



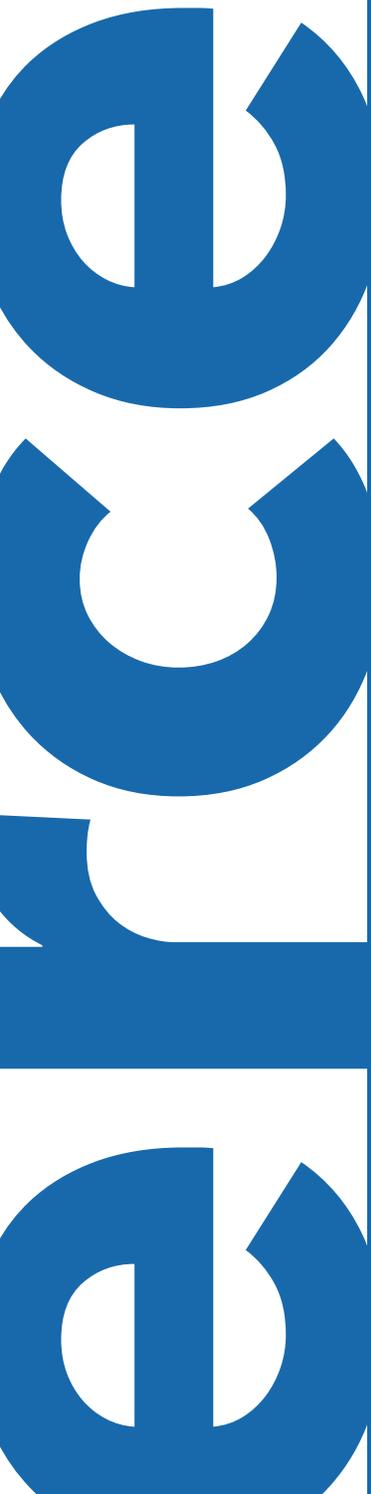
Kentucky Public  
Pensions Authority

# CHAPTER 4

## Monthly Reporting KHRIS

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This document explains the monthly reporting process for [KHRIS](#) employers included on the Personnel Cabinet’s monthly file. Due to differences in the monthly reporting process, all other employers should refer to [Chapter 4 – Monthly Reporting](#).



**KAR Chapter 105**

Employers are required to report creditable compensation and submit payment for employee contributions, employer contributions, and health insurance contributions (when applicable) on a monthly basis. The detail report will be submitted by the Personnel Cabinet in the required format. Creditable compensation should be reported when paid, not when earned. The posting month may need to reflect a month other than the report month due to exceptions outlined in [105 Kentucky Administrative Regulations 1:140](#):

If the month the creditable compensation was earned is the month in which the employee:

1. Became employed;
2. Became eligible to participate in one of the systems operated by KPPA;
3. Was transferred to hazardous coverage from nonhazardous participation;
4. Was transferred from hazardous coverage to nonhazardous participation;
5. Terminated employment; or
6. Became ineligible to participate in one of the systems operated by KPPA.

If you are reporting a lump-sum or non-recurring payment, you must indicate the period(s) of time during which the payment was earned. If an employee is being given a lump sum payment for overtime that was omitted in error, you must specify the period of time during which the overtime was earned.



Employers must contact an ERCE representative and submit any proposed reinstatement order to be reviewed by our Office of Legal Services prior to the order being entered. Learn more about [Court/Board Ordered Backpay \(Reinstatements\)](#).

[Kentucky Revised Statutes 61.675](#) and [78.625](#) require participating employers to submit employee information and employee contributions, employer contributions and health insurance contributions (when applicable) through the Monthly Reporting process. KPPA creates a template every month on the evening of the 25th and makes it available to each employer. The primary Reporting Official receives an email notification that the monthly report template and/or packet is available in Employer Self Service (ESS).

Reporting Officials have until the 10th of the following month to submit the components of the monthly report: the Employee Detail Report; Contribution Summary; and Contribution Payment. If the 10th falls on a weekend or holiday, the reporting deadline moves to the next business day.





Effective July 1, 2021, KERS Nonhazardous employers are invoiced for the dollar amount contribution due for their share of the unfunded liability cost. For this contribution payment, the participating agencies that fall under the executive, legislative, or judicial branch umbrellas are considered a singular unit, and the Actuarially Accrued Liability Contribution (AALC) Invoice for the entire branch is billed to the branch leadership. Each branch's leadership must decide how to account for these amounts with each agency. KERS Nonhazardous employers will report only the normal cost (10.10% of payroll) with their monthly KERS employer report.

Click [here](#) for additional requirements for KERS Nonhazardous employers.

The amount KHRIS employers owe for the AALC is paid to the branch leadership as directed by each branch:

- All executive branch departments, program cabinets, and their respective departments, and administrative bodies enumerated in KRS 12.020, and any other executive branch agencies administratively attached to these entities, are considered a single individual employer and only one amount will be invoiced for these employers. The Office of the State Budget Director is the contact for the Executive Branch.
- All employers of the legislative branch, including the Legislative Research Commission and the General Assembly that covers legislators and staff who participate in the Kentucky Employees Retirement System, are considered a single individual employer and only one amount will be invoiced for these employers. The Chief Fiscal Officer for the Legislative Research Commission is the contact for the legislative branch.
- All employers of the judicial branch, including the Administrative Office of the Courts, the Judicial Form Retirement System, and all master commissioners, are considered a single individual employer and only one amount will be invoiced for these employers. The Director of the Administrative Officer of the Courts is the contact for the judicial branch.

Delinquent reporting may cause:

1. Interest to be added on delinquent contributions, and
2. Delinquent contributions with interest may be recovered through an action filed in Franklin Circuit Court.
3. If the executive, legislative, or judicial branch leadership (see above) fails to pay their AALC Invoice for a period of 90 days or more, current employees of the participating agencies that fall under the executive, legislative, or judicial branch will not accrue additional service credit until the branch leadership pays all employer contributions owed, and the employer's general fund appropriations may be intercepted by the Finance and Administration Cabinet on behalf of KERS and used to pay the employer contributions owed. See [Kentucky Revised Statute 61.675\(4\)](#).

## **INCOMPLETE EMPLOYEE CONTRIBUTIONS**

KPPA deposits employee contributions when submitted by participating employers. Employee contributions and health insurance contributions are submitted to KPPA as part of the monthly reporting process, but are separately tracked, deposited and invested according to statute.

Occasionally, during the course of monthly reporting, an incomplete employee contribution or health insurance contribution amount is submitted to KPPA. For employers reported by the Personnel Cabinet, the employer will be informed of the additional required contributions via the electronic monthly Pended Transactions Report. Each of these transactions must be corrected in the Kentucky Human Resource Information System (KHRIS) within the allotted time frame, which results in the correction being reported to KPPA through the Personnel Cabinet file.

The employer is required to submit employer contributions; however, the member has the option to allow their employer to withhold remaining contributions or, if their employee contributions are refunded due to being incomplete, either remit payment for omitted invoices or lose their service credit for that month.



Members should contact our office with any questions about how nonpayment may impact their benefits.

If the employee contributions owed cannot be collected by the employer within the allotted time frame, any partial contributions will be returned to the employer through a credit invoice in order to be refunded to the member through payroll with applicable withholdings. Employer contributions will also be refunded on the same invoice. Then, omitted invoices for the full amount of contributions due will be sent to the member and to the employer. If the omitted invoices are not paid, the member may lose service credit for that month due to incomplete contributions. KPPA also sends a notice to the member explaining this process and how it may impact their service credit.

## REPORTING AND BALANCING EMPLOYERS

A Reporting Employer is the entity that reports monthly contribution detail records to KPPA. A Balancing Employer is the entity who submits the Monthly Summary and payments to KPPA. Most employers are both the Reporting and Balancing Employer.

**For all employers reported by the Personnel Cabinet, the Personnel Cabinet is considered the Balancing and Reporting Employer. Therefore, any employers reported by the Personnel Cabinet will not have access to Enter Report Details, Upload File, or Submit Monthly Summary in Employer Self Service (ESS).**

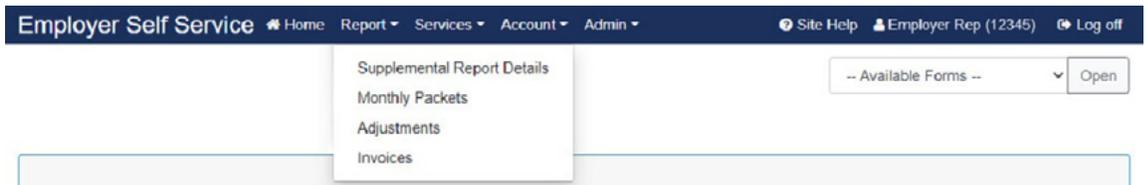
## REPORTING DETAIL FOR COUNTY FEE AGENCIES (DESIGNATED SHERIFF/COUNTY CLERKS)



County Fee employers who are reported by the Personnel Cabinet due to the population of their county are required to report additional detail each month for their employees. Because the Personnel Cabinet is unable to provide all the information KPPA requires to process employee records, these employers will utilize the **Supplemental Report Details** option to report this additional detail. Once the Personnel Cabinet has submitted the monthly file, the Reporting Official for the County Fee agency will receive an email indicating the monthly Supplemental Report Detail is ready to be completed and submitted. The completed report must be submitted to KPPA no later than 10 days from the notification that the report is ready.

### Step 1

In ESS, click **Supplemental Report Details** under the **Report** menu.



ESS will display the overview screen.

The Supplemental Report Details page allows employers to enter monthly reporting details for their employees. Those employers reporting detail reports for another employer can select the appropriate employer's information from the Employer dropdown list. Submitted reports can also be viewed from this screen. To view an individual report, select the corresponding Report Type link.

Type	Month	Salary	EECON	HICON	ERCON	Total	Count	Status	Submitted
CERS	05/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	Ready	
CERS	04/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	Posted	05/08/2021
CERS	03/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	Posted	04/10/2021
CERS	02/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	Posted	03/07/2021

## Step 2

A table will list the following information for the selected Supplemental Report Details:

FIELD NAME	DESCRIPTION
<b>Type</b>	Displays the retirement system (KERS, CERS or SPRS) of the selected record. This link takes you to the monthly details report.
<b>Month</b>	Displays the month and year.
<b>Salary</b>	Displays the total salary for the listed employees.
<b>EECON</b>	Displays the total employee contributions for the listed employees.
<b>HICON</b>	Displays the total health insurance contributions for the listed employees.
<b>ERCON</b>	Displays the total calculated employer contributions based on the salary reported.* <i>*For KERS Nonhazardous, this amount only represents the normal cost contribution.</i>
<b>Total</b>	Displays the sum of the employee, employer and health insurance contributions.
<b>Count</b>	Displays the employee count.
<b>Status</b>	<p>Displays the status. Statuses that the Supplemental Report Details can be in are:</p> <ul style="list-style-type: none"> <li>• <b>Supplemental</b> – Initial Status of the Supplemental Report Details. KPPA has received the monthly file from the Personnel Cabinet, but has not received the submission from the county fees agency.</li> <li>• <b>Submitted</b> – KPPA has received the Supplemental Report Details from the county fees agency, but has not yet taken action on the report. While the Supplemental Report Details is in the submitted status, it can still be unsubmitted if corrections need to be made.</li> <li>• <b>In Progress</b> – KPPA is processing the Supplemental Report Details. No changes may be submitted once the report is in this status. If the Supplemental Report Details have not been submitted, the agency will be contacted to provide the missing information.</li> <li>• <b>Posted</b> – KPPA has processed the Supplemental Report Details and posted the monthly contributions for the employer. Employers will be notified of any necessary error corrections.</li> </ul>
<b>Submitted</b>	Displays the date the Supplemental Report Details were submitted to KPPA.

### Step 3

Click the **Type** link to access a specific report.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Employer Rep \(12345\)](#) [Log off](#)

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

#### Supplemental Report Details

The Supplemental Report Details page allows employers to enter monthly reporting details for their employees. Those employers reporting detail reports for another employer can select the appropriate employer's information from the Employer dropdown list. Submitted reports can also be viewed from this screen. To view an individual report, select the corresponding Report Type link.

Reports: Last 6 Months

Type	Month	Salary	EECON	HICON	ERCON	Total	Count	Status	Submitted
<a href="#">CERS</a>	05/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	Ready	
<a href="#">CERS</a>	04/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	Posted	05/08/2021
<a href="#">CERS</a>	03/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	Posted	04/10/2021
<a href="#">CERS</a>	02/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	15	Posted	03/07/2021



Once a Supplemental Report Details report is in Posted status, it can be viewed but not be altered. To change employee details reported in a previous month, an adjustment record should be submitted through KHRIS.

### Step 4

The **Member Details Overview** screen for that report type will display.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Employer Rep \(12345\)](#) [Log off](#)

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

To view or edit member contribution information, select the corresponding (member) name link. To add a new record or adjust a previously reported transaction, click [Add Line Item](#). Once all items are correct, click [Submit Report](#).

[Return to Supplemental Report Details](#)

#### Member Contributions Show All

Name	Member ID	Posting Month	Contribution Group	Job Position	Position Status	Employment Begin Date	Employment End Date
<a href="#">GIEVY, CHERYL</a>		05/2021	CHZCB		Regular Full Time	04/21/2021	
<a href="#">PONTIAC, PAULEY</a>	423208	05/2021	CHZNH	Patrol Deputy Sheriff	Regular Full Time	09/16/1996	
<a href="#">RAM, ROGER</a>	1020003	05/2021	CHZCB	Sheriff	Regular Full Time	01/16/2018	
<a href="#">FORD, FANNY</a>	328974	05/2021	CHZNH	Deputy Sheriff	Regular Full Time	01/01/1995	
<a href="#">GENERAL, GARY</a>	450011	05/2021	CNHZNH	Other	Regular Full Time	07/13/2015	05/15/2021

[Submit](#)

## MEMBER DETAILS OVERVIEW

By default, this screen will display only those members for whom KPPA can determine there is incomplete information in the report submitted by the Personnel Cabinet. To see all records reported for the employer for the month, use the Show All checkbox.

The Member Details Overview screen displays several fields of information for each employee for quick access. However, this is not the full detail report. From this screen, you may navigate to the full details for each employee, submit the Supplemental Report Details, or return to the overview screen. Employees will be listed in alphabetical order by last name.

Only certain fields in the detail record may be edited. If changes need to be made to fields that are not editable, the employer should make the appropriate corrections in KHRIS, which will be reported the following month on the file submitted by the Personnel Cabinet.

The Member Details Overview screen displays the following information:

FIELD NAME	DESCRIPTION
<b>Name (hyperlink)</b>	Displays the name of the employee. Click to display the employee's entire contribution detail record.
<b>Member ID</b>	Displays the employee's member ID.
<b>Posting Month</b>	Displays the posting month and year of the contribution detail record.
<b>Contribution Group</b>	Displays the employee's contribution group for the contribution detail record.
<b>Job Position</b>	Displays the Job Position reported for the employee.
<b>Position Status</b>	Displays the Position Status reported for the employee.
<b>Employment Begin Date</b>	Displays the reported date the employee began this period of employment.
<b>Employment End Date</b>	Displays the reported date the employee's period of employment ended.

## EDIT A RECORD

### Step 1

After selecting the current **Supplemental Report Details**, ESS will display the **Member Details Overview** screen.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Employer Rep \(12345\)](#) [Log off](#)

[Contact Representative](#)  [Open](#)

To view or edit member contribution information, select the corresponding (member) name link. To add a new record or adjust a previously reported transaction, click [Add New Item](#). Once all items are correct, click [Submit Report](#).

[Return to Supplemental Report Details](#)

Member Contributions <input checked="" type="checkbox"/> Show All							
Name	Member ID	Posting Month	Contribution Group	Job Position	Position Status	Employment Begin Date	Employment End Date
<a href="#">CHIEVY, CHERYL</a>		05/2021	CHZCB		Regular Full Time	04/21/2021	
<a href="#">PONTIAC, PAULEY</a>	423208	05/2021	CHZNH	Patrol Deputy Sheriff	Regular Full Time	09/16/1996	
<a href="#">RAM, ROGER</a>	1020003	05/2021	CHZCB	Sheriff	Regular Full Time	01/16/2018	
<a href="#">FORD, FANNY</a>	328974	05/2021	CHZNH	Deputy Sheriff	Regular Full Time	01/01/1995	
<a href="#">GENERAL, GARY</a>	450011	05/2021	CNHZNH	Other	Regular Full Time	07/13/2015	05/15/2021

[Submit](#)

### Step 2

To edit an employee, click the **Name** hyperlink to access the entire detail record.

# ESS displays the contribution detail record.

Contact Representative

-- Available Forms -- Open

## Update Member Contribution

Update appropriate fields below. To update contribution amounts, after entering the salary click **Calculate**. Once all necessary changes are made, click **Update** to save the updated record.

### Personal Information

Prefix:	Select Prefix	SSN:	XXX-XX-0001
First Name:*	CARL	Member ID:	1000001
Middle Name:			
Last Name:*	CHRYSLER		
Suffix:	Select Suffix		

\* Required field

### Contribution Information

Posting Month:	5/1/2021	Contribution Group:*	CERS NHZ - Cash Bal
Payment Reason:*	Regular pay	Salary:*	\$ 2836.00 <small>(2836.00)</small>
Salary that Exceeds IRS Limit:	\$ 0.00	Pre-Tax Employee Contribution:	\$ 141.80 <small>(141.80)</small>
Post-Tax Employee Contribution:	\$ 0.00 <small>(0.00)</small>	Pre-tax Health Ins Contribution:	\$ 28.36 <small>(28.36)</small>
Employer Contribution:	\$ 682.34 <small>(682.34)</small>	(Employer Contribution)	<input checked="" type="checkbox"/> <b>Employer-paid</b>

Days Worked Greater Than Zero

\* Required field

### Employment Information

Position Status:*	Regular Full Time	Job Position:*	Other
Employment Begin Date:*	09/17/2018	Employment End Date:	MM/DD/YYYY
Employment End Reason:	Select Reason	Payroll Frequency:*	Semi-Monthly
Type of Rate of Pay:*	Monthly	Rate of Pay:*	\$ 3500.00
Estimated Additional Compensation:	\$ 0.00	Scheduled Hours Per Day:*	8.00
Contract Days:	# 0		

\* Required field

### Leave Information

Accrued Sick leave hours:		Accrued Sick leave days:	##.#
Hours in a Sick Leave Day:		Compensatory Leave:	

### Demographic Information

Date of Birth:*	01/01/1980	Gender:*	Male
Email:		Marital Status:	Select Marital Status
Primary Address Line:*	1234 MAIN ST		
Secondary Address Line:			
City:*	SOMEWHEREVILLE		
State:*	Kentucky		
Zip Code:*	40000 - 0000		

International Address

\* Required field

Update Cancel



### Step 3

Complete, review and edit any necessary information for the employee. For a complete description of the fields to be completed, reference [Appendix B: Fields and Descriptions](#). If changes need to be made to fields that cannot be edited, the employer should make the appropriate corrections in KHRIS, which will be reported the following month on the file submitted by the Personnel Cabinet.

### Step 4

Once the record is updated and accurate, click **Update**.

Once you click **Update**, KPPA will run validations against that record. If any errors are found, you will receive an error message at the bottom of the screen describing the error and how to correct it. After correcting the record, click **Update**.

# SUBMIT THE SUPPLEMENTAL REPORT DETAILS

## Step 1

Once all contribution detail records are updated, return to the [Member Details Overview](#) screen.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Employer Rep \(12345\)](#) [Log off](#)

[Contact Representative](#)  [Open](#)

To view or edit member contribution information, select the corresponding (member) name link. To add a new record or adjust a previously reported transaction, click [Add Line Item](#). Once all items are correct, click [Submit Report](#).

[Return to Supplemental Report Details](#)

Member Contributions <input checked="" type="checkbox"/> Show All							
Name	Member ID	Posting Month	Contribution Group	Job Position	Position Status	Employment Begin Date	Employment End Date
<a href="#">CHEVY, CHERYL</a>		05/2021	CHZCB		Regular Full Time	04/21/2021	
<a href="#">PONTIAC, PAULEY</a>	423208	05/2021	CHZNH	Patrol Deputy Sheriff	Regular Full Time	09/16/1996	
<a href="#">RAM, ROGER</a>	1020003	05/2021	CHZCB	Sheriff	Regular Full Time	01/16/2018	
<a href="#">FORD, FANNY</a>	320974	05/2021	CIIZNII	Deputy Sheriff	Regular Full Time	01/01/1995	
<a href="#">GENERAL, GARY</a>	450011	05/2021	CNHZNH	Other	Regular Full Time	07/13/2015	05/15/2021

[Submit](#)

## Step 2

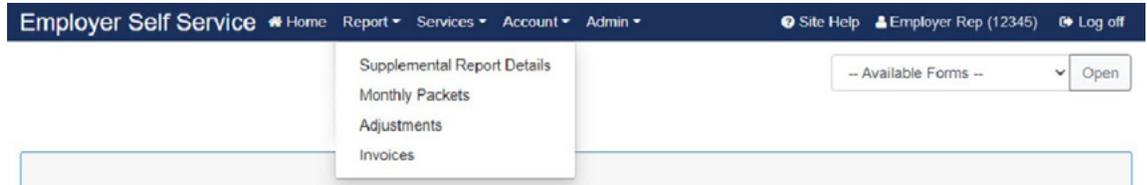
Click [Submit Report](#) to submit the Supplemental Report Details. If any records are identified as incomplete during the submission process, an error message displays listing the employee records to be completed. When submission is successful, the screen will update indicating your report has been submitted.

## UNSUBMIT THE SUPPLEMENTAL REPORT DETAILS

While the report is still in “submit” status, an employer is able to unsubmit the report if necessary.

### Step 1

In ESS, click **Supplemental Report Details** under the **Report** menu.

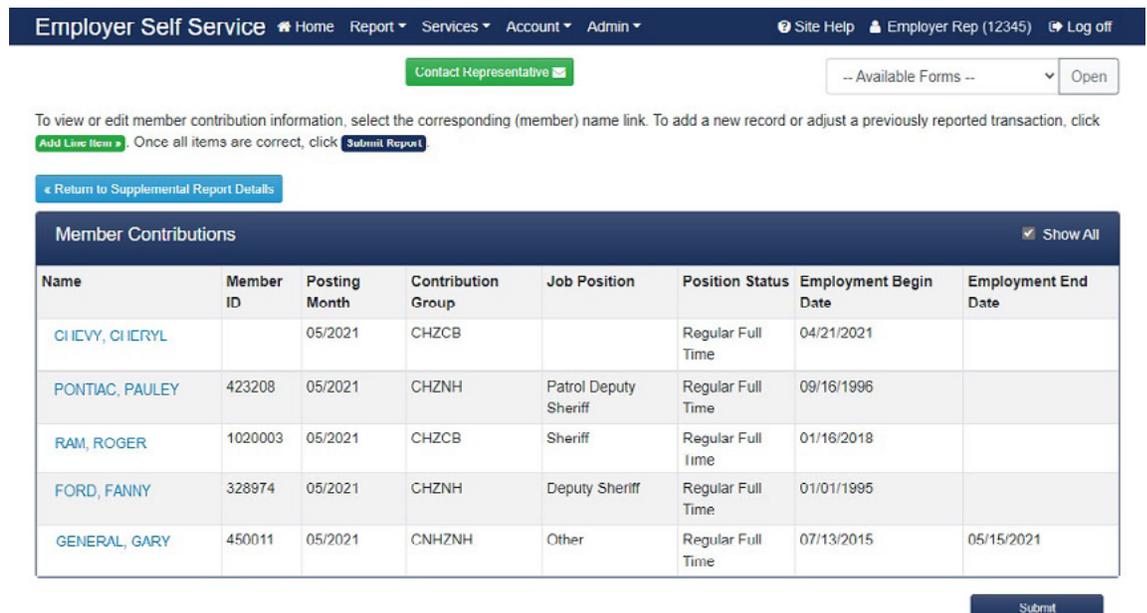


ESS will display the overview screen.



### Step 2

Click the **Type** hyperlink to access that detail report. The **Member Details Overview** screen displays for that report type.



### Step 3

Click **Unsubmit Report**. After the file has been unsubmitted, it may be modified and resubmitted.



The completed report must be submitted to KPPA no later than 10 days from the notification that the report is ready. If the report is not submitted by the deadline, the system will automatically process the Supplemental Report Details, and an ERCE representative will contact the employer for any missing information.

## PROCESSING AND CORRECTING RECORDS

Once KPPA has received the monthly report from the Personnel Cabinet, KPPA validates the data in each field. For example, there is a verification step to confirm that an employee's reported contribution group is correct. If any of the data fields contain errors, the individual record is in error.

When errors in reporting are discovered, ERCE representatives work with each individual employer to correct the records. If KPPA discovers a reporting error that creates a monetary discrepancy between the reported contributions and the expected contributions, then KPPA will "pend" the reported record. A monthly report is provided to each agency listing all pended transactions.

It is very important that the employer makes these corrections in KHRIS as soon as possible upon receipt of this report. The corrections will be reported on the next available file submitted by the Personnel Cabinet, and the corrected records will be posted to the member's account.



If these corrections are not made in a timely manner, KPPA will refund contributions and, in some cases, reduce service credit for the members affected. For more information regarding the Pended Transactions report, please see the Monthly Packet Reports section below.

## ADJUSTMENTS

For employers reported by the Personnel Cabinet, the majority of adjustments to previously reported records will be applied in KHRIS and submitted on the Personnel Cabinet's monthly file. Some adjustments, however, cannot be applied in KHRIS and will need to be submitted directly to KPPA. These adjustments are described below.

### ADJUSTMENTS FOR PERIODS PRIOR TO 4/1/2011

These are corrections that need to be made for periods prior to the start date of KHRIS. The employer should contact their ERCE representative for guidance if:

- The employer needs to request the return of contributions for a salary amount reported in error for a period prior to April 1, 2011, or
- The employer needs to report additional salary and contributions to KPPA for a period prior to April 1, 2011.

### WORKERS' COMPENSATION

Employers reported by the Personnel Cabinet often pay employees 100% of their salary while they draw worker's compensation using available sick leave. When the employee receives the payment from Workers' Compensation, that payment is turned over to the employer and the contributions that have been reported to KPPA for the amount of the Workers' Compensation payment must be refunded. Workers' Compensation records are currently being reported and monitored by the Personnel Cabinet. Please contact them with additional reporting questions.





## **COURT/BOARD ORDERED BACKPAY (REINSTATEMENTS):**

If an employee is ordered to be reinstated or paid a retroactive salary amount by a Court, the Personnel Board, or the Human Rights Commission, those wages must be reported. In addition, the employer is responsible for paying the interest that the member would have earned on those contributions per [105 Kentucky Administrative Regulation 1:140](#).



Employers must contact an ERCE representative and submit any proposed reinstatement order to be reviewed by our Office of Legal Services prior to the order being entered.

KPPA will issue a [Reinstated Salary Invoice](#) with the amount due for contributions and interest. Each individual employer is responsible for invoice payment. For more information regarding invoices, see the INVOICES section below.

## **STATE FUNDED EXPENSE RECORDS**

The elected County Judge Executive, Sheriff, and Jailer in every county, while being employees of their respective county, receive an elected official expense payment of \$200 every month, or \$600 every quarter for the County Judge Executive, from one of three KHRIS employers:

1. County Judge Executives paid by the Department of Rural & Municipal Aid;
2. Sheriffs paid by the Sheriff's Expense Allowance; and
3. Jailers paid by the Department of Corrections.

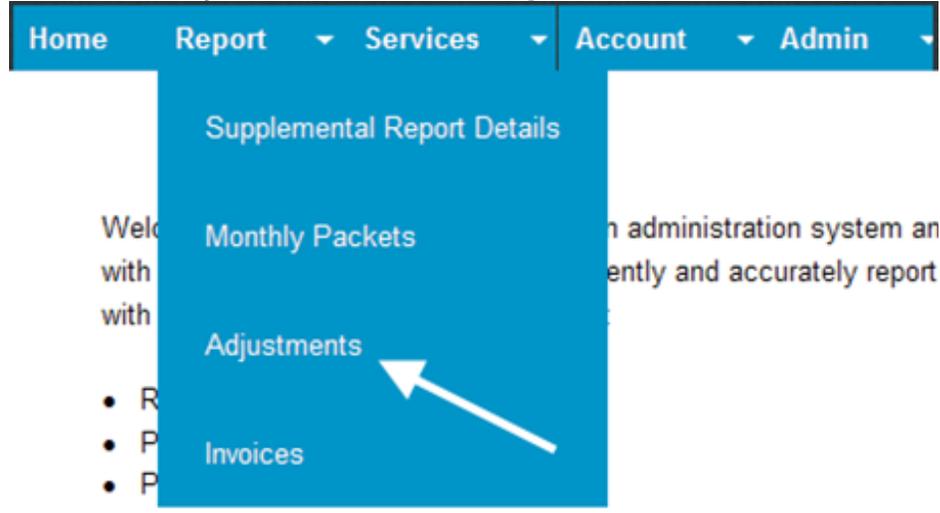
These employees should use the Sheriff or Jailer job position, except for the Department of Rural & Municipal Aid, which may use the Other job position. These employers should withhold, report and submit payment for the employee contribution and health insurance contribution from the expense payment. The employing county agency will receive an Expense Allowance Invoice for the associated employer contributions that are due.

# NON-MONETARY ADJUSTMENTS

Adjustments to non-monetary fields, such as Employment End Date and Employment End Reason, must be submitted using the **Adjustments** module in ESS.

## Step 1

In ESS, click **Adjustments** under the **Report** menu.



## Step 2

The adjustments screen will display. Enter the member's SSN and the month range that needs to be adjusted. Click **Show**. All detail contribution records for the member for the date range will be displayed.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Employer Rep \(12345\)](#) [Log off](#)

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

### Adjustments

Select Member

Member ID:\*  [Reset](#)

or SSN:  -  -  [Reset](#)

Contributions From:\*  [Calendar](#)

Contributions To:\*  [Calendar](#)

[Show](#)

*\* Required field*

### Contributions

Posting Month	Salary	Payment Reason	Job Position	Position Status	Employment Begin Date	Employment End Date	Adjusted
Mar 2021 <a href="#">more details...</a>	\$4,216.00	Regular pay			01/01/2019		
Feb 2021 <a href="#">more details...</a>	\$4,216.00	Regular pay			01/01/2019		
Jan 2021 <a href="#">more details...</a>	\$4,179.00	Regular pay			01/01/2019		

### Step 3

To make an adjustment to the member's detail record, click [More Details](#). The detail contribution record will display. This will allow you to edit any non-monetary fields that need to be corrected. Update any necessary fields in the Employment and Leave Information sections. Click [Submit](#) to save and submit the adjustment

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

#### Add Member Contribution

Update appropriate fields below. To update contribution amounts, after entering the salary click [Calculate](#). Once all necessary changes are made, click [Update](#) to save the updated record.

##### Personal Information

Prefix:  SSN:   
First Name:  Member ID:   
Middle Name:   
Last Name:   
Suffix:

*\* Required field*

##### Contribution Information

Posting Month:  Contribution Group:   
Payment Reason:  Salary:   
Salary that Exceeds IRS Limit:  Pre-Tax Employee Contribution:   
Post-Tax Employee Contribution:  Pre-tax Health Ins Contribution:   
Employer Contribution:  (Employer Contribution)  
 Days Worked Greater Than Zero  Employer-paid

*\* Required field*

##### Employment Information

Position Status:  Job Position:   
Employment Begin Date:  Employment End Date:   
Employment End Reason:  Payroll Frequency:   
Type of Rate of Pay:  Rate of Pay:   
Estimated Additional Compensation:  Scheduled Hours Per Day:   
Contract Days:

*\* Required field*

##### Leave Information

Accrued Sick leave hours:  Accrued Sick leave days:   
Hours in a Sick Leave Day:  Compensatory Leave:

##### Demographic Information

Date of Birth:  Gender:   
Email:   
Primary Address Line:   
Secondary Address Line:   
City:   
State:   
Zip Code:  -   
 International Address

*\* Required field*

## INVOICES

Using the Invoice module, employers can access their credit and debit invoices, pay debit invoices, apply credit invoices, and review paid invoices. When a new credit or debit invoice is generated, the Reporting Official receives email notification.

Both credit and debit invoices can be satisfied using the eMARS system. Refer to the [eMARS Payment Option](#) section below for details.

For questions regarding invoices, please contact your ERCE representative.



Contact ERCE

**Actuarially Accrued Liability Contribution (AALC) Invoice** – This invoice bills KERS Nonhazardous employers for the dollar amount contribution due for their share of the unfunded liability cost. Invoices for the amounts KHRIS employers owe for the AALC are sent to each branch’s House Bill 8 contact, not to each individual employer.

**Employer Purchase of Delayed Invoice** – This invoice bills employers for the cost to purchase delayed service credit on behalf of a member.

**Employer Purchase of Hazardous Conversion Invoice** – This invoice bills employers for the cost of converting nonhazardous service to hazardous service for members employed in an approved hazardous position.

**Expense Allowance Invoice** – This invoice bills individual county employers for the employer contributions due on the annual expenses paid to Jailers, Sheriffs, and County Judge Executives for performance of duties.

**Expired Pended Transactions Invoice** – This credit invoice refunds employers for contributions associated with reporting errors that were not corrected in KHRIS, and not reflected on the Personnel Cabinet file, within the allotted time frame.

If the employer paid less in contributions than what was due, employee and health insurance contributions are refunded and the member’s service credit is reduced. In this situation, an Employer Omitted invoice is generated and the employer contributions previously paid are applied to the Employer Omitted Invoice. If applicable, the member is billed for the amount of omitted employee and health insurance contributions.

**Health Insurance Reimbursement Invoice** – This invoice bills employers for health insurance premiums for those members who are reported in the Retired Reemployed contribution group when the member is covered under health insurance offered by KPPA.



Multiple members and months may be included in the billing. This invoice could contain individual line item credits for corrections to previously reported contribution detail. If a member is dually employed, the amount due will be equally split between employers.

**IPS Employer Refund** – This credit invoice returns member contributions if the employer submits an overpayment for pre-tax IPS contributions. Post-Tax IPS overpayments are refunded directly to the member.

**Master Commissioner Employer Appropriations Not Otherwise Classified (ANOC)** – This invoice bills the Judicial Department Administrative Office of the Courts for employer contributions for master commissioner employees. Multiple employees and months may be included.

**Member Pension Spiking Refund** – This invoice refunds employers for any contributions and creditable compensation associated with a retiring member's pension spiking for salary earned after July 1, 2017.

**Military Billing Invoice** - This invoice bills the employer for the employer contributions and awards service credit for a member's time on active military duty. This invoice is also used to bill for employer contributions on a period of decompression service (period of time at the end of active duty). For decompression service, the member is billed separately for the employee contributions.

**Monthly Report Invoice** – This invoice reflects the results of any variances from the balancing process and any contribution differences from the adjustment and error correction process. It can include credits and debits for multiple members and multiple months. Prior Period Adjustments may be required by the employer to correct any issues.

**Omitted Billing** - This invoice bills for employer contributions due to a member's period of employment that was erroneously omitted from monthly reporting. This invoice type is issued for an individual member.

**Pension Spiking Invoice** – This invoice bills the last participating employer for any additional actuarial costs associated with a retired member's pension spiking for retirement dates of January 1, 2014 through June 30, 2017.

**Personnel Adjustment Transactions Invoice** – This invoice reflects credits or debits for transactions that cannot be accommodated in KHRIS:

- Corrections for months prior to April 1, 2011, before KHRIS was implemented. Refer to the [Adjustments section](#) above for additional information.
- Adjustments that affect only employer contributions. For some corrections KPPA makes to employee records, only the amount of employer contributions is affected. These corrections will not be reported in KHRIS. The overpayment (or underpayment) of employer contributions will be issued on this invoice

**Reinstated Salary Service** – This invoice reflects adjustments processed for reinstatement periods ordered by the Personnel Board, a court, or the Human Rights Commission. The invoice includes interest due on employee and employer contributions, along with the employee and employer contributions for the reinstated period.

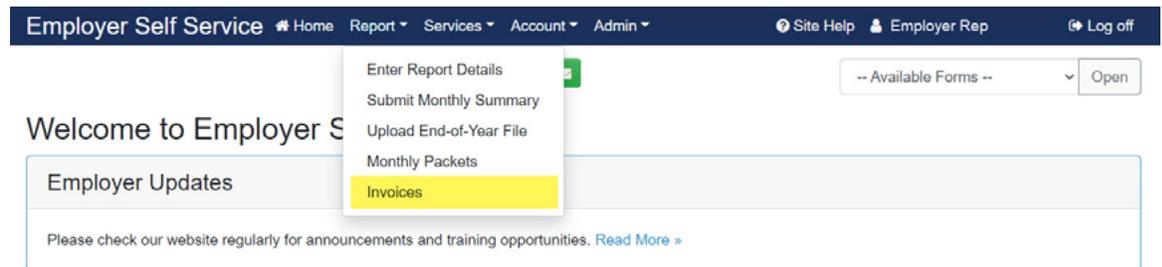
**Sick Leave Billing Invoice** – This invoice bills employers for the cost of the unused sick leave balance for individual members if the employer participates in the Standard Sick Leave program.

## VIEW AND PAY INVOICES

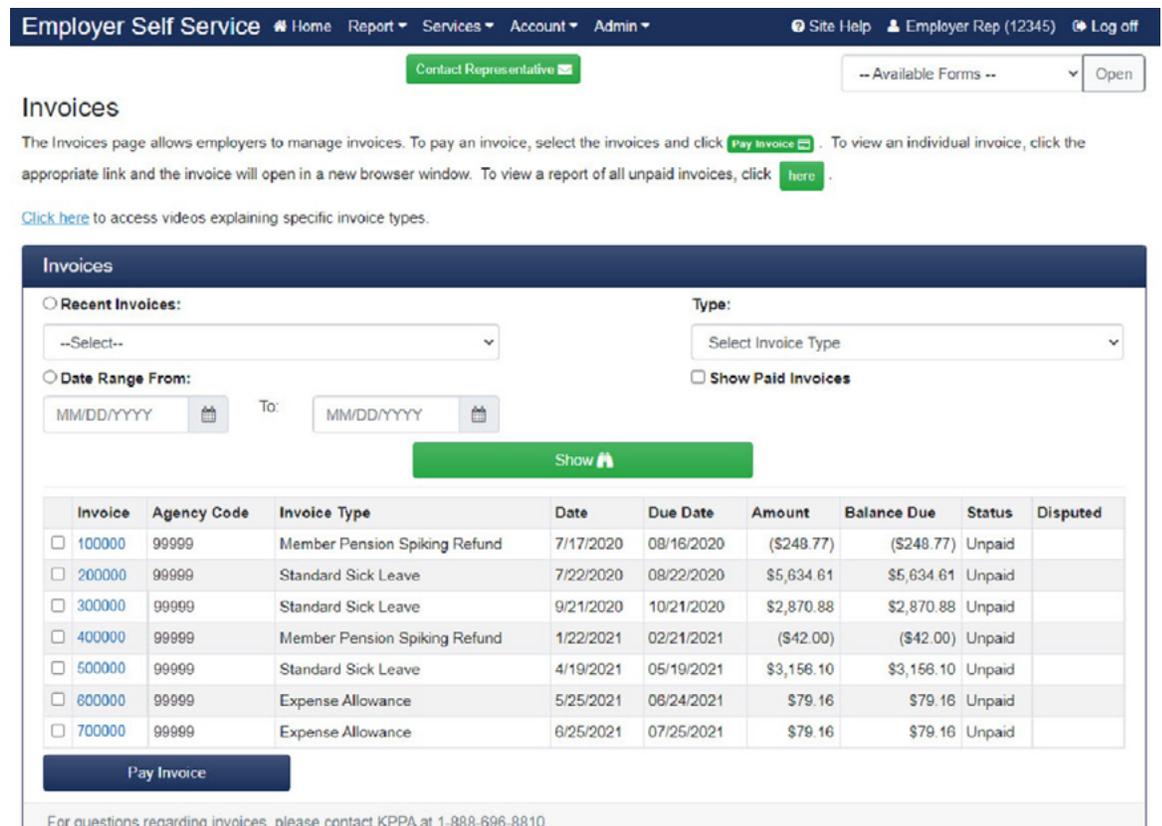
The steps below describe how to view and apply payment to invoices in ESS.

### Step 1

In ESS, select **Invoices** under the **Report** menu.



Invoices can be filtered based on the most recently issued, date range, or type of invoice. By default, all unpaid and pending invoices are displayed. To view previously paid invoices, click Show Paid Invoices.



## Step 2

To view a PDF of the invoice, click on the invoice number. An image of the invoice will open in a new browser window.

## Step 3

To select invoice(s) for payment, click on the checkbox next to the invoice number. Multiple invoices can be selected for payment.

## Step 4

When invoices have been selected, click **Pay Invoice**. ESS will display the **Pay Invoice** screen.

When an invoice is selected to pay, KPPA's Accounting Division will see this reflected on an internal report that is reviewed daily. Our accounting staff will notify the eMars contact for the employer to provide the Internal Transaction Initiator (ITI) number created for the selected debit invoice, or request the ITI number from the employer if a credit invoice is applied. Please refer to the [eMARS Payment Option](#) section below for more information.

Employer Self Service Home Report Services Account Admin Site Help Employer Rep (12345) Log off

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	<b>Edit</b>

Total Applied: \$0.00

**Balance Remaining: \$5,634.61**

Invoice #200000 \$5,634.61

**Total Amount Due: \$5,634.61**

**Continue to Step 2** Cancel

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

## Step 5

To apply payment from an existing payment account, click **Edit** on the row for that payment account.



You may add a new payment account by clicking **add a new payment account?**

## Step 6

Enter the amount of the payment to apply from the payment account and the check number, if applicable, and click **Apply**. To cancel payment from this account click Cancel. To apply payments from multiple accounts, repeat this process with each account.

Contact Representative

-- Available Forms -- Open

### Pay Invoice



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	<a href="#">Apply</a> <a href="#">Cancel</a>
Total Applied:		\$0.00
<b>Balance Remaining:</b>		<b>\$5,634.61</b>
Invoice #331496		\$5,634.61
<b>Total Amount Due:</b>		<b>\$5,634.61</b>

[Continue to Step 2 >](#) [Cancel](#)

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

### Step 7

Once the Balance Remaining equals zero, click [Continue to Step 2](#).

### Step 8

Verify the payment information. To change, click [Edit](#). If correct, enter your PIN and click [Submit](#).

Contact Representative

-- Available Forms -- Open

### Pay Invoice



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](#).

Review	
Payment Date:	7/20/2021
Payment From:	e-MARS
Payment Amount:	\$5,634.61
KPPA PIN:*	<input type="text"/>

[Edit](#) [Submit](#) [Cancel](#)

\* Required field

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

## **EMARS PAYMENT OPTION**

If the eMARS payment option is selected, the employer must initiate the next steps for any credits. KPPA will initiate the next steps for any debits.

### **Credit Invoices**

Employers should provide a copy of the invoice to their eMARS contact to create the ITI receipt for payment in eMARS. Once the ITI is created, the eMARS contact should email the eMARS ITI number to [FinanceGroup@kyret.ky.gov](mailto:FinanceGroup@kyret.ky.gov).

### **Multiple Invoices Resulting In An Overall Credit**

Employers should provide a copy of the invoice to their eMARS contact to create the ITI receipt for payment in eMARS. Once the ITI is created, the eMARS contact should email the eMARS ITI number to [FinanceGroup@kyret.ky.gov](mailto:FinanceGroup@kyret.ky.gov).

### **For Debit Invoices**

KPPA will create the ITI in eMARS. Once this is created, KPPA will email the eMARS contact to provide the appropriate ITI number so they may apply the Internal Transaction Agreement (ITA) payment.

### **For Multiple Invoices Resulting In An Overall Debit**

KPPA will create the ITI in eMARS. Once this is created, KPPA will email the eMARS contact to provide the appropriate ITI number so they may apply the ITA payment.

If you have questions regarding eMARS payments, please contact your ERCE Representative for assistance.



**EMAIL**  
**FinanceGroup**



**Contact ERCE**

## MONTHLY PACKET

### SELF SERVICE

LOGIN 



KPPA produces multiple reports regarding the previous month's report submission each month for employers. These reports are provided to employers as an electronic monthly packet available in ESS. After the monthly report is received from the employer and processed by KPPA, the monthly packet is prepared (usually near the end of the month). Once this process is complete, the Reporting Official receives an email notification that the monthly packet is ready to view. The contents of the monthly packet will vary each month depending on the information included in the previous month's report.

The reports contain data regarding the previous report, such as errors that need to be resolved prior to the next report submission. Some reports in the packet may be informational, while others may require an employer to take action on a certain item.

**Please carefully review the contents of your packet each month and ensure that any relevant actions are taken in a timely manner.**

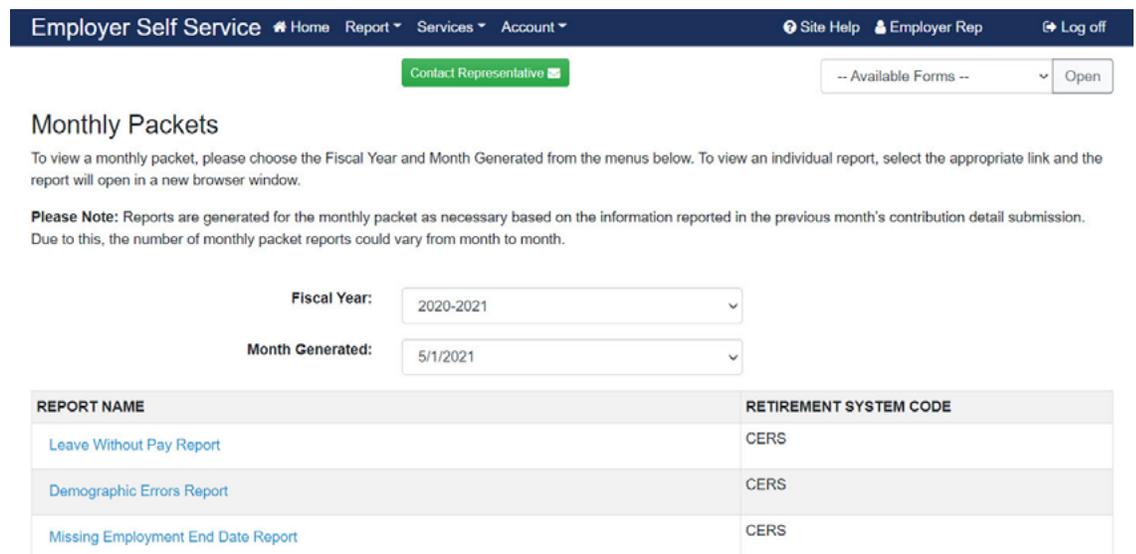
The following section explains the monthly packet and what steps the employer should take to address the different reports.

### Step 1

In ESS, click **Monthly Packets** under the **Report** menu.

### Step 2

Select the Fiscal Year and Month Generated from the drop-downs. ESS will display a listing of reports available for the selected month.



The screenshot shows the 'Employer Self Service' header with navigation links for Home, Report, Services, and Account. On the right, there are links for Site Help, Employer Rep, and Log off. Below the header, there is a 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. The main content area is titled 'Monthly Packets' and includes instructions on how to view a report. A 'Please Note' section explains that reports are generated based on the previous month's submission. Below this, there are two dropdown menus: 'Fiscal Year' set to '2020-2021' and 'Month Generated' set to '5/1/2021'. At the bottom, a table lists the available reports.

REPORT NAME	RETIREMENT SYSTEM CODE
<a href="#">Leave Without Pay Report</a>	CERS
<a href="#">Demographic Errors Report</a>	CERS
<a href="#">Missing Employment End Date Report</a>	CERS

### Step 3

To view an individual report, click on the applicable **Report Name** link. The selected report will open in a new window.



The following reports may be included in the Monthly Packet. For questions regarding these reports, please contact your ERCE representative.

### **Demographic Errors Report**

This report contains a list of errors related to employee demographics, such as mailing address, found in the previous month's report.

Review the error listing and make the appropriate corrections to your report in the next month.

### **Installment Purchase Delinquent Report**

The Installment Purchase Delinquent Report will be generated if an employee's installment payment was not reported as required in the previous month's report.

To correct this, make the appropriate adjustments to deduct the delinquent amount of payments and remit those payments, along with the regularly scheduled installment payment, on the next month's report.

### **Installment Purchase Ending Contract Report**

The Installment Purchase Ending Contract Report is generated for any employee who has an installment contract to purchase service that is ending within the next two report months.

Employers should make the appropriate changes to stop deductions when the contract is complete. Any payments reported over the amount owed will be returned to the employer to refund to the member.

### **Installment Purchase New Contract Report**

The Installment Purchase New Contract Report includes a listing of all employees who will be starting a new installment contract to purchase service

Employers should set up the specified deductions to be submitted on the appropriate month's report.

### **Leave Without Pay Report**

The Leave Without Pay Report is a listing of any employees who were reported with a payment reason of Leave Without Pay for the first time. These employees will appear on the report again the first month they are reported with a payment reason other than Leave Without Pay.

When an employee first appears on this report, the employer should complete Form 2023, Leave Without Pay Verification, in ESS for each of these employees. The employer must complete another Form 2023 for each employee who returns to employment or terminates from Leave Without Pay.



If an employee has an active IPS contract and goes on Leave Without Pay, the IPS contract may be suspended until the employee returns to work.

## Missing Employment End Date Report

The Missing Employment End Date Report lists all employees who were omitted from the last monthly report, and did not have an Employment End Date reported.

Employers should make the appropriate adjustments to the previous month's record by either reporting an Employment End Date or including the appropriate contribution record on the next report.



Employees will not be eligible to retire or to receive a refund of contributions if an Employment End Date is not received.

## Missing Form 2011, Hazardous Duty Certification HP-2 Report

The Missing Form 2011, Hazardous Duty Certification HP-2 Report contains a listing of all employees who have been reported with a hazardous contribution group in a position that has not yet been verified with KRS.

Employers need to verify the position(s) in ESS by submitting a Form 2011 for each employee listed on this report. A new Form 2011 is required when an employee begins participating in a hazardous contribution group and also when an employee changes job positions to a new hazardous position. The Form 2011 requires a physical examination date; KRS requests that a copy of the physical examination accompany the Form 2011 when submitted to KRS.

## Missing Form 6487, Request for Member Pension Spiking Exemption Amount Form

This Report contains a listing of all employees who have been identified for member pension spiking, but the employer has not returned the Form 6487. Employers need to submit a Form 6487 for each employee listed on this report.

## Pended Averaging Transaction Report

This report contains a listing by member of transactions that were reported to KPPA for a period that has been determined not to average over a fiscal or calendar year. These records should be corrected in your payroll system so that the correcting records may be reported by the Personnel Cabinet as soon as possible.

SELF SERVICE

LOGIN 

## **Pended Transaction Report**

This report contains a listing by member of the corrections KRS has made to records previously reported by the Personnel Cabinet on behalf of the individual employers. The report lists the original records reported and the correction made to the record by KRS, as well as the variance between these two records. These records were corrected and are now in pended status in the KRS system.

Upon receipt of this report, the corrections included should be keyed by the employer in KHRIS. Once the corrections have been made in payroll, those corrected records will be reported to KRS, and the pended transaction will be satisfied.

This report reflects the age of each transaction. There is also a section of the report that informs the employer that the transactions will be reversed if corrections are not received within the month. If the corrections are not received, the contributions could be reversed and sent to the employer via an Expired Pended Transaction invoice, as described in the Invoice section.

If this report contains records that you cannot correct in your payroll system, it is very important that you contact your ERCE representative as soon as possible to correct the account.



**Contact ERCE**

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