Employer Reporting,
Compliance & Education
School Board Team

End of Year Reporting

Generate End of Year Report

The End of Year (EOY) Report is a list of all classified employees, including non-participating, who were reported to CERS during the school year. This report is generated in Munis.

munis@education.ky.gov
1-800-722-4908
Munis Help Guide

KPPA uses the information from the EOY Report to average and determine servicecredit. This process can only be performed at the end of the fiscal year for schoolboard employees.

For each employee, the report should include the following:
- Employee Name
- Social Security Number
- Actual Days Worked by the Employee

Please note that total days worked for the school year should be reported for all employees on the EOY Report regardless of the employee's classifications throughout the year. This means if an employee has a change in either contribution group or position status within the year, you should report the actual days worked for both classifications on the EOY Report.

For Example:
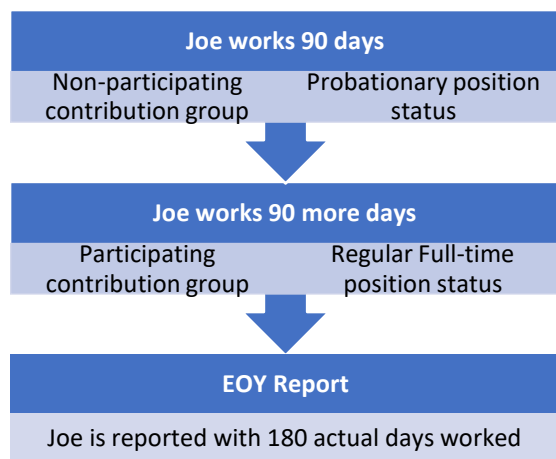
If an employee participates in more than one contribution group over the course of a school year, KPPA providesa Multiple Enrollment Report following the submission of the EOY Report requesting a breakdown of days worked by contribution group.

In the above example, 180 days would be included on the EOY Report, but on the subsequent Multiple Enrollment Report KPPA provides, the days will be broken down into:

- 90 days for the Probationary status in a Non-participating contribution group, and
- 90 days for the Regular Full-Time Status in a Participating contribution group.

This will ensure the member receives accurate service credit.

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Contracted Positions

If an employee holds more than one contracted position with an individual board, please report the total days worked from all positions. Please note that a single day should not be counted more than once.

Paraprofessionals

If the employee is strictly a paraprofessional (coaches only), the employee should be reported with zero days worked on the EOY Report. If the employee is a paraprofessional and has a regular contract job, please report only the days worked for the contract job.
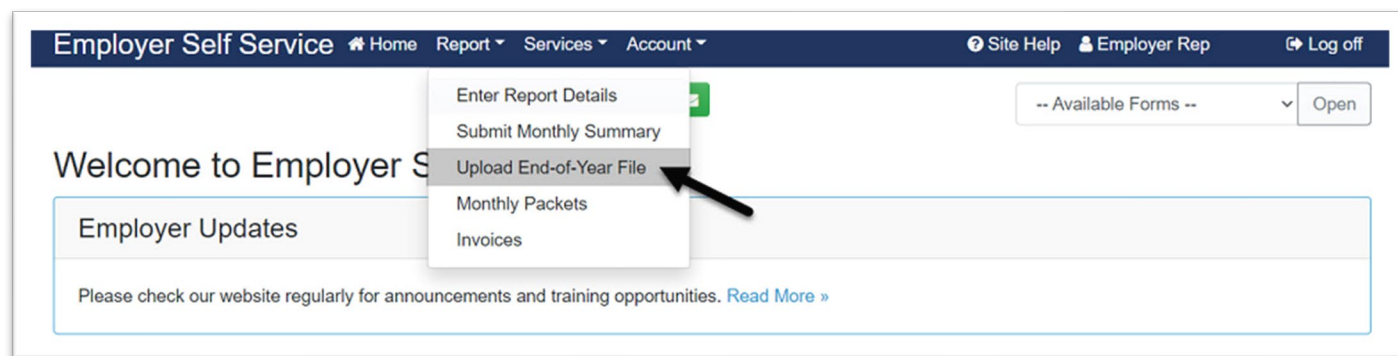
Upload End of Year Report

School boards will upload their EOY file in ESS through the Upload End-of-Year File menu option. The Upload End-of-Year File module will display previous EOY files that have been uploaded by the school board beginning with the 2011-2012 fiscal year report.

There are four steps in this process:

| 1. Use the Upload End of Year File module | 2. Select Report Year | 3. Upload File | 4. Submit |

Step 1 – After successfully signing into ESS, click Upload End-of-Year File located under the Report menu.

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Upload End-of-Year File

The Upload End-of-Year File page allows the user to submit their End-of-Year file to Kentucky Retirement Systems electronically. Submitted files must end in a .EOY or .ZIP extension and not exceed 2MB in size. A history of successfully uploaded files can also be viewed in the My End-of-Year Files section of the module. To upload the End-of-Year file, select the Report Year and file and click **Submit**.

Enter file information

Report Year:*   Select Report Year ⌄

End-of-Year File:*   Supported file types are .zip and .eoy
Files are limited to 2 MB
Click here to download compression tool ⬇

     📂 Choose file

Submit

End-of-Year File History

Items Per Page: 6 ⌄

Report Year	Date Submitted	Status	Action
2012	07/18/2012	Loaded	
2013	06/29/2013	Loaded	
2014	07/02/2014	Loaded	
2017	07/17/2017	Loaded	
2018	07/02/2018	Loaded	
2019	07/02/2019	Loaded	

1   2

Step 2 – Select the Report Year for which you are submitting the EOY file from the dropdown box.

Step 3 – Click Browse and select the file to upload.

 Note: The End of Year file must adhere to the following standard naming convention:
FYBEGIN_FYEND_EMPLOYERCODE.EOY

For Example: 20162017V037.EOY

Step 4 – Click   **Submit**

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Don't Forget To:

- Capitalize all letters in your file name.
- Check to make sure your computer is setup to display file extensions. Sometimes when your computer is reset, the settings change. Here's how you check:

Control Panel > Appearance & Personalization > Folder Options > View > Advanced Settings
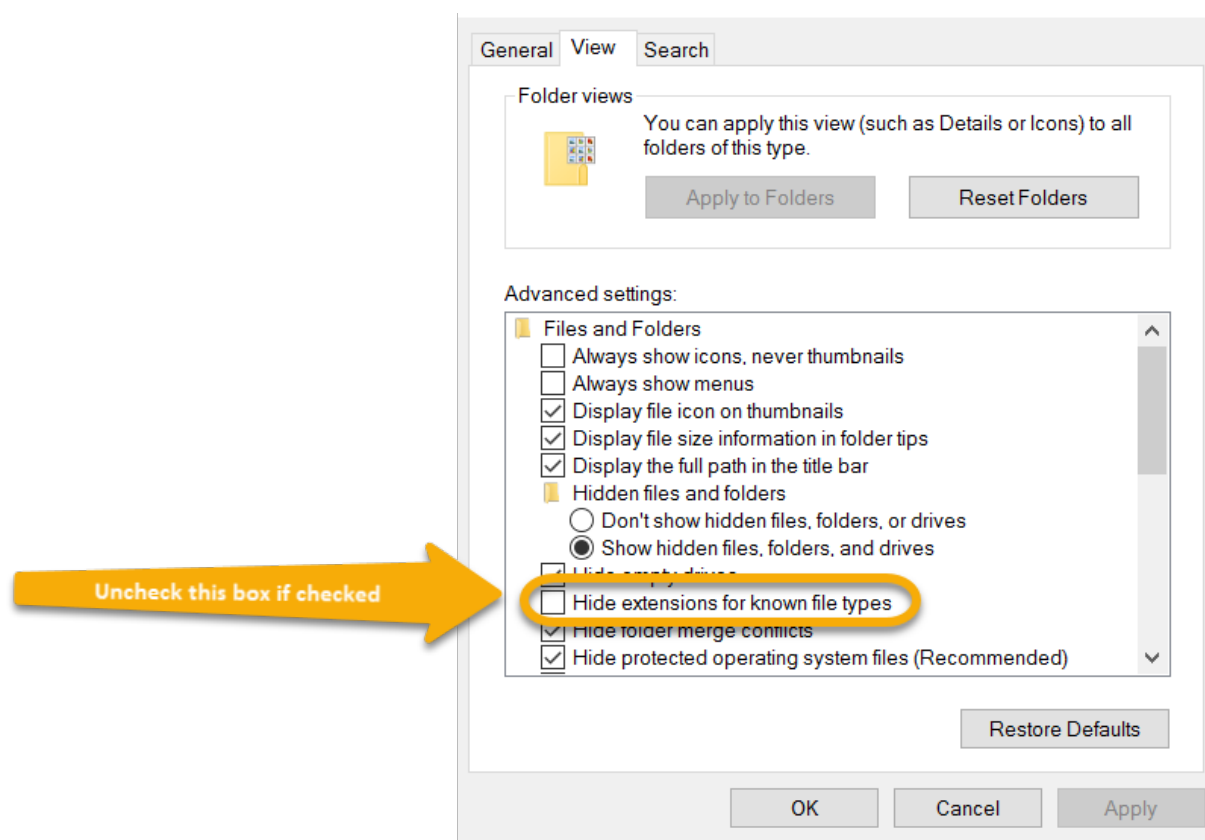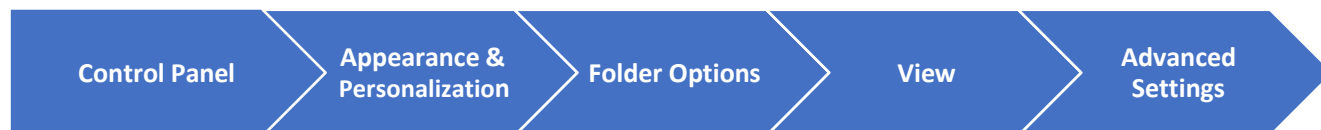
If the EOY file is rejected, you will need to resubmit your file by returning to the Upload End-of-Year File screen and repeating Steps 1 – 4.

Due Date

End of Year Reports are due at KPPA July 20th, 20 days after the end of the fiscal year, or the next business day if the 20th is on a weekend. Please submit your file as soon as possible to allow sufficient time for our staff to assist you with any issues you may encounter.