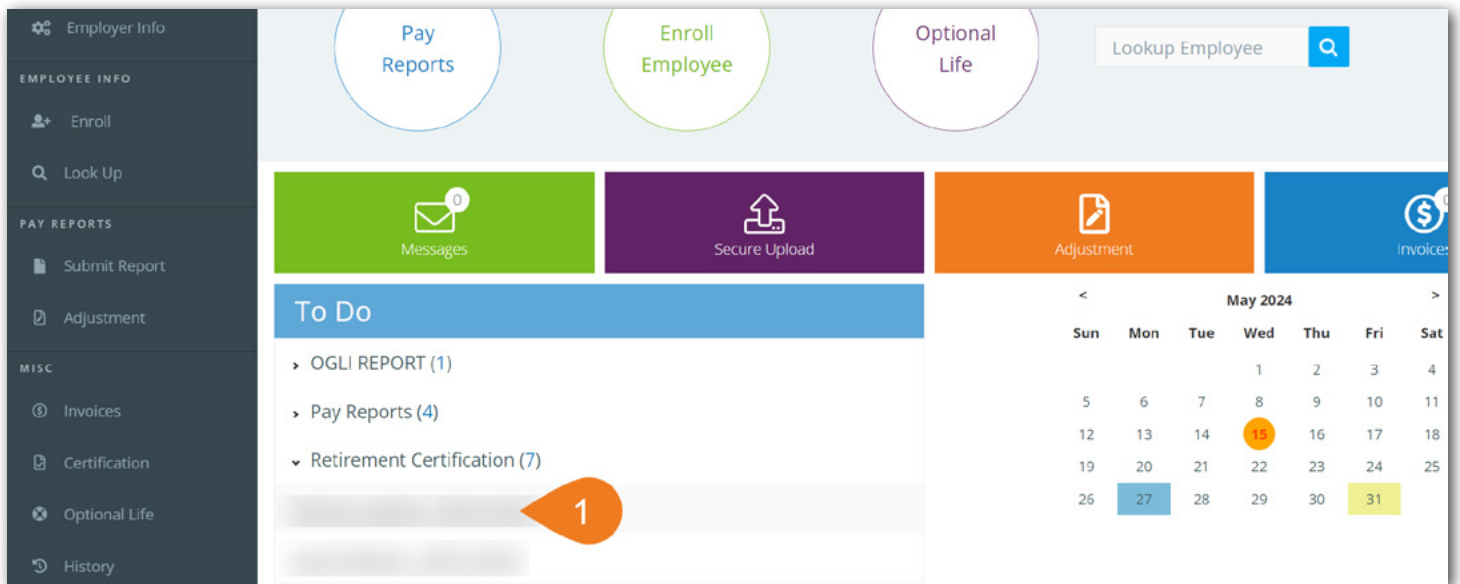
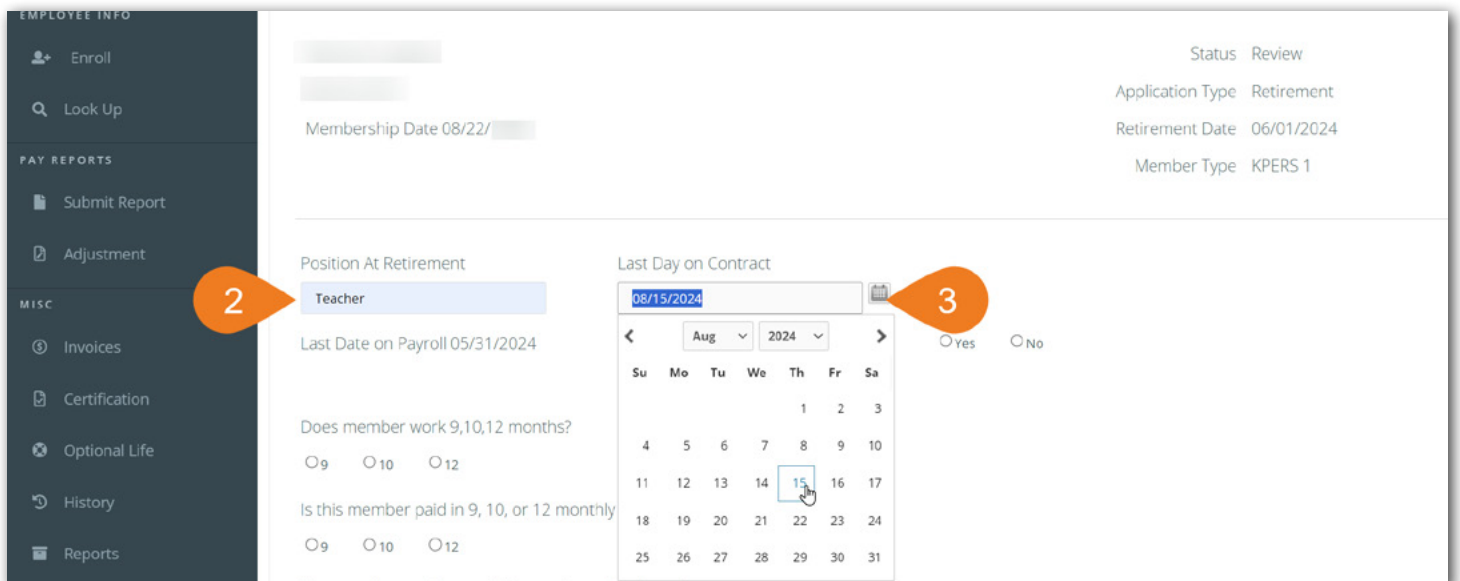


Certification for Schools



[Login](#) to employer web portal (EWP)

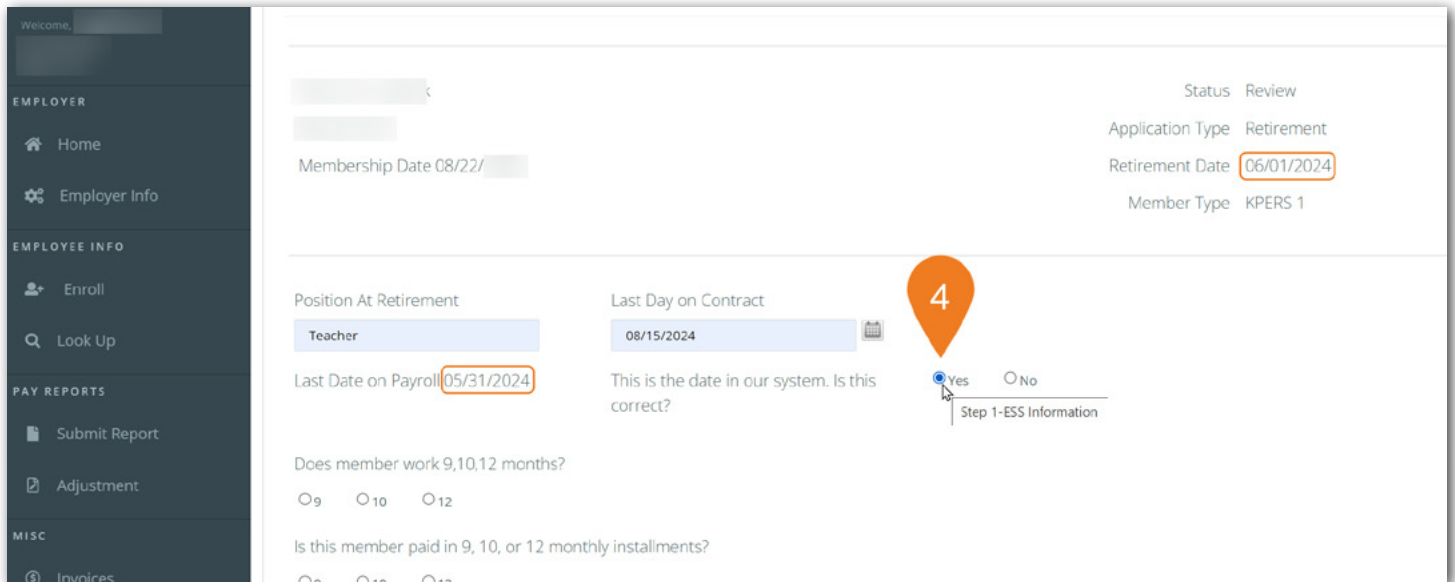
Step 1. Click a name under Certifications on your **To Do** list to get started. Certifications are required for withdrawal, retirement, disability and death.



Step 2. Enter the employee's **Position At Retirement**. Be specific, like "teacher" or "office admin."

Step 3. Select the **Last Day on Contract** for the employee. Leave this blank for classified employees.

Certification for Schools



Welcome, [Redacted]

EMPLOYER

- Home
- Employer Info

EMPLOYEE INFO

- Enroll
- Look Up

PAY REPORTS

- Submit Report
- Adjustment

MISC

- Invoices

Membership Date 08/22/2024

Status Review

Application Type Retirement

Retirement Date 06/01/2024

Member Type KPERS 1

Position At Retirement Teacher

Last Day on Contract 08/15/2024

Last Date on Payroll 05/31/2024

This is the date in our system. Is this correct?

Yes No

Step 1-ESS Information

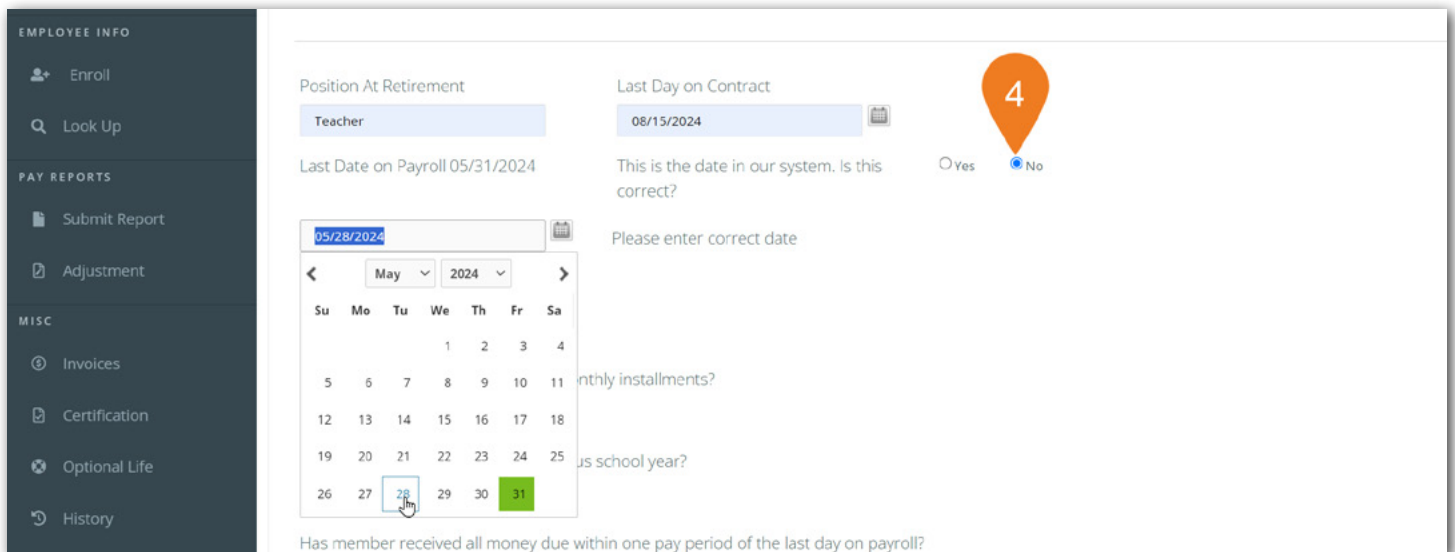
Does member work 9,10,12 months?

9 10 12

Is this member paid in 9, 10, or 12 monthly installments?

9 10 12

Step 4. The system automatically fills in the Last Date on Payroll based on the last day of the month (ex. 05/31/2024) before the requested retirement date (ex. 06/01/2024). If this date is correct, check **Yes**.



EMPLOYEE INFO

- Enroll
- Look Up

PAY REPORTS

- Submit Report
- Adjustment

MISC

- Invoices
- Certification
- Optional Life
- History

Position At Retirement Teacher

Last Day on Contract 08/15/2024

Last Date on Payroll 05/31/2024

This is the date in our system. Is this correct?

Yes No

Please enter correct date

05/28/2024

Has member received all money due within one pay period of the last day on payroll?

Does member work 9,10,12 months?

9 10 12

Is this member paid in 9, 10, or 12 monthly installments?

9 10 12

as school year?

Step 4. If the autofill date is not correct, check **No** and enter the correct Last Date on Payroll.

Certification for Schools

EMPLOYEE INFO

- Enroll
- Look Up

PAY REPORTS

- Submit Report
- Adjustment

MISC

- Invoices
- Certification
- Optional Life
- History
- Reports

Position At Retirement:

Last Day on Contract:

Last Date on Payroll 05/31/2024

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

- Step 5.** Answer how many **months** the employee works.
- Step 6.** Answer in how many **installments** the employee is paid the **current year**.
- Step 7.** Answer in how many **installments** the employee was paid the **previous year**.
- Step 8.** Answer whether the employee has received **all money** due within one pay period of the last day on payroll.
*NOTE: If the agency does not have the option for employees to receive their summer pay in a **lump sum**, the employee may not be able to retire on their selected retirement date. Although all the compensation may not be reportable to KPERs, the employee must be off payroll in order to retire.*
- Step 9.** Click **Next**.

Look Up

PAY REPORTS

- Submit Report
- Adjustment

MISC

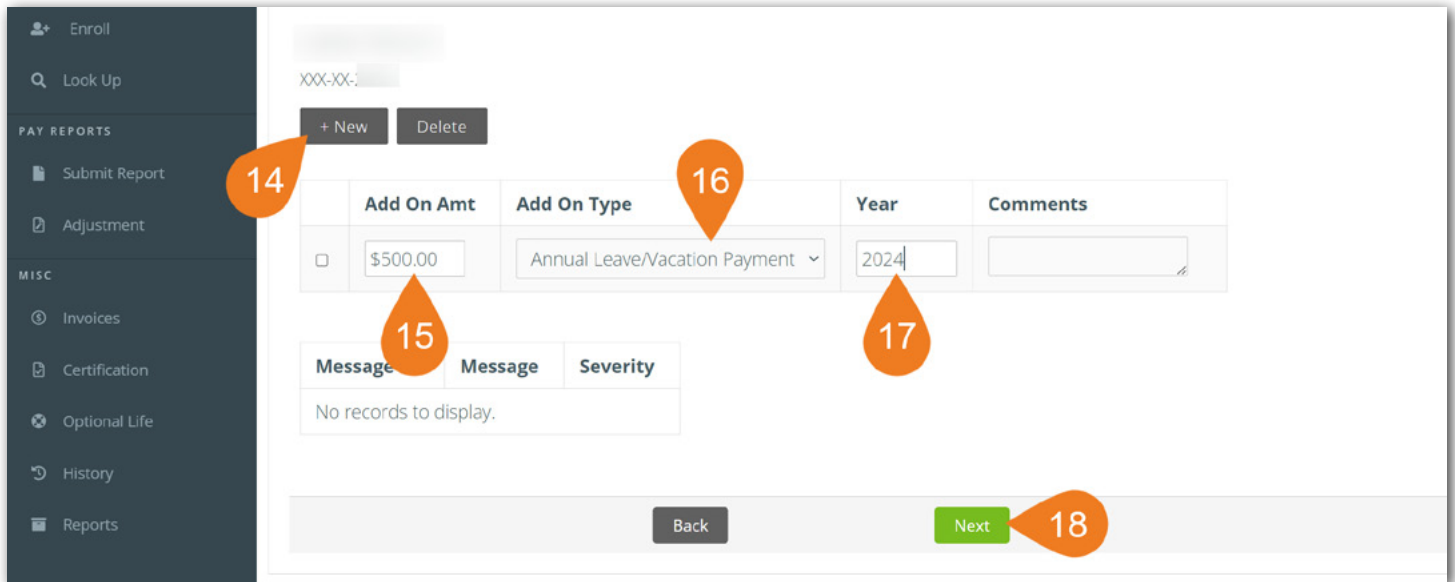
- Invoices
- Certification
- Optional Life
- History
- Reports

Dtl ID	Pay Date	Gross Salary	Adjustment to Gross	KPERs Wages	Member Reported Contributions	Employee Contributions	Employ Contrib
282841	05/15/2024	\$1,000.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00

Message ID	Message	Severity
5021	Gross Wages are required	Error
5022	Member Contributions are required	Error

- Step 10.** Enter the member's Gross **Salary**.
- Step 11.** Enter any **Adjustments** to the member's Gross Salary.
- Step 12.** Enter the Member's Reported **Contributions**.
- Step 13.** Click **Next**.

Certification for Schools



Enroll
Look Up

PAY REPORTS
Submit Report
Adjustment

MISC
Invoices
Certification
Optional Life
History
Reports

XXX-XX-
+ New Delete

	Add On Amt	Add On Type	Year	Comments
<input type="checkbox"/>	\$500.00	Annual Leave/Vacation Payment	2024	

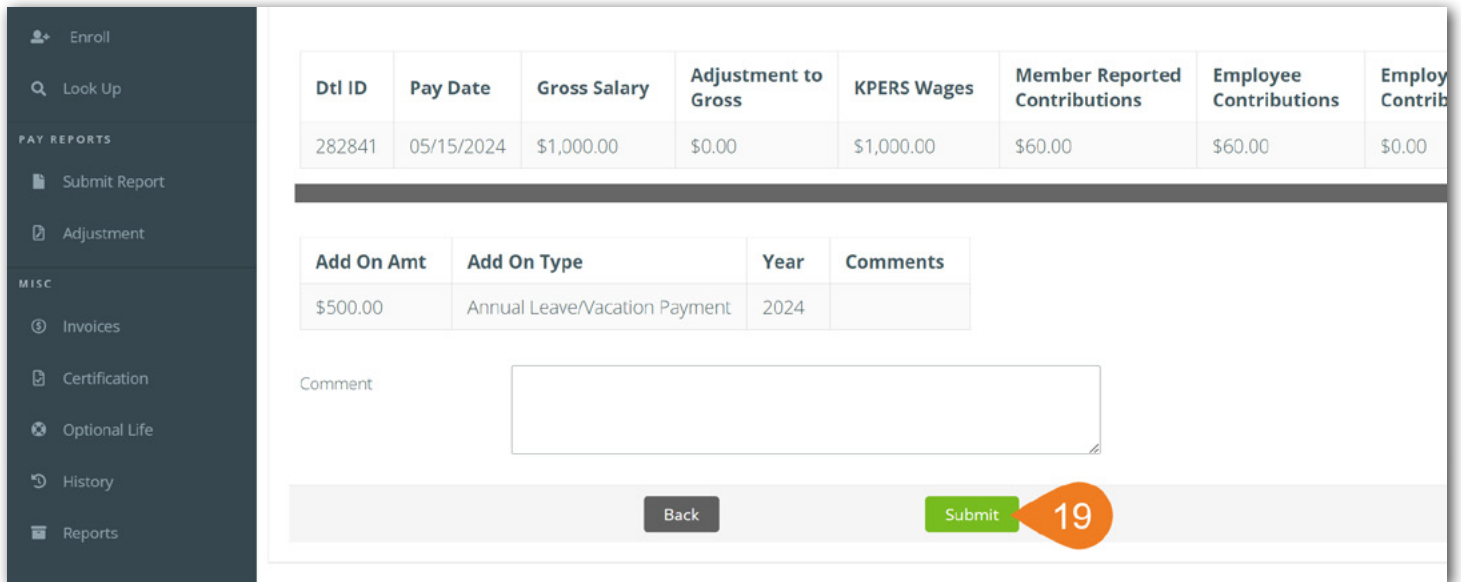
Message	Message	Severity
No records to display.		

Back Next

The system knows if the member can use add-on pay. If the member is eligible to use add-on pay, you will see this screen.

- Step 14.** Click the **+ New** button.
- Step 15.** Enter the **Amount**.
- Step 16.** Select the Add-On **Type**. When choosing **Other** as the Add-On Type, please add a **comment** to help KPERS determine what type of add-on it is.
- Step 17.** Enter which **year** the employee was paid the unused leave time. If the agency gives employees the option to sell back unused leave time each year, do this for each of the last **five years**. Add a new year by clicking **+New** button. If unused leave time is not paid annually and only at the time the employee terminates employment, you will only need to complete this step for **one year**.
- Step 18.** Click **Next**.

Certification for Schools



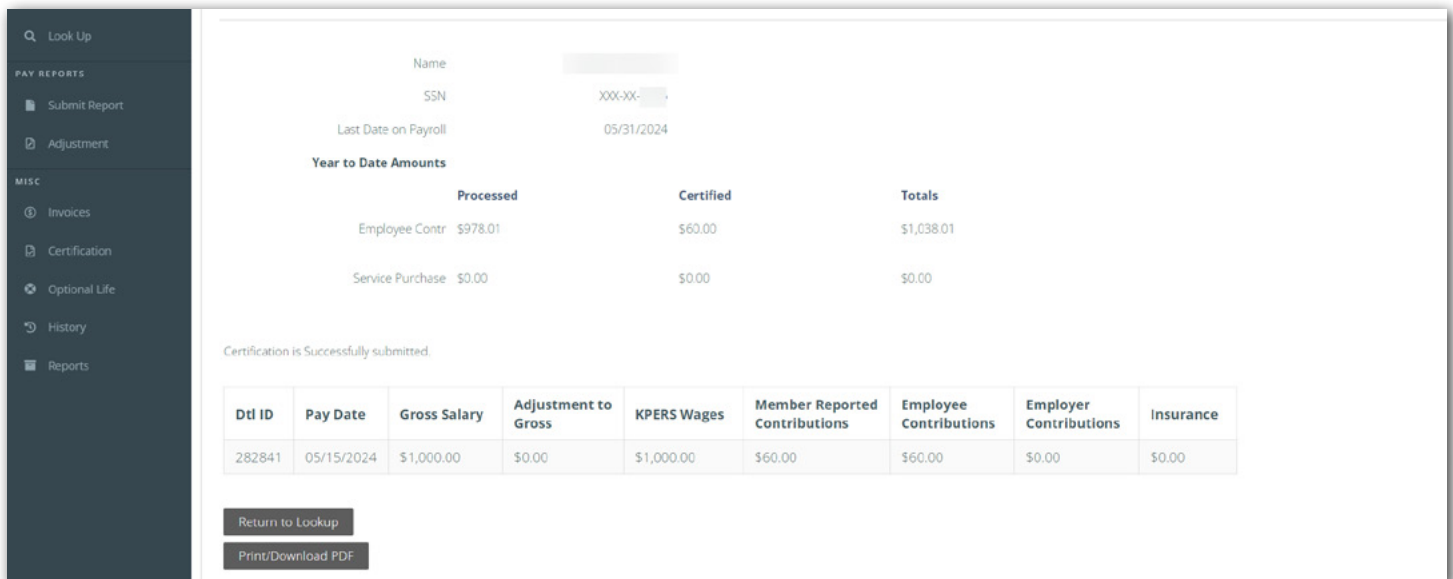
Dtl ID	Pay Date	Gross Salary	Adjustment to Gross	KPER Wages	Member Reported Contributions	Employee Contributions	Employer Contributions
282841	05/15/2024	\$1,000.00	\$0.00	\$1,000.00	\$60.00	\$60.00	\$0.00

Add On Amt	Add On Type	Year	Comments
\$500.00	Annual Leave/Vacation Payment	2024	

Comment:

Buttons: [Back](#) [Submit](#) 19

Step 19. Review the pay information. If you need to make a change, click **Back** and make the changes. If everything is good, click **Submit**.



Name: [REDACTED]
 SSN: XXX-XX-XXXX
 Last Date on Payroll: 05/31/2024

Year to Date Amounts		Processed	Certified	Totals
Employee Contr	\$978.01	\$60.00		\$1,038.01
Service Purchase	\$0.00	\$0.00		\$0.00

Certification is Successfully submitted.

Dtl ID	Pay Date	Gross Salary	Adjustment to Gross	KPER Wages	Member Reported Contributions	Employee Contributions	Employer Contributions	Insurance
282841	05/15/2024	\$1,000.00	\$0.00	\$1,000.00	\$60.00	\$60.00	\$0.00	\$0.00

Buttons: [Return to Lookup](#) [Print/Download PDF](#)

If you reach Step 5, that means the certification **has been submitted** to KPER. The certification will not cause duplicate billing for the member's contributions. The contributions are paid with the Pay Period Report. Please do not submit the Pay Period Report and the Retirement Certification at the same time.