



ERCE



EMPLOYER REPORTING, COMPLIANCE & EDUCATION

KPPA is preparing to receive your End of Year (EOY) Reports. The data provided in these reports is used to calculate and determine service credit for school board employees. End of Year templates are now available in Employer Self Service.

[Click here for End of Year Reporting Information](#)

End of Year Reports Deadline

For the 2024-2025 fiscal year, EOY Reports are due no later than Monday, July 21, 2025. Please submit your file as soon as possible to allow sufficient time for our staff to assist you with any issues you may encounter.

Paraprofessional/Coach Reporting

As a reminder, all paraprofessionals should be included on your EOY Report with zero (0) days worked.

Installment Purchase of Service Agreement (IPS) Payment over Summer Months

If your district has 10-month employees who pre-paid their summer IPS contributions in June (they will not receive a payroll check in July and/or August), only report the contribution for the appropriate reporting month. Do not post a lump IPS contribution to June if the amount collected in June covers multiple months during the summer. These will require separate records, as IPS deductions should be reported and posted to the appropriate fiscal year and posting month for which the installment applies.

If you have questions, please contact your ERCE representative or call the Employer Hotline at 1-888-696-8810.



Kentucky Public Pensions Authority | 1260 Louisville Road | Monday - Friday 8:00 a.m. - 4:30 p.m. ET | Frankfort, KY 40601 US

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