Pay Reporting

2026 KPERS Employer Conference

Presenters:

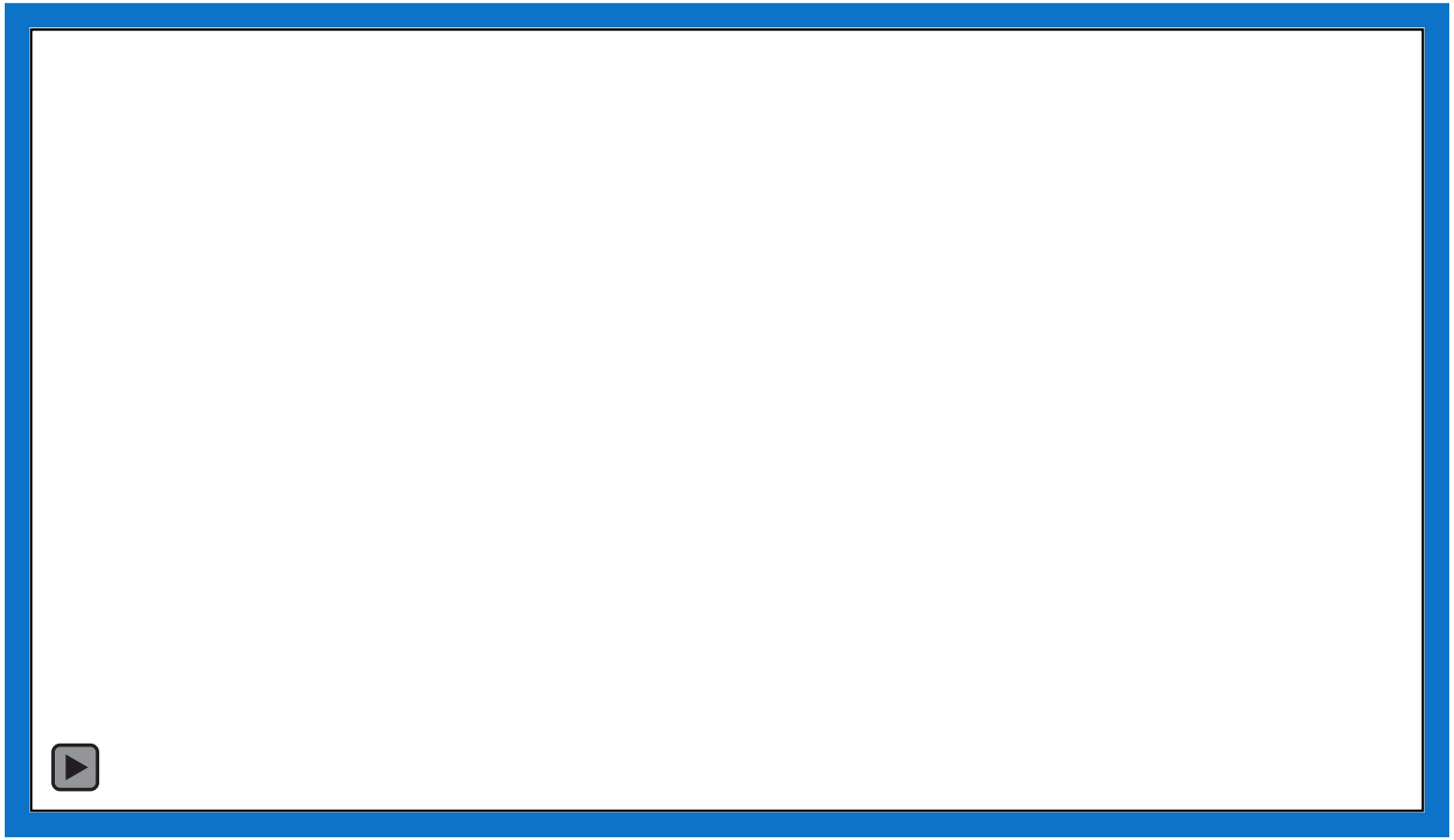
Justin Quick,
Senior Benefit Education Representative

Brecken Stadler,
Senior Employer Reporting Analyst

Lanette Wagner,
Manager of Employer Reporting

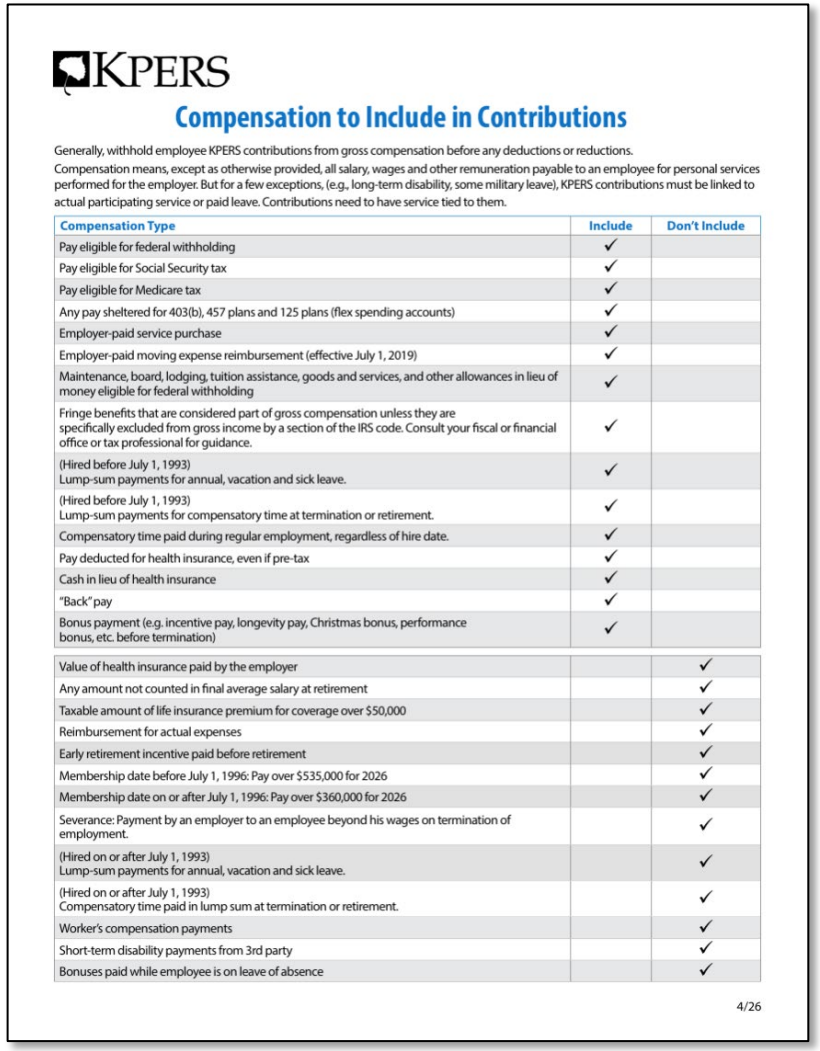
KPERS

Pay Reporting QuickVid



Compensation to Include

Located in the Employer Manual under Helpful Resources



KPERS

Compensation to Include in Contributions

Generally, withhold employee KPERS contributions from gross compensation before any deductions or reductions.

Compensation means, except as otherwise provided, all salary, wages and other remuneration payable to an employee for personal services performed for the employer. But for a few exceptions, (e.g., long-term disability, some military leave), KPERS contributions must be linked to actual participating service or paid leave. Contributions need to have service tied to them.

Compensation Type	Include	Don't Include
Pay eligible for federal withholding	✓	
Pay eligible for Social Security tax	✓	
Pay eligible for Medicare tax	✓	
Any pay sheltered for 403(b), 457 plans and 125 plans (flex spending accounts)	✓	
Employer-paid service purchase	✓	
Employer-paid moving expense reimbursement (effective July 1, 2019)	✓	
Maintenance, board, lodging, tuition assistance, goods and services, and other allowances in lieu of money eligible for federal withholding	✓	
Fringe benefits that are considered part of gross compensation unless they are specifically excluded from gross income by a section of the IRS code. Consult your fiscal or financial office or tax professional for guidance.	✓	
(Hired before July 1, 1993) Lump-sum payments for annual, vacation and sick leave.	✓	
(Hired before July 1, 1993) Lump-sum payments for compensatory time at termination or retirement.	✓	
Compensatory time paid during regular employment, regardless of hire date.	✓	
Pay deducted for health insurance, even if pre-tax	✓	
Cash in lieu of health insurance	✓	
"Back" pay	✓	
Bonus payment (e.g. incentive pay, longevity pay, Christmas bonus, performance bonus, etc. before termination)	✓	
Value of health insurance paid by the employer		✓
Any amount not counted in final average salary at retirement		✓
Taxable amount of life insurance premium for coverage over $50,000		✓
Reimbursement for actual expenses		✓
Early retirement incentive paid before retirement		✓
Membership date before July 1, 1996: Pay over $535,000 for 2026		✓
Membership date on or after July 1, 1996: Pay over $360,000 for 2026		✓
Severance: Payment by an employer to an employee beyond his wages on termination of employment.		✓
(Hired on or after July 1, 1993) Lump-sum payments for annual, vacation and sick leave.		✓
(Hired on or after July 1, 1993) Compensatory time paid in lump sum at termination or retirement.		✓
Worker's compensation payments		✓
Short-term disability payments from 3rd party		✓
Bonuses paid while employee is on leave of absence		✓

4/26

Contact





Contact Fiscal Services

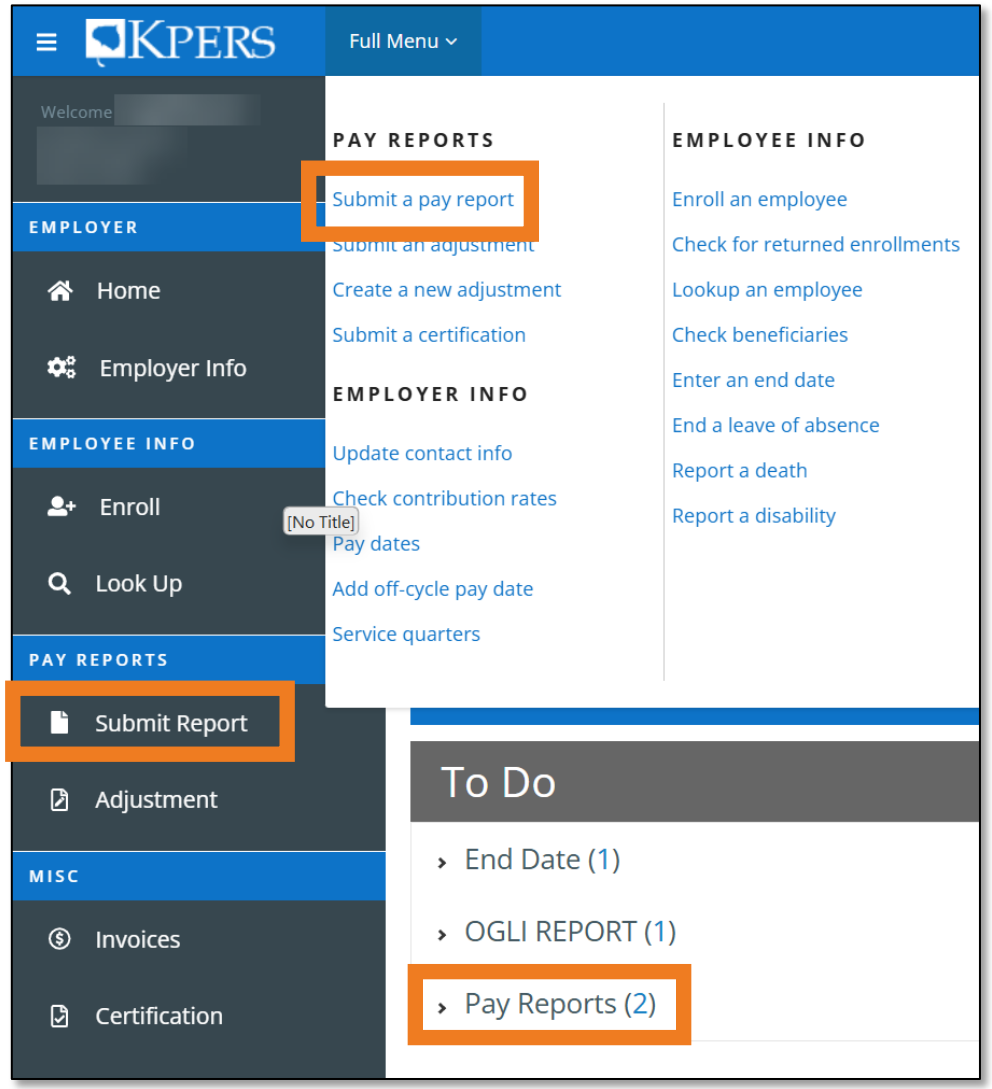
kpersFS@kspers.gov

Toll-free, 1-844-468-8929

In Topeka, 785-268-6886

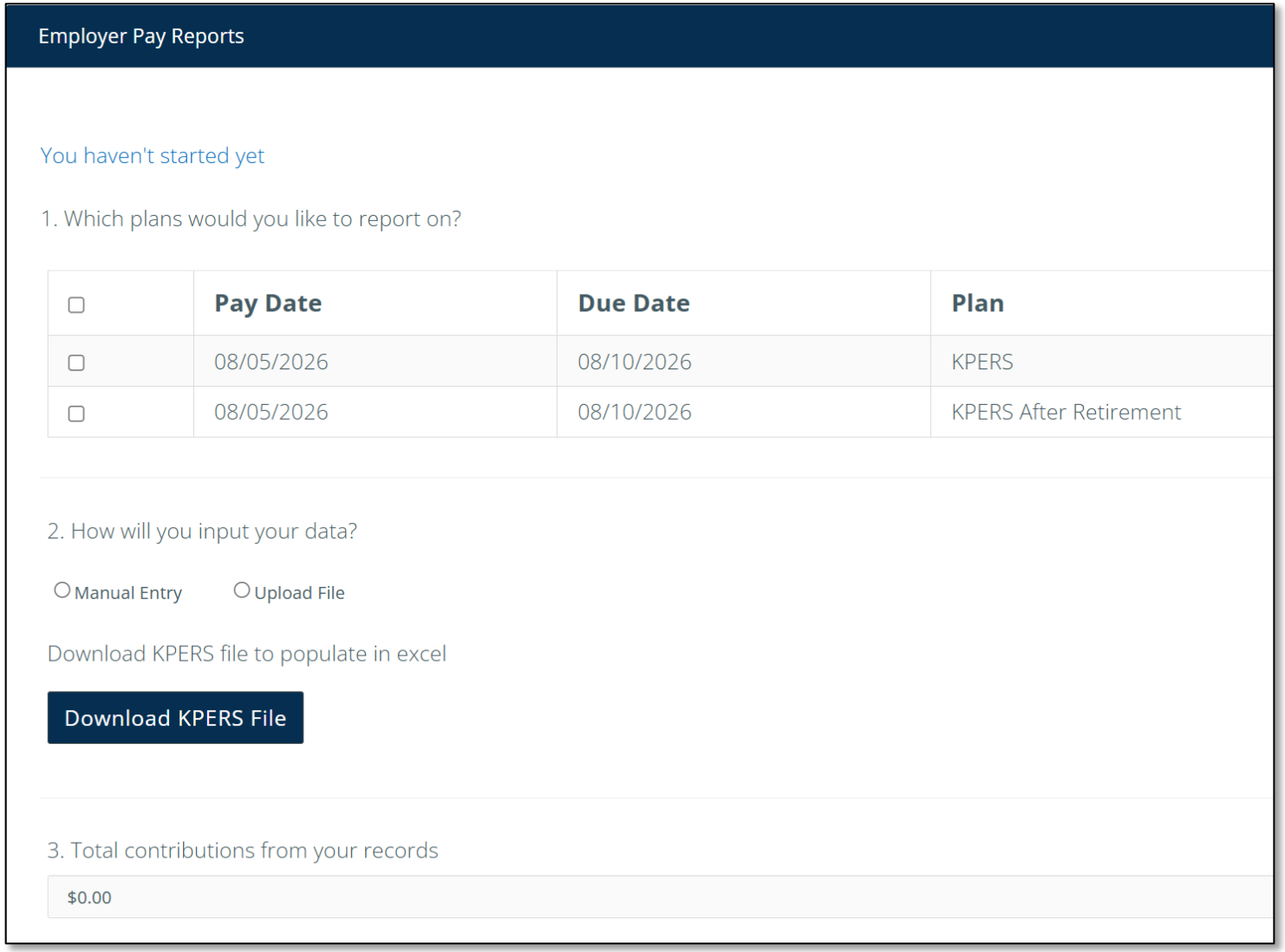


Employer Web Portal Menu





Pay Reporting



Pay Reporting

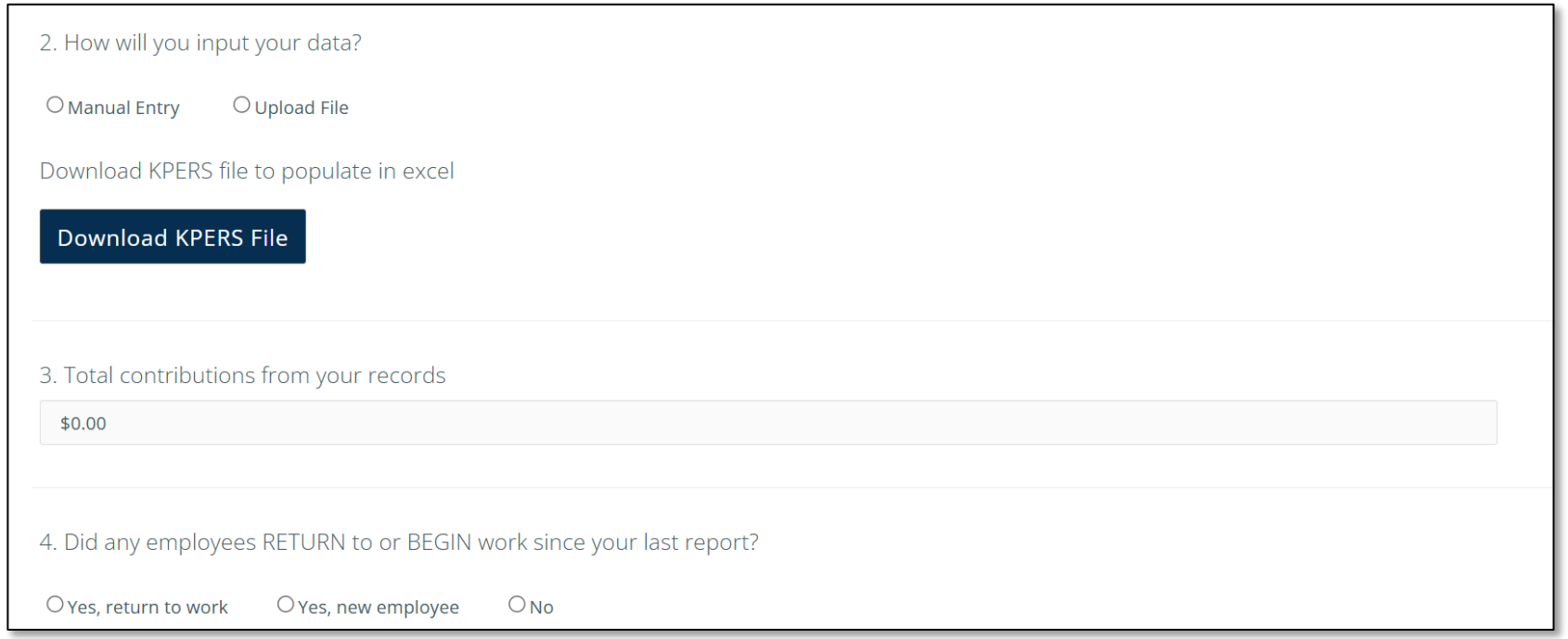
You haven't started yet

1. Which plans would you like to report on?

	Pay Date	Due Date	Plan	Cycle
☐	08/05/2026	08/10/2026	KPERS	
☐	08/05/2026	08/10/2026	KPERS After Retirement	
☐	08/05/2026	08/10/2026	KP&F	86

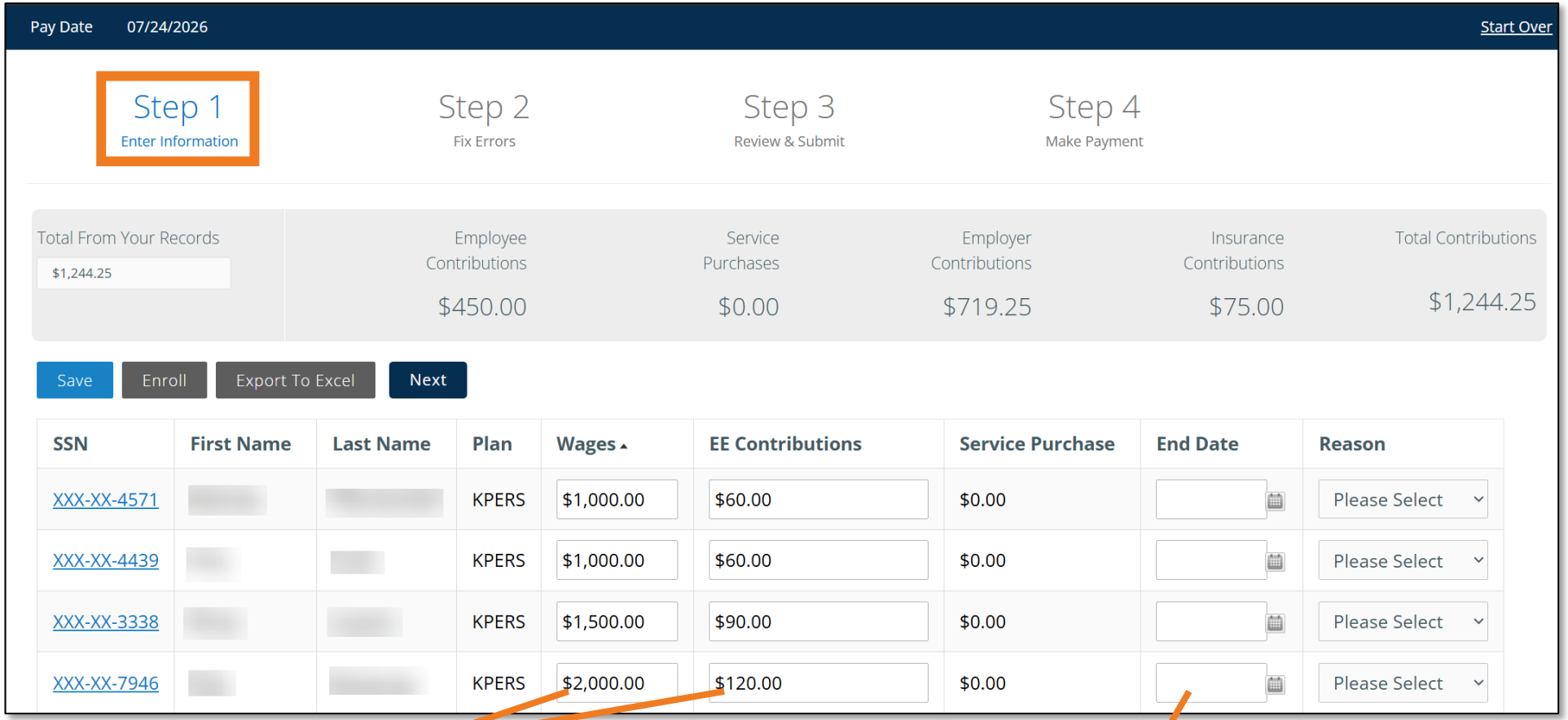
- Can report for multiple pay cycles at same time, if **same pay dates**
- When **starting** reports together, must be **completed** together
- Click "**start over**" to go back and separate reports

Pay Reporting



- Enter data **manually** or **upload** a file
- **Total contributions** includes employee, employer, and service purchase contributions.

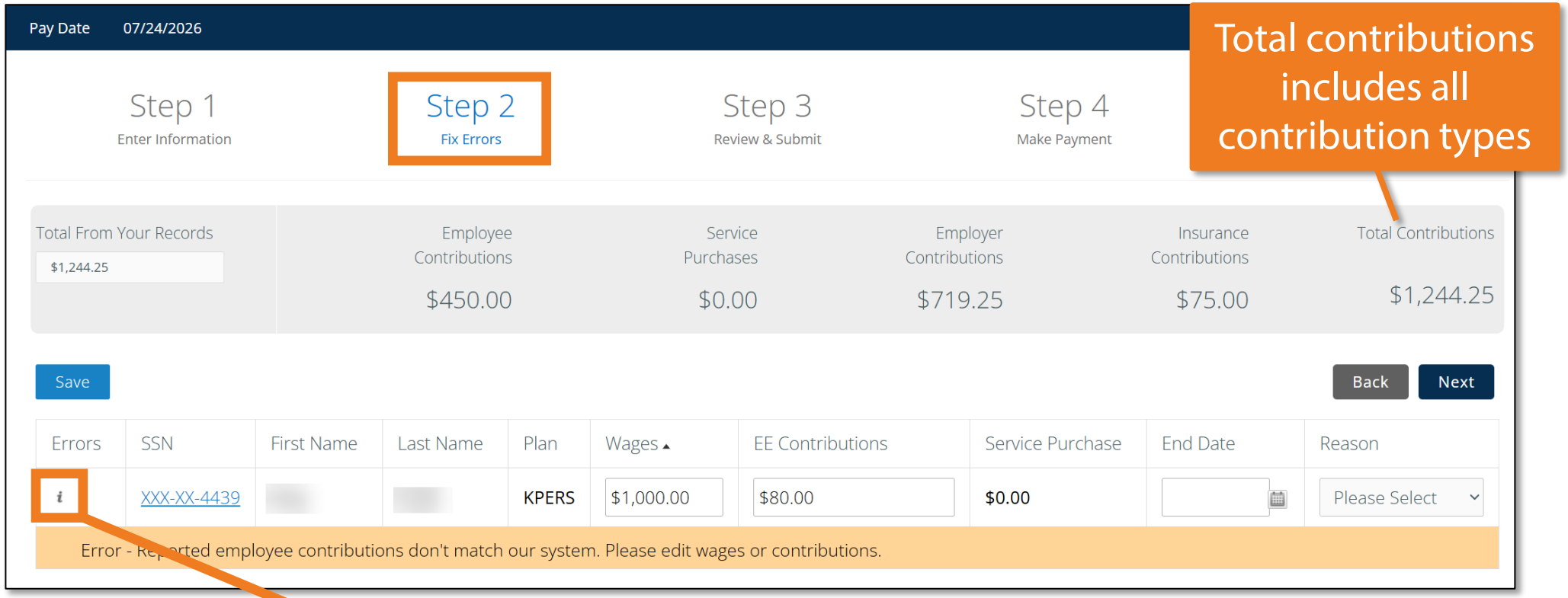
Pay Reporting



Enter wages & contributions (if uploading, skip Step 1)

End dates entered here or anywhere on the EWP will populate on members' record when processed.

Pay Reporting



- Click on *i* to view errors.
- Fix errors to go to next step.
- Make sure total from your records matches total contributions.

If no errors in step 1, screen will skip to step 3

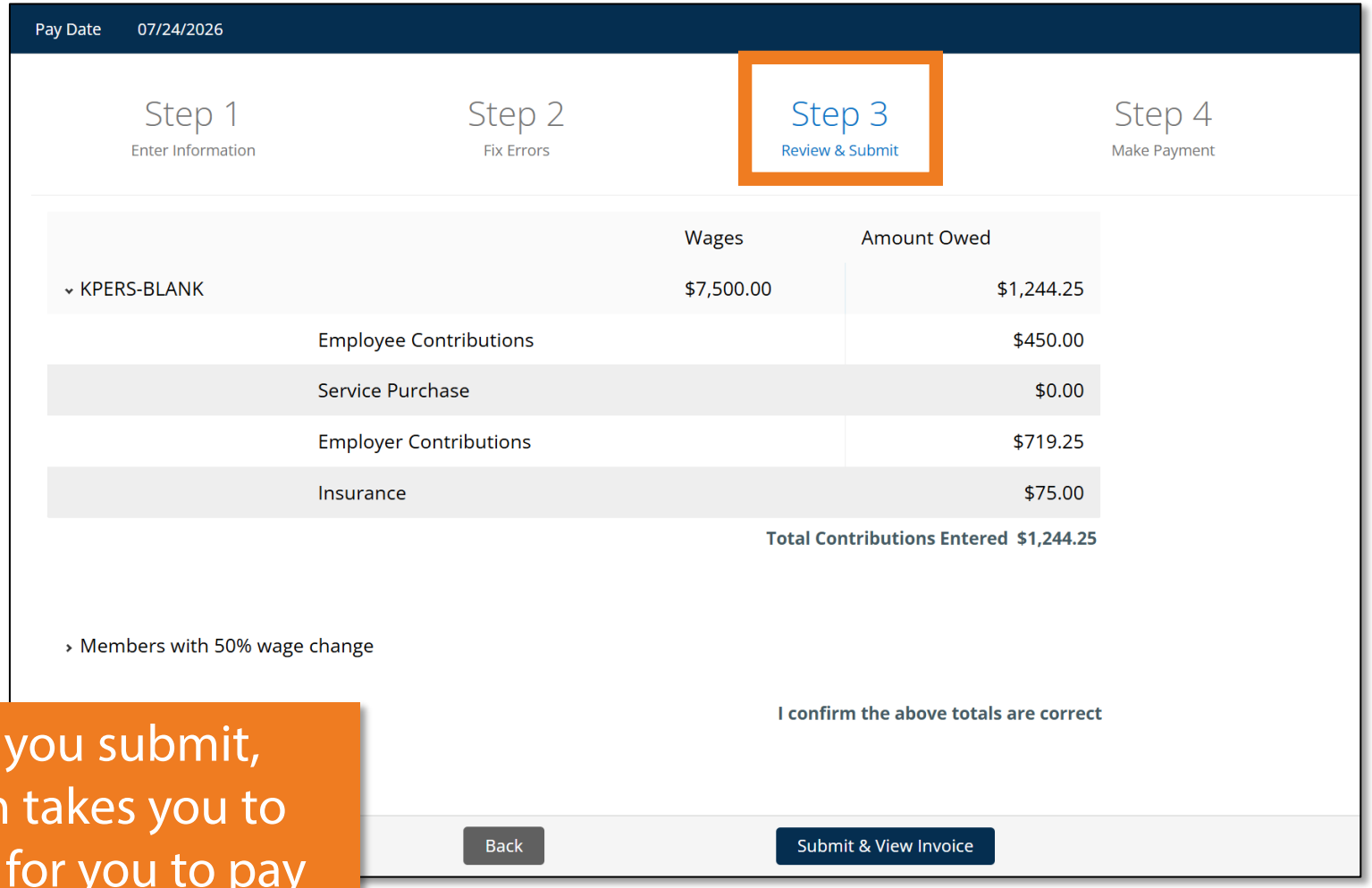
Pay Reporting

Warnings

Contact Fiscal Services to suppress the Warning.

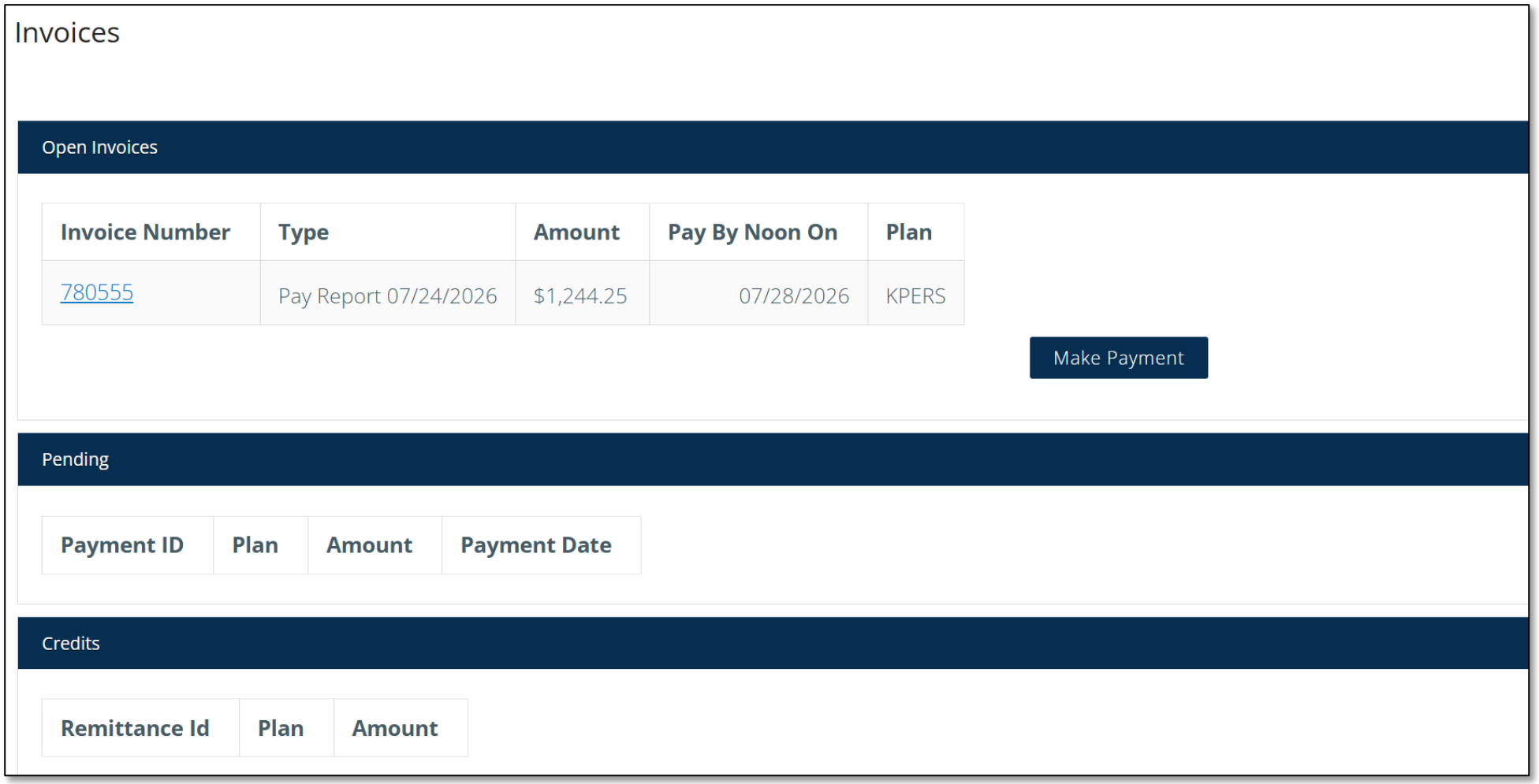
i	[redacted]	[redacted]	[redacted]	KPERS	$10,118.74	$607.12	$0.0
Warning - Member with at least 100% wage change, please apply summer pay. If not summer pay contact KPERS.							

Pay Reporting



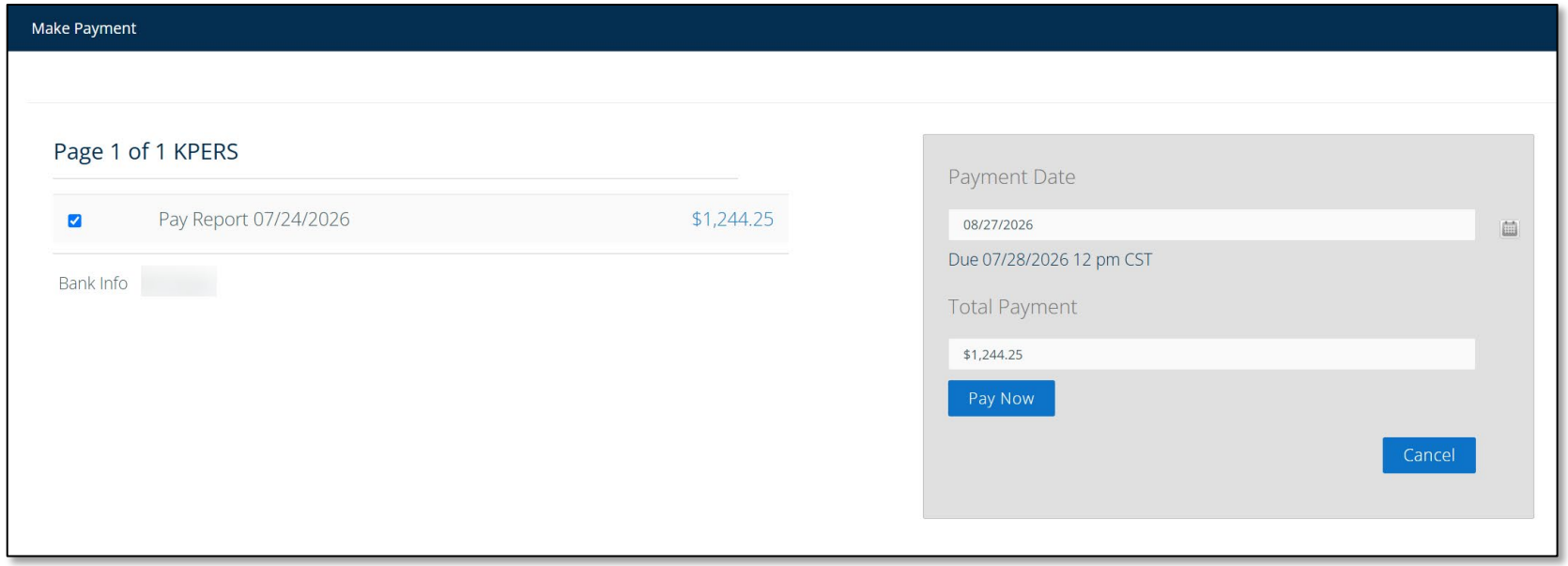
After you submit, system takes you to invoice for you to pay

Pay Reporting



Pay Reporting

- Select invoice to pay - click **Skip** for next one
  - When invoice is selected, the system will populate amount in **Total Payment** field
  - Employer can **override by ± $1.00** – to override, enter corrected amount **AFTER** invoice amount is auto-populated
  - If requesting late fee to be waived, **unselect late fee** before you pay the invoice



- Choose what **bank** account to use (most have just one)
- **Payment Date** defaults to next available date or can be changed to a later date.
- When paying 2+ invoices, system adds **total payments** together

Pay Reporting

Make Payment

Confirmation 1875416

KPERS 7/24/2026 BLANK		
	EE Contributions	$450.00
	Service Purchase	$0.00
	ER Contributions	$719.25
	Insurance	$75.00
	Late Fee	$7.77
	Total	$1,252.02
	Total Paid	$1,252.02

Return to Dashboard

Print/Download PDF

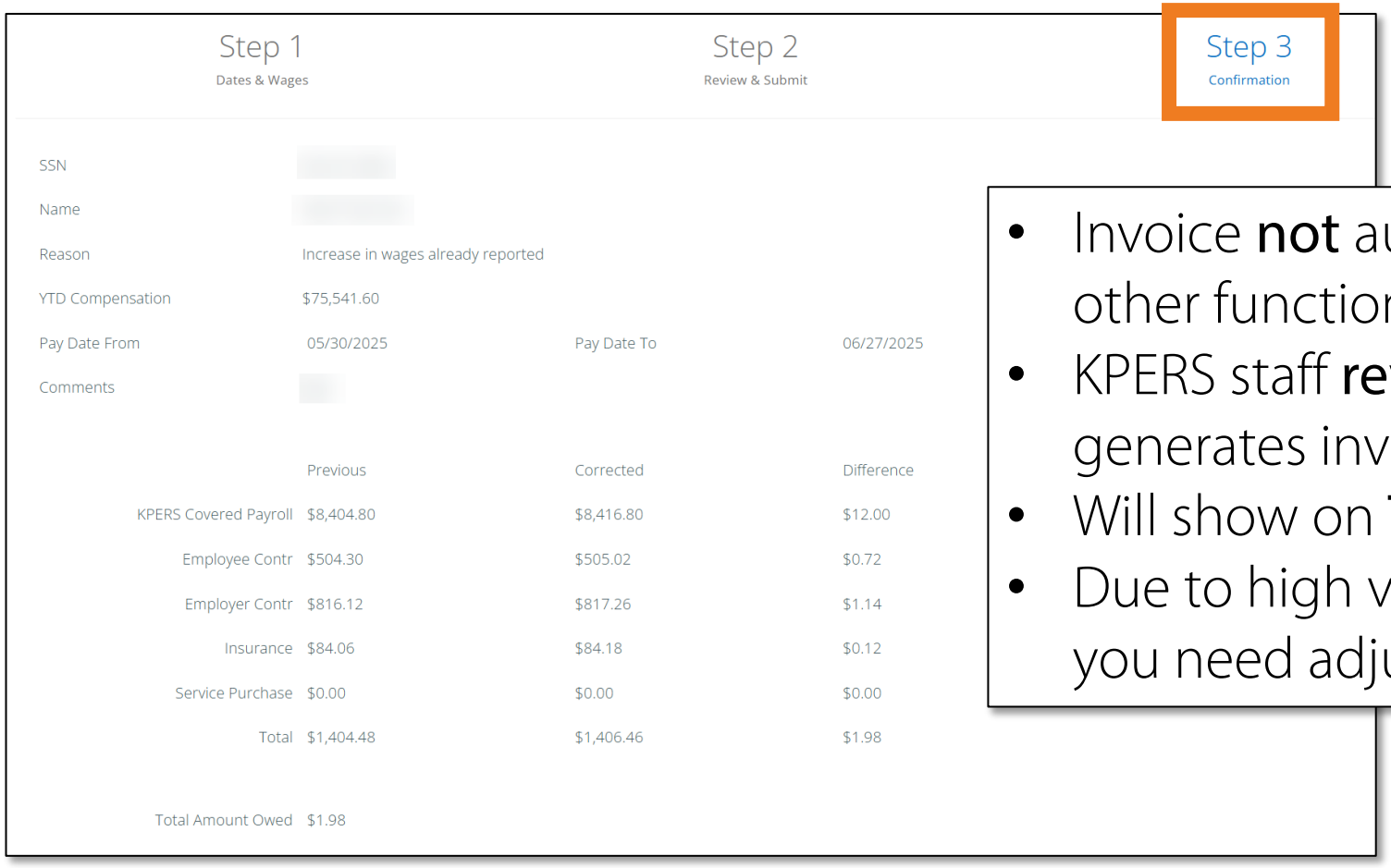
Print

- Confirmation page
- Print/Download PDF

Adjustments

- Contributions were **not withheld** or reported for a covered member
- Adjusted wages are **higher or lower** than previously reported
- Refund all contributions for an employee who was **not eligible**
  - Working in a non-covered position
  - VISA (J1/F1) holders enrolled in error

Adjustments



- Invoice **not** auto-generated, like other functions
- KPERS staff **reviews** – system generates invoice next day
- Will show on **To-Do list** when ready
- Due to high volume, contact KPERS if you need adjustment prioritized

Take Aways

- Contact Employer Reporting Unit to discuss reporting issues: kpersfs@kspers.gov | 1-844-468-8929
- Employer Reporting Unit must suppress warnings
- Utilize KPERS website (kspers.gov) to locate helpful documents within employer manual such as: Compensation to Include, Summer Pay Retirement Cheat Sheet, Leave of Absence Chart etc.
- Complete Pay Report by due date to prevent late fees. Payment has to be submitted by noon on the 2nd business day after the pay date.

Thank you!

Questions?

KPERS