



Employer Reporting, Compliance & Education



KHRIS Reporting Official Training

TOPICS:

KRS Secure Email Portal

Employer Self Service

Monthly Reporting

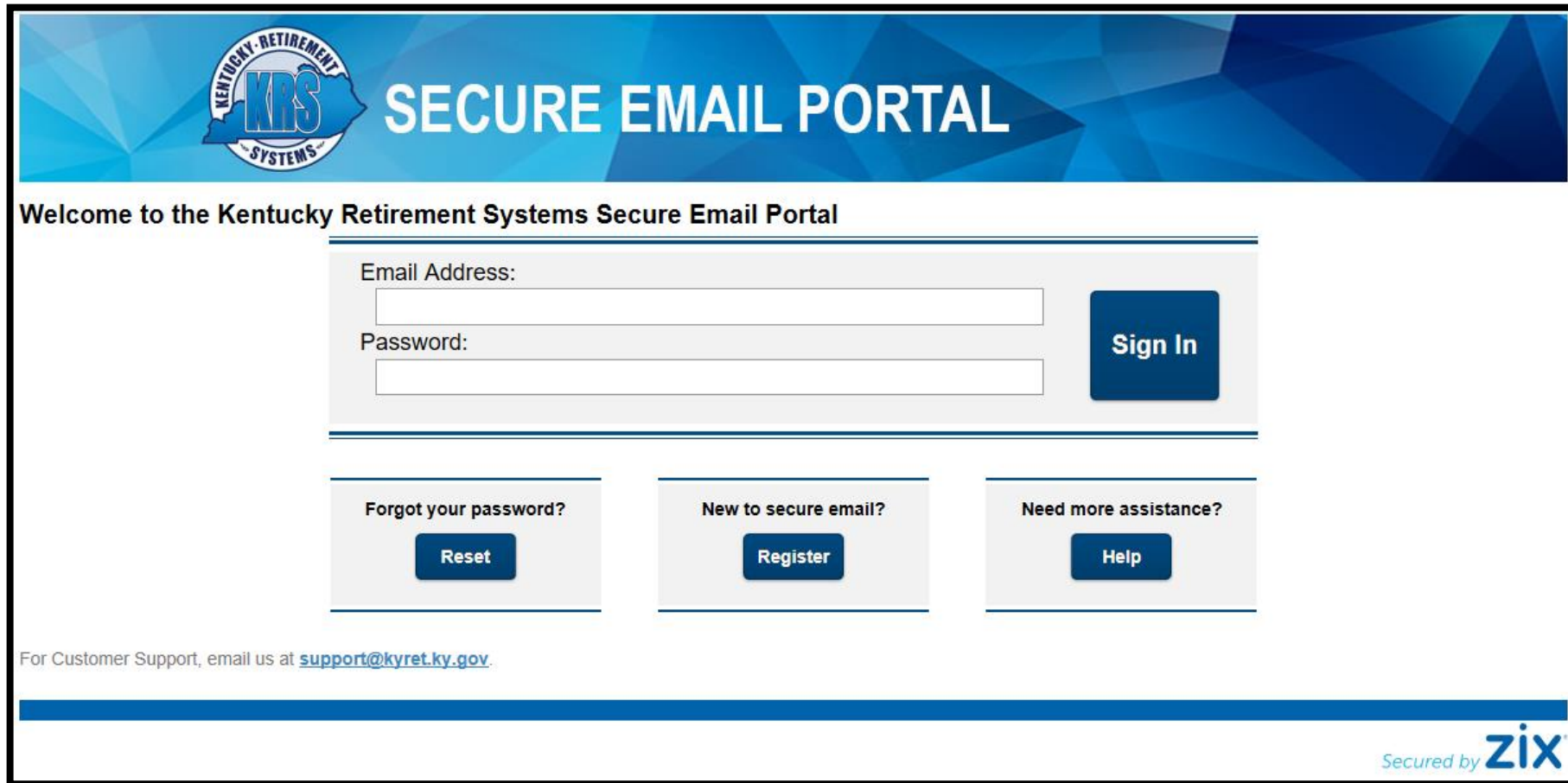
Legislative Changes

TOPIC BREAKDOWN:

KRS Secure Email Portal

- General information
- Log in
- Uses
- Security features

EMAIL SECURITY



The image shows a screenshot of the Kentucky Retirement Systems Secure Email Portal. At the top left is the logo for Kentucky Retirement Systems (KRS), which includes the text "KENTUCKY RETIREMENT SYSTEMS" around a central emblem. To the right of the logo, the text "SECURE EMAIL PORTAL" is displayed in large, white, bold letters against a blue background. Below this header, a white box contains the text "Welcome to the Kentucky Retirement Systems Secure Email Portal". Underneath, there is a login form with two input fields: "Email Address:" and "Password:". To the right of these fields is a dark blue button labeled "Sign In". Below the login form, there are three separate boxes, each with a question and a corresponding button: "Forgot your password?" with a "Reset" button, "New to secure email?" with a "Register" button, and "Need more assistance?" with a "Help" button. At the bottom left of the page, there is a line of text: "For Customer Support, email us at support@kyret.ky.gov". At the bottom right, there is a blue bar with the text "Secured by zix" and the zix logo.

Never send personal or confidential information in an unsecure email

EMAIL SECURITY

Used For

- New or reset Password and/or PIN code
- Requests by KRS for employee information
- Any correspondence from employer which contains confidential information

Security Features

- Inactivity for 20+ minutes = auto log out
- Three failed log in attempts = 30 minute lock out
- Email available to view for only 14 days
- Emails cannot be forwarded

TOPIC BREAKDOWN:

Employer Self Service

- Logging In
- Navigation
- Services Available

EMPLOYER LOGIN – General Website

The screenshot shows the homepage of the Kentucky Retirement Systems website. At the top left, it says "Ky.gov An Official Website of the Commonwealth of Kentucky". The main header features the "KENTUCKY RETIREMENT SYSTEMS" logo and a search bar. A "LOGIN" button with a user icon is circled in orange. Below the header is a navigation menu with links for "Members", "Retirees", "Employers", "Investments", "Publications & Forms", "About", "Contacts", and "KRS-FYI". The main content area has a blue background with a birthday cake graphic and the text: "IT'S OUR 60TH ANNIVERSARY! The 60th Anniversary of the creation of the County Employees Retirement System (CERS) and the State Police Retirement System (SPRS) is July 1, 2018. Hard to believe, isn't it? We think we don't look a day over 29. Please follow us on Facebook and Twitter over the next few days as we post interesting facts about each system in celebration of this special occasion." Below this is a "FOLLOW KRS ON SOCIAL MEDIA" button. At the bottom, there are three columns of links: "Members" (What Tier Am I?, Disability Benefits, Death Benefits, Insurance), "Retirees" (Receiving Your Benefits, Marital Status Change, Reemployment After Retirement, Insurance), and "Employers" (Contribution Rates, Reporting Officials, Resources, Training).

<https://kyret.ky.gov>

EMPLOYER LOGIN – General Website

Login



Member Self Service

- Update Contact Information
- Request an Account Balance Letter
- Calculate Retirement Estimates
- Estimate Costs to Purchase Eligible Service
- View Annual Statements
- Check the Status of Correspondence

[MEMBER LOGIN >](#)



Retiree Self Service

- Update Contact Information
- Change Tax Withholdings
- Maintain Direct Deposit Information
- View 1099-R
- Update Mailing Address
- Submit Health Insurance Application during Open Enrollment
- Check the Status of Correspondence

[RETIREE LOGIN >](#)



Employer Self Service

- Submit Your Monthly Report
- Change Your Payment Accounts
- Give Employees Online Access
- Estimate Sick Leave Cost
- Download New Member Information
- Pay Outstanding Invoices

[EMPLOYER LOGIN >](#)

EMPLOYER LOGIN – Self Service

KENTUCKY RETIREMENT SYSTEMS **SELF SERVICE**

Employer Self Service [Log in](#)

Employer Self Service

Log in to your account

User ID

Password

Save ID
Consider unchecking if on shared device

Login

Need to register? Please contact your administrator or a KRS representative.

[Forgot User ID](#)

[Forgot Password](#)

Note: The information contained in this site is available via a secure connection.

[Members log in here »](#)

Use Employer Services to:

- Submit your monthly report
- Change your payment accounts
- Give employees online access
- Estimate sick leave cost
- Download new member information
- Pay outstanding invoices

Looking for other START accounts?
To log in to other START accounts, click a link at the bottom of Login.

<https://myretirement.ky.gov>

HOME PAGE



SELF SERVICE

DEPARTMENT OF SOMETHING

Last Log in: Thu, Jan 03 2019 11:54 AM

Employer Self Service

[Home](#) [Report](#) [Services](#) [Account](#) [Admin](#)

Site Help

Agency Admin (11111)

Log off

Secure Email

Contact Representative

-- Available Forms --



Open

Welcome to Employer Self Service!

Contact Information

As our Division of Employer Reporting, Compliance and Education (ERCE) continues to work on improving our service to you, we are sending emails more frequently. Please take a minute to review your agency's contact information by selecting Contact Persons under the Account menu. Email newsletters are sent to the primary Reporting Official and primary Human Resources contacts. With a few clicks, you can [edit an existing contact person](#) or [add a new contact person](#).

Online Resources

We are also working on providing you with additional online resources and training opportunities. Please check our [website](#) regularly for employer announcements and training opportunities.

Questions?

ERCE has three teams based on reporting method: School Board, File/Web, and KHRIS. Please contact your [ERCE Team](#) if you have questions. You can also call the employer hotline at 1-888-696-8810.

Session will time out in: 14:36

HOME PAGE – Available Forms



SELF SERVICE

Employer Self Service

Home

Report

Services

Account

Admin

Site Help

Agency Admin (11111)

Log off

Secure Email

Contact Representative

-- Available Forms --

Open

Welcome to Em

Contact Information

As our Division of Employer Re...
a minute to review your agency...
primary Human Resources con

Online Resources

We are also working on providi...
opportunities.

Questions?

ERCE has three teams based o...
hotline at 1-888-696-8810.


- 2012 - Election or Rejection of Participation For Mayors & Members of City Legislative Bodies
- 2015 - Certification of Position Status
- 2035 - Beneficiary Designation
- 2110 - Retirement System Determination - County Attorney Employees
- 4225 - Verification of Past Employment
- 6481 - Employer Request for Post-Determination of Bona Fide Promotion or Career Advancement
- 6486 - Authorization for Release of Retirement Account Information
- 6751 - Member and Employer Certification Regarding Reemployment
- 7005 - Resolution of Agency Transferring From Non-Hazardous to Hazardous Coverage
- 7008 - Resolution of Agency Transferring From Non-Hazardous to Hazardous Coverage
- 7011 - Hazardous Participation Certification Form H.P.-1
- 7012 - Hazardous Coverage Acknowledgement
- 7013 - Hazardous Participation Certification Form H.P.-1
- 7025 - Position Questionnaire
- 7071 - Employer Self Service Employer Administrator Account Creation Request
- 7072 - Reporting/Balancing Employer Acknowledgment
- 7077 - Checklist For CERS Hazardous Petitions
- 7121 - Probationary Period Information
- 7250 - Verification of Payments Outside Regular Wages
- 7280 - Employer Certification for Installment Purchase of Service
- 7725 - Request for Estimated Actuarial Cost of Voluntary Cessation
- 7730 - Application for Voluntary Cessation From CERS or KERS
- e2011 - Hazardous Duty Certification H.P.-2
- e2020 - Advice of Personnel Action
- e2023 - Leave Without Pay Verification
- e4150 - Certification of Employment in a Hazardous Position
- e4225 - Verification of Past Employment
- e8030 - Employer Job Description

REPORT TAB



SELF SERVICE

Employer Self Service

 Home


Report ▾

Account ▾

Admin ▾

 Site Help

 Agency Admin (11111)

 Log off

Monthly Packets

Adjustments

Invoices

REPORT TAB – Monthly Packet

Employer Self Service

Home

Report

Services

Account

Admin

Site Help

Ashley Thomas (54527)

Log off

Secure Email

Contact Representative

-- Available Forms --



Open

Monthly Packets

To view a monthly packet, please choose the Fiscal Year and Month Generated from the menus below. To view an individual report, select the appropriate link and the report will open in a new browser window.

Please Note: Reports are generated for the monthly packet as necessary based on the information reported in the previous month's contribution detail submission. Due to this, the number of monthly packet reports could vary from month to month.

Fiscal Year:

2018 - 2019



Month Generated:

1/1/2019



REPORT NAME	RETIREMENT SYSTEM CODE
Leave Without Pay Report	KERS
Demographic Errors Report	KERS
Missing Employment End Date Report	KERS
Installment Purchase Ending Contract Report	KERS
Pended Transactions	KERS

REPORT TAB – Monthly Packet



Did I receive any reports?

Did I review all reports?

Did I contact KRS with any questions?

Did I take any necessary actions?

REPORT TAB - Adjustments

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) Agency Admin (11111) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Adjustments

Select Member

Member ID:

or SSN: - - [Reset](#)

Contributions							
Posting Month	Salary	Payment Reason	Job Position	Position Status	Employment Begin Date	Employment End Date	Adjusted
May 2018 more details...	\$3,869.56	Regular pay			08/16/2016		
Apr 2018 more details...	\$3,869.56	Regular pay			08/16/2016		
Mar 2018 more details...	\$3,685.30	Regular pay			08/16/2016		

REPORT TAB - Adjustments

Contributions			
Employment Information			
Position Status: *	<input type="text" value="Regular Full Time"/>	Job Position: *	<input type="text" value="Hazardous Correctional Employee"/>
Employment Begin Date: *	<input type="text" value="8/16/2016"/>	Employment End Date:	<input type="text"/>
Employment End Reason:	<input type="text" value="Select Reason"/>	Payroll Frequency: *	<input type="text" value="Semi-Monthly"/>
Type of Rate of Pay: *	<input type="text" value="Monthly"/>	Rate of Pay: *	<input type="text" value="3685.300"/>
Estimated Additional Compensation:	<input type="text" value="0.00"/>	Scheduled Hours Per Day: *	<input type="text" value="8.00"/>
Contract Days:	<input type="text" value="0"/>		
Leave Information			
Accrued Sick leave hours:	<input type="text" value="25.25"/>	Accrued Sick leave days:	<input type="text"/>
Hours in a Sick Leave Day:	<input type="text" value="8.00"/>	Compensatory Leave:	<input type="text" value="23.64"/>

REPORT TAB - Invoices

Invoices

Recent Invoices:

--Select--

Type:

Date Range From:

02/01/2019

To:

02/28/2019

Show Paid Invoices

Show 

	Invoice	Agency Code	Invoice Type	Date	Due Date	Amount	Balance Due	Status
<input type="checkbox"/>	00001	11111	Member Pension Spiking Refund	2/21/2019	03/23/2019	(\$73.68)	(\$73.68)	Unpaid
<input type="checkbox"/>	00002	11111	Personnel Adjustment	2/21/2019	03/23/2019	\$15,250.60	\$15,250.60	Unpaid
<input type="checkbox"/>	00003	11111	Reinstatement	2/21/2019	03/23/2019	\$270.67	\$270.67	Unpaid
<input type="checkbox"/>	00004	11111	Standard Sick Leave	2/21/2019	03/23/2019	\$17,658.44	\$17,658.44	Unpaid

Pay Invoice

For questions regarding invoices, please contact KRS at 1-888-696-8810.

REPORT TAB - Invoices

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Agency Admin \(11111\)](#) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Pay Invoice

Step 1 of 2 To apply payment to selected invoice(s), click the [Edit](#) link beside the appropriate payment account(s), enter the amount and click [Apply](#). When Balance Remaining is equal to \$0.00, click [Continue to Step 2](#).

Do you want to [add a new payment account](#)?

Pay From	Amount	
e-MARS	\$0.00	Edit

Total Applied: \$0.00

Balance Remaining: \$270.67

Invoice# 00003 \$270.67

Total Amount Due: \$270.67

[Continue to Step 2 »](#) [Cancel](#)

* Scheduled payments are usually drafted within 2-4 business days.

REPORT TAB - Invoices

Employer Self Service Home Report Services Account Admin Site Help Agency Admin (11111) Log off

Secure Email Contact Representative -- Available Forms -- Open

Pay Invoice

Step 2 of 2 Review

Verify the payment information. To change the information, click **Edit**. To cancel without saving, click **Cancel**. To pay the invoice, enter user PIN and click **Submit**.

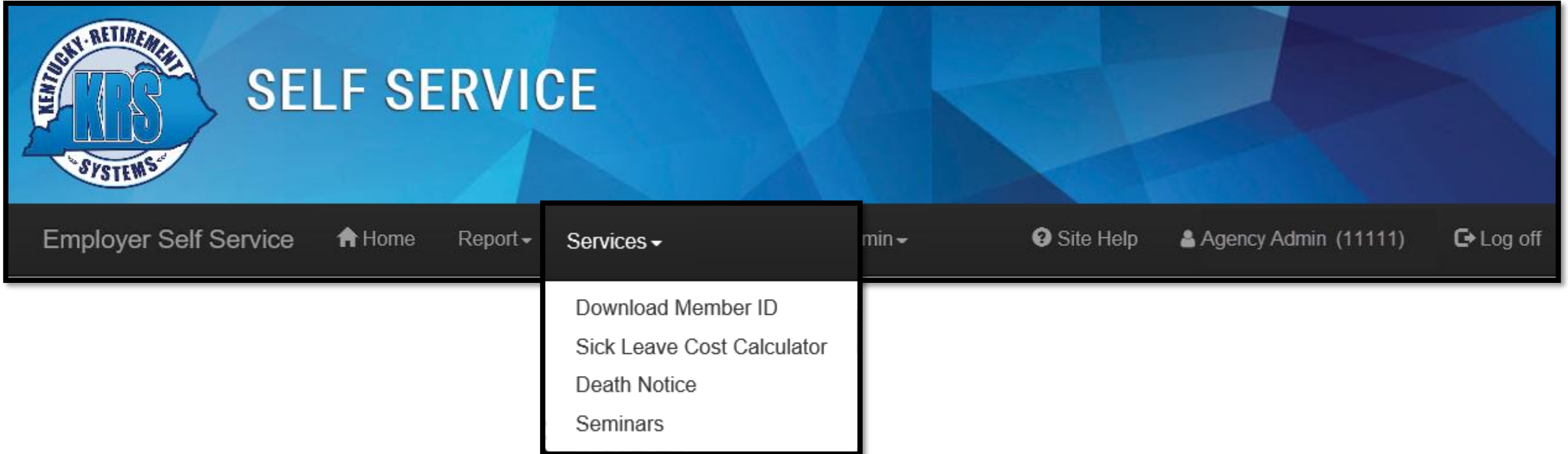
Payment Date:	3/5/2019
Payment From:	e-MARS
Payment Amount:	\$270.67
KRS PIN: *	<input type="text"/>

Edit **Submit** **Cancel**

** Required field*

* Scheduled payments are usually drafted within 2-4 business days.

SERVICES TAB



The image shows the top navigation bar of the KRS Self Service website. The header features the KRS logo on the left, which includes the text "KENTUCKY RETIREMENT SYSTEMS" and "KRS" in large letters. To the right of the logo, the text "SELF SERVICE" is displayed in a large, white, sans-serif font. Below the header is a dark grey navigation bar containing several menu items: "Employer Self Service", "Home" (with a house icon), "Report" (with a dropdown arrow), "Services" (with a dropdown arrow), "Admin" (with a dropdown arrow), "Site Help" (with a question mark icon), "Agency Admin (11111)" (with a person icon), and "Log off" (with a logout icon). A white dropdown menu is open under the "Services" tab, listing four options: "Download Member ID", "Sick Leave Cost Calculator", "Death Notice", and "Seminars".

KRS SELF SERVICE

Employer Self Service Home Report Services Admin Site Help Agency Admin (11111) Log off

- Download Member ID
- Sick Leave Cost Calculator
- Death Notice
- Seminars

SERVICES TAB – Download Member ID

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Agency Admin \(11111\)](#) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Download Member ID

Please select search criteria and click [Show](#) to display Member ID information on screen.

To download this information, please select the appropriate members and click [Add to List](#). When finished adding members, click the [Download Members](#) link to navigate to the download screen.

Search By: Select Search Type [Show](#)

Newly Created Members
Date of Employment
Report Month
SSN

Contribution Group Descriptions

- **w/o Health Insurance** – Participation Date prior to 9/1/08. Owes Employee Contributions.
- **w/ Health Insurance** – Participation Date between 9/1/08 and 1/1/14. Owes Employee Contributions and Health Insurance Contributions.
- **Cash Balance** – Participation Date on or after 1/1/14. Owes Employee Contributions and Health Insurance Contributions.
- **Retired/Re-employed** – Retired from KRS and returning on or after 9/1/08. Employee does not owe contributions, but Employer Contributions are owed.

Employer S

Log off

Open

Sick Leave

Employers who p
retires.

Tier 3 members
even if an earlier

To calculate an e

the employee

after 1/1/2014,

Member Name:	TEST EMPLOYEE	Member ID:	111111
Participation Date:	6/2/2003 12:00:00 AM	Birth Date:	3/11/1965
Retirement Plan:	KERS Hazardous		

Sick Leave Calculation Information

Factors In Agency Cost Calculation

Retirement Date	04/2019
Sick Leave Hours at Retirement	1,500.000
Sick Leave Months at Retirement	9
Hours in a Sick Leave Day	8.0
Age at Retirement (rounded to nearest year)	54

Cost Calculation Results ¹

Actuarial Factor	0.24343585	
Final Compensation	x	\$38,420.36
Sick Leave In Years	x	0.750000
Total Agency Cost	=	\$7,014.66

¹ This calculation is only an estimate and is based on estimated future earnings. Actual sick leave costs are based on service and salary at the time of retirement and may differ significantly from the estimate shown above. This estimate in no way guarantees the cost to your agency for an individual's sick leave.

If you have any questions or need additional information, please contact your [Employer Compliance and Education Representative](#).

SERVICES TAB – Death Notice

Employer Self Service Home Report + Services + Account + Site Help Agency Admin (11111) Log off

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Death Notice

The Death Notice page allows the user to submit death information to Kentucky Retirement Systems electronically. Death information can only be submitted if the employee has worked for the logged in employer. The user must enter a valid SSN to retrieve the member information, complete the death notice information and then click **submit**.

Death Notification

SSN: - - [Search](#)

Member Name:

Date of Death:

Deceased's Marital Status:

Comments:

Please complete and mail KRS Form 6800 if the death occurred in the line of duty (ILOD).

Primary Contact Information

If known, please provide contact information for the deceased member.

Name:

SERVICES TAB- Seminars

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Agency Admin \(11111\)](#) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Seminars

To register to attend a KRS sponsored Employer Education Seminar, please select the seminar and click **Register**. To cancel a previous registration for a seminar, select the seminar and click **Cancel Registration**.

Seminars

Upcoming Dates: Next 15 Days
Next 30 Days
Next 60 Days
Next 90 Days

Date Range From: **To:**

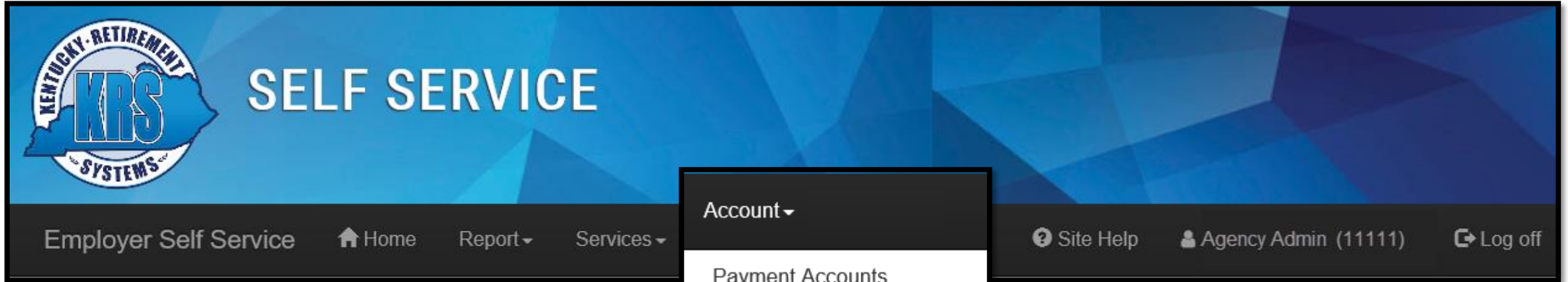
Filter By: Select Session Type

Legislative Updates
Reporting Official Conferences
Webinar

[Show](#)

Date	Seminar	Time	Location	
APR 1	Reporting Official Conferences Employer Reporting 100 seats available	8:00 AM - 4:30 PM	Kentucky Retirement Systems - website 1260 LOUISVILLE RD FRANKFORT, KY 40601-6157	Register
APR 2	Legislative Updates New Law Changes 50 seats available	8:00 AM - 12:00 PM	KRS - website 700 Capital Ave Frankfort, KY 40601	Register

ACCOUNT TAB



The banner features the KRS logo on the left, which includes the text "KENTUCKY RETIREMENT SYSTEMS" around a map of Kentucky. To the right of the logo, the text "SELF SERVICE" is displayed in large, white, sans-serif font. Below the banner is a dark navigation bar with several items: "Employer Self Service", a home icon followed by "Home", "Report" with a dropdown arrow, "Services" with a dropdown arrow, "Site Help" with a question mark icon, "Agency Admin (11111)" with a user icon, and "Log off" with a logout icon.

Account ▾

- Payment Accounts
- Office Locations
- Contact Persons
- Change Password
- Change Security Question
- Change Pin

ACCOUNT TAB – Payment Accounts

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) Agency Admin (11111) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Manage Payment Accounts

The Payment Accounts page allows employers to manage various methods for payment to KRS. Accounts entered through this module will be available for use on the Submit Monthly Summary and Invoices screens of Employer Self Service. Users will click the Nickname of the account to update entered account information. New account information can be entered using the Add a Payment Account button.

Existing Payment Accounts

You have no payment accounts at this time.

[Add a Payment Account](#)

Employer Code:
Employer Name:

[General](#) [History](#) [Participation](#) [Sick Leave](#) [Financial](#) [Location](#) [Person](#) [Contact](#) [ESS User](#) [Position](#) [Legislative Rates](#) [Journal](#) [Work / Library Manager](#)

Maintain Financial Data

		Receipt Type	Financial Institution	Routing Num	Account Num	Nickname	Status
		e-MARS					Active

Employer Self Service Home Report Services Account Admin Site Help Agency Admin (11111) Log off

Secure Email Contact Representative -- Available Forms -- Open

Edit Office Location

Choose a Location Type, complete the appropriate fields, and click **Update**.

Please Note: If the mailing address is a P.O. Box, a physical address must also be listed as the Primary location type.

Office Location

Employer:	DEPARTMENT OF CORRECTIONS
Location Type:*	Mailing
Care Of:	
Address Line 1:*	DIV OF SOMETHING
Address Line 2 (optional):	P O BOX 5500
City:*	FRANKFORT
State:*	Kentucky
Zip Code:*	40602
	5500 (optional)
County:	FRANKLIN

Update Cancel

Employer Self Service

Manage Office Locations

The Office Locations module allows you to manage office locations on the appropriate link.

Office Locations

Mailing
PO BOX 000
FRANKFORT, KY 40602

< >

Add an Office Location

11) Log off

< Open

Office locations, click

< >

ACCOUNT TAB – Contact Persons

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) Agency Admin (11111) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Contact Persons

The Contact Persons page allows employers to manage contact information. To add a new contact person, click **Add Contact Person**. To edit or delete contacts click on the appropriate link.

Details	Contact Type	Role	
ONE, USER Mailing (555) 555-5555 USER1@AOL.COM	✔ Reporting Official	ESS Administrator	Edit Delete
TWO, USER Mailing (555) 555-5555 User2@AOL.com	Payroll	ESS Staff	Edit Delete
THREE, USER Mailing (555) 555-5555 USER3@AOL.COM	Human Resources Payroll	ESS Staff	Edit Delete
FOUR, USER Mailing (555) 555-5555 User4@AOL.com	Human Resources	ESS Staff	Edit Delete
FIVE, USER Mailing (555) 555-5555 USER5@AOL.COM	eMars	ESS Staff	Edit Delete
SIX, USER Mailing (555) 555-5555 User6@AOL.com	Human Resources	ESS Staff	Edit Delete

[AddContact](#)

ACCOUNT TAB – Contact Persons

Enter details for the new contact person, choose the appropriate office location and contact type and click **Submit**. **Please Note:** An employee must be setup as a contact person in order to be assigned an ESS account.

Name

Prefix: ▼

First Name:*

Middle Name:

Last Name:*

Suffix: ▼

Title: ✕

* Required field

Contact Information

Office Location:* ▼

E-mail:*

Work Phone:*

ext.*

Last Name:*

Suffix: ▼

Title: ✕

ACCOUNT TAB – Change Password

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) Agency Admin (11111) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Change Password

Valid passwords are at least eight characters long, are case sensitive, and should not contain spaces. Please use at least one uppercase letter, one lower case letter, one number and one special character. The following characters are permissible: Aa-Zz, 0-9, (@, #, !, %, and \$). You cannot repeat a password previously used for this account.

Note: Maintaining the security of your login information is your responsibility. No one at KRS knows or can retrieve your password for you, and no KRS representative will ever ask you for your password.

Change Password

Your User Name:

Current Password:*

Your New Password:*

Retype Your New Password:*

KRS PIN:*

(At least eight characters, case sensitive; Aa-Zz, 0-9, (@, #, !, %, and \$) only; at least 1 uppercase letter, 1 lower case letter, 1 number and 1 special character; no spaces; you cannot repeat a password previously used for this account)

ACCOUNT TAB – Change Security Question

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) Agency Admin (11111) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Update Security Question

To update your Security Question, select a new question from the drop down list, enter your answer, and click [Update](#).

To exit without making changes, click [Cancel](#).

Note: The question displayed below is what we currently have on file for you.

Security Question

Security Question:*	<input type="text" value="What color was your first car?"/>
Answer:*	<input type="text"/>
Retype Your Answer:*	<input type="text"/>
KRS PIN:*	<input type="text"/>

[Update](#) [Cancel](#)

ACCOUNT TAB – Change PIN

Employer Self Service

Home

Report

Services

Account

Admin

Site Help

Agency Admin (11111)

Log off

Secure Email

Contact Representative

-- Available Forms --



Open

Change Pin

Valid pins are 4 characters long. Only numbers are permissible.

Note: Maintaining the security of your pin information is your responsibility. No one at KRS knows or can retrieve your pin for you.

Change Pin

Your User Name:

AADMIN11111

(4 characters, all numbers, no spaces)

Current Pin:*

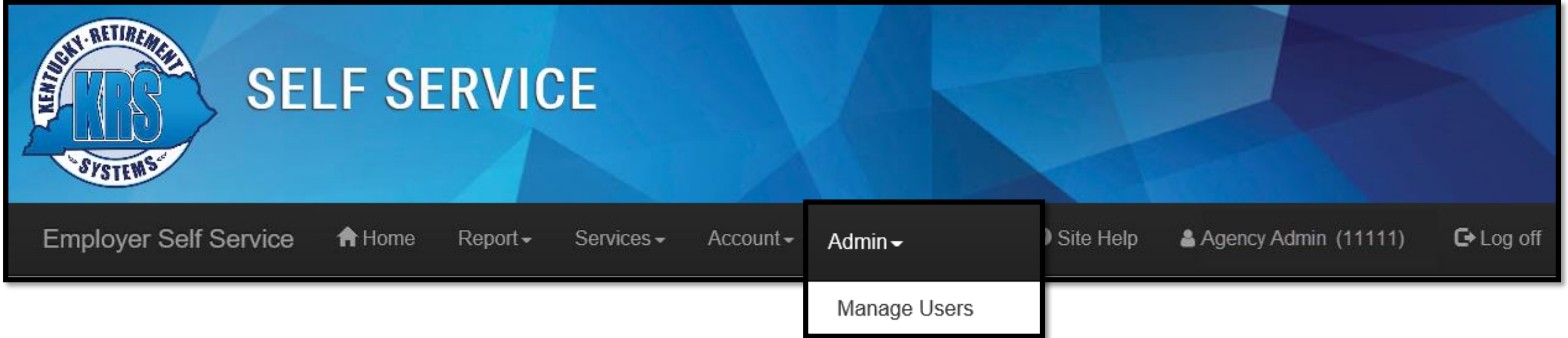
Your New Pin:*

Retype Your New Pin:*

Update

Cancel

ADMIN TAB



The image shows a screenshot of a web application's navigation bar. The top section is a blue banner with the KRS logo on the left and the text "SELF SERVICE" in the center. Below the banner is a dark grey navigation bar containing several menu items: "Employer Self Service", "Home" (with a house icon), "Report" (with a dropdown arrow), "Services" (with a dropdown arrow), "Account" (with a dropdown arrow), "Admin" (with a dropdown arrow), "Site Help", "Agency Admin (11111)" (with a user icon), and "Log off" (with a logout icon). A white dropdown menu is open under the "Admin" tab, showing the option "Manage Users".

KENTUCKY RETIREMENT SYSTEMS
KRS
SELF SERVICE

Employer Self Service Home Report ▾ Services ▾ Account ▾ **Admin ▾** Site Help Agency Admin (11111) Log off

Manage Users

ADMIN TAB – Manage Users

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) Agency Admin (11111) [Log off](#)

[Secure Email](#) [Contact Representative](#) -- Available Forms -- [Open](#)

Manage Users

The Manage Users page allows the employer administrator to manage ESS user accounts. Current accounts are displayed in the Manage Users grid. To edit an existing user account, click on the User Name link. To add new ESS user accounts, click [Add User](#).

Users

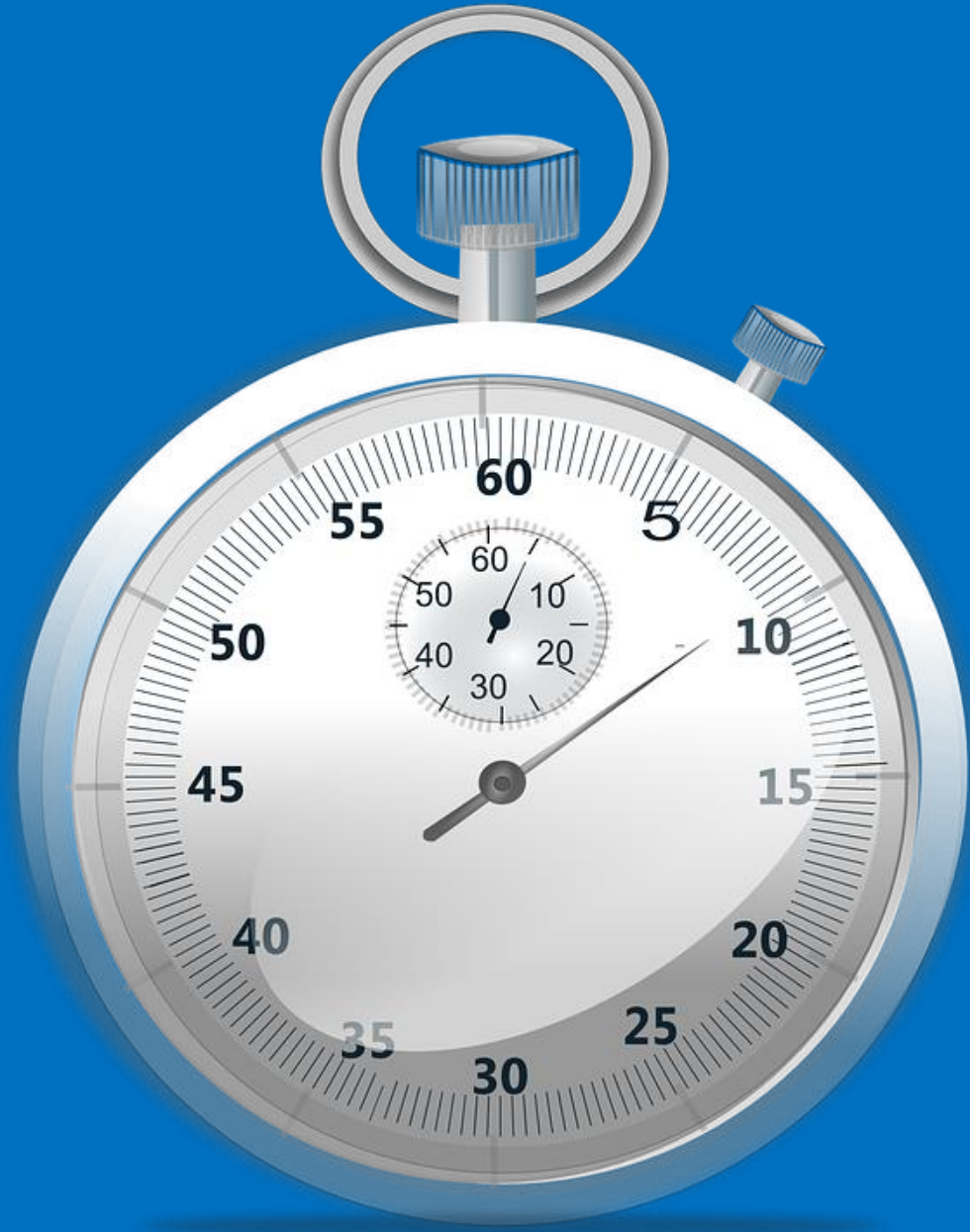
Filter By: Select Role Items Per Page: All

User Name	Name	Assigned Role	Last Activity	Active	Account Locked?	PIN Locked?
User 1	ONE, USER	ESS Staff		Yes		
User 2	TWO, USER	ESS Staff	7/9/2015 11:16:08 AM	No		
User 3	THREE, USER	ESS Administrator	1/15/2019 12:46:10 PM	Yes		
User 4	FOUR, USER	ESS Staff	8/21/2014 3:01:48 PM	No		
User 7	SEVEN, USER	ESS Employer Reporting	2/21/2019 12:23:02 PM	Yes		

[Add User](#)

ADMIN TAB – Manage Users

ROLE	ACCESS
ESS Administrator* <i>(*role can be added to user by ERCE representative only)</i>	The administrator role has full access to all tabs and modules in Employer Self Service, with no restrictions.
Employer Reporting	This role has full access to all modules under the Report, Services, and Account tab.
ESS Staff	This role has access to the following modules: Report Tab - Monthly Packets; Services Tab – all modules; Account Tab – Office Locations, Contact Persons, Change Password, Change Security Question, Change PIN.



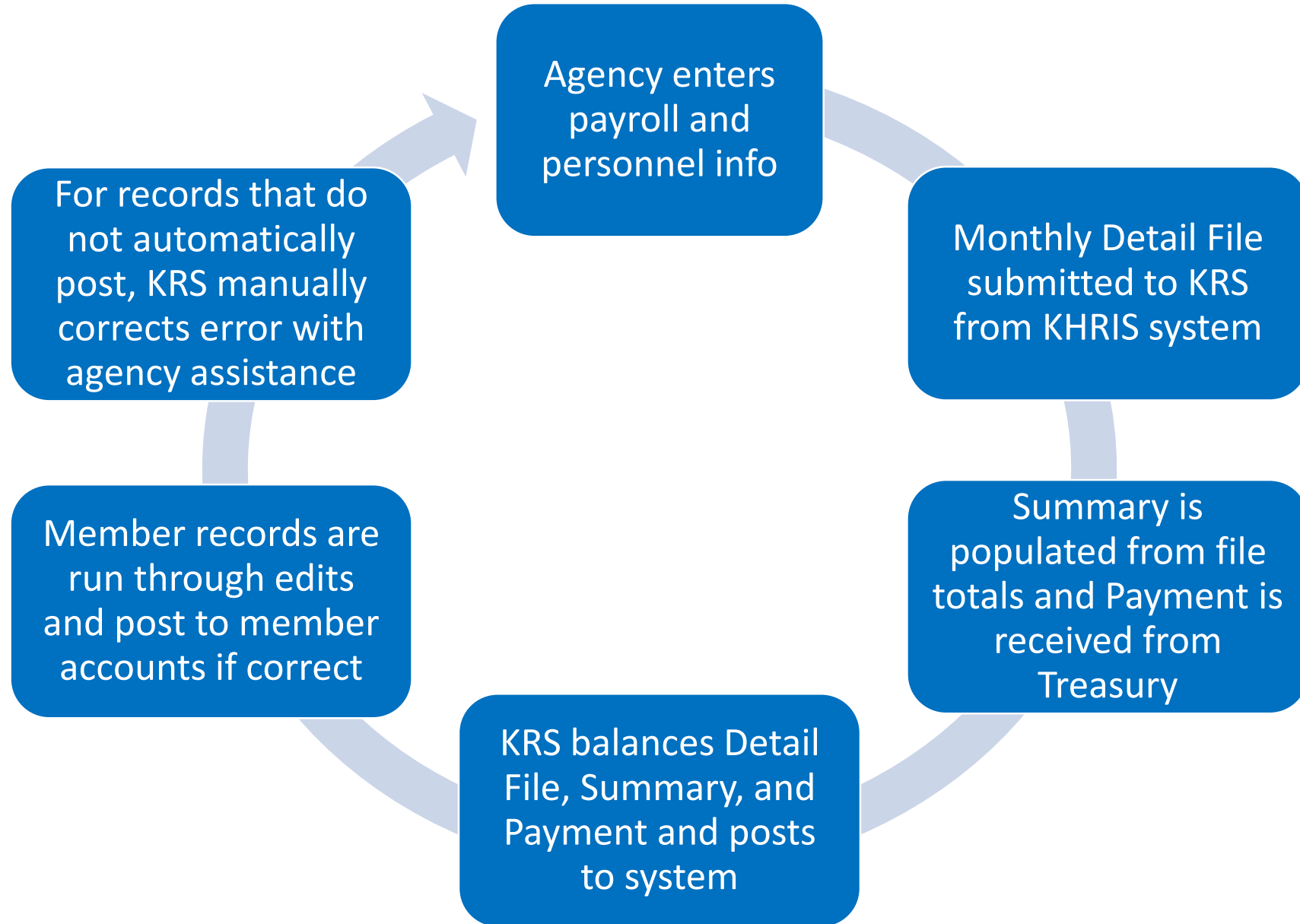
Let's
take a
break.

TOPIC BREAKDOWN:

Monthly Report

- Cycle
- Components of the report
- Error Correction
- Employer Role
 - Monthly Packet
 - Invoices

MONTHLY REPORT CYCLE



MONTHLY REPORT COMPONENTS

Detail File

Interface file from KHRIS that provides more than 50 pieces of information per employee

Summary

KRS populates this from the interface file totals submitted by KHRIS

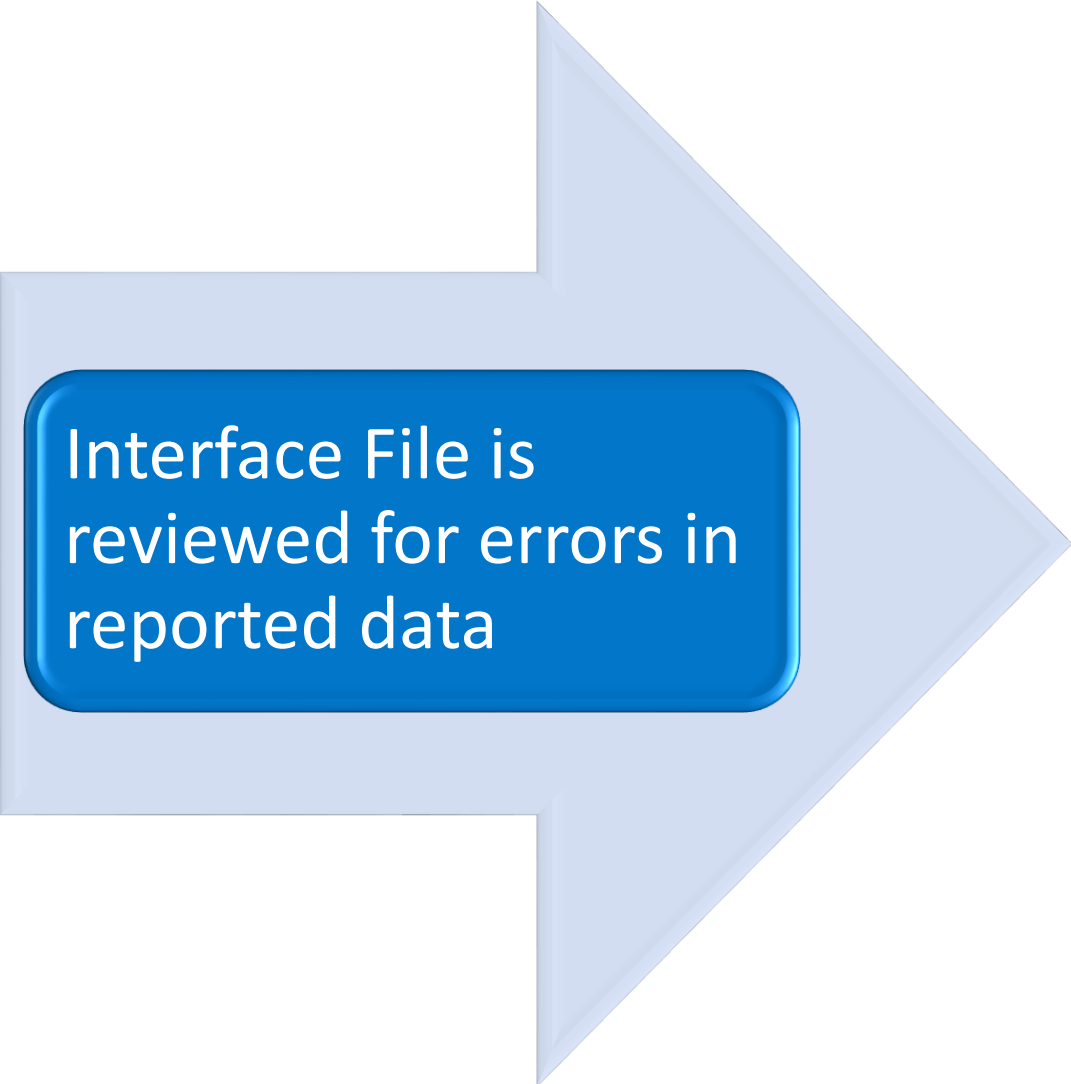
Payment

Remitted by Treasury via a JVT based on report totals provided by KHRIS

COMPONENT - Detail File Info

Detail Record Information			
Status:		Employer:	<input type="text"/>
Report Month:		Report Type:	KERS
Personal Information			
Prefix:	<input type="text"/>	SSN:	* <input type="text"/>
First Name:	* <input type="text"/>	Member ID:	* <input type="text"/>
Middle Name:	<input type="text"/>		
Last Name:	* <input type="text"/>		
Suffix Name:	<input type="text"/>		
Contribution Information			
Posting Month:	* <input type="text"/>	Post-Tax EECON:	* <input type="text"/>
Contribution Group:	* <input type="text"/>	Pre-Tax EECON:	* <input type="text"/>
Payment Reason:	* <input type="text"/>	Employee Contrib Required Amount:	
Salary:	* <input type="text"/>	Pre-Tax HICON:	* <input type="text"/>
Salary that Exceeds IRS Limit:	<input type="text"/>	HICON Required Amount:	
Employer-paid ERCON:	<input type="checkbox"/>	Employer Contribution:	<input type="text"/>
SFE Reporting Employer Code:	<input type="text"/>	Employer Pay Credit:	<input type="text"/>
Days Worked > Zero:	<input type="checkbox"/>	<input type="button" value="Calculate Required Amounts"/>	
SFE Billing Employer Code:	<input type="text"/>	Additional Hours:	<input type="text"/>
Employment Information			
Position Status:	* <input type="text"/>	Job Position:	* <input type="text"/>
Employment Begin Date:	* <input type="text"/>	Scheduled Hours Per Day:	* <input type="text"/>
Type of Rate of Pay:	* <input type="text"/>	Rate of Pay:	* <input type="text"/>
Payroll Frequency:	* <input type="text"/>	Estimated Additional Comp:	<input type="text"/>
Employment End Date:	<input type="text"/>	Employment End Reason:	<input type="text"/>
Contract Days:	<input type="text"/>	Increment Date:	<input type="text"/>
Leave Information			
Accrued Sick Leave Hours:	* <input type="text"/>	Accrued Sick Leave Days:	* <input type="text"/>
Hours in a Sick Leave Day:	<input type="text"/>	Compensatory Leave:	<input type="text"/>
Accrued Annual Leave:	<input type="text"/>	Annual Leave Accrual Rate:	<input type="text"/>

ERROR CORRECTION

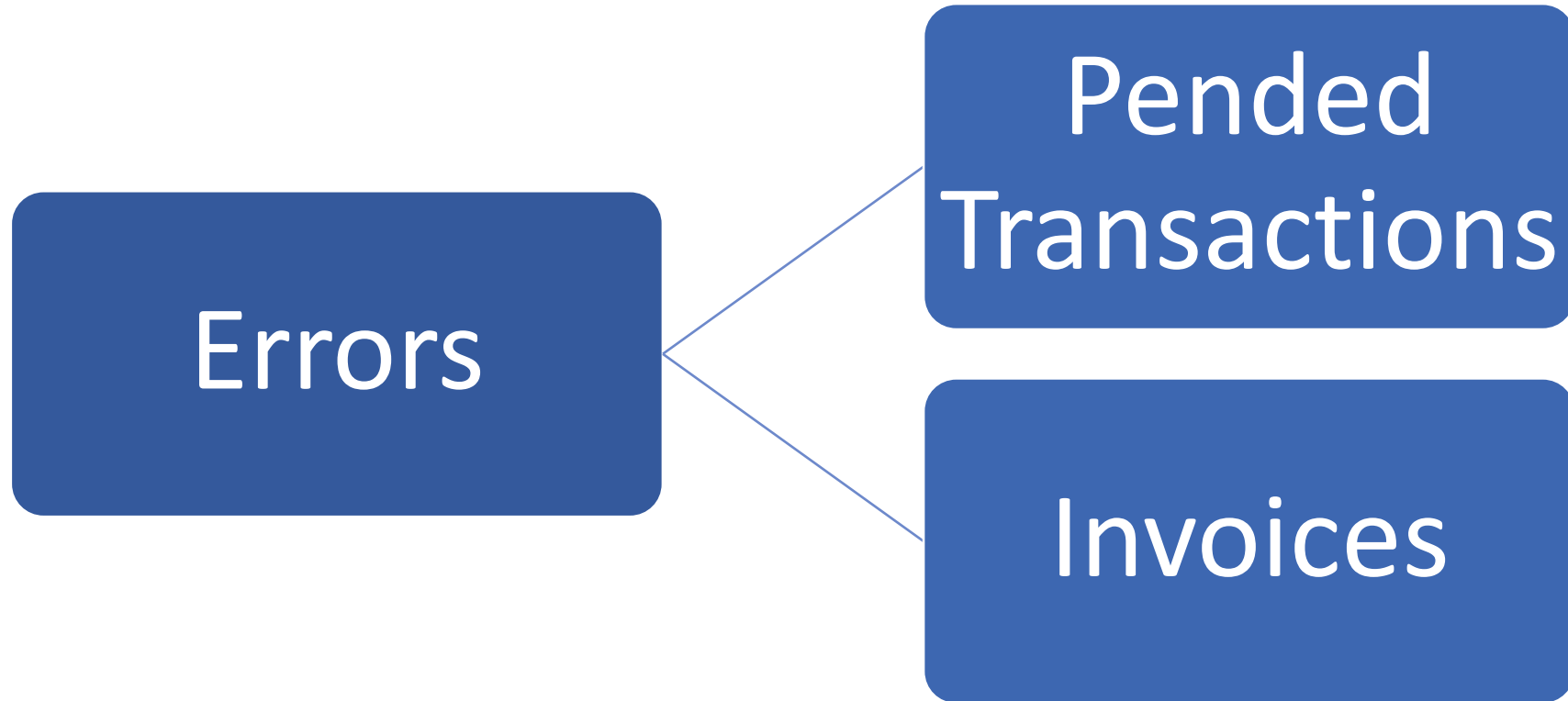


Interface File is reviewed for errors in reported data

ERRORS

- Errors in data reported based on known details
- Informational errors result in Monthly Packet Report information
- Warnings or Errors require follow up with the employer to correct the erroneous information

ERROR CORRECTION - Process



ERROR CORRECTION – Results

PENDED TRANSACTIONS

- Occur from a Monetary/Contribution Group change
- Pended transactions allow for correcting of monetary changes without invoicing the employer directly
- A correction must be made in KHRIS to correct a pended transaction

ERROR CORRECTION – Results

INVOICES

- Not all monetary changes in error correction will pend:
 - Processes handled manually outside of KHRIS
 - Error in IPS remitted
 - Changes of Employer Contribution only
- **Personnel Adjustment Transactions Invoice**

EMPLOYER STEPS - MONTHLY REPORT

Process your payroll in KHRIS as usual



Respond to your ERCE Representatives request for info



Review Monthly Packet Reports



Complete all necessary Adjustments on member's records



Review Invoices and provide invoice details to your e-Mars contact



DONE!

MONTHLY PACKET REPORTS

Pended Transactions Report

Demographic Errors Report

Installment Purchase New Contract Report

Installment Purchase Ending Contract Report

Leave Without Pay Report

Missing Form 2011 (Hazardous Duty Certification HP-2) Report

Non-Participating/Part-time Status Report

Request for Member Pension Spiking Exemption Amounts

Missing Employment End Date Report

MONTHLY PACKET REPORTS

Pended Transactions Report

- Split by aging
 - Return of contributions not currently enforced
- Shows Reported and Corrected lines
- If due to error correction - include errors associated with record
- If due to an Adjustments – no error messages following corrected line

Demographic Errors Report

- Provides data related to updates or errors in reported demographic information
- Updates completed for date of birth, fiscal year service, address
- Errors to review regarding:
 - Invalid prefix/suffix, verified date of birth, gender, name, address, sick leave
- Review ER0116 and ER0119 messages

MONTHLY PACKET REPORTS

Missing Form 6487, Request for Member Pension Spiking Exemptions

- Identifies employees with a pension spike who retired after 1/1/2018, who have not had a Form 6487 returned by employer
- Complete the Form 6487 received by mail, or contact KRS for a duplicate form

Missing Form 2011, Hazardous Duty Certification HP-2 Report

- For new hazardous employees
- For changes in hazardous position
- Complete the Form 2011, Hazardous Duty Certification H.P.-2 (e-form)

Missing Employment End Date Report

- Identifies an employee that has not been reported and an end date was also not reported
- Confirm member is still employed

INVOICES

- Standard Sick Leave
- Health Insurance Reimbursement
- Omitted Employer
- Personnel Adjustment
- Pension Spiking
- Member Pension Spiking Refund
- Expired Post Pending
- Reinstatement
- Employer Free Military/Decompression
- IPS Employer Refund

TOPIC BREAKDOWN:

Legislative Changes (2013 – 2018)

Legislative Changes (2019)

LEGISLATIVE CHANGES (2013-2018)

Senate Bill 2

Employer Pension Spiking

Applies to members retiring through 6/30/2017

- 2013 regular session of the General Assembly, established employer pension spiking rules for members with an effective retirement date of January 1, 2014 through June 1, 2017
- Video available

House Bill 364

Sheriff Employment of Retired Police Officer

- Effective 7/15/2014
- Amended 6/24/2015 to include qualified SPRS Retirees
- Detailed information viewable on Training Page

LEGISLATIVE CHANGES (2013-2018)

Senate Bill 104

Member Pension Spiking

Applies to members retiring 1/1/2018 and after

- 2017 regular session of the General Assembly, created new pension spiking rules for members retiring on or after January 1, 2018
- New exclusions
- Form 6487 must be returned to Kentucky Retirement Systems
- Salary in excess excluded and associated employee contributions (EECON) refunded
- Video available

House Bill 200

Revision of Sheriff and Jailer Expense Allowance

- Effective for Budget Period 7/1/2018-6/30/2020
- Sheriff's Expense Allowance 2,400.00 annual, 200.00 monthly
- Jailer's Allowance for participation in Jailer Staff Training Program 2,400.00 annual, 200.00 monthly

LEGISLATIVE CHANGES (2019)

House Bill 55

Returning Elected Officials

- Voids the retirement of an elected official participating in KRS who retires and is elected to the same office within twelve (12) months of retiring.

House Bill 80

KRS Housekeeping Bill

- Allows electronic balloting for Trustee elections and synchronizes the two separate CERS elections into one election cycle
- Grants KRS more authority to work cooperatively with participating agencies who are delinquent with their monthly reporting requirements
- Grants KRS permission to deposit the 1% employee contribution for retiree health for Tier 2 and Tier 3 members into an account that lets the money be better used for paying premiums.

LEGISLATIVE CHANGES (2019)

House Bill 419

Retired Re-employment

- Requires members to certify at the time of retirement that no prearranged agreement exists between the member and any participating agency
- Provides that a reemployed retiree shall no longer be required to notify the systems if their reemployment, contracting, volunteering, or serving as a leased employee first occurs with a participating agency after a period of 12 months following the member's initial retirement date.

LEGISLATIVE CHANGES (2019)

Senate Bill 1

Retired Re-employment of School Safety Officers

- Although primarily a "school safety" law, Senate Bill 1 contains a provision that says Special Law Enforcement Officers (SLEOs) will be treated the same as School Resource Officers (SROs) for retired reemployed purposes

Senate Bill 162

Retired Re-employment of School Security Officers

- Exempts employers from paying contributions on a retiree employed as a school security officer.

THANK YOU FOR YOUR ATTENTION



QUESTIONS?

LEGAL NOTICE

This presentation is written in plain language for use by public employers and employees who are subject to coverage under the Kentucky Retirement Systems. It is not intended as a substitute for federal or state law, namely the Kentucky Revised Statutes, the Kentucky Administrative Regulations, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Kentucky Revised Statutes, Kentucky Administrative Regulations, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Kentucky General Assembly, regulation of the Kentucky Retirement Systems, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney. Notwithstanding the foregoing, upon the discovery of any error or omission in system records, the system shall correct all records including but not limited to, membership in the system, service credit, member and employer contributions, and benefits paid and payable. See KRS 61.685.