



Kentucky Public Pensions Authority

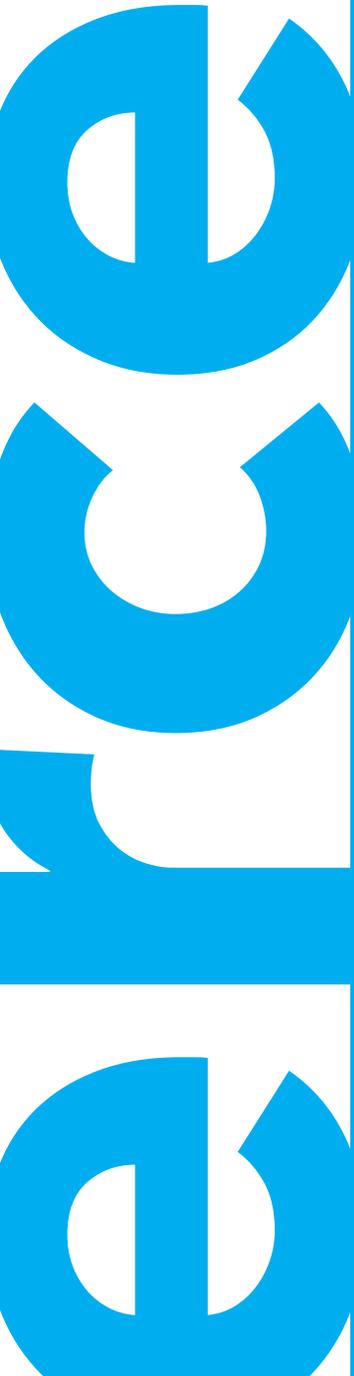
CHAPTER 4

Monthly Reporting

TABLE OF CONTENTS

- REPORTING AND BALANCING EMPLOYERS [4](#)
- DETAIL SUBMISSION OPTIONS [5](#)
- FILE CERTIFICATION PROCESS [6](#)
- FILE SUBMISSION [8](#)
- FILE AND DATA VALIDATION [9](#)
- ENTER REPORT DETAILS [11](#)
- MEMBER DETAILS OVERVIEW [14](#)
- ADD A NEW RECORD [15](#)
- COPY A RECORD [18](#)
- MAKE AN ADJUSTMENT TO A PREVIOUS RECORD [19](#)
- DELETE A RECORD [22](#)
- SUBMIT THE ENTER REPORT DETAILS REPORT [23](#)
- UNSUBMIT THE ENTER REPORT DETAILS REPORT [24](#)
- SUBMIT MONTHLY SUMMARY [25](#)
- APPLY AN INVOICE [30](#)
- ADD AN ADJUSTMENT [31](#)
- REVIEW AND REMIT MONTHLY CONTRIBUTIONS [34](#)
- INVOICES [37](#)
- VIEW AND PAY INVOICES [39](#)
- MONTHLY PACKET [44](#)
- MONTHLY PACKET REPORTS [45](#)
- INDEX [49](#)

EMPLOYER REPORTING, COMPLIANCE & EDUCATION





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



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. 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 (1) 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

[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.

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

Failure to submit all components of the monthly report by the 10th will result in a penalty per [Kentucky Revised Statutes 61.675](#) and [78.625](#). If the 10th falls on a weekend or holiday, the reporting deadline moves to the next business day.





STATUTE

[KRS 61.675](#)

[KRS 78.625](#)

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 a KERS Nonhazardous employer fails to pay their Actuarially Accrued Liability Contribution (AALC) Invoice for a period of 90 days or more, current employees participating with that employer will not accrue additional service credit until the employer 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\(4\)](#).
4. For CERS employers, delinquent contributions may result in the suspension of refunds and retirement allowance payments for those members who participated through the employer with delinquent contributions. See [Kentucky Revised Statute 78.625\(4\)](#).

Employers file their detail report through ESS using the Enter Report Details module or Upload Detail File module. The contribution summary should be submitted through ESS following the detail report acceptance confirmation. Contributions may be paid using an electronic payment option in ESS (EFT or E-check), or by wire, Automated Clearing House (ACH) or check.

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. If this occurs, the remaining required contributions are billed to the employer through a monthly reporting invoice. The employer is then responsible for withholding the contributions from the employee and submitting them to KPPA. If the employer cannot recover the owed contributions from the member, they should notify their ERCE representative.

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. Some employers choose to have a third party take on the role of Reporting Employer.

In ESS, if an employer has designated a separate Reporting Employer, then the reporting menu options (Enter Report Details or Upload File) will only display for that ESS user. If an employer has designated a separate Balancing Employer, then the Submit Monthly Summary menu option will only display for that ESS User. Each section in this chapter will address the view for Reporting and Balancing Employers.

If an employer needs to change their Reporting or Balancing Employer Setup, the employer **MUST** contact their ERCE representative prior to making that change.



Contact ERCE

DETAIL SUBMISSION OPTIONS



Employers have two methods by which they may submit the detail contribution information for employees:

- **Upload Detail File:** Report monthly wage and service information by uploading a file in ESS that conforms with the [Employer Contribution Record Layout](#).
-OR-
- **Enter Report Details:** Report monthly wage and service information using the Enter Report Details module in ESS.

In ESS, employers are limited to the reporting method they are set up for, i.e. File Reporters will not see the Enter Report Details option in their menu because they have elected to submit detail contribution information exclusively by uploading a file to ESS.

UPLOAD DETAIL FILE

Employers reporting the monthly detail information by file must have the file programmed to conform to the [Employer Contribution Record Layout](#). Once the employer's file is developed, it must be certified by KPPA prior to submission.

KPPA will not accept the monthly detail information by file until the file has been certified by KPPA. Employers will need to contact their ERCE representative to begin this process.

FILE CERTIFICATION

A file is the recommended reporting method for employers that have 100 or more employees. Employers who decide to develop a file to submit for the detail portion of the monthly report should reference the documents and information below.

The [Employer Contribution Record Layout](#) explains the required format and information for the monthly file. KPPA will not accept the monthly detail information by file until the file has been certified. Once the employer has created a detail file in their system using the required format, KPPA should be notified that a test file will be submitted via the test environment. If an employer does not notify KPPA, a test file will not be accepted. Once the test file has been submitted, KPPA will test the file and alert the employer whether the file passed or failed the certification process. When the file is certified, the employer may begin reporting contribution and service information by uploading the detail file.

The file must be certified by the 15th of the reporting month for which the employer wants to begin submitting the detail file. For example, if the employer wants to submit the report month of August (due by September 10th), then the file must be certified by August 15th. Without certification, KPPA will not accept a file from an employer and the employer must submit the monthly detail information using the Enter Report Details module in ESS.

KPPA has developed a [sample file layout](#) and [sample file layout key](#) based on the required format. Please note that the sample file adheres to the correct naming convention provided in the Employer Contribution Record Layout. As a result, the extension on the sample file is ".KPPA".



Contact ERCE





The Download Member ID Module in ESS allows employers to view and download the Member IDs of their employees. The Member ID field is required in the Employer Contribution Record Layout. In order for employers to report correctly, the employer should use this module to obtain the Member ID data from KPPA. The Member ID File Download layout provides the layout in which the Member ID data will be exported from ESS.

[Appendix B, Detail Fields and Descriptions](#), is a non-technical description of the fields in the monthly detail report.

If you have any questions, or need assistance with file development and certification, please contact your ERCE representative.

FILE CERTIFICATION PROCESS

Employers that currently report through Enter Report Details (ERD – or Web reporting) may wish to switch to reporting using a file (Upload File). To change the reporting method, the Web reporting employer would need to submit a successful test version of their report in the new format for review.

Separately, an employer that is already reporting by File may need to make changes/upgrade their payroll system, which can affect the creation of the monthly report. To begin submitting files from the new system/system updates, the File reporting employer would need to submit a successful test version of the file from the new/upgraded system. **If possible, KPPA recommends an employer start this process at least 3-4 months prior to fully implementing their payroll system to ensure the file passes validation.**

A successful test version is defined as a file that passes Load and Edit validations and contains an acceptable number of records in error as determined by the appropriate ERCE staff member.

The file must be certified by the 15th of the month for which the employer wants to begin submitting the detail file. For example, if the employer wants to submit the report for the month of August (due by September 10th), then the file must be certified by August 15. Without certification, KPPA will not accept a file from an employer and the employer must submit the monthly detail information using the Enter Report Details module in Employer Self Service (ESS).

BEGINNING THE FILE CERTIFICATION PROCESS:

The employer should contact their ERCE representative to advise that they have a test file ready for submission and should advise ERCE of the report month they want to test. All test files are handled in the G20 test environment, and the age of the data available in this environment may require a specific report month for the test file. ERCE will work with our IT department, if needed, to delete a report that is already posted if the employer needs to use that specific report month. ERCE will coordinate with the employer as needed, as well as provide the employer a link to access G20 Employer Self Service (ESS). Once the agency receives the link, they will log in to the

test site using their existing login credentials to access ESS and upload their test file by clicking on Upload Detail File under the Report dropdown. ERCE may also need to assist the employer with logging into G20 ESS or with the steps for uploading a file. The employer should notify ERCE once a file has been uploaded. Once the file has been uploaded, ERCE will run the file through the Load and Edit batches to determine any issues or errors with the file layout.

The goal with the file certification process is to get an employer ready to report with the least possible number of errors. KPPA will provide feedback to the employer with enough information to understand the edits and to make the necessary corrections.

If the File is Rejected Prior to Loading of Data (REJT status):

This generally means there was an overwhelming issue with the file. Quite often, the file was named incorrectly (For example, the file was zipped, but the file inside has an incorrect name). We may need KPPA IT assistance to determine the issue so that we can provide feedback to the employer.

If the file is Rejected during the Loading of Data (REJT status):

These errors will also be listed in the Load Errors Report, which will list each individual row in the file by number, and the associated edits, and this report will be provided to the employer for review. For more summarized information, there is a Load Summary Report, which lists each unique Load edit that hit on the file (in case that Load report is several hundred pages long). Both reports will be sent via secure email to the employer, along with a brief explanation of the issues found. A common reason that a file may reject during LOAD is if the header and/or footer are not correct. For example, if the total salary of the details do not match the salary amount listed in the footer it will cause the file to be rejected during the LOAD process.

Even if a file passes the LOAD process, there may still be some LOAD errors the employer should know about and correct. For example, a file may be accepted and in APPR status, but still have rejected individual records. ERCE will review for REJR error messages and determine if feedback is needed for the employer. If File Inquiry shows no Load Errors, then there won't be a Load Errors Report or a Load Error Summary Report.

If the file is Accepted in LOAD but Rejected in EDIT (REJT status with batch level ERJT status):

A file may pass Load validations, but still contain an excessive number of records that are flagged with data errors during Edit. When this occurs, the file will be rejected due to the excessive number of records containing errors. The Posting Exception Report will then be provided, which will list each individual record with its associated edits. There is also an Edit Errors Summary Report, which will list each unique edit that hit on the file and the number of affected records which will also be provided to the employer for review as well as a brief explanation of why the edits were triggered as well as included examples from the file, if applicable.

If the file is accepted by LOAD and EDIT (APPR status):

Once the file successfully passes LOAD and EDIT validations, with no major REJR or INFO related issues remaining, then the employer can be certified and will be sent a File Certified letter.

FILE SUBMISSION



Employers using the Upload Detail File module in ESS are required to compress their files to 2 megabytes or less before uploading. This size limit is in place to prevent uploaded files from timing out during the upload process. A message instructing employers to compress their files along with a link to the recommended compression tool is available in ESS. The monthly detail file must adhere to the following standard naming convention: 'ccymmERCODE.KPPA' or 'ccymmERCODE.ZIP' (i.e. Employer C123 reporting for August 2020 would name the file 202008C123.KPPA)

TO UPLOAD A FILE:

Step 1

In ESS, click **Upload Detail File** under the **Report** menu

A screenshot of the Employer Self Service (ESS) interface. The top navigation bar includes 'Employer Self Service', 'Home', 'Report', 'Services', 'Account', and 'Admin'. A dropdown menu is open under 'Report', showing options: 'Upload Detail File' (highlighted), 'Submit Monthly Summary', 'Upload End-of-Year File', 'Monthly Packets', and 'Invoices'. The main content area is titled 'Upload Detail File' and contains a form for entering file information. The form includes a 'Report Month' dropdown menu, a 'Detail File' input field with a 'Choose file' button, and a 'Submit' button. Below the form is a 'Detail File History' table with columns for 'Report Month', 'Date Submitted', and 'Status'. The table shows a list of previously submitted files with their respective dates and statuses. A pagination bar at the bottom of the table shows page numbers 1 through 10, with '1' being the active page.

| Report Month | Date Submitted | Status |
|--------------|----------------|--------|
| 03/2021 | 03/29/2021 | Posted |
| 02/2021 | 03/02/2021 | Posted |
| 01/2021 | 01/29/2021 | Posted |
| 12/2020 | 01/04/2021 | Posted |
| 11/2020 | 11/30/2020 | Posted |
| 10/2020 | 10/30/2020 | Posted |

The Upload Detail File screen includes a listing of previously submitted files and their status.

Step 2

Select the Report Month you are submitting from the drop-down box.

Step 3

To locate your file in your system, click Browse. Once you have selected your file and the file address is showing in the window, click **Submit**.

Step 4

You will see a message that the upload was successful and the Report Month will display under My Detail Files with a status of “Submit.”

The screenshot shows the 'Employer Self Service' portal. At the top, there is a navigation bar with links for Home, Report, Services, Account, Site Help, Employer Rep, and Log off. Below the navigation bar, there is a green button for 'Contact Representative' and a dropdown menu for 'Available Forms' with an 'Open' button.

Upload Detail File

The Upload Detail File page allows the user to submit their monthly detail file to Kentucky Public Pensions Authority electronically. Submitted files must end in a .KPPA or .ZIP extension and not exceed 2MB in size. A history of successfully uploaded files can also be viewed in the My Detail Files section of the page. To upload the monthly report, select the Report Month and file and click **Submit**.

Your Apr 2021 detail file has been uploaded.

Enter file information

Report Month:

Detail File:

Detail File History

Items Per Page: 6

| Report Month | Date Submitted | Status | |
|--------------|----------------|-----------|--------------------|
| 04/2021 | 06/01/2021 | Submitted | Unsubmitted Report |
| 03/2021 | 04/09/2021 | Posted | |
| 02/2021 | 03/10/2021 | Posted | |
| 01/2021 | 02/09/2021 | Posted | |
| 12/2020 | 01/11/2021 | Posted | |
| 11/2020 | 12/10/2020 | Posted | |

1 2 3 4 5 6 7 8 9 10 ...

Once a report is submitted to KPPA, it will display one of the following statuses:

- **Submit** – The monthly details report has been submitted, but KPPA has not yet taken action on the report. While the report is in submit status, it can be unsubmitted by the employer if corrections need to be made.
- **In Progress** – KPPA has started processing the summary and monthly report. No changes may be submitted once the detail report is in this status.
- **Partially Processed** – This status only applies to reporting employers who either haven't reported all applicable employers or who reported all employers, but not all reports passed the validations. Reporting employers can resubmit the file while in this status.
- **Posted** – KPPA has processed the file and posted the monthly contributions for the employer.

FILE AND DATA VALIDATION

To validate the file format, KPPA verifies the report meets format requirements. Examples include: the first line of the detail file is not a header row, the employer submits a blank file, etc. If the file does not meet the requirements, the file is rejected.

KPPA also 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.



The entire file could be rejected if the number of data field errors exceeds an established threshold. If the number of records in error is below the threshold then the file will be accepted by KPPA.

The primary Reporting Official will receive an email confirming the file status. If the file is rejected, the email will include the reason for rejection so the employer may resolve the issues and resubmit a corrected file. If a file is rejected, it must be resubmitted and in accepted status by the statutory reporting deadline to avoid late reporting penalties.

UNSUBMIT DETAIL FILE

While the file is still in “Submit” status, an employer is able to unsubmit the file if necessary. To unsubmit a detail file that is in “Submit” status:

Step 1

In ESS, click **Upload Detail File** under the **Report** menu. The Upload Detail File screen displays a listing of previously submitted reports.

Employer Self Service Home Report Services Account Site Help Employer Rep Log off

Contact Representative -- Available Forms -- Open

Upload Detail File

The Upload Detail File page allows the user to submit their monthly detail file to Kentucky Public Pensions Authority electronically. Submitted files must end in a .KPPA or .ZIP extension and not exceed 2MB in size. A history of successfully uploaded files can also be viewed in the My Detail Files section of the page. To upload the monthly report, select the Report Month and file and click **Submit**.

Your Apr 2021 detail file has been uploaded.

Enter file information

Report Month: Select Report Month

Detail File: Supported file types are .zip and .kppa. Files are limited to 2 MB. [Click here to download compression tool](#)

Choose file

Submit

Detail File History

Items Per Page: 8

| Report Month | Date Submitted | Status |
|--------------|----------------|--|
| 04/2021 | 06/01/2021 | Submitted Unsubmit Report |
| 03/2021 | 04/09/2021 | Posted |
| 02/2021 | 03/10/2021 | Posted |
| 01/2021 | 02/09/2021 | Posted |
| 12/2020 | 01/11/2021 | Posted |
| 11/2020 | 12/10/2020 | Posted |

1 2 3 4 5 6 7 8 9 10 ...

STEP 2

Click **Unsubmit Report**. The system will display a confirmation message. Click **OK**. After the file has been unsubmitted, it may be modified and resubmitted by following the steps above for submitting a monthly report.

ENTER REPORT DETAILS



Employers reporting the monthly detail information by Enter Report Details in ESS will enter the required data for each employee. For the fields of information to be completed for each employee, review [Appendix B: Fields and Descriptions](#).

Step 1

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

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

Welcome to Employer S

Employer Updates

Enter Report Details
Submit Monthly Summary
Upload End-of-Year File
Monthly Packets
Invoices

-- Available Forms -- Open

The overview screen shows the reports available to submit.

Step 2

If you report for multiple employers, you will see these listed in the employer drop-down. Select the employer for which you want to enter detail contribution information.

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

Contact Representative

-- Available Forms -- Open

Enter Report Details

The Enter 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.

Employer:

Z999- City of Somewhere
Z998- Kentucky County Fiscal Court

Reports: Last 6 Months

| Type | Month | Salary | EECON | HICON | ERCON | Total | Count | Status | Submitted |
|----------------------|---------|--------------|-------------|------------|--------------|--------------|-------|--------|------------|
| CERS | 06/2021 | \$604,432.03 | \$29,339.71 | \$3,269.41 | \$145,426.40 | \$178,035.52 | 209 | Ready | |
| CERS | 05/2021 | \$383,046.04 | \$18,844.32 | \$2,104.34 | \$92,160.85 | \$112,909.51 | 208 | Posted | 06/03/2021 |
| CERS | 04/2021 | \$383,562.92 | \$18,713.13 | \$2,079.43 | \$92,285.18 | \$113,077.74 | 208 | Posted | 04/30/2021 |
| CERS | 03/2021 | \$369,221.49 | \$18,011.02 | \$1,988.83 | \$88,834.67 | \$108,834.52 | 207 | Posted | 04/01/2021 |
| CERS | 02/2021 | \$363,913.52 | \$17,736.16 | \$1,938.09 | \$87,557.56 | \$107,231.81 | 201 | Posted | 03/05/2021 |

Step 3

For the selected employer, a table will list the following information for the selected detail report:

| FIELD NAME | DESCRIPTION |
|------------------|--|
| Type | Displays the retirement system (KERS, CERS or SPRS) of the selected record. This link takes you to the monthly details report. |
| Month | Displays the month and year. |
| Salary | Displays the total salary. |
| EECON | Displays the total employee contributions. |
| HICON | Displays the total health insurance contributions. |
| ERCON | Displays the total calculated employer contributions*. <i>*For KERS Nonhazardous, this amount only represents the normal cost contribution.</i> |
| Total | Displays the sum of the employee, employer and health insurance contributions. |
| Count | Displays the employee count. |
| Status | <p>Displays the status. Statuses that the details report can be in are:</p> <ul style="list-style-type: none"> • Ready – Initial Status of the detail report. KPPA has not received the submission from the agency. • Submitted – KPPA has received the detail report from the employer, but has not yet taken action on the report. While the detail report is in the submit status, it can still be unsubmitted if corrections need to be made. • In Progress – KPPA is processing the summary and monthly report. No changes may be submitted once the report is in this status. • Partially Processed - This status only applies to reporting employers who either haven't reported all applicable employers or who reported all employers, but not all reports passed the validations. Reporting employers can resubmit the file while in this status. • Posted – KPPA has processed the file and posted the monthly contributions for the employer. • Deleted- KPPA has deleted the report template. Contact your ERCE representative for further information. |
| Submitted | Displays the date the report was submitted to KPPA. |

Step 4

Click the [Type](#) hyperlink to access a specific detail report.

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

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

Enter Report Details

The Enter 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.

Employer:

Reports:

| Type | Month | Salary | EECON | HICON | ERCON | Total | Count | Status | Submitted |
|----------------------|---------|--------------|-------------|------------|--------------|--------------|-------|--------|------------|
| CERS | 06/2021 | \$604,432.03 | \$29,339.71 | \$3,269.41 | \$145,426.40 | \$178,035.52 | 209 | Ready | |
| CERS | 05/2021 | \$383,046.04 | \$18,644.32 | \$2,104.34 | \$92,160.85 | \$112,909.51 | 208 | Posted | 06/03/2021 |



Once a detail report is in "Posted" status, it can be viewed, but cannot be altered. To change employee details reported in a previous month, an adjustment record for that employee should be added to the current month's report (See [Make an Adjustment to a Previous Record section](#) below).

Step 5

The [Member Details Overview](#) screen for that report type will display.

Employer Self Service [Home](#) [Report](#) [Services](#) [Account](#) [Admin](#) [Site Help](#) [Employer Rep](#) [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 Enter Report Detail](#)

Member Contributions

| Name | Member ID | Posting Month | Contribution Group | Payment Reason | Salary | EECON | HICON | ERCON | Action |
|-------------------------------|-----------|---------------|--------------------|----------------|------------|----------|---------|------------|---|
| APPLE, ALLEN | 100001 | 06/2021 | CNHZNH | Regular pay | \$2,500.00 | \$125.00 | \$0.00 | \$601.50 | Copy Delete |
| BANANA, BETTY | 200002 | 06/2021 | CNHZHI | Regular pay | \$632.69 | \$31.63 | \$6.33 | \$152.23 | Copy Delete |
| CHERRY, CARL | 300003 | 06/2021 | CNHZNP | Regular pay | \$224.52 | \$0.00 | \$0.00 | \$0.00 | Copy Delete |
| DATE, DONNA | 400004 | 06/2021 | CNHZCB | Regular pay | \$3,200.00 | \$160.00 | \$32.00 | \$769.92 | Copy Delete |
| FIG, FRANK | 500005 | 06/2021 | CNHZNH | Regular pay | \$4,492.00 | \$224.60 | \$0.00 | \$1,080.78 | Copy Delete |

[Add Line Item](#) [Submit Report](#)

MEMBER DETAILS OVERVIEW

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 monthly detail report, add a line item, copy a record, delete a record or return to the Detail Summary. Employees will be listed in alphabetical order by last name.

Each month, this listing is generated from all records that were posted to member accounts with the previous report month with the following payment reasons: Regular Pay, Regular Pay with Additional Creditable Compensation, Leave Without Pay, Probationary Period Completion, Furlough, Layoff, Summer Months and Installment Purchase of Service Agreement (IPS). The IPS records will only replicate if there is still a payment expected from the employer.

It is possible that some employees who were reported in the previous month may not appear on this listing. If there is an unresolved error from the previous month, the employee should appear on the “Errors Not in Template” report, which is included in the [monthly packet](#). If this report is in the monthly packet, contact your ERCE representative to correct those records before entering the current month’s records.

Prior to submitting your report, you should verify that all employees who should be included are added to the report.

The Member Details Overview screen displays the following information:

| FIELD NAME | DESCRIPTION |
|---------------------------|---|
| Name (hyperlink) | Displays the name of the employee. Click to display the employee’s entire contribution detail record. |
| Member ID | Displays the employee’s member ID. |
| Posting Month | Displays the posting month and year of the contribution detail record. |
| Contribution Group | Displays the employee’s contribution group for the contribution detail record. |
| Payment Reason | Displays the payment reason for the contribution detail record. |
| Salary | Displays the total salary for the contribution detail record. |
| EECON | Displays the total employee contributions for the contribution detail record. |
| HICON | Displays the total health insurance contributions for the contribution detail record. |
| Copy | Click to create a complete copy of the record that can be modified for a different posting month or payment reason. |
| Delete | Click to delete a record if it is not necessary for the current month’s report. |



ADD A NEW RECORD

Step 1

After selecting the current monthly report, ESS will display the **Member Details Overview** screen.

The screenshot shows the 'Member Contributions' screen. At the top, there is a navigation bar with 'Employer Self Service' and links for Home, Report, Services, Account, and Admin. There are also links for Site Help, Employer Rep, and Log off. Below the navigation bar, there is a 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. A message states: '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**.' Below this is a 'Return to Enter Report Detail' button. The main content is a table with the following columns: Name, Member ID, Posting Month, Contribution Group, Payment Reason, Salary, EECON, HICON, ERCON, and Action. The table contains five rows of data for members: APPLE, ALLEN; BANANA, BETTY; CHERRY, CARL; DATE, DONNA; and FIG, FRANK. Each row has 'Copy' and 'Delete' buttons in the Action column. At the bottom right of the table, there are 'Add Line Item' and 'Submit Report' buttons.

| Name | Member ID | Posting Month | Contribution Group | Payment Reason | Salary | EECON | HICON | ERCON | Action |
|-------------------------------|-----------|---------------|--------------------|----------------|------------|----------|---------|------------|---|
| APPLE, ALLEN | 100001 | 06/2021 | CNHZNH | Regular pay | \$2,500.00 | \$125.00 | \$0.00 | \$601.50 | Copy Delete |
| BANANA, BETTY | 200002 | 06/2021 | CNHZHI | Regular pay | \$632.69 | \$31.63 | \$6.33 | \$152.23 | Copy Delete |
| CHERRY, CARL | 300003 | 06/2021 | CNHZNP | Regular pay | \$224.52 | \$0.00 | \$0.00 | \$0.00 | Copy Delete |
| DATE, DONNA | 400004 | 06/2021 | CNHZCB | Regular pay | \$3,200.00 | \$160.00 | \$32.00 | \$769.92 | Copy Delete |
| FIG, FRANK | 500005 | 06/2021 | CNHZNH | Regular pay | \$4,492.00 | \$224.60 | \$0.00 | \$1,080.78 | Copy Delete |

Step 2

For an existing employee, click the **Name** hyperlink to access the entire detail record.

For a new employee or an additional contribution detail for an existing employee, click **Add Line Item**. The following screen displays:

The screenshot shows the 'Add Member Contribution' screen. At the top, there is a navigation bar with 'Employer Self Service' and links for Home, Report, Services, Account, and Admin. There are also links for Site Help, Employer Rep, and Log off. Below the navigation bar, there is a 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. The main heading is 'Add Member Contribution'. Below the heading, there is a 'step 1 of 2' indicator and a message: 'Provide the member's SSN and contribution information below. When you have finished, click **Continue to Step 2**.' Below this is a form titled 'Enter member's information' with the following fields: 'Member ID' (text input), 'SSN' (text input with dashes), and 'Posting Month' (text input with a calendar icon). At the bottom of the form, there are 'Continue to Step 2' and 'Cancel' buttons.

Enter the Social Security Number and Posting Month for the record to be added. Click **Continue to Step 2**.

ESS displays the contribution detail record.

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

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

Add Member Contribution

Step 2 of 2 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 IR6 Limit: \$ Pre-Tax Employee Contribution: \$

Post-Tax Employee Contribution: \$ Pre-tax Health Ins Contribution: \$

Employer Contribution: \$ (Employer Contribution)
 Employer-paid

Days Worked Greater Than Zero [Calculate Details](#) [Calculate](#)

** Required field*

Employment Information

Position Status:* Job Position:*

Employment Begin Date:* MM/DD/YYYY Employment End Date: MM/DD/YYYY

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:* MM/DD/YYYY Gender:*

Email: Marital Status:

Primary Address Line:* Use for actual street address or post office box.

Secondary Address Line: Use for Apartment, Building, Unit, Floor, Suite, etc.

City:*

State:*

Zip Code:* - (optional)

International Address

** Required field*

[Submit](#) [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](#).



To calculate contribution amounts, complete the required fields in the Contribution Information section and click **Calculate**. If entering information for a previous posting month, the address fields are not editable.

Step 4

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

Once you click **Submit**, 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 **Submit**.

Step 5

A message will confirm that the contribution record was successfully saved. Click Continue.



COPY A RECORD

There may be times when an employee will have more than one record in a month. You may easily create a second record by copying the first, then changing the necessary fields.

Step 1

After selecting the current monthly report, the **Member Details Overview** screen.

Employer Self Service Home Report Services Account Admin Site Help Employer Rep 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 Enter Report Detail

| Member Contributions | | | | | | | | | |
|-------------------------------|-----------|---------------|--------------------|----------------|------------|----------|---------|------------|---|
| Name | Member ID | Posting Month | Contribution Group | Payment Reason | Salary | EECON | HICON | ERCON | Action |
| APPLE, ALLEN | 100001 | 06/2021 | CNHZNH | Regular pay | \$2,600.00 | \$125.00 | \$0.00 | \$601.50 | Copy Delete |
| BANANA, BETTY | 200002 | 06/2021 | CNHZHI | Regular pay | \$632.89 | \$31.63 | \$6.33 | \$152.23 | Copy Delete |
| CHERRY, CARL | 300003 | 06/2021 | CNHZNP | Regular pay | \$224.52 | \$0.00 | \$0.00 | \$0.00 | Copy Delete |
| DATE, DONNA | 400004 | 06/2021 | CNHZCB | Regular pay | \$3,200.00 | \$180.00 | \$32.00 | \$769.92 | Copy Delete |
| FIG, FRANK | 500005 | 06/2021 | CNHZNH | Regular pay | \$4,492.00 | \$224.60 | \$0.00 | \$1,080.78 | Copy Delete |

Add Line Item Submit Report

Step 2

Each record has a **Copy** button. To copy that record, click **Copy**. ESS will navigate you to the contribution detail record.

Step 3

The new record will contain the information from the original record in all fields except Salary, Contribution fields and Payment Reason. Adjust all fields as necessary and click **Submit**.

MAKE AN ADJUSTMENT TO A PREVIOUS RECORD

There may be circumstances when an adjustment to a previous record is required. Some examples are prior period adjustments, retroactive payments and first and last months of employment.

Step 1

To adjust an employee's previous record, navigate to the **Member Details Overview** screen for the current report.

Employer Self Service Home Report Services Account Admin Site Help Employer Rep 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 Enter Report Detail

| Name | Member ID | Posting Month | Contribution Group | Payment Reason | Salary | EECON | HICON | ERCON | Action |
|-------------------------------|-----------|---------------|--------------------|----------------|------------|----------|---------|------------|---|
| APPLE, ALLEN | 100001 | 06/2021 | CNHZNH | Regular pay | \$2,500.00 | \$125.00 | \$0.00 | \$601.50 | Copy Delete |
| BANANA, BETTY | 200002 | 06/2021 | CNHZHI | Regular pay | \$632.69 | \$31.63 | \$6.33 | \$152.23 | Copy Delete |
| CHERRY, CARL | 300003 | 06/2021 | CNHZNP | Regular pay | \$224.52 | \$0.00 | \$0.00 | \$0.00 | Copy Delete |
| DATE, DONNA | 400004 | 06/2021 | CNHZCB | Regular pay | \$3,200.00 | \$160.00 | \$32.00 | \$769.92 | Copy Delete |
| FIG, FRANK | 500005 | 06/2021 | CNHZNH | Regular pay | \$4,492.00 | \$224.60 | \$0.00 | \$1,080.78 | Copy Delete |

[Add Line Item](#) [Submit Report](#)

Step 2

Click **Add Line Item** The following screen will display:

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

Contact Representative -- Available Forms -- Open

Add Member Contribution

Step 1 of 2 Provide the member's SSN and contribution information below.
When you have finished, click **Continue to Step 2**.

Enter member's information

Member ID:*

SSN:

Posting Month:*

06/2021

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

Step 3

Enter the Social Security Number and Posting Month for the record to be adjusted. Click **Continue to Step 2**.



If the member's account has more than one contribution group, the following screen will appear after you click **Continue to Step 2**. Select the contribution record to adjust by clicking the appropriate button. Click **Continue to Step 2** to continue.

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

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

Add Member Contribution

Step 1 of 2 Provide the member's SSN and contribution information below.
When you have finished, click [Continue to Step 2](#).

Enter member's information

Member ID:

SSN: - -

Posting Month:

We've found one or more contributions matching your search criteria. Please select the correct contribution below.

| | Payment Reason | Contribution Group | Position | Position Status | Salary |
|-----------------------|----------------|---------------------|----------|-----------------|------------|
| <input type="radio"/> | Regular pay | CERS NHZ - with HIC | Other | Intermittent | \$4,196.03 |

Create a new contribution with the information I entered above.

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

ESS will display the detail contribution record with the previously reported information pre-populated.

Step 4

Complete, review and edit any necessary information for the employee. For description of the fields, reference Appendix B: Fields and Descriptions. Once the record is updated and accurate, click **Submit**.

Employer Self Service | Home | Report | Services | Account | Admin | Site Map | Employer Rep | Log off

[Cancel Representation](#) | -- 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 [Save](#) to save the updated record.

2 of 2

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:

Days Worked Greater Than Zero Calculate Details: [Calculate](#)

** Required field*

Employment Information

Position Status: Job Position:

Employment Begin Date: Employment End Date:

Employment End Reason:

Type of Rate of Pay: Payroll Frequency:

Estimated Additional Compensation: Rate of Pay:

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: Marital Status:

Primary Address Line: Use for actual street address or post office box.

Secondary Address Line: Use for Apartment, Building, Unit, Floor, Suite, etc.

City:

State:

Zip Code:

International Address

** Required field*

Step 5

A message will confirm that the contribution record was successfully saved. Click Continue.

Member Contribution Saved

Your member contribution has been successfully saved.

DELETE A RECORD

There may be times when a record needs to be deleted.

To remove an employee from the report due to the employment ending, do NOT delete the record.



If the Employment End Date is from a prior month, you must delete the current month record before adjusting the prior record to add an Employment End Date.

The last month wages are paid to the employee, report an Employment End Date and Employment End Reason of Termination, Death or Disability for the employee. The following month, that record will not be duplicated.

If an Employment End Date and Employment End Reason were not provided for the last month wages were paid, an adjustment to the previous month's report for that employee will be necessary. To make adjustments to previous reports' records, please see the [Make an Adjustment to a Previous Record](#) section.

Step 1

To delete an employee's record, navigate to the [Member Details Overview](#) screen for the current report.

Employer Self Service Home Report Services Account Admin Site Help Employer Rep 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 Enter Report Detail](#)

| Name | Member ID | Posting Month | Contribution Group | Payment Reason | Salary | EECON | HICON | ERCON | Action |
|-------------------------------|-----------|---------------|--------------------|----------------|------------|----------|---------|------------|---|
| APPLE, ALLEN | 100001 | 06/2021 | CNHZNH | Regular pay | \$2,500.00 | \$125.00 | \$0.00 | \$601.50 | Copy Delete |
| BANANA, BETTY | 200002 | 06/2021 | CNHZHI | Regular pay | \$632.69 | \$31.63 | \$6.33 | \$152.23 | Copy Delete |
| CHERRY, CARL | 300003 | 06/2021 | CNHZNP | Regular pay | \$224.52 | \$0.00 | \$0.00 | \$0.00 | Copy Delete |
| DATE, DONNA | 400004 | 06/2021 | CNHZCB | Regular pay | \$3,200.00 | \$160.00 | \$32.00 | \$769.92 | Copy Delete |
| FIG, FRANK | 500005 | 06/2021 | CNHZNH | Regular pay | \$4,492.00 | \$224.60 | \$0.00 | \$1,080.78 | Copy Delete |

[Add Line Item](#) [Submit Report](#)

Step 2

To delete a record, click the **Delete** button on that row.

Step 3

A text box will appear. If you want to delete this record, click OK to confirm. If not, click Cancel.

Are you sure you want to delete this record? ✕

[Cancel](#) [OK](#)

SUBMIT THE ENTER REPORT DETAILS REPORT

Step 1

Once all contribution detail records are updated or added, return to the **Member Details Overview** screen.

Step 2

Click Submit Report to submit the monthly report.

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 Enter Report Detail](#)

| Member Contributions | | | | | | | | | |
|-------------------------------|-----------|---------------|--------------------|----------------|------------|----------|---------|------------|---|
| Name | Member ID | Posting Month | Contribution Group | Payment Reason | Salary | EECON | HICON | ERCON | Action |
| APPLE, ALLEN | 100001 | 06/2021 | CNHZNH | Regular pay | \$2,500.00 | \$125.00 | \$0.00 | \$601.50 | Copy Delete |
| BANANA, BETTY | 200002 | 06/2021 | CNHZHI | Regular pay | \$632.69 | \$31.63 | \$6.33 | \$152.23 | Copy Delete |
| CHERRY, CARL | 300003 | 06/2021 | CNHZNP | Regular pay | \$224.52 | \$0.00 | \$0.00 | \$0.00 | Copy Delete |
| DATE, DONNA | 400004 | 06/2021 | CNHZCB | Regular pay | \$3,200.00 | \$160.00 | \$32.00 | \$769.92 | Copy Delete |
| FIG, FRANK | 500005 | 06/2021 | CNHZNH | Regular pay | \$4,492.00 | \$224.60 | \$0.00 | \$1,080.78 | Copy Delete |

[Add Line Item](#) [Submit Report](#)

The screen will update indicating your report has been submitted.

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

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

Monthly Report

Your monthly detail report has been submitted.

Report Details

Employer: Z990- SAMPLE EMPLOYER

Report: CERS - 06/2021

Date Submitted: 7/20/2021 3:09:05 PM

Report Totals

| | |
|---------------------------------|--------------|
| Salary: | \$604,622.87 |
| Employee Contributions: | \$29,349.25 |
| Health Insurance Contributions: | \$3,269.41 |
| Employer Contributions: | \$145,472.32 |
| Number of Contributions: | 209 |

[Click here to submit the Jun 2021 monthly summary for SAMPLE EMPLOYER.](#)

[Return to Enter Report Details](#)

UNSUBMIT THE ENTER REPORT DETAILS REPORT

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

Step 1

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

The screenshot shows the 'Enter Report Details' page. At the top, there is a navigation bar with 'Employer Self Service', 'Home', 'Report', 'Services', 'Account', 'Admin', 'Site Help', 'Employer Rep (Z999)', and 'Log off'. Below the navigation bar, there is a 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. The main heading is 'Enter Report Details'. Below this, there is a description: 'The Enter 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.' There is an 'Employer:' dropdown menu with 'Z999- SAMPLE EMPLOYER' selected. To the right, there is a 'Reports:' dropdown menu with 'Last 6 Months' selected. Below these is a table with columns: Type, Month, Salary, EECON, HICON, ERCON, Total, Count, Status, and Submitted. The table contains two rows of data for 'CERS' reports.

| Type | Month | Salary | EECON | HICON | ERCON | Total | Count | Status | Submitted |
|----------------------|---------|--------------|-------------|------------|--------------|--------------|-------|--------|------------|
| CERS | 06/2021 | \$804,432.03 | \$29,339.71 | \$3,269.41 | \$145,426.40 | \$178,035.52 | 209 | Ready | |
| CERS | 05/2021 | \$383,046.04 | \$18,644.32 | \$2,104.34 | \$92,160.85 | \$112,909.51 | 208 | Posted | 06/03/2021 |

Step 2

From the drop-down box, select the employer for which you want to unsubmit the detail contribution information.

Step 3

Click the **Type** hyperlink to access that detail report.

The screenshot shows the 'Member Contributions' screen. At the top, there is a navigation bar with 'Employer Self Service', 'Home', 'Report', 'Services', 'Account', 'Admin', 'Site Help', 'Employer Rep', and 'Log off'. Below the navigation bar, there is a 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. Below this, there is a text instruction: '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](#).' There is a blue button labeled 'Return to Enter Report Detail'. Below this is a table with columns: Name, Member ID, Posting Month, Contribution Group, Payment Reason, Salary, EECON, HICON, ERCON, and Action. The table contains five rows of data for members: APPLE, ALLEN; BANANA, BETTY; CHERRY, CARL; DATE, DONNA; and FIG, FRANK. Each row has 'Copy' and 'Delete' buttons in the Action column. At the bottom right, there are 'Add Line Item' and 'Submit Report' buttons.

| Name | Member ID | Posting Month | Contribution Group | Payment Reason | Salary | EECON | HICON | ERCON | Action |
|-------------------------------|-----------|---------------|--------------------|----------------|------------|----------|---------|------------|---|
| APPLE, ALLEN | 100001 | 06/2021 | CNHZNH | Regular pay | \$2,500.00 | \$125.00 | \$0.00 | \$601.50 | Copy Delete |
| BANANA, BETTY | 200002 | 06/2021 | CNHZHI | Regular pay | \$632.69 | \$31.63 | \$6.33 | \$152.23 | Copy Delete |
| CHERRY, CARL | 300003 | 06/2021 | CNHZNP | Regular pay | \$224.52 | \$0.00 | \$0.00 | \$0.00 | Copy Delete |
| DATE, DONNA | 400004 | 06/2021 | CNHZCB | Regular pay | \$3,200.00 | \$160.00 | \$32.00 | \$769.92 | Copy Delete |
| FIG, FRANK | 500005 | 06/2021 | CNHZNH | Regular pay | \$4,492.00 | \$224.60 | \$0.00 | \$1,080.78 | Copy Delete |

The **Member Details Overview** screen displays for that report type.

Step 4

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

SUBMIT MONTHLY SUMMARY



DEADLINE



STATUTE

[KRS 61.675](#)

[KRS 78.625](#)



Contact ERCE

As noted above, 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. All employers must submit their Monthly Summary in ESS.

NOTICE: Failure to submit all components of the monthly report by the 10th will result in a penalty per [Kentucky Revised Statutes 61.675](#) and [78.625](#). If the 10th falls on a weekend or holiday, the reporting deadline moves to the next business day.

The payment submitted to KPPA must match the total amount due that is reported in both the monthly summary and contribution detail. Also, the monthly summary totals must match the total amounts in the contribution detail. If these amounts do not match, the report is considered Unbalanced and will require further action by KPPA. Please contact your ERCE representative with the information needed to balance your report. The monthly summary totals may be adjusted to allow for rounding, within a threshold. If the employer has opted for the electronic payment option (EFT or E-check), then the payment is also remitted using the [Submit Monthly Summary](#) module.

Step 1

In ESS, click [Submit Monthly Summary](#) under the [Report](#) menu.

The screenshot shows the top navigation bar of the Employer Self Service portal. The 'Report' menu is open, and 'Submit Monthly Summary' is highlighted in yellow. Other menu items include 'Enter Report Details', 'Upload End-of-Year File', 'Monthly Packets', and 'Invoices'. The main content area shows a 'Welcome to Employer S...' message and an 'Employer Updates' section with a 'Read More' link.

Monthly summaries for the last 6 months display. You can change this view by making a different selection from the Report Summary drop-down.

The screenshot shows the 'Monthly Summary' page in the Employer Self Service portal. The 'Report Summary' drop-down menu is set to 'Last 6 Months'. Below the menu is a table with columns: Type, Month, Summary Amt, Invoices, Net Amt, Status, Submitted, Packet, and Details Report. The table contains two rows of data for CERS reports from June 2021 and May 2021.

| Type | Month | Summary Amt | Invoices | Net Amt | Status | Submitted | Packet | Details Report |
|------|---------|--------------|----------|--------------|--------|------------|------------------------|------------------------|
| CERS | 06/2021 | \$178,090.98 | \$0.00 | \$178,090.98 | Ready | | | View » |
| CERS | 05/2021 | \$112,909.51 | \$0.00 | \$112,909.51 | Posted | 06/03/2021 | View » | View » |

A table will list the following information:

| FIELD NAME | DESCRIPTION |
|----------------------|--|
| Type | Displays the retirement system (KERS, CERS or SPRS) of the monthly summary. Clicking the Type link will navigate the user to the monthly summary (details). |
| Month | Displays the month and year of the summary report. |
| Contributions | Displays the sum of the employee, health insurance and employer contributions, as well as IPS payments, for the selected summary. |
| Adjustments | Displays the total amount of contributions for adjustments for the selected summary. |
| Invoices | Displays sum of all invoices that the employer has selected to pay with the summary. |
| Net Amount | Displays the total amount due to KPPA based on entered summary totals. |
| Status | <p>Displays the status of the monthly reports. Statuses that the report can be in are:</p> <ul style="list-style-type: none"> • Created – Initial Status of the summary. KPPA has not received the submission from the agency. • Submitted – KPPA has received the monthly summary from the agency, but has not yet taken action on the summary. While the summary is in the submitted status, it can still be unsubmitted by the agency if corrections need to be made. • In Progress – KPPA has received the monthly summary and begun to process the summary and monthly report. No changes may be submitted once the summary is in this status. • Posted – KPPA has processed the summary and monthly report, and posted the monthly contributions for the agency. |
| Submitted | Displays the date the summary was submitted to KPPA. |
| Packet | Provides a link to the Monthly Packet page. The link displays with the summary month for which the reports were generated. |

Step 2

Click the link in the **Type** column for the retirement system for which you would like to submit your monthly summary.

ESS will navigate to the **Payroll Summary** tab of the **Submit Monthly Summary** screen.

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

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

[Return to Monthly Summary](#)

Payroll Summary [Invoices](#) [Adjustments](#) [Review & Remit](#)

Enter or confirm the salary amounts listed for each contribution group. If your report contains adjustments or IPS payments, enter or confirm those amounts. When finished, click [Save](#).

| Regular Contributions | | | | | | | |
|--------------------------------------|--------------|--------------------|-------|---------|-------------------|-----------|---------------------|
| CERS Non-Hazardous | Salary | EECON | HICON | ERCON | | | |
| w/ Health Insurance | \$ 249816.31 | 12490.96 | 5.00% | 2498.19 | 1.00% | 60105.88 | 24.06% |
| w/o Health Insurance | \$ 531849.61 | 26592.56 | 5.00% | 20.51 | 0.00% | 127963.03 | 24.06% |
| Cash Balance | \$ 501816.18 | 25057.88 | 5.00% | 5011.75 | 1.00% | 120737.05 | 24.06% |
| Non-participating | \$ 9589.65 | 54.68 | 0.00% | 10.94 | 0.00% | | 0.00% |
| Retired/Re-employed | \$ 25801.24 | 6.02 | 0.00% | 1.20 | 0.00% | 6207.77 | 24.06% |
| Totals for CERS Non-Hazardous | | \$64,202.10 | | | \$7,542.59 | | \$315,013.73 |

| State-funded Expenses | |
|--|--|
| There are no state-funded expenses for this summary. | |

| Adjustments | | | |
|--------------------|-----------------|---------------|-----------------|
| Retirement Plan | EECON | HICON | ERCON |
| CERS Non-Hazardous | \$ 200.00 | \$ 0.00 | \$ 962.40 |
| Totals | \$200.00 | \$0.00 | \$962.40 |

| IPS Contributions | |
|--------------------|-----------------|
| Retirement Plan | EECON |
| CERS Non-Hazardous | \$ 370.54 |
| Totals | \$370.54 |

[Save](#) [Clear](#)

Step 3

Complete all relevant sections:

| SECTION NAME | DESCRIPTION |
|------------------------------|---|
| Regular Contributions | Entering the total salary for employees in each contribution group will automatically update the Employee Contribution, Health Insurance Contribution and Employer Contribution fields. |
| State-funded Expenses | Currently, State-funded Expenses are only reported by the Personnel Cabinet. If State-funded Expenses are included in your report, the totals would be entered in this section. |
| Adjustments | If any prior period adjustments have been submitted in the detail report, those amounts would be entered in this section |
| IPS Contributions | If any employees are paying for a service purchase with an installment plan, those payroll deductions would be entered in this section. |

Step 4

If you use the:

- **Enter Report Details** module to report employee's contribution details and have submitted the appropriate detail report, all fields will be pre-populated. Confirm the amounts and click **Save**.
- **Upload Detail File** module to report employee's contribution details and the report has been processed (typically the following day) all fields will be pre-populated.



The pre-populated amounts will NOT include totals for any records that are rejected due to format validations upon initial processing. If the file had any records rejected due to format validations, a red message will display on the **Payroll Summary** tab to indicate that those records have not been included in the totals. The totals on the summary should match the totals submitted in your detail file. Confirm the amounts and click **Save**.

- **Upload Detail File** module to report employee's contribution details and the report has **not** been processed, you will need to complete all of the fields for each contribution group. Confirm the amounts and click **Save**.

Step 5

Once the **Payroll Summary** tab is completed, proceed to the next applicable tab.

To pay an invoice along with your monthly contributions, click the **Invoices** tab on the **Submit Monthly Summary** screen. See the [Apply an Invoice](#) section for additional instructions.

-OR-

For file reporters, to submit an adjustment to an employee's contribution record not contained in the detail file, click the **Adjustments** tab on the **Submit Monthly Report** screen. See the [Add an Adjustment](#) section for additional instructions on submitting adjustments on the summary.

-AND\OR-

Once invoices and adjustments have been applied, or if no adjustments or invoices need to be included as part of the monthly contribution, click the **Review & Remit** tab to review the monthly summary and remit contributions. See the [Review and Remit Monthly Contributions](#) section for instructions on how to review the monthly summary and remit the agency's contributions.

APPLY AN INVOICE

In addition to submitting payment for monthly contributions, you may also submit payments or apply credit for outstanding invoices.

Step 1

To apply an invoice along with your monthly summary, click on the **Invoices** tab on the **Submit Monthly Summary** screen.

All outstanding credit, debit and disputed invoices for the selected employer display.

| Apply | Invoice | Agency Code | Invoice Type | Date | Amount |
|--------------------------|------------------------|-------------|-------------------------------|----------------------|------------|
| <input type="checkbox"/> | 354629 | Z999 | Averaging Refund to Employer | 5/26/2021 | (\$846.12) |
| <input type="checkbox"/> | 354007 | Z999 | Monthly Reporting Invoice | 5/3/2021 | (\$328.57) |
| <input type="checkbox"/> | 352044 | Z999 | Monthly Reporting Invoice | 3/25/2021 | \$40.96 |
| <input type="checkbox"/> | 351206 | Z999 | Standard Sick Leave | 3/22/2021 6:43:32 PM | \$395.27 |
| <input type="checkbox"/> | 349064 | Z999 | Monthly Reporting Invoice | 2/25/2021 | (\$697.31) |
| <input type="checkbox"/> | 348637 | Z999 | Member Pension Spiking Refund | 2/19/2021 | (\$21.48) |

Step 2

Select the checkbox next to all invoices to be applied as part of the monthly report.

| | | | | | |
|-------------------------------------|-----------------------|------|---------------------------|-----------------------|-------------|
| <input type="checkbox"/> | 11127 | Z999 | Monthly Reporting Invoice | 6/25/2020 | (\$2500.00) |
| <input type="checkbox"/> | 11142 | Z999 | Omitted Employer | 6/24/2020 11:10:12 AM | \$567.00 |
| <input checked="" type="checkbox"/> | 10116 | Z999 | Standard Sick Leave | 6/22/2020 7:43:24 PM | \$5850.00 |

Step 3

Click **Save** to save the invoice information to the monthly submission. The total net amount of all invoices to be applied will be displayed on the **Review & Remit** tab.

For questions regarding invoices, please contact your ERCE representative.



ADD AN ADJUSTMENT

Access to the **Adjustments** tab of the **Submit Monthly Summary** module is limited to employers using the **Upload Detail File** module. If your agency uses the **Enter Report Details** module to submit monthly contributions, you will use the **Enter Report Details** module to add an adjustment.

Employers may need to report adjustments to employee contributions. All monetary adjustments should be made on the detail file submitted each month. However, if you are not able to include adjustments as a part of your monthly file, you may report adjustments using the **Adjustments** tab of the **Submit Monthly Report** screen



If you use the **Adjustments** tab to adjust previously posted records prior to submission of the current monthly detail file, please be aware that if the file is rejected due to validations, the records already adjusted through the **Adjustments** tab will also be rejected. If the adjusted record is rejected, the adjustment will have to be resubmitted through the **Adjustments** tab.

Step 1

To submit an adjustment to an employee's contribution record, click the **Adjustments** tab on the **Submit Monthly Summary** screen.

The screenshot shows the 'Employer Self Service' interface. At the top, there is a navigation bar with 'Home', 'Report', 'Services', and 'Account' menus, along with 'Site Help', 'Employer Rep', and 'Log off' links. Below this is a 'Contact Representative' button and a dropdown menu for 'Available Forms'. The main content area has a 'Return to Monthly Summary' button and tabs for 'Payroll Summary', 'Invoices', 'Adjustments', and 'Review & Remit'. The 'Adjustments' tab is active, leading to the 'Select Member' form. This form includes fields for 'Member ID*', 'or SSN', 'Contributions From*', 'Contributions To*', and 'Employer'. A 'Reset' button is located next to the SSN field. A green 'Show' button is at the bottom. A red asterisk indicates that the Member ID, Contributions From, and Contributions To fields are required.



Step 2

Enter the member's SSN and the month range that needs to be adjusted. Click **Show**.

All detail contribution records for the member that have been posted for the corresponding months will be displayed. If the record is in error status, it will not be available for the employer to correct. In this scenario, you should contact your ERCE representative to correct the record.

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

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

[Return to Monthly Summary](#)

[Payroll Summary](#) [Invoices](#) [Adjustments](#) [Review & Remit](#)

Select Member

Member ID:*

or SSN: - - [Reset](#)

Contributions From:* 03/2021 [Calendar](#)

Contributions To:* 03/2021 [Calendar](#)

Employer: 2999- SAMPLE BOARD OF ED [v](#)

[Show](#)

** Required field*

Contributions

| Posting Month | Salary | EECON <small>(pre-tax)</small> | HICON <small>(pre-tax)</small> | ERCON <small>(24.00%)</small> | Rate of Pay | Payment Reason | Adjusted |
|---------------|----------|-----------------------------------|-----------------------------------|-------------------------------------|-------------|------------------------------------|----------|
| Mar 2021 | \$948.35 | \$47.42 <small>(5.00%)</small> | \$0.00 <small>(0.00%)</small> | \$228.17 <small>(24.00%)</small> | \$14.590 | Regular Pay w/ Add Creditable Comp | Adjust |

[Click here](#) to add a new contribution for with the information entered above.

Step 3

To make an adjustment to the member's salary, contributions, rate of pay or payment reason, click **Adjust**. This will allow you to edit the fields that need to be corrected.

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

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

[Return to Monthly Summary](#)

[Payroll Summary](#) [Invoices](#) [Adjustments](#) [Review & Remit](#)

Select Member

Member ID:*

or SSN: - - [Reset](#)

Contributions From:* 03/2021 [Calendar](#)

Contributions To:* 03/2021 [Calendar](#)

Employer: 2999- SAMPLE BOARD OF ED [v](#)

[Show](#)

** Required field*

Contributions

| Posting Month | Salary | EECON <small>(pre-tax)</small> | HICON <small>(pre-tax)</small> | ERCON <small>(24.00%)</small> | Rate of Pay | Payment Reason | Adjusted |
|---------------|--------|-----------------------------------|-----------------------------------|-----------------------------------|-------------|------------------------|------------------|
| Mar 2021 | 948.35 | 47.42 <small>(5.00%)</small> | 0.00 <small>(0.00%)</small> | 228.17 <small>(24.00%)</small> | 14.590 | Regular Pay w/ Add Cre | Update Cancel |

[Click here](#) to add a new contribution for with the information entered above.

Update any necessary fields and click **Update** to save the adjustment.

Step 4

To make an adjustment to the member's detail record for something other than salaries, contributions, rate of pay or payment reason, click **More Details**. The detail contribution record will display. This will allow you to edit any additional fields that need to be corrected. Update any necessary fields and click Submit to save the adjustment.

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

Conduct Representation 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.

STEP 2 of 3

Personal Information

Prefix: Select Prefix SBN: XXX-XX-9999
First Name: JOHN Member ID: 999999
Middle Name:
Last Name: DOE
Suffix: Select Suffix

* Required field

Contribution Information

Posting Month: 3/1/2021 Contribution Group: CERSNHZ-Non-Parti
Payment Reason: Regular Pay Salary: \$ 3500.00
Salary that Exceeds IRS Limit: \$ Pre-Tax Employee Contribution: \$ 0.00
Post-Tax Employee Contribution: \$ 0.00 Pre-tax Health Ins Contribution: \$ 0.00
Employer Contribution: \$ 0.00
 Days Worked Greater Than Zero
Calculate Details: Calculate

* Required field

Employment Information

Position Status: Intermittent Job Position: Other
Employment Begin Date: 01/01/2020 Employment End Date: MM/DD/YYYY
Employment End Reason: Select Reason Payroll Frequency: Bi-Weekly
Type of Rate of Pay: Hourly Rate of Pay: \$ 15.180
Estimated Additional Compensation: \$ 0 Scheduled Hours Per Day: 0.00
Contract Days: #

* Required field

Leave Information

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

Demographic Information

Date of Birth: 08/24/1993 Gender: Male
Email: MemberEmail@agency.gov Marital Status: Married
Primary Address Line: 123 MAIN ST
Secondary Address Line:
City: SOMEWHEREVILLE
State: Kentucky
Zip Code: 44444 - 0000
 International Address

* Required field

Submit Cancel

Step 5

The total amount of adjustments submitted through the **Adjustments** tab will be displayed on the **Review & Remit** tab.

REVIEW AND REMIT MONTHLY CONTRIBUTIONS

The **Review and Remit** tab displays the summary of all information entered in the summary module along with a total amount due. On this tab, the employer will specify payment information for the amount due. All bank accounts that the employer has set up with KPPA will display in the Payments section. Employers may use multiple accounts to submit payments for contributions due, outstanding invoices and adjustments. If an employer uses multiple bank accounts, the total amount due must be allocated before the summary report can be submitted.

Step 1

To review and remit your agency's monthly contributions, click the **Review & Remit** tab on the **Submit Monthly Summary** screen.

Employer Self Service Home Report Services Account Site Help Employer Rep Log off

Contact Representative
-- Available Forms -- Open

Return to Monthly Summary

Payroll Summary Invoices Adjustments Review & Remit

Review your report totals. To change totals on the report, return to the previous tabs. If you are remitting electronic payment, click the em link beside the appropriate payment account(s), enter the amount and click Apply. To submit the summary, enter your KPPA PIN, and click Submit.

Regular Contributions

| Retirement Plan | EECON | HICON | ERCON | Total Contributions |
|------------------------------------|--------------------|-------------------|---------------------|---------------------|
| CERSNHZ | \$64,202.10 | \$7,542.59 | \$315,013.73 | \$386,758.42 |
| Total Regular Contributions | \$64,202.10 | \$7,542.59 | \$315,013.73 | \$386,758.42 |

State Funded Expenses

There are no state-funded expenses associated with this summary.

Adjustments

| Retirement Plan | EECON | HICON | ERCON | Total Adjustments |
|--------------------------|-----------------|---------------|-----------------|-------------------|
| CERSNHZ | \$200.00 | \$0.00 | \$962.40 | \$1,162.40 |
| Total Adjustments | \$200.00 | \$0.00 | \$962.40 | \$1,162.40 |

IPS Contributions

| Retirement Plan | EECON |
|--------------------------------|-----------------|
| CERSNHZ | \$370.54 |
| Total IPS Contributions | \$370.54 |

Invoices

There are no invoices applied to this summary.

Payments

| Pay From | Amount |
|--|---|
| Credit Union Accounts Payable, ...0186 | \$0.00 Edit |
| ABC Bank Retirement Account ...0194 | \$0.00 Edit |

Total Applied: \$0.00

Balance Remaining: \$388,291.36

Total Amount Due: \$388,291.36

KPPA PIN:

Submit

* Required field

Step 2

If you are planning to:

- Remit electronic payment through ESS, click **Edit** in the Payments section to enter the amount to be remitted from each payment account, and the check number, if applicable. Click **Apply** to save the amount to be remitted. Once the balance remaining is zero, continue to Step 3.

-or-

- Remit payment through another method (i.e. Paper Check, Wire Transfer), continue to Step 3.

| Payments | |
|---|--|
| Pay From | Amount |
| retirement account - Check Number: <input type="text" value="123"/> | <input type="text" value="15582.67"/> Apply Cancel |
| Total Applied: | \$0.00 |
| Balance Remaining: | \$15,582.67 |
| Total Amount Due: | \$15,582.67 |
| KRS PIN: * | <input type="text"/> |
| <input type="button" value="Submit"/> | |



If no electronic payment account has been set up for the employer, click **add a new payment account** in the Payments section to add a new account.

Step 3

Enter your KPPA PIN and click **Submit** to submit your monthly summary and contributions to KPPA. You will receive a confirmation that the summary has been submitted.

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

[Contact Representative](#)

Payment Confirmation

Your contribution summary payment has been submitted.

Please print a copy for your records.



If you are remitting your payment via paper check, send a copy of the confirmation page with your payment.

[Contact Representative](#)

-- Available Forms --

[Open](#)

Monthly Summary

The Submit Monthly Summary page allows employers to manage monthly reporting summary and payment information. The status of all summaries, including submitted monthly summaries, can be viewed from this screen. Employers can also view the monthly packet associated with the summary for that Report Type and Report Month. To view an individual summary, select the corresponding Report Type link.

Report Summary:

Last 6 Months

| Type | Month | Summary Amt | Invoices | Net Amt | Status | Submitted | Packet | Details Report | |
|----------------------|---------|--------------|------------|--------------|-----------|------------|------------------------|------------------------|----------------------------|
| CERS | 06/2021 | \$178,090.98 | \$0.00 | \$178,090.98 | Submitted | 07/21/2021 | | View » | Unsubmit ✕ |
| CERS | 05/2021 | \$112,909.51 | \$0.00 | \$112,909.51 | Posted | 06/03/2021 | View » | View » | |
| CERS | 04/2021 | \$113,077.74 | \$0.00 | \$113,077.74 | Posted | 04/30/2021 | View » | View » | |
| CERS | 03/2021 | \$108,834.52 | (\$315.12) | \$108,519.40 | Posted | 04/01/2021 | View » | View » | |
| CERS | 02/2021 | \$107,231.81 | \$0.00 | \$107,231.81 | Posted | 03/05/2021 | View » | View » | |

On the main [Submit Monthly Summary](#) page, the status of your monthly summary will now show as “Submitted”.

When your summary is in the “Submitted” status, you are able to unsubmit the summary by clicking **Unsubmit**. You may also view past monthly summaries by clicking the hyperlink next to the summary report month.



Once the summary is in the “Posted” status, you cannot unsubmit the summary. Any adjustments must be made on the following month’s submission.

INVOICES

Using the Invoice module, employers can access their credit and debit invoices, pay debit invoices, apply credit invoices, and review paid invoices. Invoices may also be paid, and credit invoices applied, while reporting the payroll summary information using the **Invoices** tab on the **Submit Monthly Summary** screen.

Please review the [Submit Monthly Summary](#) section for instructions on applying invoices by this method.

If an employer has a Balancing Employer (an entity which remits payment on the employers behalf), then only the Balancing Employer will be able to view and remit payment for the Monthly Reporting Invoice.

For questions regarding invoices, please contact your ERCE representative.

Actuarially Accrued Liability Contribution Invoice – This monthly invoice bills KERS Nonhazardous employers a dollar amount representing their actuarially accrued liability contributions for their share of the unfunded liability cost.

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.

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 provided through 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.

School boards should only receive this invoice type at the end of the fiscal year after averaging has occurred, and only if the retired reemployed employee has worked greater than 80 days and averaged over actual days worked or contract days.

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.



Contact ERCE

SCHOOL BOARD

Member Pension Spiking Refund – This invoice refunds employee contributions to 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.

Penalty - End of Year – This invoice is a penalty assessed for late reporting of the school board End of Year file.

Penalty - Monthly Reporting – This invoice is a penalty assessed for failure to submit the three components of the monthly report (Employee Detail Report, Contribution Summary and Contribution Payment).

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.

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.

Service Averaging Credit Invoice – This credit invoice returns contributions for members who did not average over the calendar year or fiscal year. Multiple members and months may be included on the same invoice. Prior Period Adjustments may be required by the employer to correct any refunds that should not have been issued due to previously unreported additional contributions that make the period average.

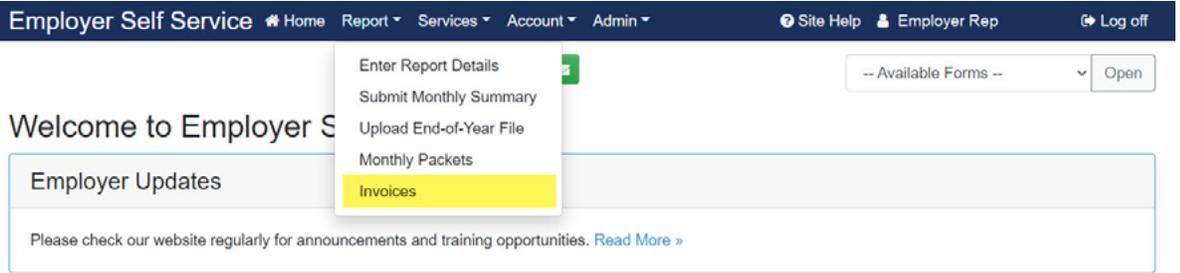
Sick Leave Billing Invoice – This invoice bills employers for the cost of the unused sick leave balance for individual members if the employer participates in the Standard Sick Leave program.

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.



If an employer has not established electronic payment accounts with KPPA, and intends to pay invoices using a different payment method, the invoices screen displays differently. Please refer to the [Payment of Invoices by Check](#) section below for additional information.

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.

Invoices

The Invoices page allows employers to manage invoices. To pay an invoice, select the invoices and click [Pay Invoice](#). To view an individual invoice, click the appropriate link and the invoice will open in a new browser window. To view a report of all unpaid invoices, click [here](#).

[Click here](#) to access videos explaining specific invoice types.

Invoices

Recent Invoices:

--Select--

Type:

Select Invoice Type

Date Range From:

MM/DD/YYYY To: MM/DD/YYYY

Show Paid Invoices

Show

| Invoice | Agency Code | Invoice Type | Date | Due Date | Amount | Balance Due | Status | Disputed |
|---------------------------------|-------------|--------------------------------|------------|------------|------------|-------------|--------|----------|
| <input type="checkbox"/> 000001 | Z999 | Omitted Employer | 11/25/2020 | 12/31/2020 | \$117.82 | \$117.82 | Unpaid | |
| <input type="checkbox"/> 000002 | Z999 | Monthly Reporting Invoice | 1/25/2021 | 02/24/2021 | (\$321.62) | (\$321.62) | Unpaid | |
| <input type="checkbox"/> 000003 | Z999 | Member Pension Spiking Refund | 2/19/2021 | 03/21/2021 | (\$21.48) | (\$21.48) | Unpaid | |
| <input type="checkbox"/> 000004 | Z999 | Monthly Reporting Invoice | 2/25/2021 | 03/27/2021 | (\$697.31) | (\$697.31) | Unpaid | |
| <input type="checkbox"/> 000005 | Z999 | Standard Sick Leave | 3/22/2021 | 04/22/2021 | \$395.27 | \$395.27 | Unpaid | |
| <input type="checkbox"/> 000006 | Z999 | Averaging Refund to Employer | 5/25/2021 | 06/24/2021 | (\$810.88) | (\$810.88) | Unpaid | |
| <input type="checkbox"/> 000007 | Z999 | Monthly Reporting Invoice | 5/25/2021 | 06/24/2021 | (\$83.90) | (\$83.90) | Unpaid | |
| <input type="checkbox"/> 000008 | Z999 | Health Insurance Reimbursement | 5/25/2021 | 06/24/2021 | \$6,400.62 | \$6,400.62 | Unpaid | |
| <input type="checkbox"/> 000009 | Z999 | Standard Sick Leave | 6/21/2021 | 07/21/2021 | \$560.59 | \$560.59 | Unpaid | |
| <input type="checkbox"/> 000010 | Z999 | Monthly Reporting Invoice | 6/25/2021 | 07/25/2021 | \$903.43 | \$903.43 | Unpaid | |

Pay Invoice

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.

Step 5

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

Employer Self Service Home Report Services Account Site Help Employer Rep Log off

Contact Representative -- Available Forms -- Open

Pay Invoice

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 | |
|--|--------|-------------|
| Credit Union Accounts Payable, ...0186 | \$0.00 | Edit |

Total Applied: \$0.00

Balance Remaining: \$797.62

Invoice #335008 \$797.62

Total Amount Due: \$797.62

Continue to Step 2 Cancel

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



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.

Employer Self Service Home Report Services Account Site Help Employer Rep 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 | |
|--|-----------------|-------------|
| Credit Union Accounts Payable, ...0186, e-Check 123456 * | \$797.62 | Edit |
| Total Applied: | \$797.62 | |
| Balance Remaining: | \$0.00 | |
| Invoice #335008 | \$797.62 | |
| Total Amount Due: | \$797.62 | |

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**.

Employer Self Service Home Report Services Account Site Help Employer Rep Log off

Contact Representative Available Forms Open

Pay Invoice

Step 2 of 2

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: 6/2/2021

Payment From: Credit Union Accounts Payable, ...0186

Payment Amount: \$797.62

KPPA PIN: *

....

Edit **Submit** **Cancel**

* Required field

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

PAYMENT OF INVOICES BY CHECK

If an employer has not established electronic payment accounts with KPPA, those may be set up at any time by choosing [Payment Accounts](#) under the [Account](#) menu.

The invoices that are displayed 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](#).

Invoices

You currently have no electronic payment accounts established.

To pay invoices electronically, you must first [add a new payment account](#).

To submit payment by check, select the invoices you would like to pay and click **Print**.

To view an individual invoice, click the appropriate link and the invoice will open in a new browser window.

Invoices

Recent Invoices: Type:

Date Range: to Show Paid Invoices

| Invoice | Invoice Type | Date | Due Date | Amount | Status |
|--|--------------------------------|-----------|------------|----------|--------|
| <input type="checkbox"/> 25963 | Health Insurance Reimbursement | 8/23/2010 | 09/22/2010 | \$594.14 | Unpaid |
| <input type="checkbox"/> 25964 | Omitted Employer | 8/23/2010 | 09/22/2010 | \$250.00 | Unpaid |



To add a new payment account, click the [“add a new payment account”](#) link.

Step 1

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 2

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

Step 3

Once all invoices have been selected, click Print. ESS will display the following confirmation screen:

Invoice Payment by Check

Please forward a check for the total amount shown below and submit to KRS with a copy of this page.

Payment Details

Employer: C123 - SOMEWHERE PUBLIC LIBRARY

Invoices

[#25983](#) Health Insurance Reimbursement (\$594.14)

[#25984](#) Omitted Employer (\$250.00)

Total Amount Due: **\$844.14**

[Print](#)

[Return to invoices >](#)

Step 4

To submit to KPPA, click Print and submit a copy of the printed confirmation to KPPA with your check.



Until the payment for the invoice has been received and processed by KPPA, the invoice will continue to display as Unpaid in ESS.

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.

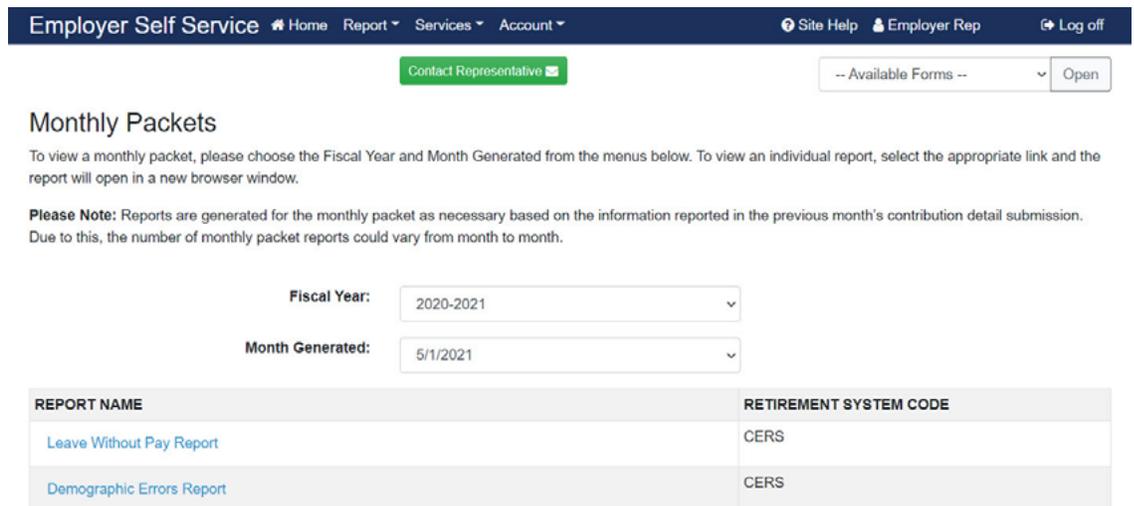
The following section explains the monthly packet and what steps the employer should take to address the different reports.

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: Home, Report, Services, Account, Site Help, Employer Rep, and Log off. A 'Contact Representative' button is visible. Below the header, there are two dropdown menus: 'Fiscal Year' set to '2020-2021' and 'Month Generated' set to '5/1/2021'. A table lists available reports:

| REPORT NAME | RETIREMENT SYSTEM CODE |
|---|------------------------|
| Leave Without Pay Report | CERS |
| Demographic Errors Report | CERS |

Step 3

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

MONTHLY PACKET REPORTS



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.

Errors Not in Template Report

The Errors Not in Template Report generates for employers who report via Enter Report Details and will contain a listing of any employee records that remained in Error Status when the monthly packet was generated.

Because these records were not corrected prior to generating the report template, these employees will have to be added to the next month's report using the Enter Report Details module in ESS. They will not be included in the employee listing provided to you through Enter Report Details. In order to correctly add the employee to the current month's report, you should contact your ERCE Representative to correct the error on the previous month's record.

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 KPPA.

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; KPPA requests that a copy of the physical examination accompany the Form 2011 when submitted to KPPA.

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.

SELF SERVICE



Non-Participating Status Report

The Non-Participating Status Report contains information about all employees being reported in a non-participating Contribution Group who have reached the end of the employer-certified or statutory period for their position status.

Certified Probationary: This status indicates employees who have reached the end of the probationary period certified by the employer. You may make changes to the employee's status upon receipt of this report.

Statutory Probationary: This report lists employees who have reached the end of the probationary period allowed in statute, which is twelve (12) months for CERS employers. Make the appropriate adjustment to change the employee's position status and contribution group and begin withholding contributions in the next report month.

Statutory Seasonal: This report lists employees who have reached the end of the seasonal period allowed in statute. Employers should change the employee's position status and contribution group and begin withholding contributions in the next report month.

Statutory Temporary: This report lists employees who have reached the end of the temporary period allowed in statute. Employers should change the employee's position status and contribution group and begin withholding contributions in the next report month.

Statutory Emergency: This report lists employees who have reached the end of the emergency period allowed in statute. Employers should change the employee's position status and contribution group and begin withholding contributions in the next report month.

Statutory Interim: This report will alert you when the employee has reached the end of the interim period allowed in statute. Employers should change the employee's position status and contribution group and begin withholding contributions in the next report month.

Non-Participating Part-Time Status Report

The Non-Participating Part-Time Status Report contains two sections.

The first section lists employees who have a position status of part-time, are being reported in a non-participating contribution group and worked over the statutory limit of hours in the month.

KPPA provides this information so the employer can make the necessary adjustments. The employer may need to reduce the number of hours the employee is currently working to prevent averaging, or the employer can begin reporting the employee as regular full time and remitting contributions.

The second section lists employees who have a position status of part-time, are being reported in a non-participating contribution group and who are eligible for KPPA participation due to employment in a part-time or full-time position with another participating agency in the same retirement system.

Make the appropriate change to begin withholding contributions for the next report month and make the appropriate changes to the employee's Contribution Group. Any applicable invoices for member and employer contributions will be generated and mailed to the respective parties.

Members Ineligible for Participation Due to Averaging Report

This report is produced following the fiscal and calendar year end averaging process. This report contains a listing of any employees who had contributions reported throughout the year, but who did not meet the definition of full-time as defined by [Kentucky Revised Statute 61.510 \(21\)](#) or [Kentucky Revised Statute 78.510 \(21\)](#). This report is provided to the employer prior to issuing a refund of contributions through a credit invoice.

If any of the information reported for an employee was incorrect, submit the appropriate adjustments for that member on the next monthly report. KPPA will wait thirty (30) days from the first notice, and if the member's service still does not average, KPPA will issue a credit invoice to the employer for the appropriate member and employer contributions.



STATUTE

[KRS 61.510](#)

[KRS 78.510](#)

A

Actuarially Accrued Liability Contribution Invoice [37](#)
Adjustment [19](#)

B

Balancing Employer [4](#)

C

Certified Probationary [47](#)
Check Payment [42](#)

D

Delinquent Reporting [3](#)
Demographic Errors Report [45](#)
Detail File Status [9](#)
Download Member ID Module [6](#)

E

Employer Contribution Record Layout [5](#)
Employer Purchase of Delayed Invoice [37](#)
Employer Purchase of Hazardous Conversion Invoice [37](#)
Employment End Date [22](#)
Employment End Reason [22](#)
Errors Not in Template" report [14](#)
Errors Not in Template Report [45](#)
Expense Allowance [37](#)

F

File AND DATA VALIDATION [9](#)
File Certification [5](#)
File Certification Process [6](#)
File Status [9](#)
File Submission [6](#)

H

Hazardous Duty Certification HP-2 Report [46](#)
Health Insurance Reimbursement [37](#)

I

Incorrect employee contribution [3](#)
Installment Purchase Delinquent Report [45](#)
Installment Purchase Ending Contract Report [45](#)
Installment Purchase New Contract Report [45](#)
Invoices [37](#)
IPS Employer Refund [37](#)

K

Kentucky Administrative Regulations 1:140 [2](#)
Kentucky Revised Statute 78.625 [2](#)

L

Leave Without Pay Report [46](#)

M

Member Details Overview [14](#)
Member ID File Download layout [6](#)
Member Pension Spiking Refund [38](#)
Members Ineligible for Participation Due to Averaging Report [48](#)
Missing Employment End Date Report [46](#)
Missing Form 2011 [46](#)
Missing Form 6487 [46](#)
Monthly Packet [44](#)
Monthly Report [38](#)
Monthly reports status [26](#)

N

Non-Participating Part-Time Status Report [48](#)
Non-Participating Status Report [47](#)

O

Omitted Billing [38](#)

P

Penalty [2](#)
Penalty - End of Year [38](#)
Penalty - Monthly Reporting [38](#)
Pension Spiking Invoice [38](#)

R

Reinstated Salary Service [38](#)
Rejected File [10](#)
Reporting Employer [4](#)

S

Sample File Layout [5](#)
Sample File Layout Key [5](#)
Sick Leave Billing Invoice [38](#)
Statutory Emergency [47](#)
Statutory Interim [47](#)
Statutory Probationary [47](#)
Statutory Seasonal [47](#)
Statutory Temporary [47](#)

U

Unsubmit Detail File [10](#)
Upload a File [8](#)