



Employer Reporting, Compliance & Education

File Development & Certification

A file is the recommended reporting method for employers that have 100 or more employees. Employers who decide to develop a file to submit for the detail portion of the monthly report should reference the documents and information below.

The [Employer Contribution Record Layout](#) explains the required format and information for the monthly file. KPPA will not accept the monthly detail information by file until the file has been certified. Employers will need to [contact Employer Reporting, Compliance and Education](#) to begin this process. Once the employer has created a detail file in their system using the required format, KPPA should be notified that a test file will be submitted via the test environment. If an employer does not notify KPPA, a test file will not be accepted. Once the test file has been submitted, KPPA will test the file and alert the employer whether the file passed or failed the KPPA certification process. When the file is certified, the employer may begin reporting contribution and service information by uploading the detail file.

Important Note: The file must be certified by the 15th of the month for which the employer wants to begin submitting the detail file. For example, if the employer wants to submit the report month of August (due by September 10th), then the file must be certified by August 15th. Without certification, KPPA will not accept a file from an employer and the employer must submit the monthly detail information using the Enter Report Details module in Employer Self Service (ESS).

KPPA has developed a [sample file layout](#) and [sample file layout key](#) based on the required format provided in the [Employer Contribution Record Layout](#).

The [Download Member ID Module](#) in ESS allows employers to view and download the Member IDs of their employees. The Member ID field is required in the Employer Contribution Record Layout. In order for employers to report correctly, the employer should use this module to obtain the Member ID data from KPPA. The [Member ID File Download layout](#) provides the layout in which the Member ID data will be exported from ESS.

The [Detail Fields & Descriptions](#) document is a non-technical description of the fields in the monthly detail report. It includes definitions and situational examples that can be helpful during the development of a file.

If you have any questions or need assistance with file development and certification, please [contact us](#).