
Certifications



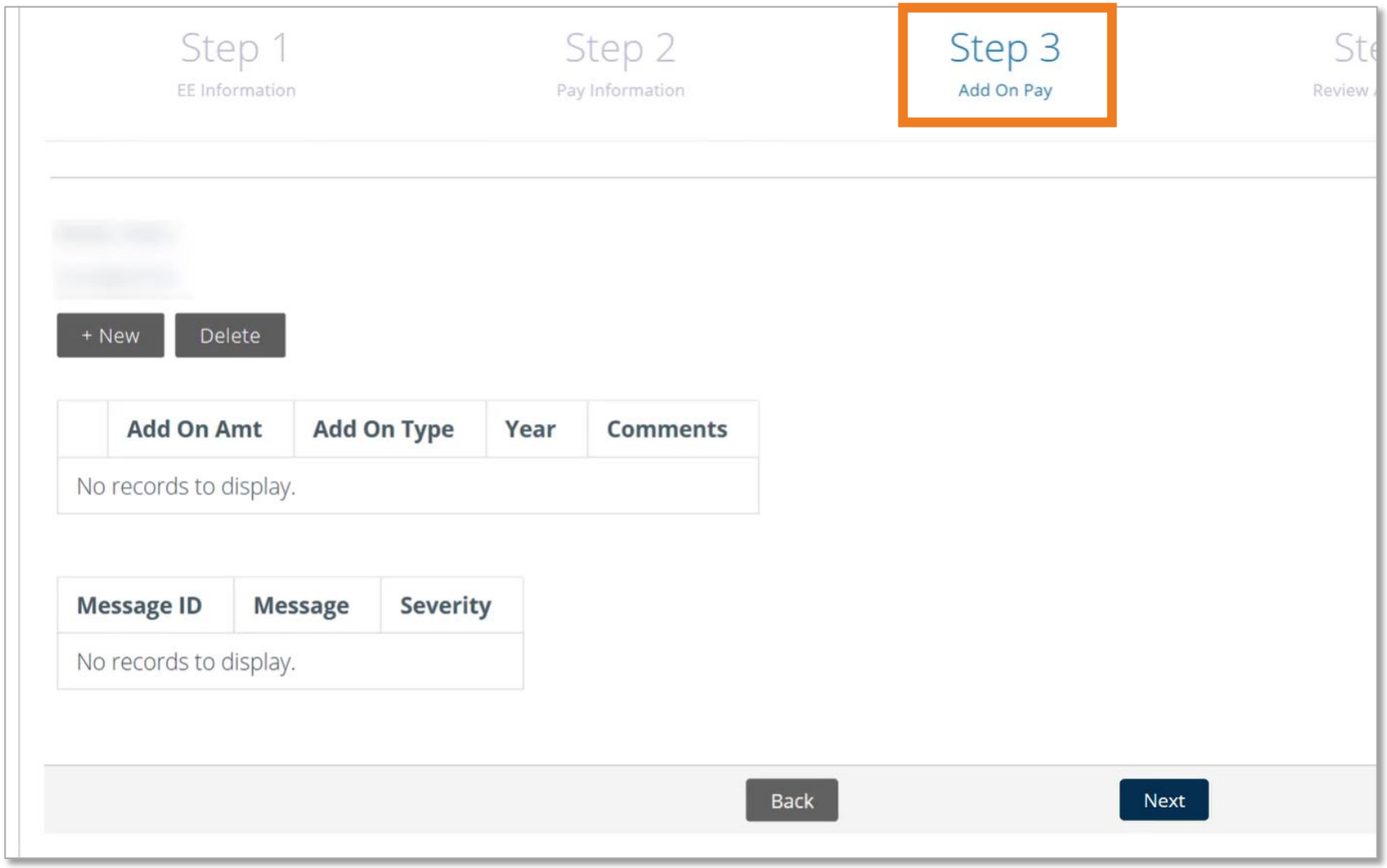
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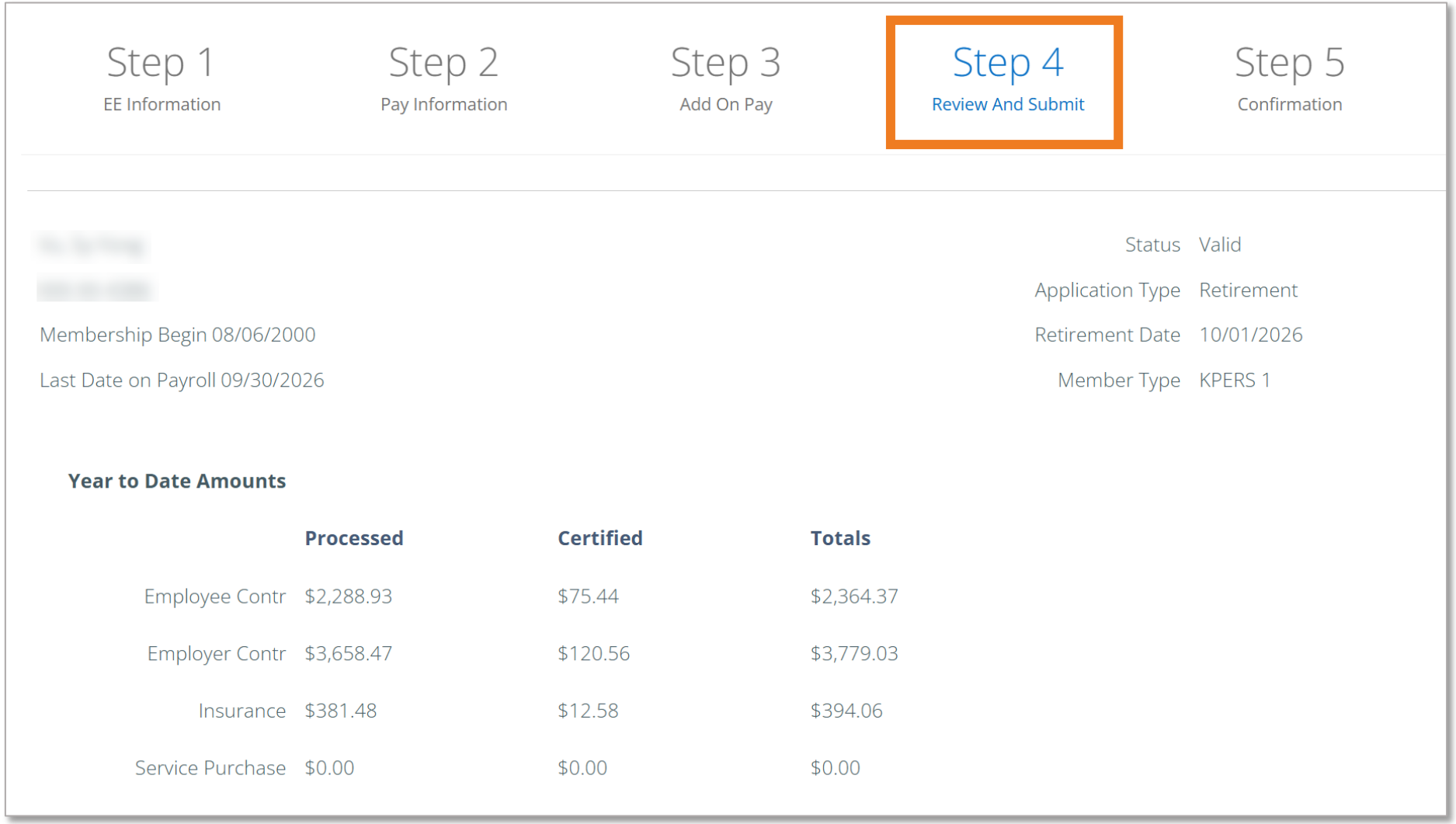
Certifications



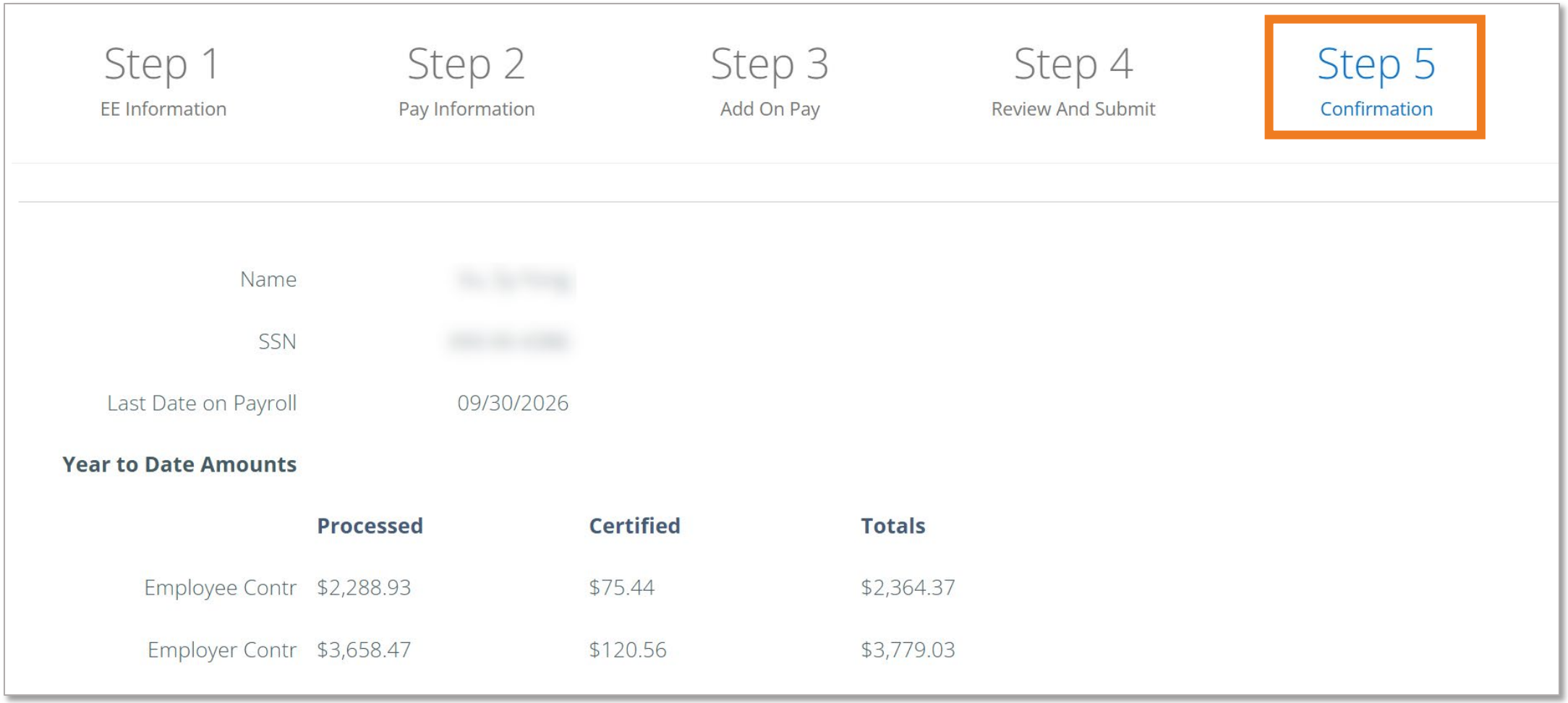
Certifications



Certifications



Certifications





Thank You! Questions?