



# 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.

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

[munis@education.ky.gov](mailto:munis@education.ky.gov)

**1-800-722-4908**

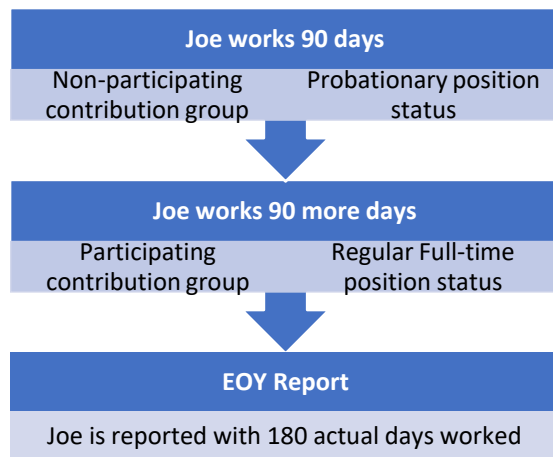
[Munis Help Guide](#)

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 provides a 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.



## Employer Reporting, Compliance & Education *School Board Team*

### 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.

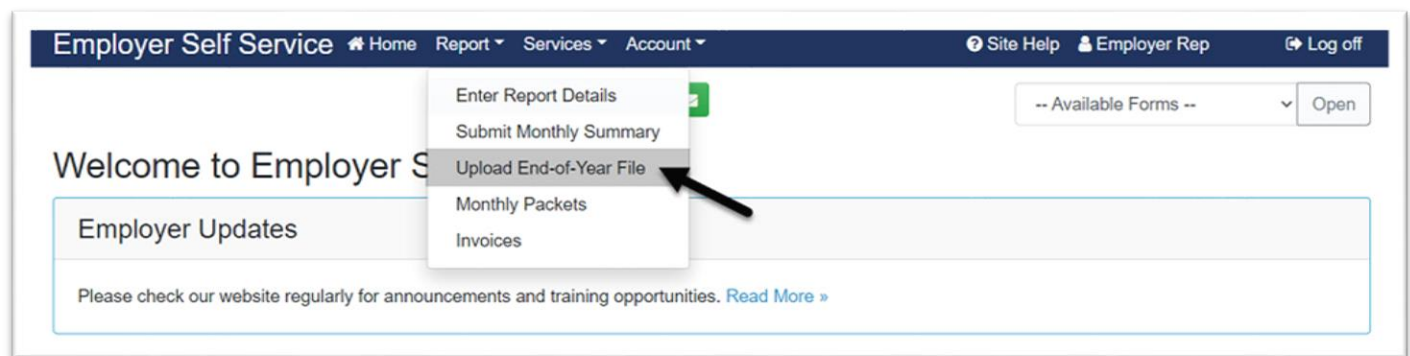
## Upload End of Year Report

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:



**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

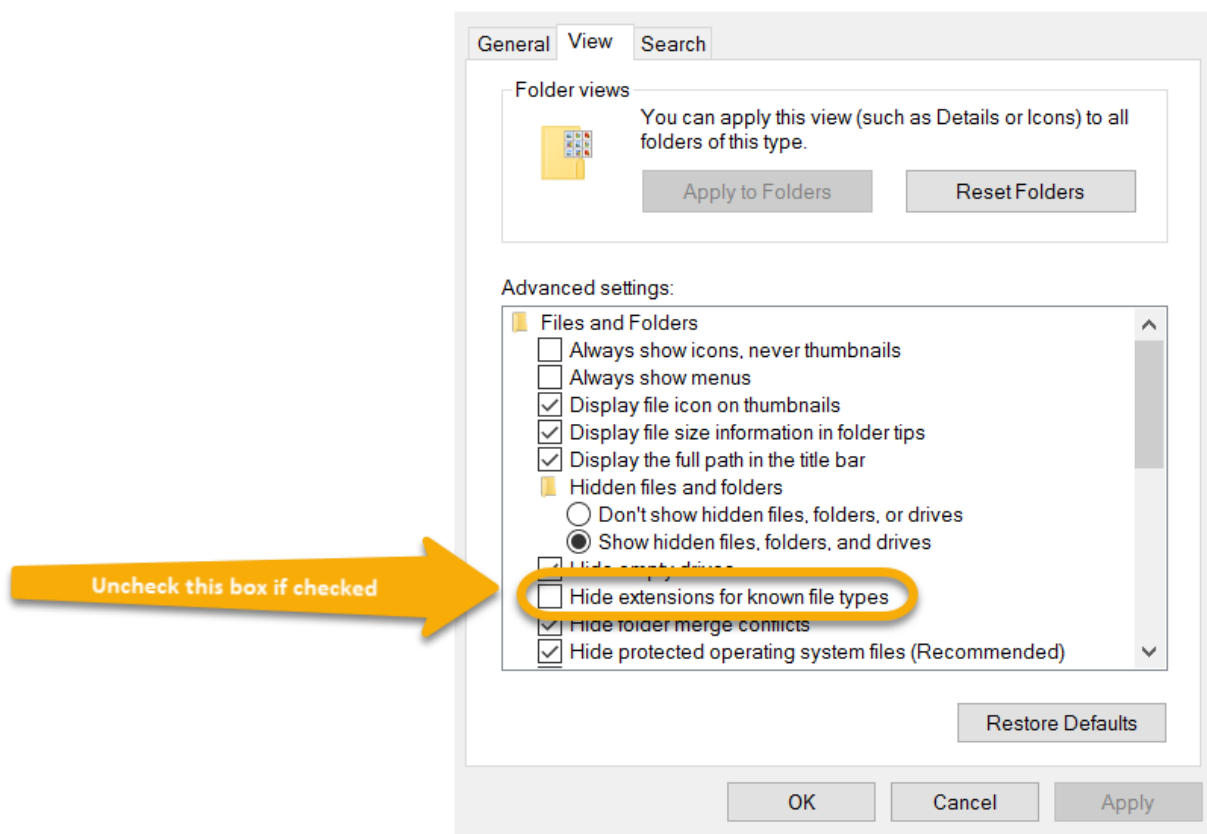
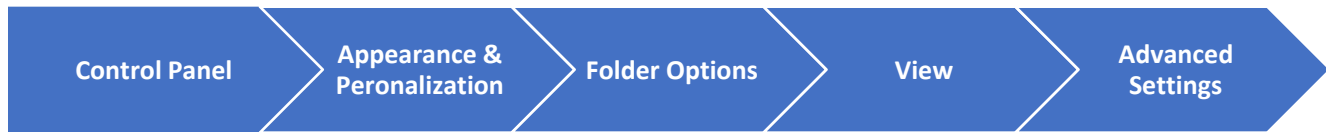
For Example: 20162017V037.EOY

**Step 4** – Click

Submit

**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:



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 20<sup>th</sup>, 20 days after the end of the fiscal year Please submit your file as soon as possible to allow sufficient time for our staff to assist you with any issues you may encounter. Submitting your report late will result in a penalty being assessed.

*KRS 78.615 (1)(b) provides that the retirement system shall impose a penalty on the employer of one thousand dollars (\$1,000) if the above information is not submitted by the date required with an additional two hundred fifty dollars (\$250) penalty for each additional thirty (30) day period the information is reported late.*