EMPLOYER REPORTING, COMPLIANCE & EDUCATION

Kentucky Public Pensions Authority

CHAPTER 5

Other ESS Functionality

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REVISED 07/2021

DOWNLOAD MEMBER ID

When a new employee is reported to KPPA, the member is assigned a unique identifier called a Member ID, which will follow the person from his or her membership through retirement. All employees, participating and non-participating, will be assigned a Member ID.

SELF SERVICE

LOGIN

The Download Member ID module in Employer Self Service (ESS) allows an employer to view and download the Member ID, Social Security Number, Name, Participation Date and Contribution Group Category of its employees.

The employer must report the Member ID and Contribution Group to KPPA each month on the monthly report (with the exception of Member ID for new hires being reported for the first time). For employers who use the Enter Report Details module to submit the monthly detail report, once a Member ID has been assigned to an employee, the Member ID will automatically populate in the details report. These employers may still use this module to obtain the Contribution Group information, but only employers who report using the Upload Detail File module will need to download the Member ID file. Employers must obtain the Member ID and Contribution Group information from KPPA to determine accurate reporting of a member's contributions.

VIDEOS

Download Member ID

The Download Member ID module provides employers the following options:

- **Newly Created Members:** Download data using the last date downloaded. This option includes all new members reported by the agency since the last time the agency downloaded the Member ID file.

- **Date of Employment:** Download data using an Employment Date. The ESS user will enter an employment begin date to retrieve all members reported by the employer with an employment begin date greater than or equal to the date entered.

- **Report Month:** Download data using a specific report month and year. The ESS user will enter a report month and year to retrieve all members included on the specified report.

- **Social Security Number (SSN):** Search by entering the employee's SSN. The ESS user will enter the SSN to retrieve the Member ID and Contribution Group Category for that employee. Multiple SSNs can be entered to create a file that the employer can download.

Regardless of the option the employer chooses, the results may be downloaded into an ASCII flat file. Employers should refer to the Member ID Download File Format.

The following table lists the various results for contribution group categories and the corresponding amount of contributions owed for that category.

CONTRIBUTION GROUP CATEGORY	INSTRUCTIONS
Without Health Insurance	Report the employee contributions (ex. 5% for nonhazardous and 8% for hazardous) as well as the required employer contributions. The additional 1% Health Insurance Contribution is not required.
With Health Insurance	Report the appropriate employee contributions (ex. 5% for nonhazardous and 8% for hazardous) and the additional 1% Health Insurance Contribution as well as the required employer contributions.
Cash Balance	Report the appropriate employee contributions (ex. 5% for nonhazardous and 8% for hazardous) and the additional 1% Health Insurance Contribution as well as the required employer contributions.
Retired/ Reemployed	Report only the required employer contributions (0% employee contributions).
The SSN entered is not found in the KPPA system. Please double check your entry. If this is a new member being reported to KPPA for the first time, then a Member ID will be assigned to this individual once received and processed by KPPA. Since this member does not currently exist in our system, the member should be reported in the Cash Balance Contribution Group.	If SSN was correct, then report the appropriate employee contributions (ex. 5% for non-hazardous and 8% for hazardous) and the additional 1% Health Insurance Contribution as well as the required employer contributions.

Refer to Chapter 2 for more information on Contribution Groups.

READ MORE
Chapter 2: Employee Reporting

SELF SERVICE

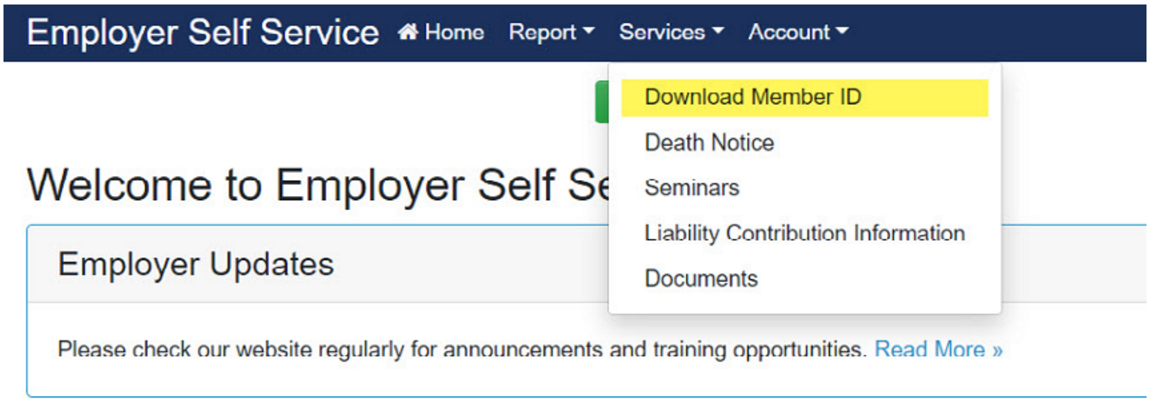
LOGIN

DOWNLOAD MEMBER ID - NEWLY CREATED MEMBERS

This option allows you to download Member IDs created since you last downloaded the Member ID file.

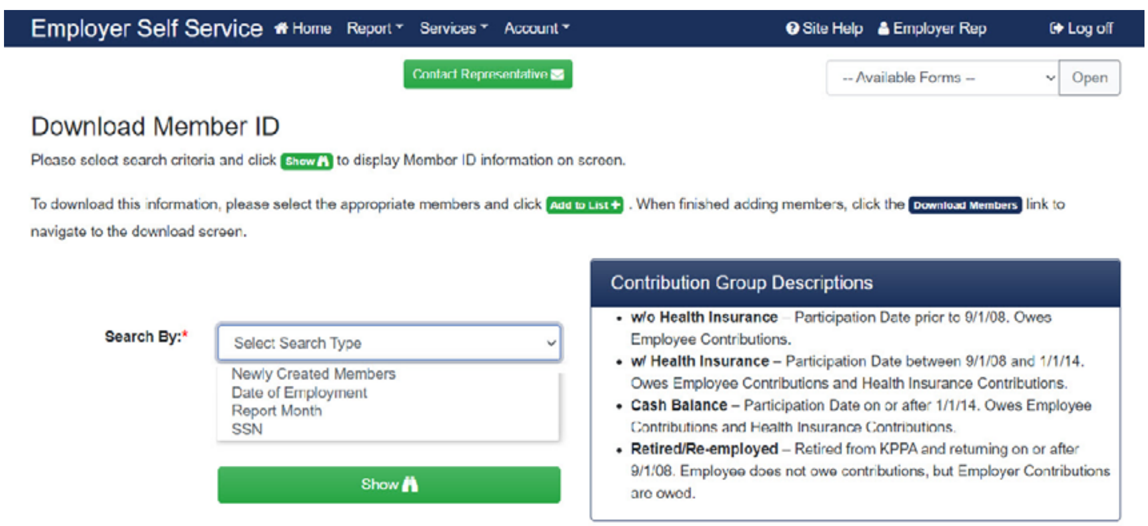
Step 1

In ESS, click **Download Member ID** located under the **Services** menu.



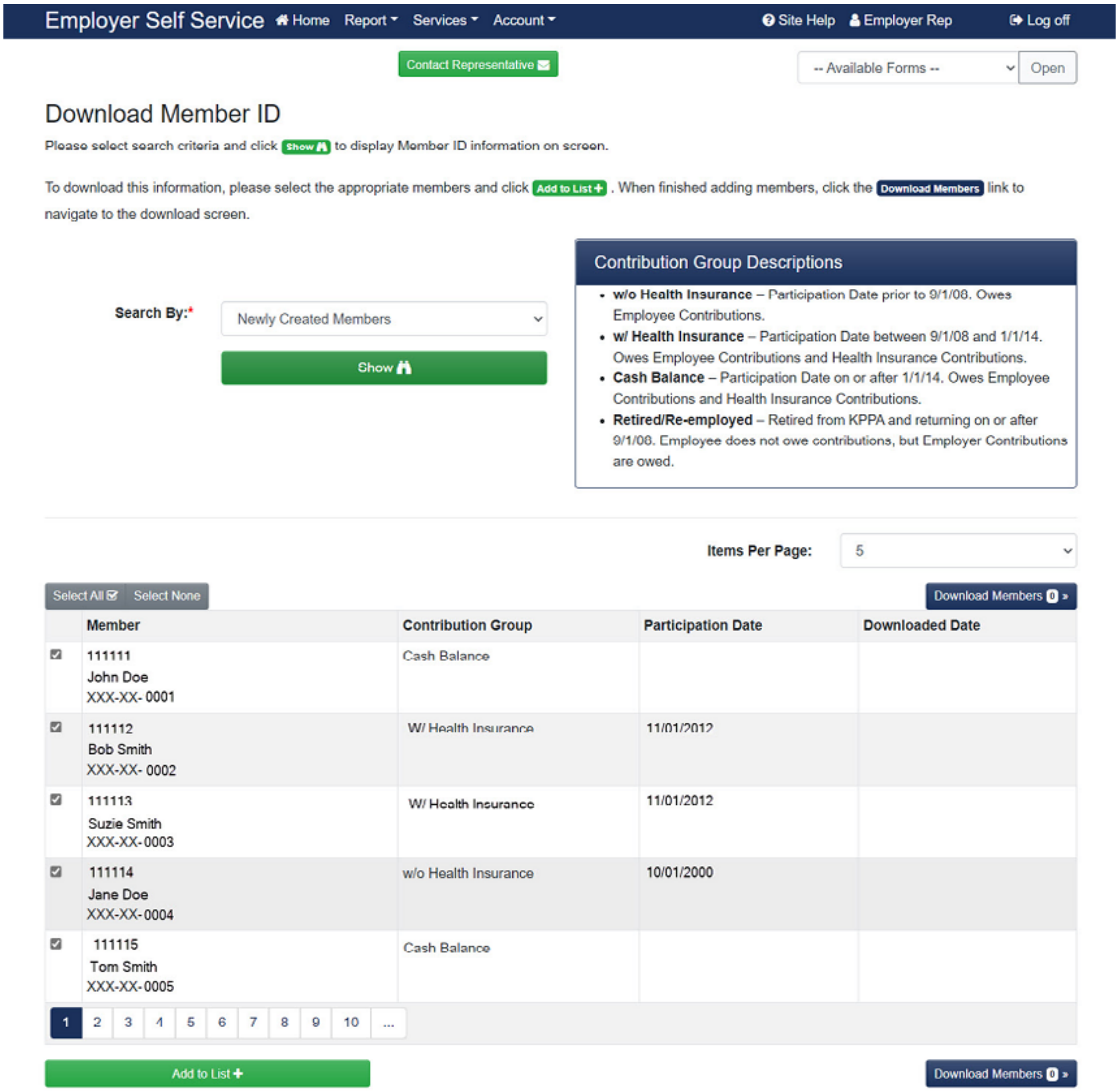
Step 2

Select **Newly Created Members** from the Search By drop-down list and click **Show**.



Step 3

To select the employees to download, click the indicator box next to the name. To Select All, click **Select All**. Once the employees have been selected, click **Add to List.**



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

Contact Representative

-- Available Forms -- Open

Download Member ID

Please select search criteria and click Show to display Member ID information on screen.

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

Search By:* Newly Created Members

Show

Contribution Group Descriptions

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

Items Per Page: 5

Select All Select None Download Members 0 »

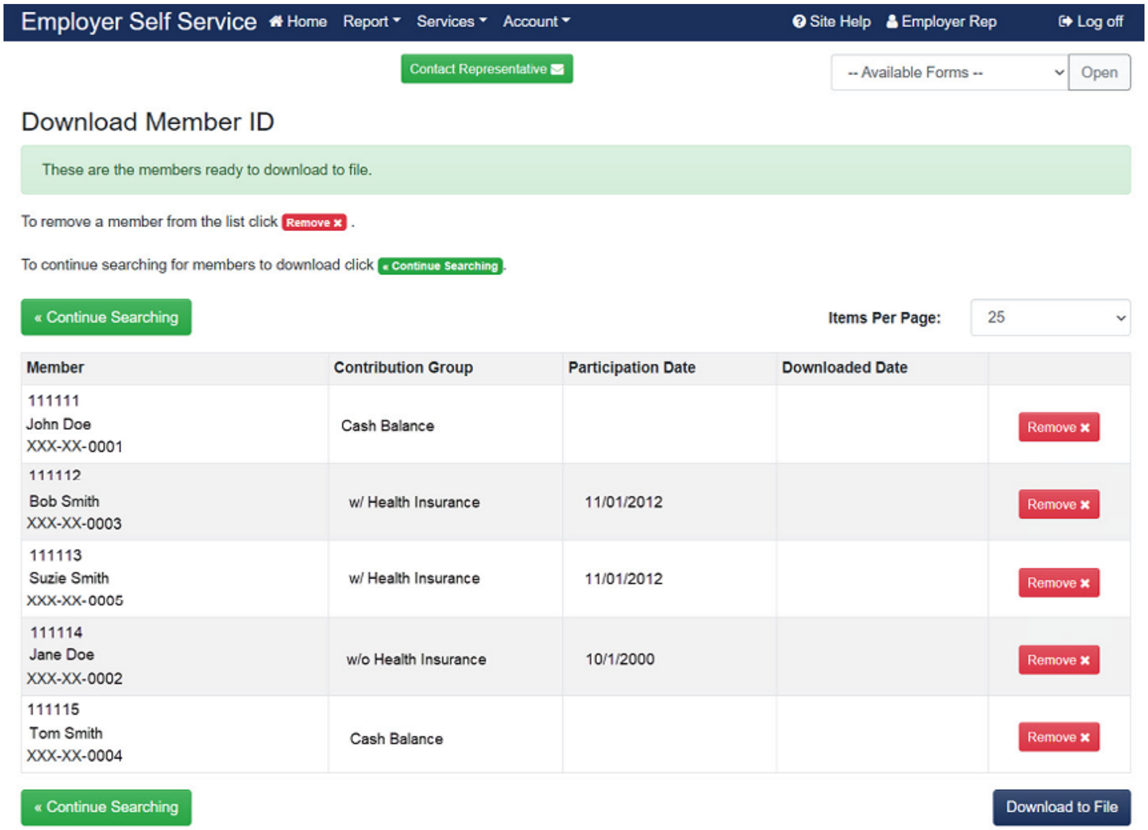
	Member	Contribution Group	Participation Date	Downloaded Date
☑	111111 John Doe XXX-XX- 0001	Cash Balance		
☑	111112 Bob Smith XXX-XX- 0002	W/ Health Insurance	11/01/2012	
☑	111113 Suzie Smith XXX-XX-0003	W/ Health Insurance	11/01/2012	
☑	111114 Jane Doe XXX-XX-0004	w/o Health Insurance	10/01/2000	
☑	111115 Tom Smith XXX-XX-0005	Cash Balance		

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

Add to List Download Members 0 »

NOTE

If there is more than one page of records, you must select the members you wish to download and then click **Add to List** for each page of records. Another option is to change the display to "All" in the Items Per Page drop-down box so that all records are displayed.



Step 4

To save the file on your computer, click **Download to File**.

NOTE

If you report for more than one employer, all member IDs for all employers will display and download in the file. The file will separate employees by employer code in the headers, footers and detail sections.

Step 5

If you would like to open the file, click **Open**. Otherwise, click **Save**.

Step 6

Save the file in your desired location (on your computer/network).

DOWNLOAD MEMBER ID - BY DATE OF EMPLOYMENT

This option allows you to download only Member IDs for those employees whose employment began with your agency on or after a specified date.

SELF SERVICE

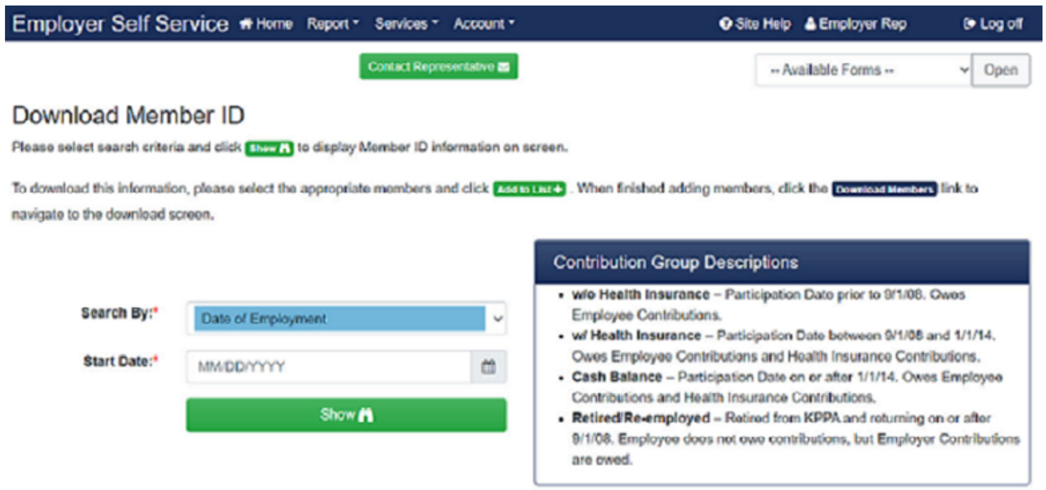
LOGIN

Step 1

In ESS, click **Download Member ID** located under the **Services** menu.

Step 2

Select **Date of Employment** from the Search By drop-down list. The following screen will display:

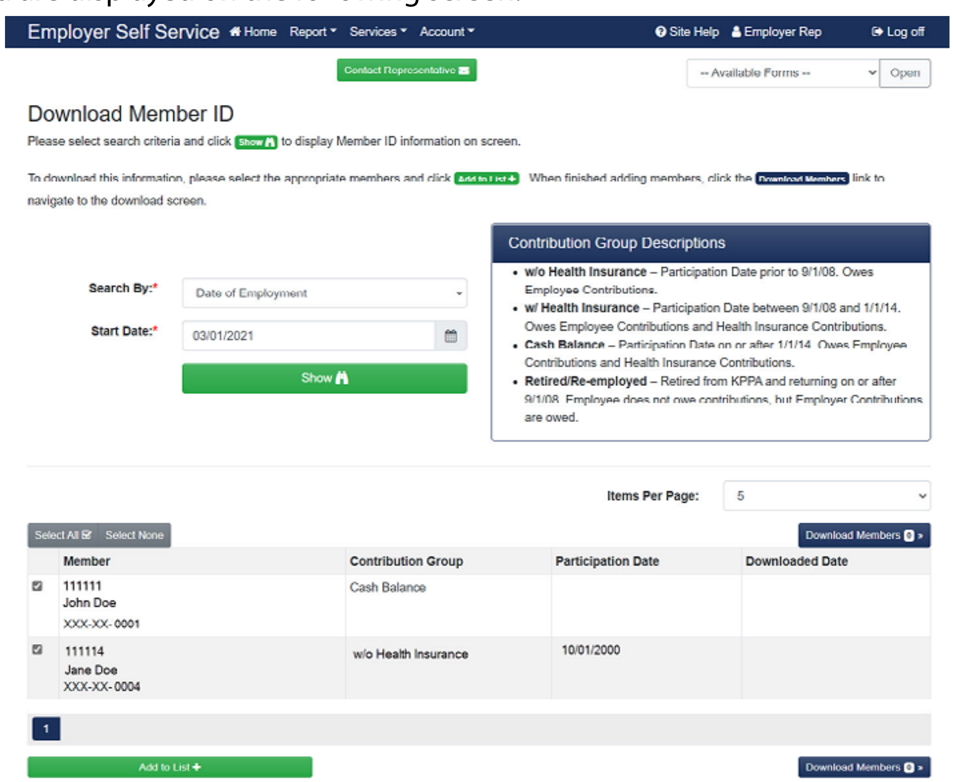


Step 3

Enter a **Start Date** or select a date from the calendar.

Step 4

Click **Show**. The Member IDs for all employees added to your report since the date entered are displayed on the following screen:



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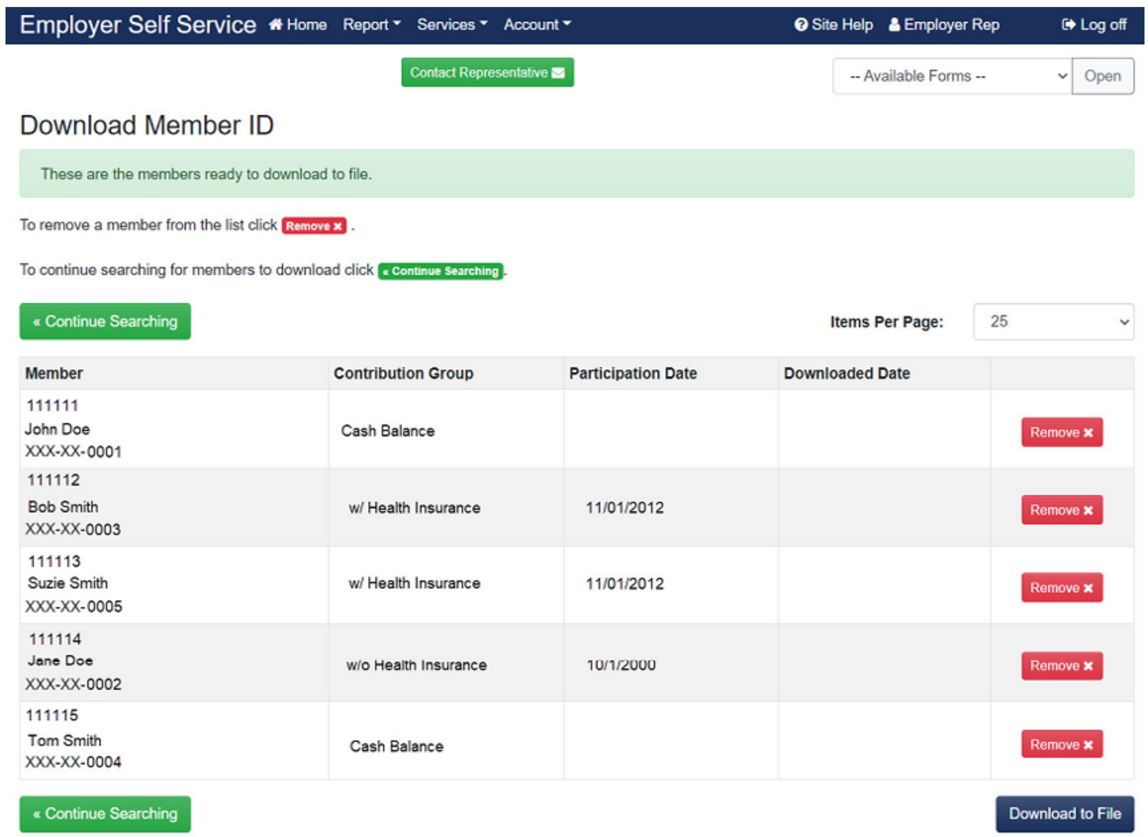
Step 5

To select the employees to download, click the indicator box next to the name. To select all, click **Select All**. Once the employees have been selected, click **Add to List**.

NOTE If there is more than one page of records, you must select the members you wish to download then click **Add to List** for each page of records. Another option is to change the display to "All" in the Items Per Page drop-down so that all records are displayed.

Step 6

To save the file on your computer, click **Download Members**.



NOTE If you report for more than one employer, all Member IDs for all employers will display and download in the file. The file will separate employees by employer code in the headers, footers, and detail sections.

Step 7

If you would like to open the file, click **Open**. Otherwise, click **Save**.

Step 8

Save the file in your desired location (on your computer/network) .

SELF SERVICE

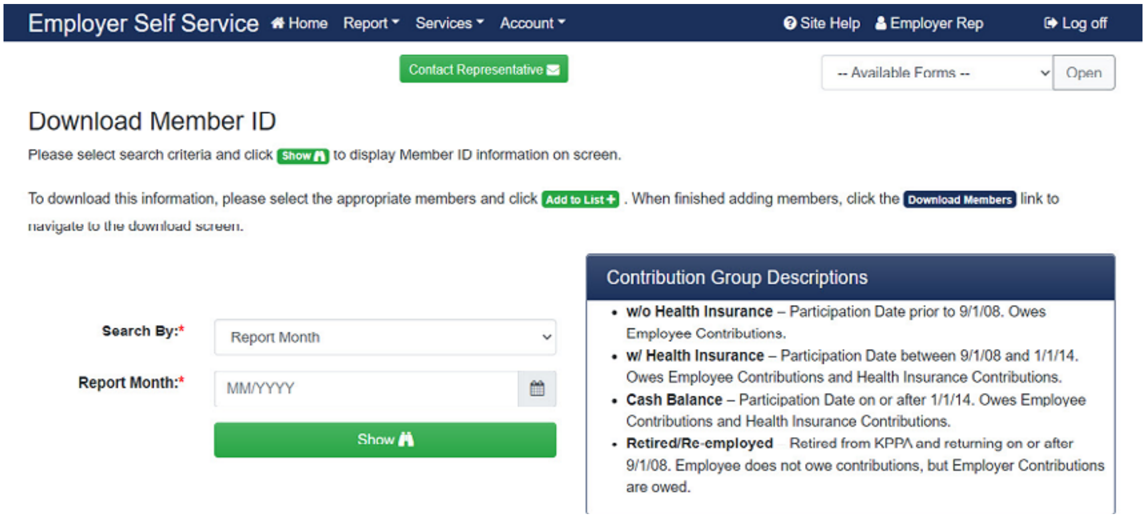
LOGIN

DOWNLOAD MEMBER ID - BY REPORT MONTH

This option allows you to download only the Member IDs of employees reported for a specific report month.

Step 1

In ESS, click **Download Member ID** located under the **Services** menu.

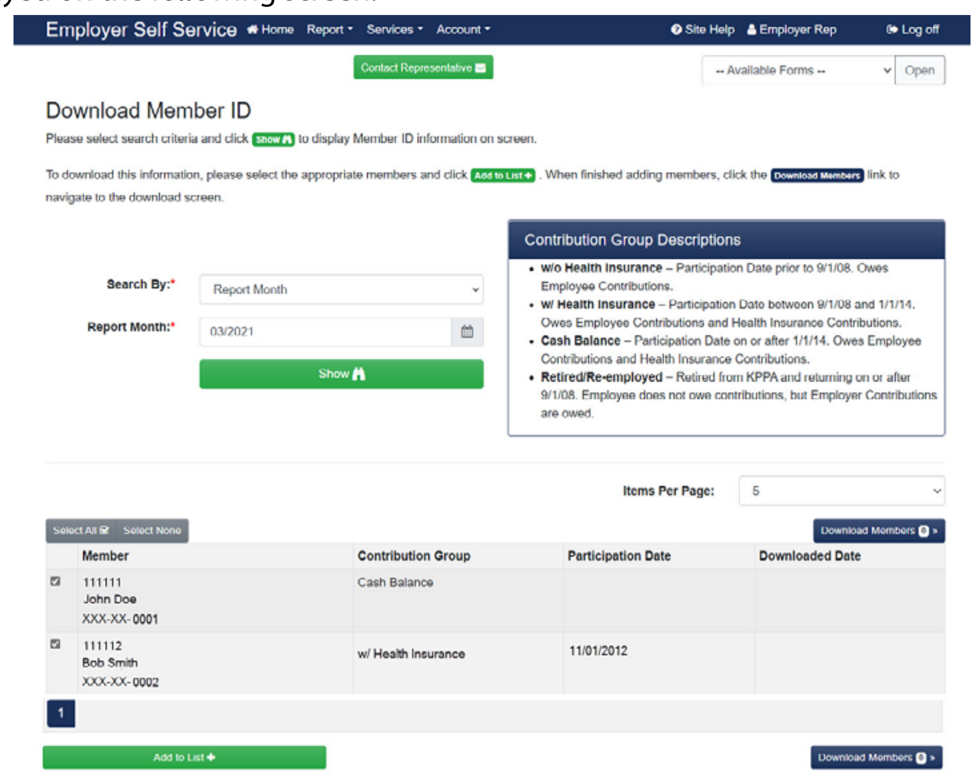


Step 2

Select the **Report Month** from the Search By drop-down list. Enter a **Report Month** or select a date from the calendar.

Step 3

Click **Show**. The Member IDs for all employees for the Report Month entered are displayed on the following screen:



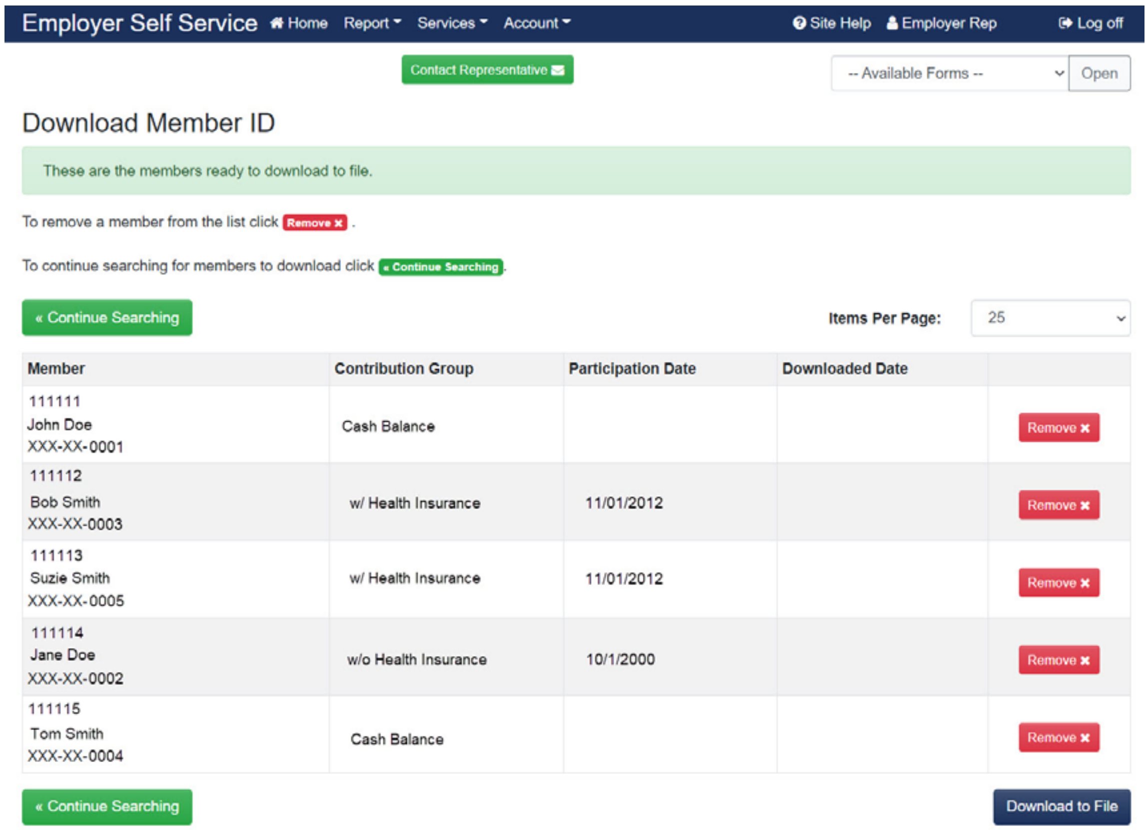
Step 4

To select the employees to download, click the indicator box next to the name. To Select All, click **Select All**. Once the employees have been selected, click **Add to List**.

If there is more than one page of records, you must select the members you wish to download and then click **Add to List** for each page of records. Another option is to change the display to "All" in the Items Per Page drop-down so that all records are displayed.

Step 5

To save the file on your computer, click **Download Members**.



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

Contact Representative

-- Available Forms -- Open

Download Member ID

These are the members ready to download to file.

To remove a member from the list click Remove.

To continue searching for members to download click « Continue Searching.

« Continue Searching

Items Per Page: 25

Member	Contribution Group	Participation Date	Downloaded Date	
111111 John Doe XXX-XX-0001	Cash Balance			Remove
111112 Bob Smith XXX-XX-0003	w/ Health Insurance	11/01/2012		Remove
111113 Suzie Smith XXX-XX-0005	w/ Health Insurance	11/01/2012		Remove
111114 Jane Doe XXX-XX-0002	w/o Health Insurance	10/1/2000		Remove
111115 Tom Smith XXX-XX-0004	Cash Balance			Remove

« Continue Searching

Download to File

If you report for more than one employer, all member IDs for all employers will display and download in the file. The file will separate employees by employer code in the headers, footers, and detail sections.

Step 6

If you would like to open the file, click **Open**. Otherwise, click **Save**.

Step 7

Save the file in your desired location (on your computer/network).

DOWNLOAD MEMBER ID - BY SSN

This option allows you to download only the Member ID of the SSN entered. This information allows employers to accurately deduct the correct contribution rate for the employees from the beginning of employment.

SELF SERVICE

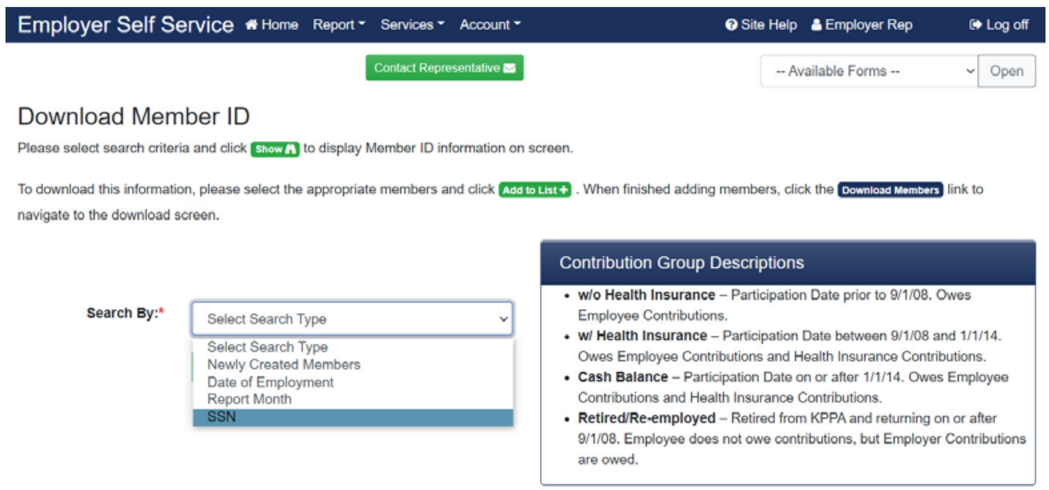
LOGIN

Step 1

In ESS, click **Download Member ID** located under the **Services** menu.

Step 2

Select **SSN** from the Search By drop-down list. The following screen will display:

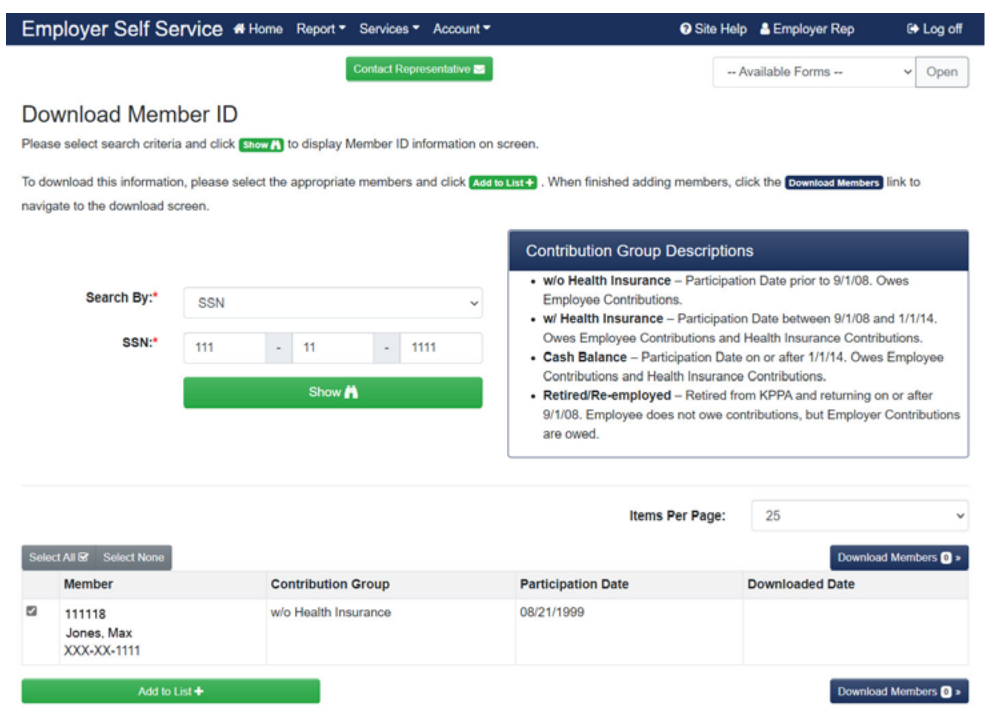


Step 3

Enter the employee's SSN.

Step 4

Click **Show**. ESS will display the following screen:



If you receive the following message: *"The SSN entered is not found in the KPPA system. Please double check your entry. If this is a new member being reported to KPPA for the first time, then a member ID will be assigned to this individual once received and processed by KPPA. Since this member does not currently exist in our system, the member should be reported in the Cash Balance Contribution Group."*; double check that the SSN entered was correct. If the SSN was correct, then report the employee in the Cash Balance Contribution Group.

Step 5

Repeat **Step 3** and **Step 4** to add additional Social Security numbers.

Step 6

To select the employee(s) to download, click the indicator box next to the name. To Select All, click **Select All**. Once the employees have been selected, click **Add to List**.

Step 7

To save the file on your computer, click **Download Members**.

NOTE

If you report for more than one employer, all Member IDs for all employers will display and download in the file. The file will separate employees by employer code in the headers, footers, and detail sections.

Step 8

If you would like to open the file, click **Open**. Otherwise, click **Save**.

Step 9

Save the file in your desired location (on your computer/network).

DOCUMENT UPLOAD

Employers can upload documents electronically to KPPA via the Documents module in ESS. This module provides the employer the ability to submit documentation related to the employer account or for specific employees within the agency.

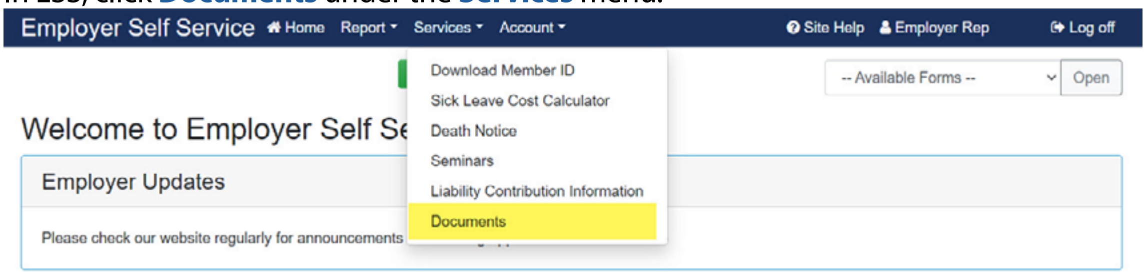
UPLOADING EMPLOYER DOCUMENTS

SELF SERVICE

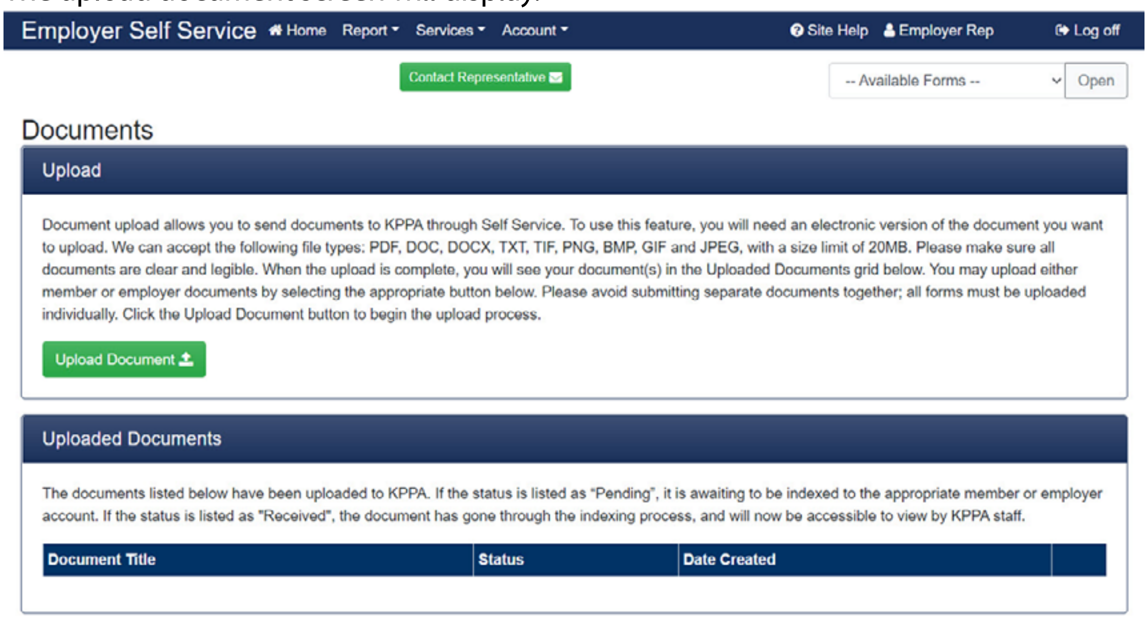
LOGIN

Step 1

In ESS, click **Documents** under the **Services** menu.



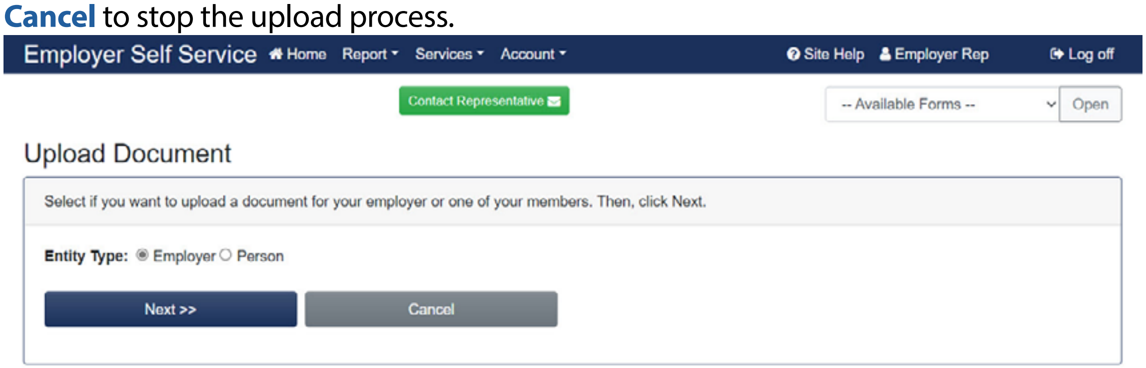
The upload document screen will display.



Click **Upload Document** to navigate to the Employer/Person Document selection screen.

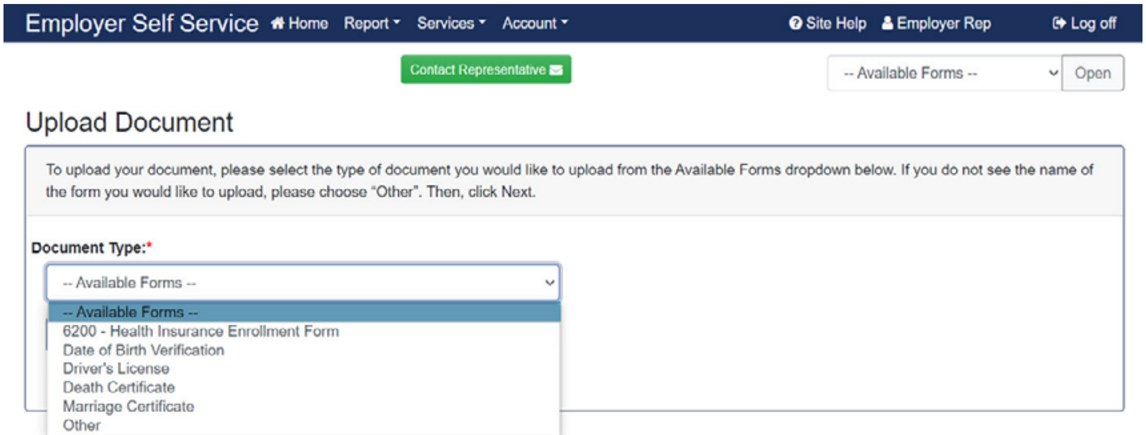
Step 2

Click the radio button for the appropriate document type and click **Next** to continue or **Cancel** to stop the upload process.



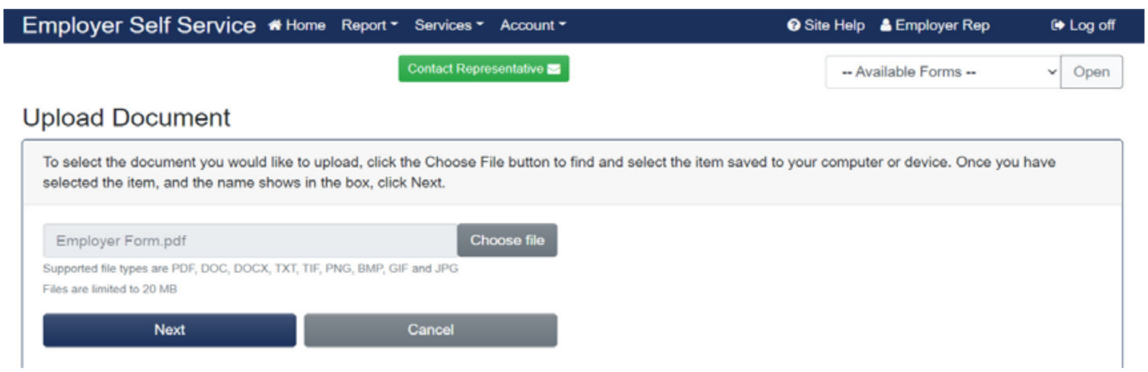
Step 3

Select the form number or "Other" in the dropdown list to identify document for upload, then click **Next** to continue or **Cancel** to stop the upload process.



Step 4

Click **Choose File** to find and select the document saved to your device for upload, then click **Next** to continue or **Cancel** to stop the upload process.

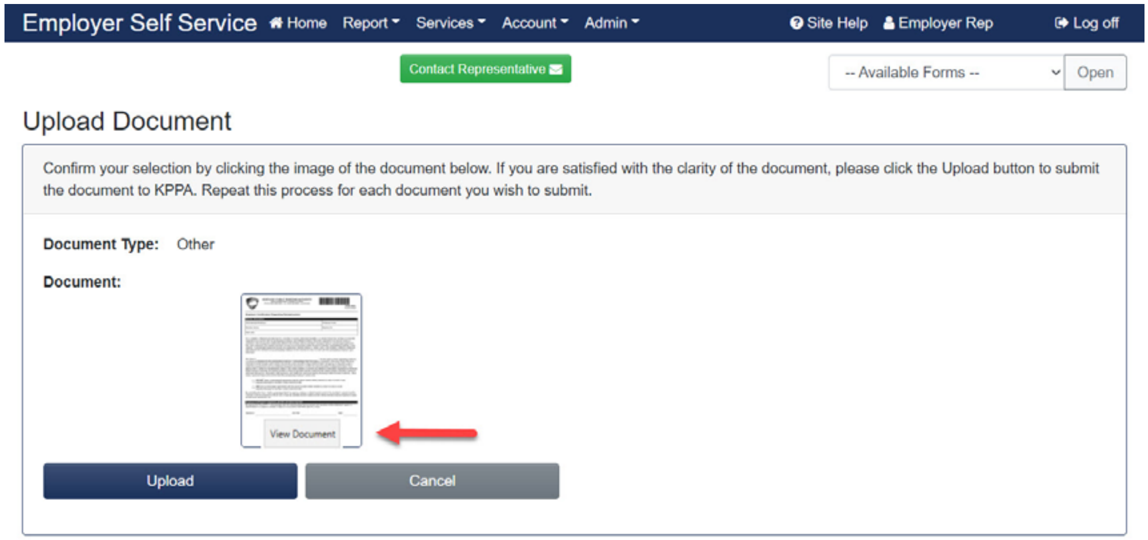


NOTE

Upload only one document at a time. A multiple page document is acceptable, as long as the document does not exceed 20 MB in size. KPPA cannot accept multiple documents in the same upload, even if the documents are the same form number.

Step 5

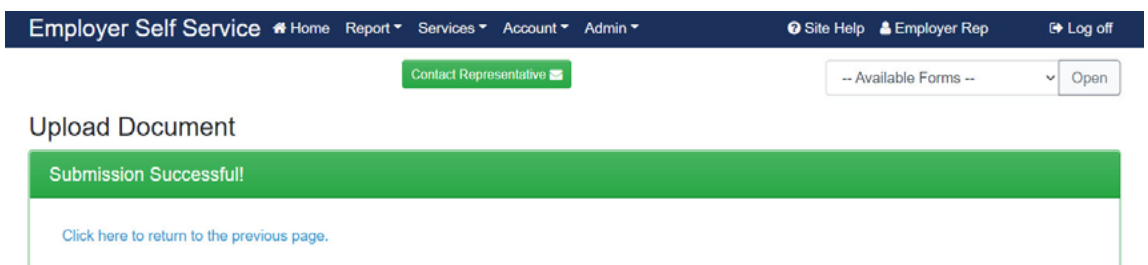
Review the document image for clarity and content by clicking on the thumbnail image. If the document is accurate and acceptable, close the pop-up window and click **Upload** to continue.

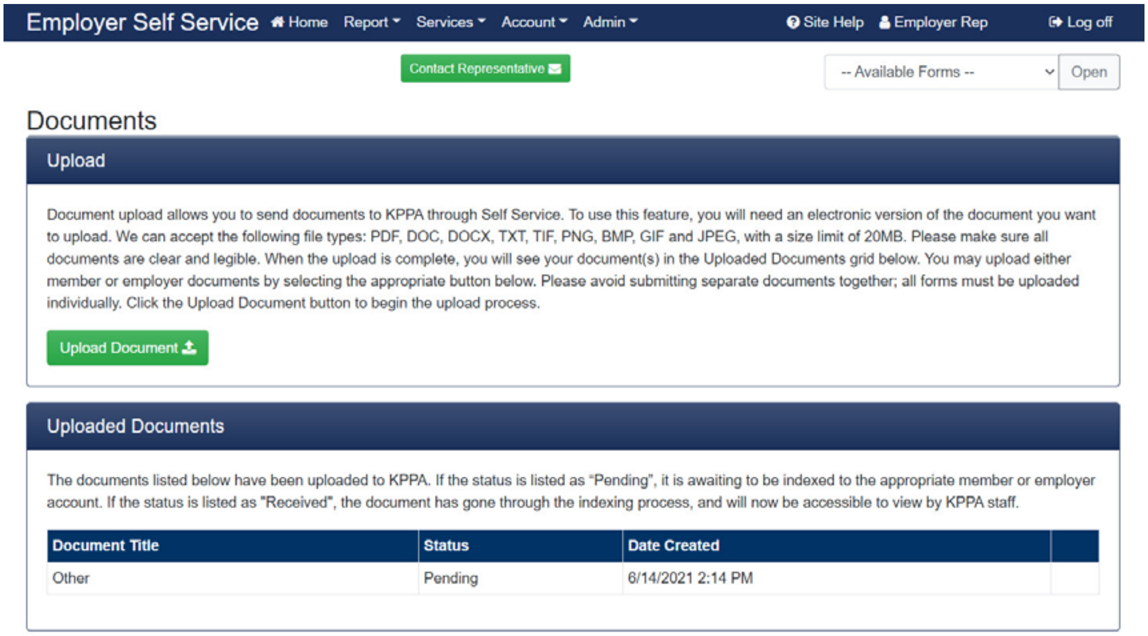


If the image is not acceptable, close the pop-up window and click **Cancel** and the system will navigate you back to the start of the process.

Step 6

Click the link to return to the Document home screen to view the pending document or to upload another document.

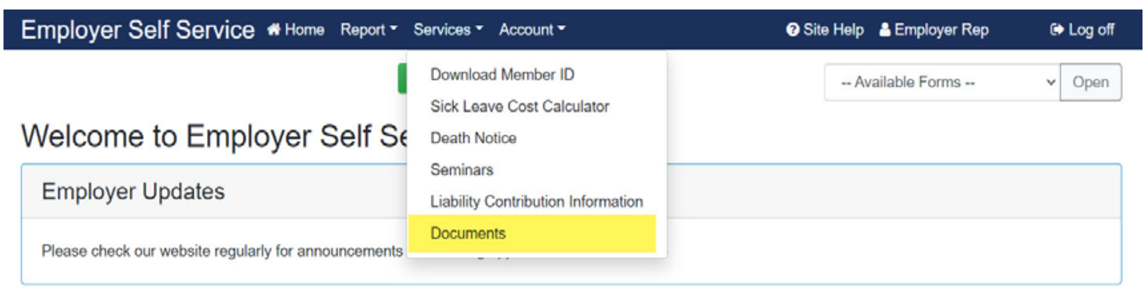




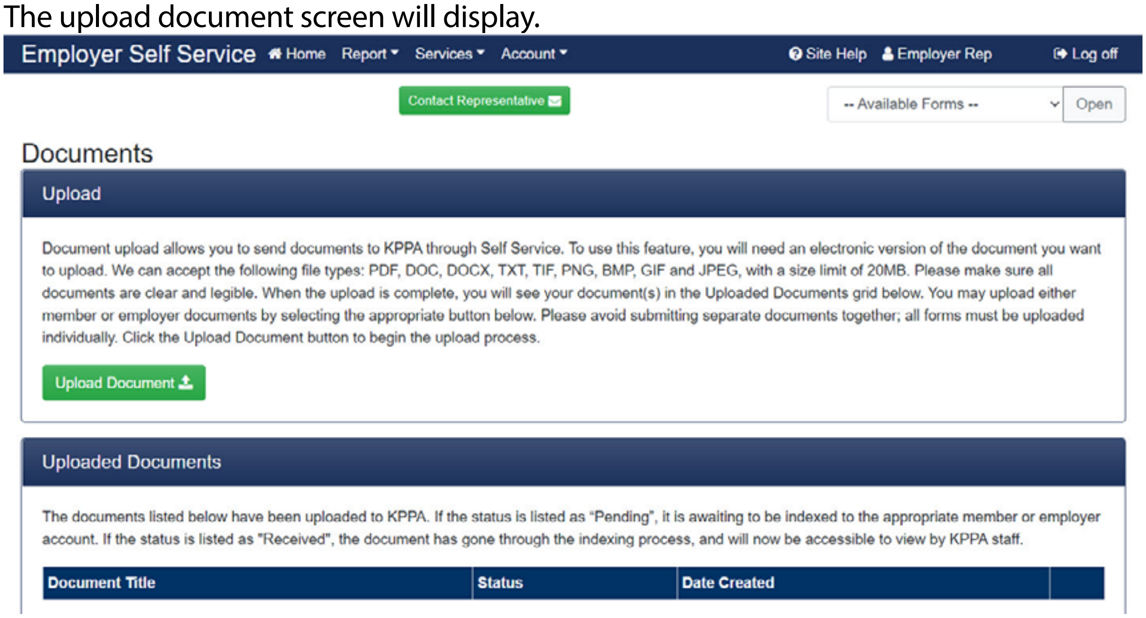
UPLOADING PERSON DOCUMENTS

Step 1

In ESS, click **Documents** under the **Services** menu.



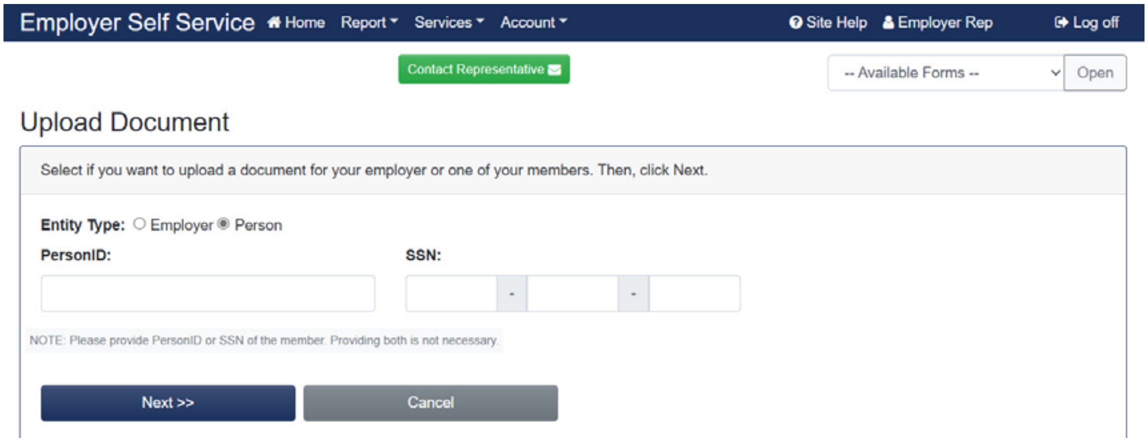
The upload document screen will display.



Click **Upload Document** to navigate to the Employer/Person Document selection screen.

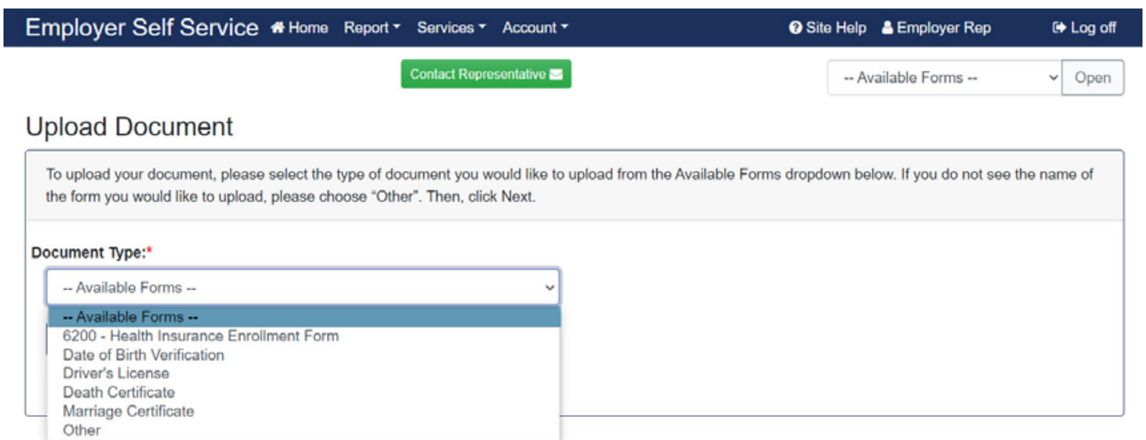
Step 2

Click the radio button for the appropriate document type, enter the Person ID (KPPA Member ID) <u>or</u> SSN and click **Next** to continue or **Cancel** to stop the upload process.



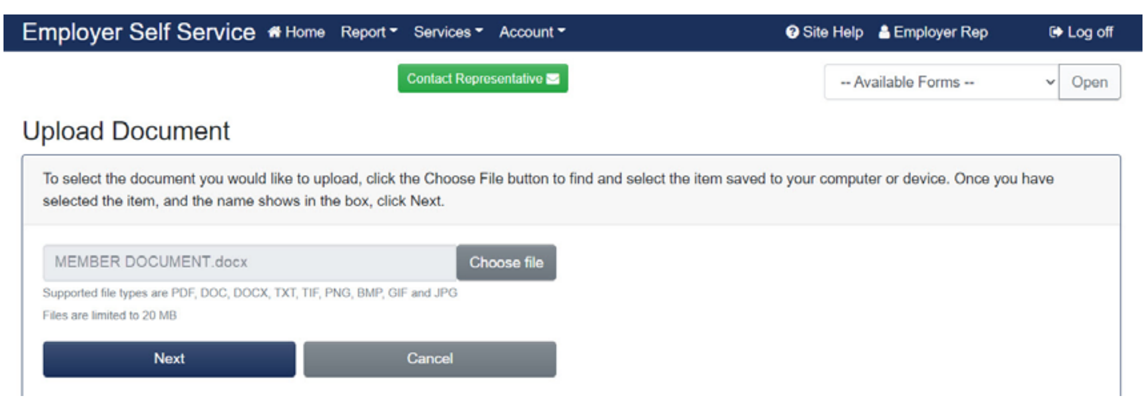
Step 3

Select the form number or "Other" in the dropdown list to identify the document for upload, then click **Next** to continue or **Cancel** to stop the upload process.



Step 4

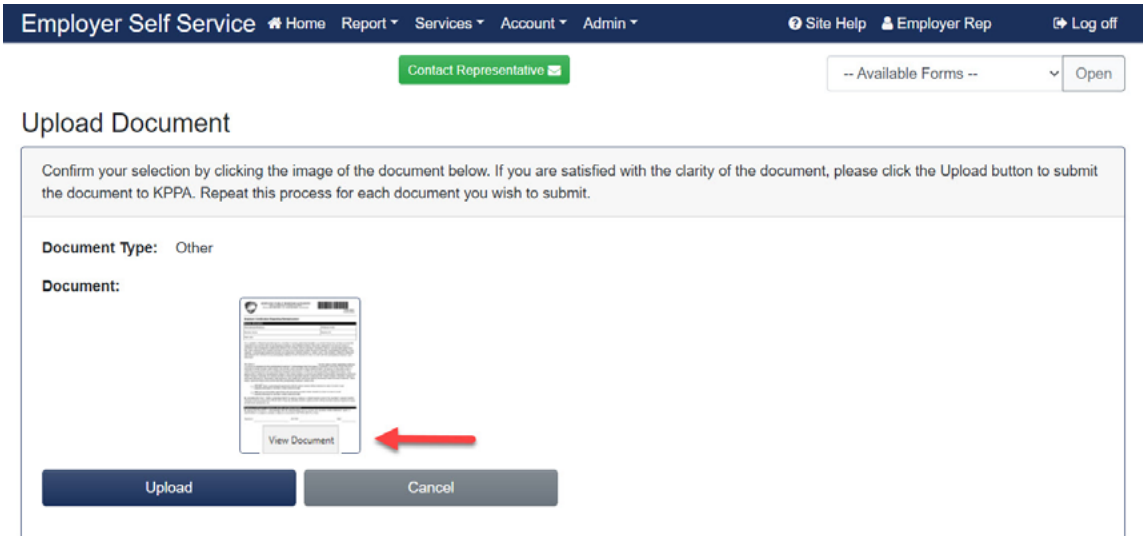
Click **Choose File** to find and select the document saved to your device for upload, then click **Next** to continue or **Cancel** to stop the upload process.



Upload only one document at a time. A multiple page document is acceptable, as long as the document does not exceed 20 MB in size. KPPA cannot accept multiple documents submitted in the same upload, even if the documents are the same form number or for the same person. **Documents submitted for multiple employees under one KPPA Member ID or SSN wil result in a processing delay.**

Step 5

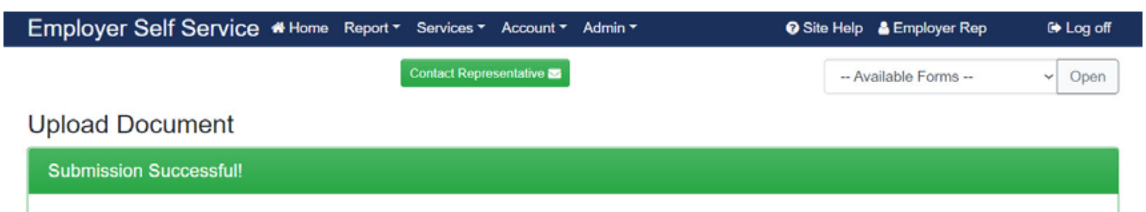
Review the document image for clarity and content by clicking on the thumbnail image. If the document is accurate and acceptable, close the pop-up window and click **Upload** to continue.



If the image is not acceptable, close the pop-up window and click **Cancel** and the system will navigate you back to the start of the process.

Step 6

Click the link to return to the Document home screen to view the pending document or to upload another document.



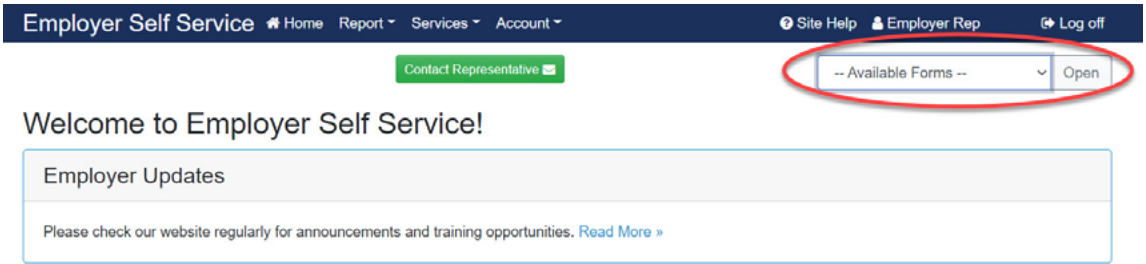
AVAILABLE FORMS

Many employer forms are accessible from any screen in ESS by using the drop-down box located at the top of each page. Forms including member information will require the Member ID. Member IDs may be retrieved using the Download Member ID module.

To view a form, click the Available Forms drop-down list and select the form. Then click **Open** to view the form as a PDF in a separate window.

SELF SERVICE

LOGIN



Examples of the most commonly used forms and instructions on how to complete them are available in **Appendix A: Forms**.

EMPLOYER FORMS

E-forms can be submitted in ESS with an employer Personal Identification Number (PIN). Other forms can be printed and submitted by mail or fax. Some forms are also available on the KPPA website.

For questions regarding forms, please contact your ERCE representative.

Contact ERCE

SICK LEAVE COST CALCULATOR

Employers who participate in the Standard Sick Leave Program can use the Sick Leave Cost Calculator in ESS to estimate the employer's cost for a current or former employee's sick leave at retirement. This menu option is only available for those employers participating in the Standard Sick Leave Program.

NOTICE

Calculations produced using the sick leave cost calculator are estimates. The actual sick leave cost is calculated at retirement. Employers will receive an invoice for an employee's sick leave cost.

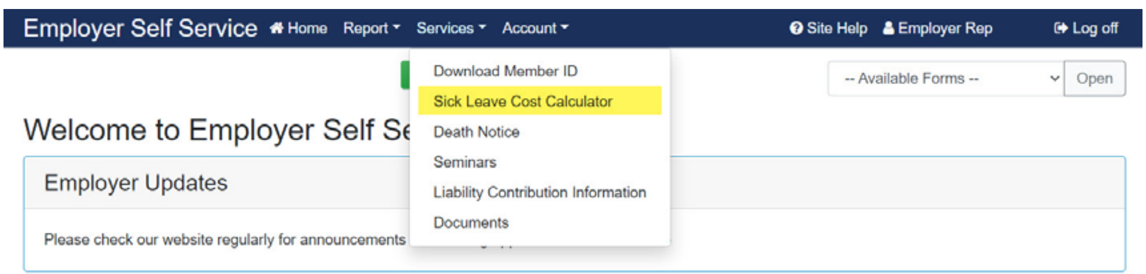
The Sick Leave Cost Calculator can be used for members who are within 5 years of retirement. It can also be used for retired members for which a sick leave invoice has not been generated.

Step 1

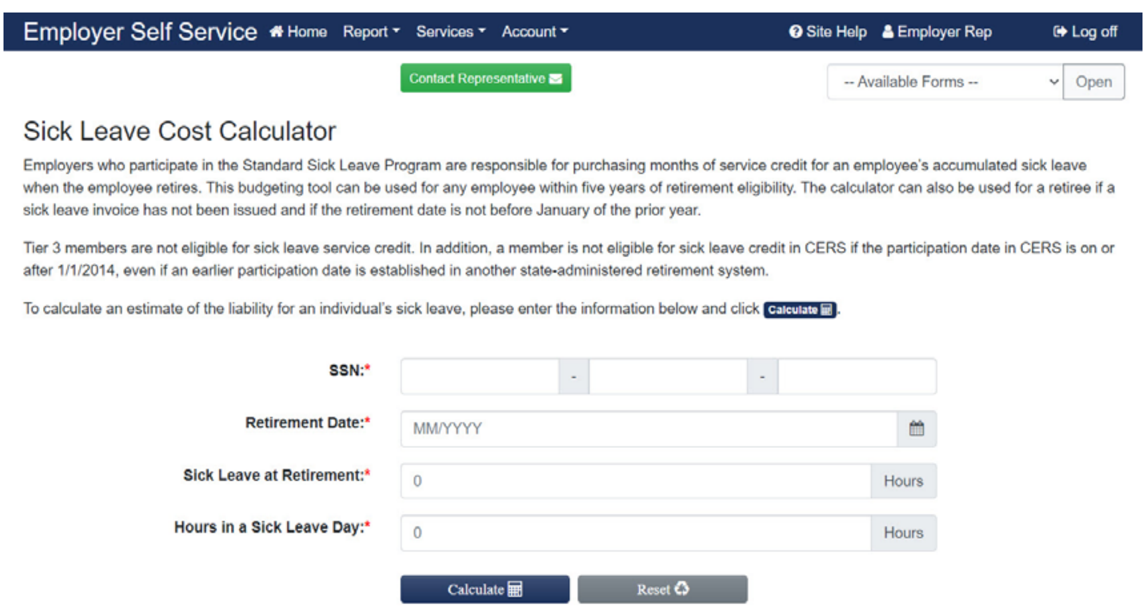
In ESS, click **Sick Leave Cost Calculator** located under the **Services** menu.

SELF SERVICE

LOGIN



The Sick Leave Cost Calculator Screen will display.



Step 2

Complete all fields and click **Calculate**.

FIELD	DESCRIPTION
SSN	Enter the employee's social security number.
Retirement Date	Enter the employee's expected retirement date. The date must be the first of a month.
Sick Leave At Retirement	Enter an estimate of the number of hours of sick leave the employee will have accrued at the time of retirement.
Sick Leave Accrual Rate	Enter the employee's sick leave accrual rate, in hours, using up to two decimal places. The Sick Leave Accrual Rate should reflect how many hours equals a sick leave day.

The calculated results include the number of months of sick leave to be purchased by the employer, final compensation of the employee used in the calculation and the total cost to the employer.

For questions regarding calculator results, please contact your ERCE representative.

Contact ERCE

DEATH NOTICE

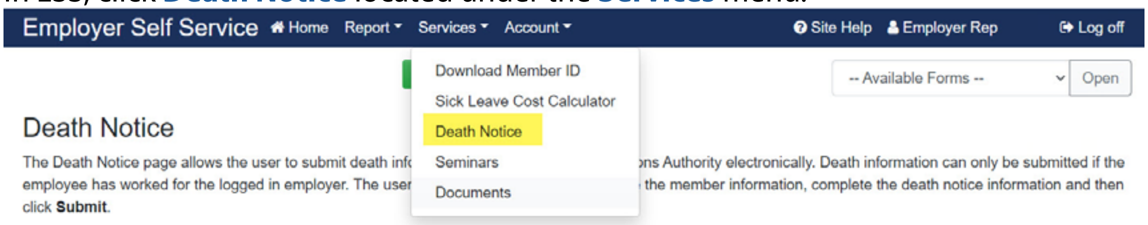
In ESS, employers can report the death of current or former employees. By reporting the death, the employer initiates the process of determining if any death benefits are owed to the beneficiary of the deceased employee/member. A member's beneficiary information is confidential and cannot be shared with employers.

SELF SERVICE

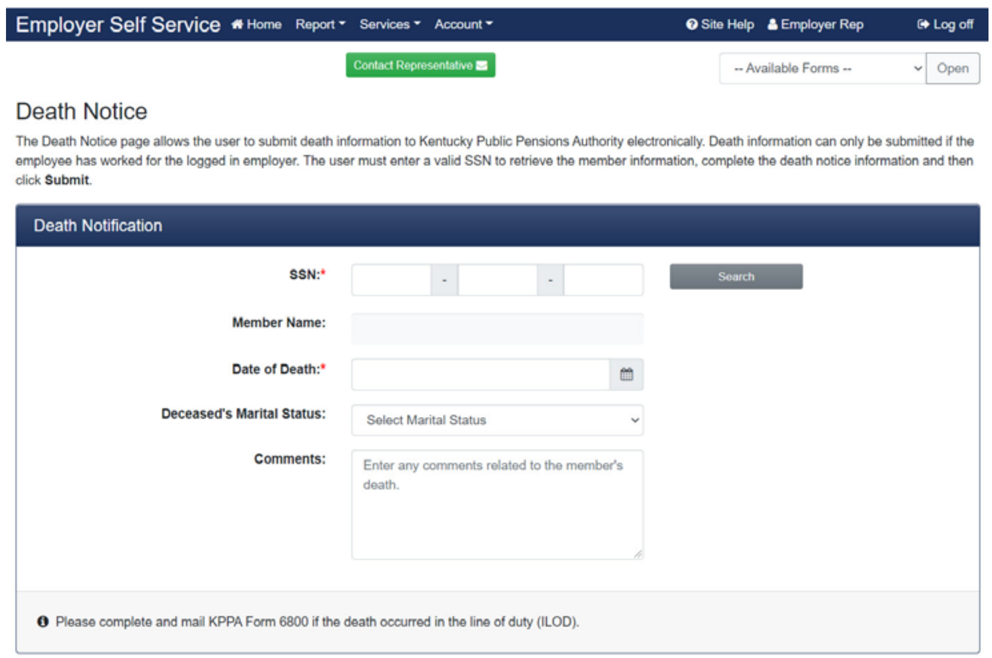
LOGIN

Step 1

In ESS, click **Death Notice** located under the **Services** menu.

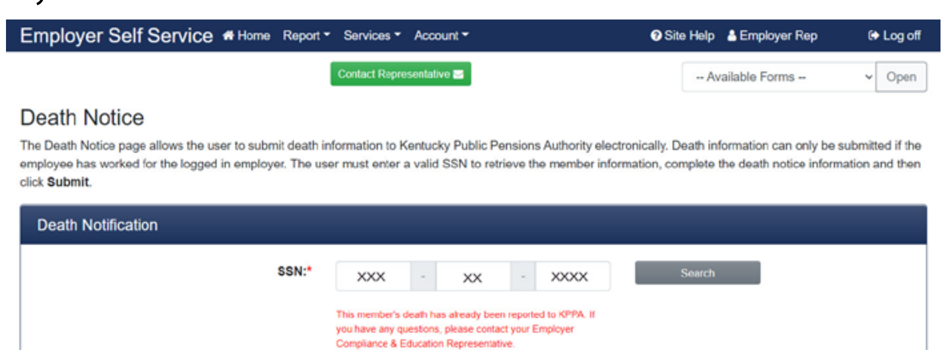


The Death Notification Screen displays.



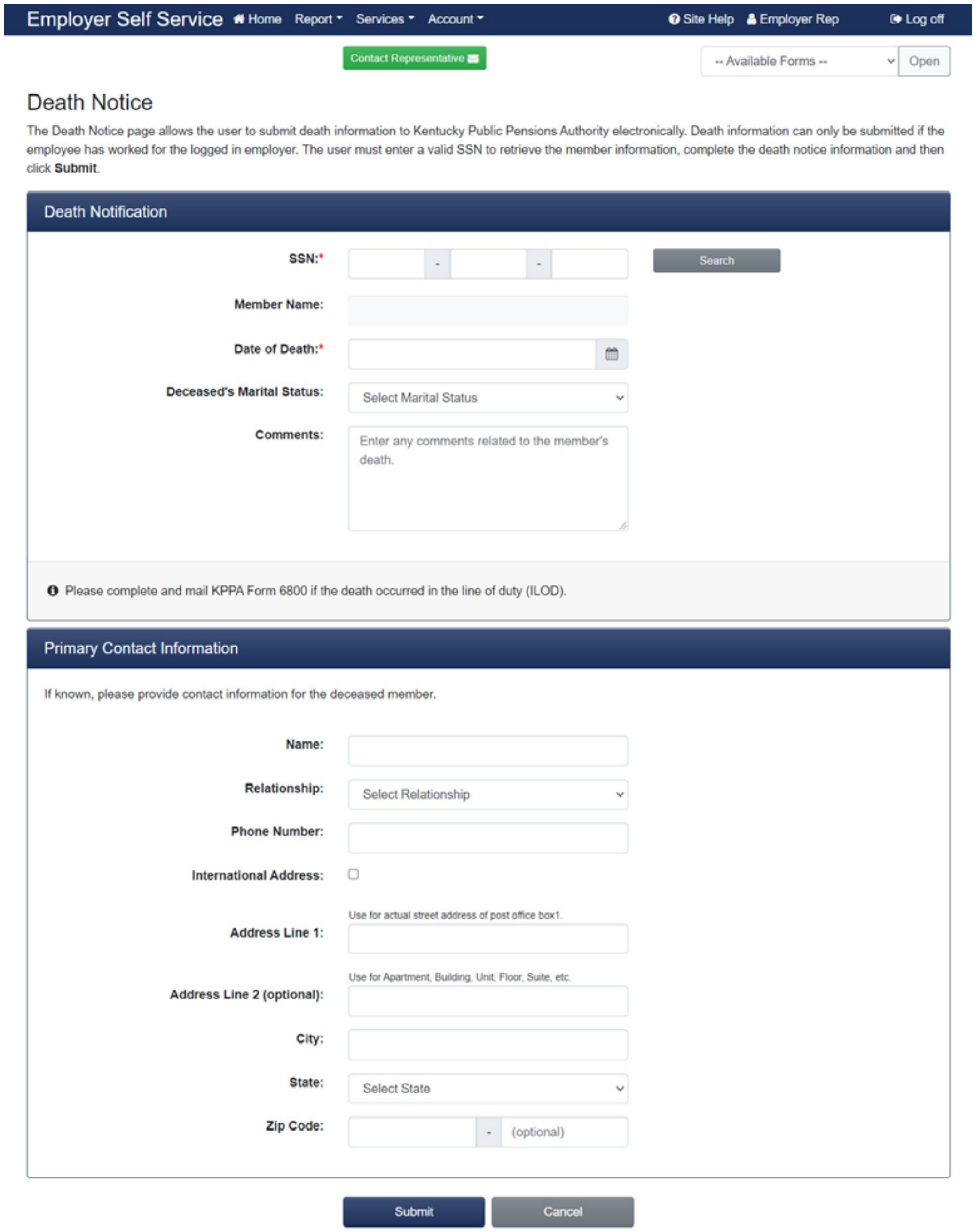
Step 2

Enter the employee's SSN and click **Search.** ESS will display the name of the employee. If the employee's death has already been reported, the following message will display.



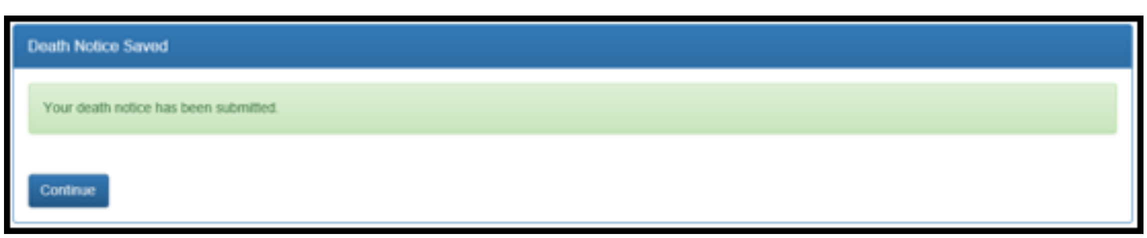
Step 3

If the employee's death has not been reported, verify that the employee displayed is correct and enter the Date of Death, Marital Status and any comments. If known, include the requested contact information for this employee. Click **Submit**.



Step 4

ESS will display a confirmation screen. KPPA will take the appropriate steps to contact the beneficiary of the deceased employee.



SELF SERVICE

LOGIN

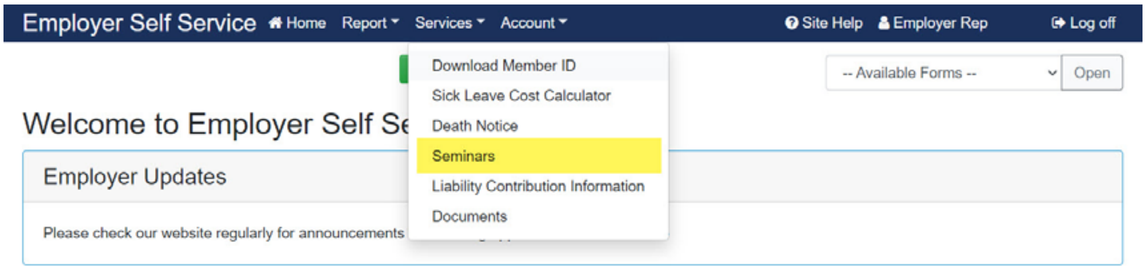
SEMINARS

The Seminars module in ESS allows employers to register for seminars.

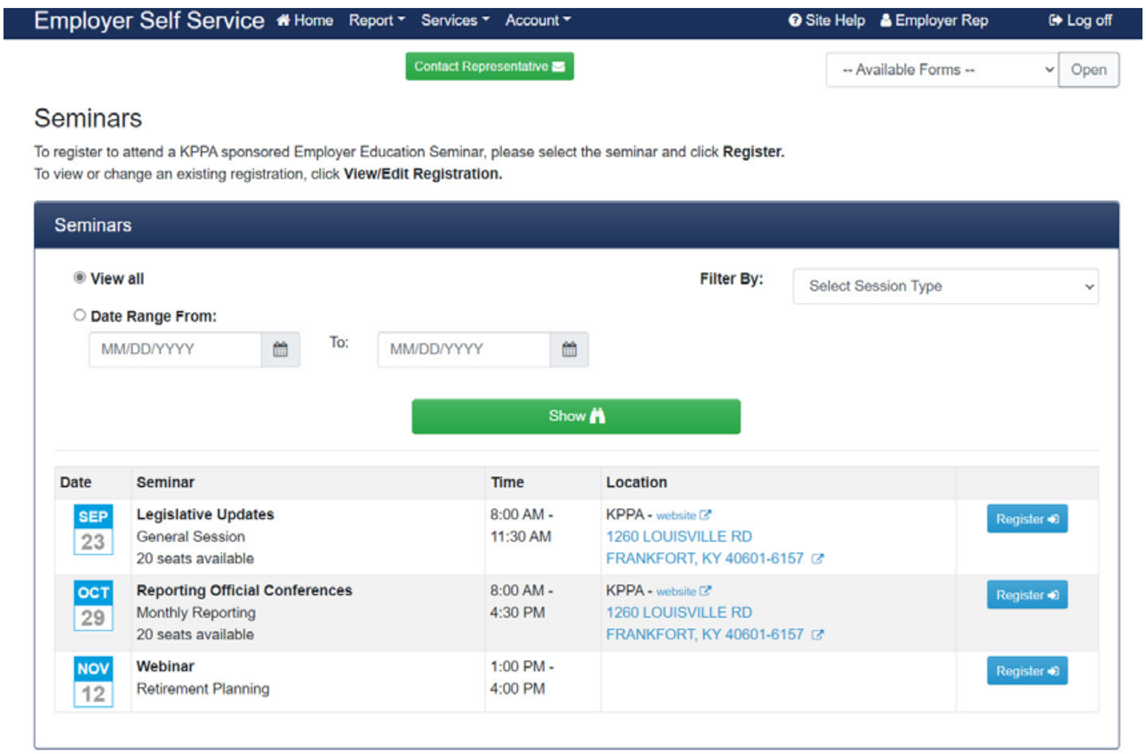
REGISTERING FOR A SEMINAR

Step 1

In ESS, click **Seminars** under the **Services** menu.



All scheduled seminars will automatically display.



NOTE

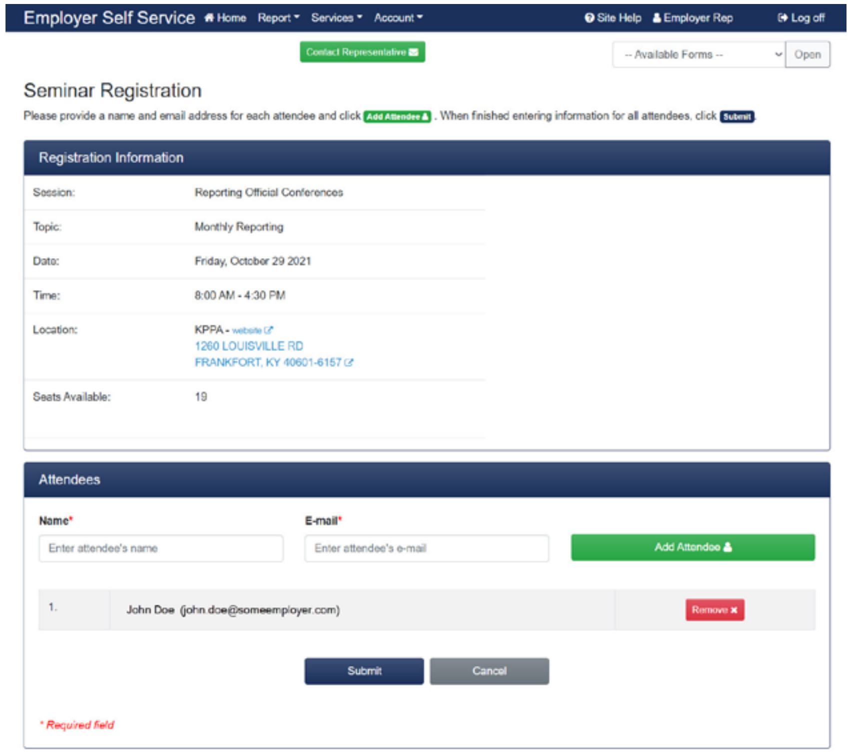
You may filter available seminars by session type or by date range. Clicking the address link will navigate you to a map of the seminar location.

Step 2

Click **Register** next to the seminar for which you would like to attend.

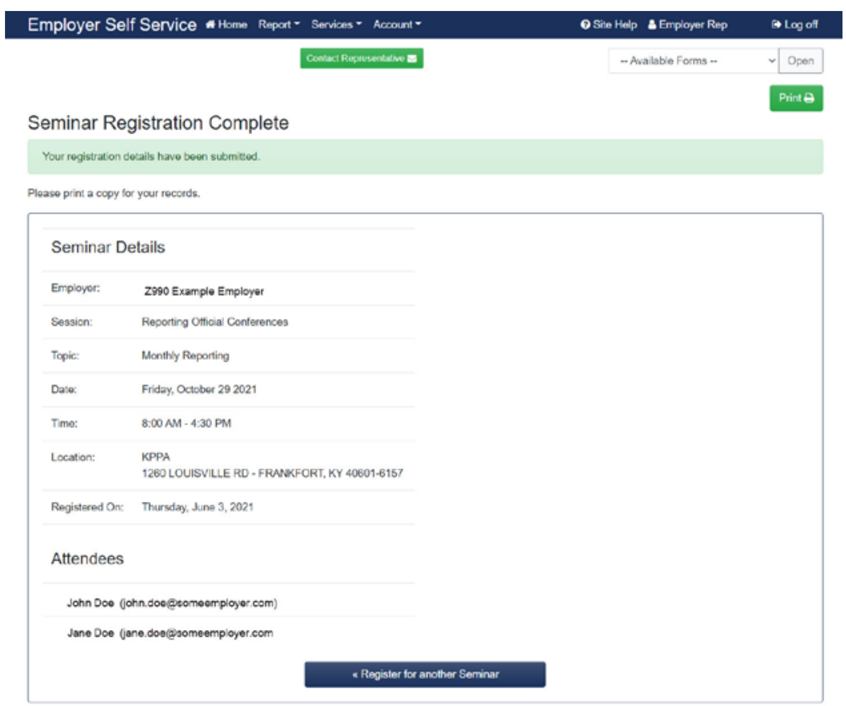
Step 3

Enter the name and email address for each agency representative then click **Add Attendee**. Repeat as necessary to include all representatives for the agency who will be attending.



Step 4

Click **Submit** once all attendees have been entered. An email confirmation will be sent to the attendee(s) at the email address(es) provided.



If a seminar is full, click **Waitlist** to be added to the waitlist. If a seat becomes available, you will be automatically registered and will receive a confirmation email at the address provided.

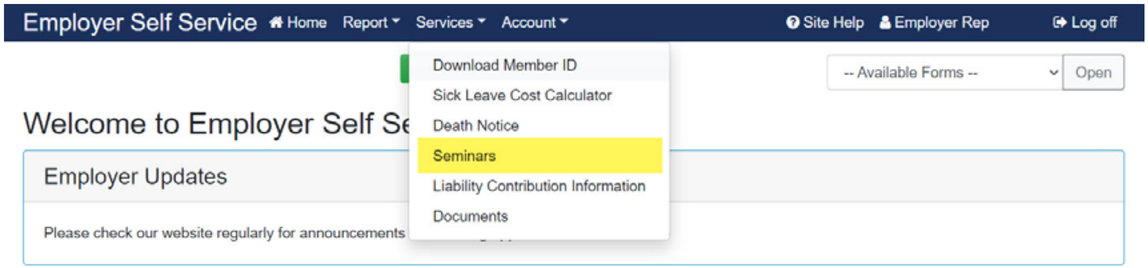
SELF SERVICE

LOGIN

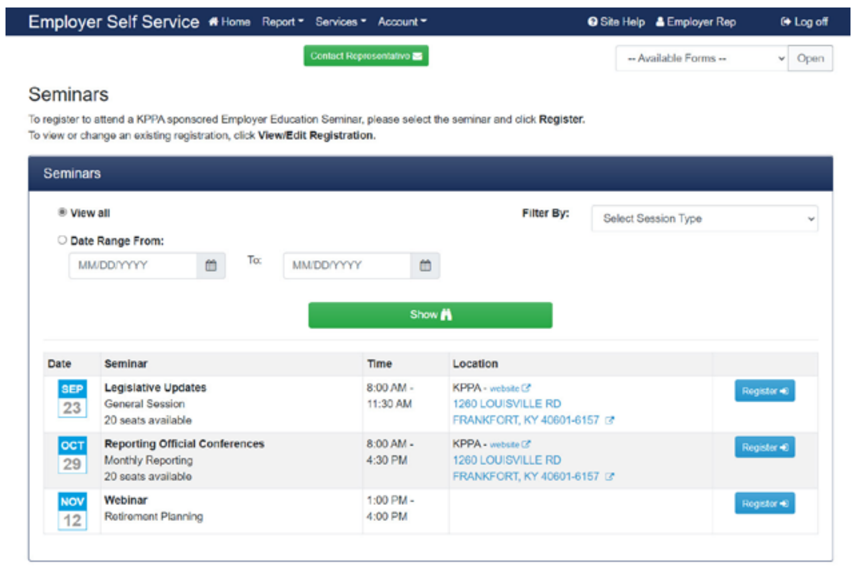
MODIFYING A SEMINAR REGISTRATION

Step 1

In ESS, click **Seminars** located under the **Services** menu.

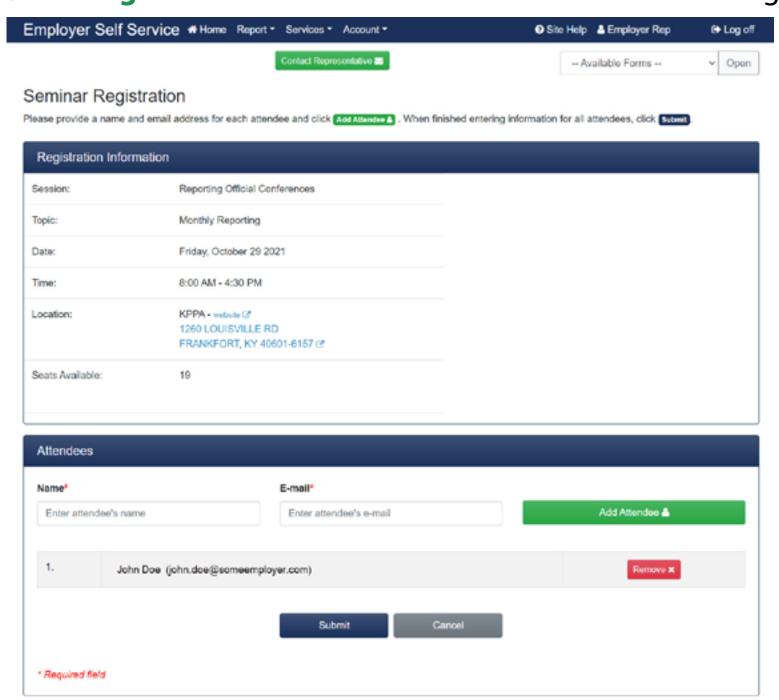


All scheduled seminars will display.



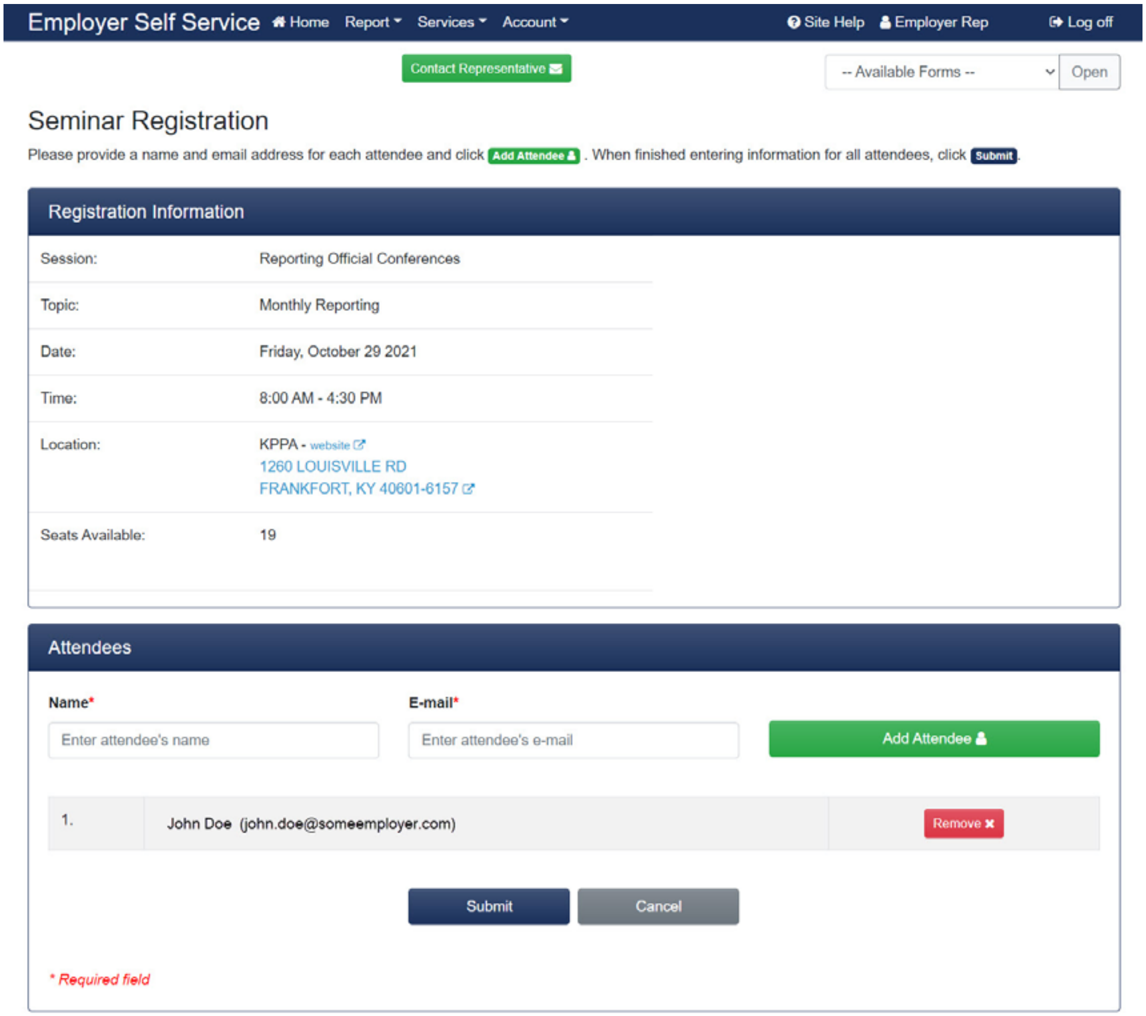
Step 2

Click the **View/Edit Registration** for the seminar that needs to be changed or canceled.



Step 3a

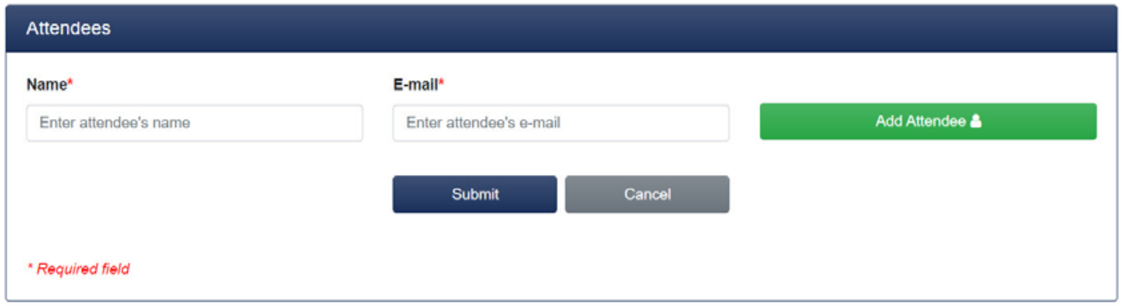
To Add an Attendee click **Add Attendee**, complete the required fields and click **Submit** to save the registration.



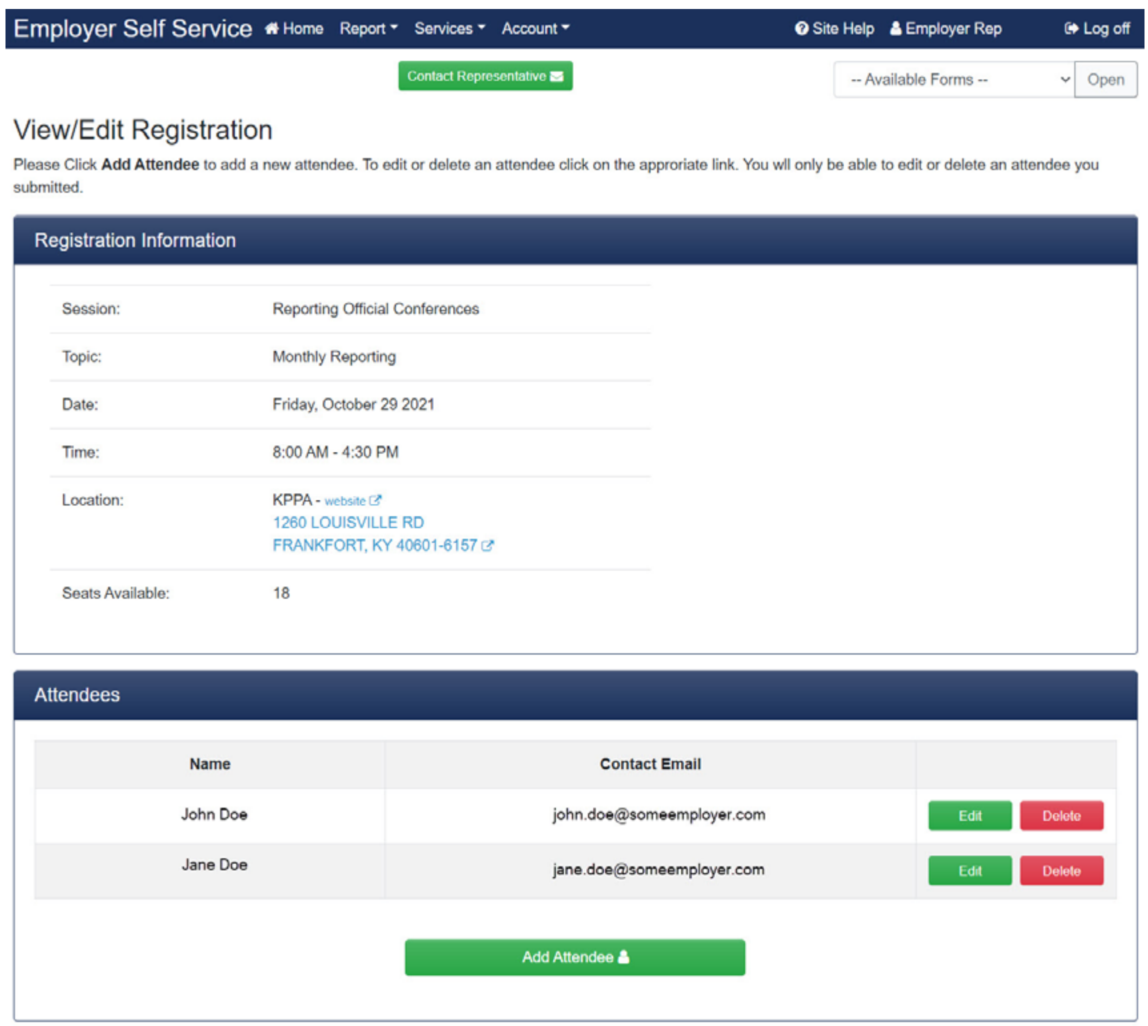
Each registered attendee will receive confirmation at the email address provided.

Step 3b

You can only edit the email address for a registered attendee. Enter an email address and click **Update**.



To cancel a registration, click **View/Edit Registration** (refer to Step 2 above). Click **Delete**, then click OK to confirm.



No email is sent when a registration is deleted.

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