



ERCE FALL NEWSLETTER

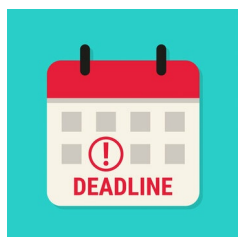


Elected Officials Reminder

Upon initial election to the position, each elected city official in a regular full-time position should complete the Form 2012. It is the responsibility of the employer to determine full-time status. Part-time city elected officials should still be reported to KPPA but will utilize a non-participating contribution group.

Under the provisions of Kentucky Revised Statute 78.540, mayors and members of city legislative bodies, who are considered full-time, may decline membership in CERS prior to their participation by submitting [Form 2012, Election or Rejection of Participation](#). Any full-time Mayor or City Council member who rejects participation should not be reported to KPPA. In addition, if the mayor or city council member initially rejects participation in CERS, he or she can later elect to participate.

Note: Elected officials can only reject if they have never participated in CERS.



School Board Information - November 17th Due Date

The End of Year (EOY) reports were included in your July 2025 monthly packet. These reports are generated using the information your agency submitted on the EOY file and identify employees who may need corrections or adjustments to their records.

You may receive up to four EOY reports:

1. Exception Report
2. Non-Participating Employees Report
3. Error Listing Report
4. Multiple Enrollment Report

Corrections or adjustments identified in the Exception, Error Listing, Multiple Enrollment and/or Non-Participating Employees Report are due by November 17th. If you have not already done so, please submit the necessary information as soon as possible to allow sufficient time for our staff to assist you with any issues you may encounter. If the appropriate corrections are not received by November 17th, any contributions associated with the identified employee accounts will be refunded to the employer and no service credit will be awarded to these members. Review a quick guide to [School Board End of the Year Reports](#).

Reporting Hazardous Positions

Before an agency can offer Hazardous Duty Coverage to its employees, the appropriate system's Board of Trustees must approve the position(s) as hazardous.

Employers interested in applying for hazardous duty coverage should contact their ERCE representative to initiate the process. An ERCE representative will explain the petitioning process and provide the hazardous duty packet, which includes detailed instructions and forms that must be completed and returned to our office.

The process for applying is different for KERS and CERS. Also, the contribution rates for hazardous duty may be higher for both the employer and the employee. Employers must ensure they are reporting employees in the correct approved hazardous positions.

Completing Section H-Employer Certification of Leave Balances and Final Salary

There are two (2) ways to submit a [Form 6000, Notification of Retirement](#). Employees may submit a paper Form 6000 to KPPA and take the Section H to their employers or employees may log into their [Member Self Service \(MSS\)](#) accounts and click Apply for Retirement.

It is strongly recommended to file online through MSS. When an employee applies for retirement through MSS, an email is sent to their employer asking that they complete the Section H within three days of receipt to ensure timely processing of the employee's retirement application. Here you can access the [e6000H Certification Completion Guide](#).



KPPA Security Policy

With fraud and security threats constantly evolving, keeping member and employer data safe is one of our highest priorities. KPPA uses a secure email portal which uses an encryption code to protect email and safeguard confidential information. To further protect data, KPPA has several internal policies regarding

security as well. One of KPPA's internal policies is to prohibit the use of full SSNs via email, whether the email is external or internal.

KPPA understands at times this can present a challenge in identifying the member in question. In these specific cases, please utilize the Employer Hotline at 1-888-696-8810 to contact your [ERCE representative](#).

Download Member ID Reminder

The Download Member ID module in Employer Self Service (ESS) allows an employer to view and download the Member ID, Social Security Number, Name, Participation Date and Contribution Group Category of its employees. You can find this information in [Chapter 5 Employer Download Member ID](#) in the KPPA Employer Reporting Manual.

The Download Member ID module provides employers the following options:

- **Newly Created Members:** Download data using the last date downloaded. This option includes all new members reported by the agency since the last time the agency downloaded the Member ID file.
- **Date of Employment:** Download data using an Employment Date. The ESS user will enter an employment begin date to retrieve all members reported by the employer with an employment begin date greater than or equal to the date entered.
- **Report Month:** Download data using a specific report month and year. The ESS user will enter a report month and year to retrieve all members included on the specified report.
- **Social Security Number (SSN):** Search by entering the employee's SSN. The ESS

user will enter the SSN to retrieve the Member ID and Contribution Group Category for that employee. Multiple SSNs can be entered to create a file that the employer can download.



New Hires

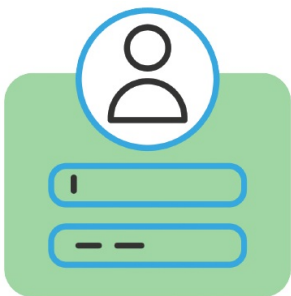
Newly hired employees should complete and submit [Form 2035, Beneficiary Designation](#), to KPPA. If there is not a valid Form 2035 on file, the member's estate is the default beneficiary. The member and a witness must sign this form, or it will not be accepted. A member may name one or more individuals, an estate, or a trust as principal or contingent beneficiary of the retirement account.

Please instruct your newly hired employee(s) to use their social security number on the Form 2035, Beneficiary Designation, if they have not yet received their KPPA member ID.

Please also consider having all new hires complete KPPA Form 2035, Beneficiary Designation, as part of your onboarding process.

Note: The Form 2035 Beneficiary Designation will only be valid if received at KPPA prior to the member's death. For this reason, please submit to KPPA as soon as you receive the form or direct the employee to submit to KPPA directly.

Go to our website to read about the importance and benefits of having a chosen beneficiary. [Your beneficiary - Kentucky Public Pensions Authority](#)

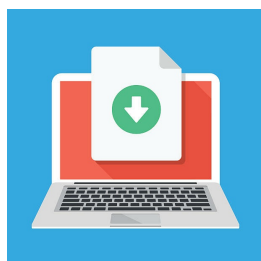


Reporting Official Credentials

[KPPA's Employer Self Service \(ESS\)](#) website provides access to an employer's online account and monthly reporting modules. Please do not share Passwords or PINs within your agency. When employees terminate, please keep your contact information updated with a replacement. New Reporting Officials and HR Contacts should always request and obtain their own credentials when working within ESS. Each agency should also provide an Agency Head

Contact. Your Agency's Administrator can provide you with a new Password and PIN, when needed.

Review [Chapter 3 - ESS Setup and Maintenance](#) in the KPPA Employer Reporting Manual for additional information on how to create new Reporting Official Credentials or contact your ERCE Representative with questions.



Document Upload via Employer Self Service (ESS)

A feature that we offer is the ability to upload electronic documents through ESS. From your Services tab, there is a dropdown selection for "Documents."

As an alternative to faxing and emailing items, employers can now upload documents electronically to KPPA via the Documents module in ESS. This module provides the employer the ability to submit documentation related to the employer account or for specific

employees within the agency.

To read more about this feature, please refer to [Chapter 5 - Other ESS Functionality](#) of the KPPA Employer Reporting Manual.

Termination Dates Impact on Retirement and Refund Eligibility

Federal and state law both require a bona fide separation from service with all employers participating in the Kentucky Public Pensions Authority (KPPA) and, in some cases, entities affiliated with participating employers for KPPA to pay a retirement benefit or to pay a refund of a retirement account.

To receive a retirement or refund payment from KPPA, individuals must certify that they have had a separation from service with agencies participating in KPPA or entities affiliated with participating agencies. The term “separation from service” means a complete severance of any kind of employment relationship with agencies participating in Kentucky Public Pension Authority, or entities affiliated with participating agencies.

It is vital that the last day of employment aligns with the termination date recorded. Discrepancies in these dates can lead to an invalid retirement or refund processing. If this occurs, contributions will need to be returned to KPPA.

If you have questions regarding the reporting of an employee’s termination date, please contact your [ERCE representative](#).



CERS Reporting Changes Effective July 1, 2026 – New CERS Employer Contribution Record Layout and Contribution Groups

[Senate Bill 10](#), passed during the 2025 Regular Session of the Kentucky General Assembly, includes changes that impact CERS members and employers. KPPA staff is working through the details.

A **November 2025** email explaining the new CERS Employer Contribution Record Layout and contribution groups will be sent directly to the impacted CERS Upload Detail File Employers by the end of November.

Employer Resources

For more information on additional employer topics please visit our [Employers Page](#) on the KPPA website.

For more information on employer reporting please view our [Employer Reporting Manual](#) on the KPPA website.

If you would like to speak to someone about reporting, please call our Employer Hotline at 1-888-696-8810.



p.m. ET | Frankfort, KY 40601 US

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