



Kentucky Public
Pensions Authority

CHAPTER

5

Other ESS Functionality

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DOWNLOAD MEMBER ID

SELF SERVICE



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.

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.

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.



READ MORE
[Chapter 2:](#)
[Employee](#)
[Reporting](#)

Refer to [Chapter 2](#) for more information on Contribution Groups.

SELF SERVICE

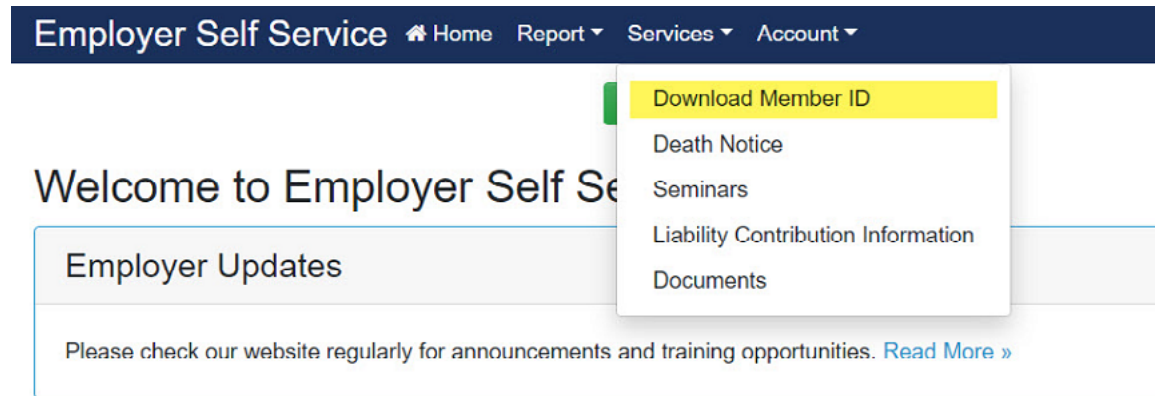
LOGIN 

DOWNLOAD MEMBER ID - NEWLY CREATED MEMBERS

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

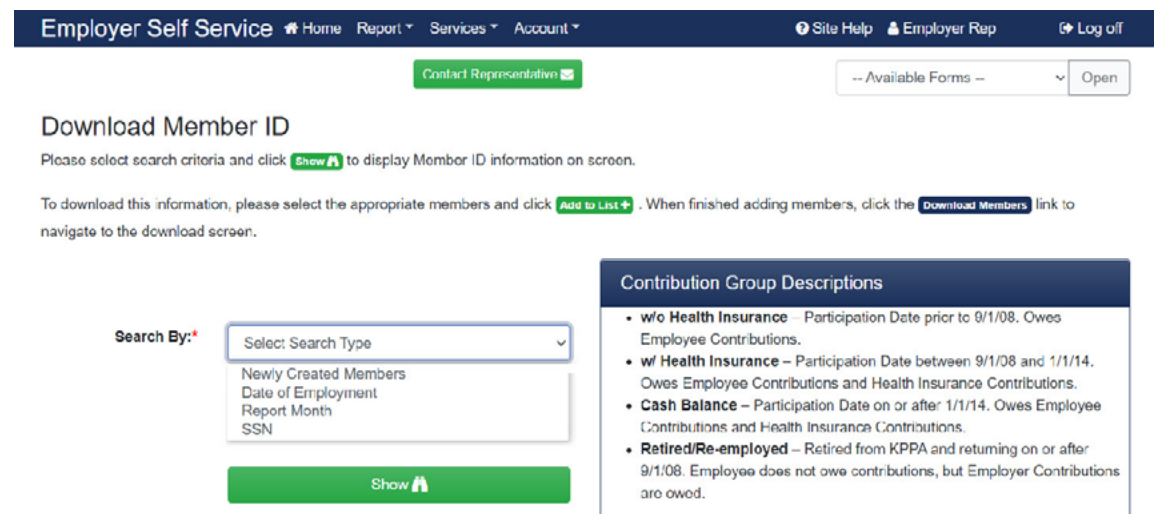
Step 1

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**.

[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](#)

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

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

[Add to List](#)[Download Members](#)

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.

[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](#)

Step 4

To save the file on your computer, click [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 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:

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: Date of Employment

Start Date: MM/DD/YYYY

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.

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:

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: Date of Employment

Start Date: 03/01/2021

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

Member	Contribution Group	Participation Date	Downloaded Date
<input checked="" type="checkbox"/> 111111 John Doe XXX-XX-0001	Cash Balance		
<input checked="" type="checkbox"/> 111114 Jane Doe XXX-XX-0004	w/o Health Insurance	10/01/2000	

1

Add to List Download Members

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**.



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**.

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 x**.

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 x
111112 Bob Smith XXX-XX-0003	w/ Health Insurance	11/01/2012		Remove x
111113 Suzie Smith XXX-XX-0005	w/ Health Insurance	11/01/2012		Remove x
111114 Jane Doe XXX-XX-0002	w/o Health Insurance	10/1/2000		Remove x
111115 Tom Smith XXX-XX-0004	Cash Balance			Remove x

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 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).

DOWNLOAD MEMBER ID - BY REPORT MONTH

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

SELF SERVICE

LOGIN 

Step 1

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

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:

Report Month: 

[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 KPFA and returning on or after 9/1/08. Employee does not owe contributions, but Employer Contributions are owed.

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:

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:

Report Month: 

[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 KPFA and returning on or after 9/1/08. Employee does not owe contributions, but Employer Contributions are owed.

Items Per Page:

[Select All](#) [Select None](#) [Download Members](#)

Member	Contribution Group	Participation Date	Downloaded Date
<input checked="" type="checkbox"/> 111111 John Doe XXX-XX-0001	Cash Balance		
<input checked="" type="checkbox"/> 111112 Bob Smith XXX-XX-0002	w/ Health Insurance	11/01/2012	

1

[Add to List](#) [Download Members](#)

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).

SELF SERVICE

LOGIN 

DOWNLOAD MEMBER ID - BY SSN

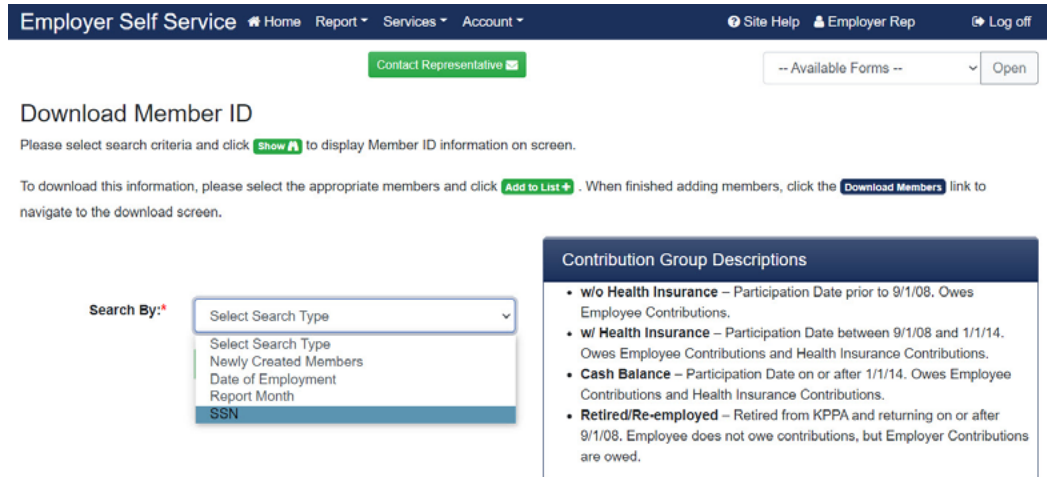
This option allows you to download only the Member ID of the SSN entered. This information allows employers to accurately deduct the correct contribution rate for the employees from the beginning of employment.

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:



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: Select Search Type

- Select Search Type
- Newly Created Members
- Date of Employment
- Report Month
- SSN**

Contribution Group Descriptions

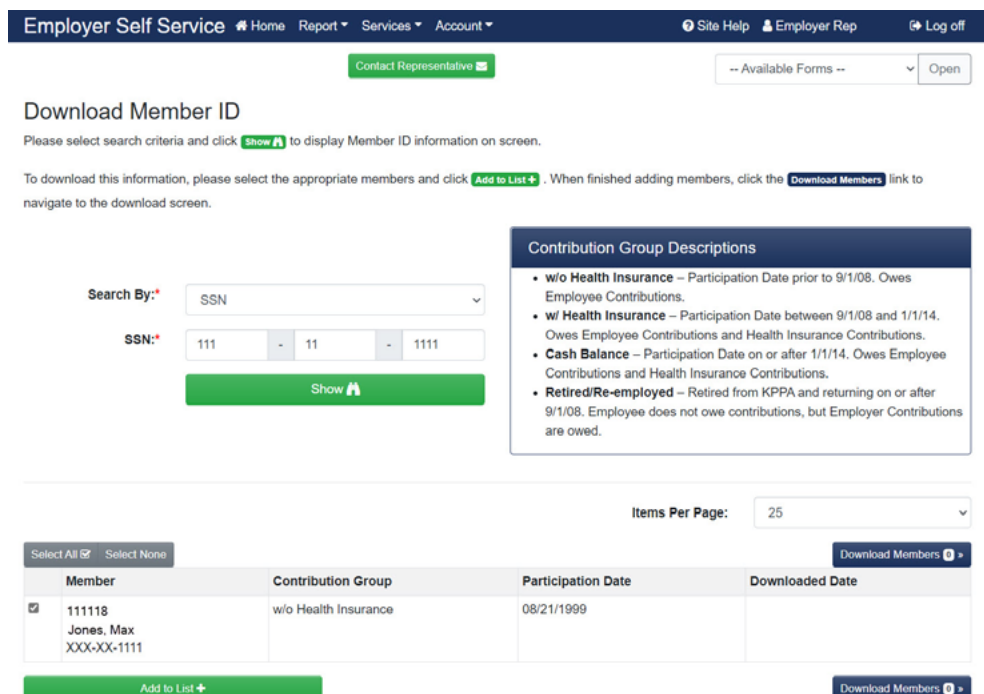
- w/o Health Insurance** – Participation Date prior to 9/1/08. Owes Employee Contributions.
- w/ Health Insurance** – Participation Date between 9/1/08 and 1/1/14. Owes Employee Contributions and Health Insurance Contributions.
- Cash Balance** – Participation Date on or after 1/1/14. Owes Employee Contributions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

Step 3

Enter the employee's SSN.

Step 4

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



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: SSN

SSN: 111 - 11 - 1111

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: 25

Select All Select None Download Members

Member	Contribution Group	Participation Date	Downloaded Date
<input checked="" type="checkbox"/> 111118 Jones, Max XXX-XX-1111	w/o Health Insurance	08/21/1999	

Add to List Download Members

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**.



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.

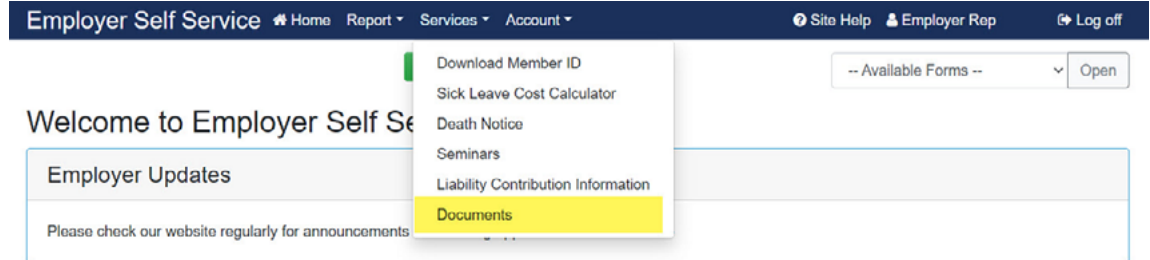
UPLOADING EMPLOYER DOCUMENTS

Step 1

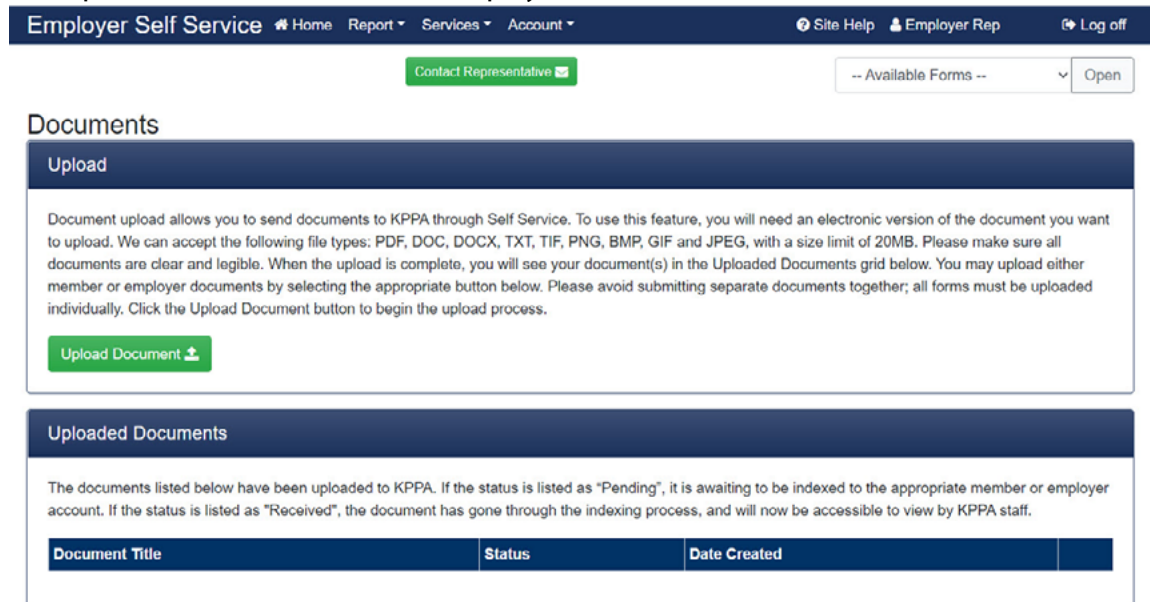
In ESS, click **Documents** under the **Services** menu.

SELF SERVICE

LOGIN 



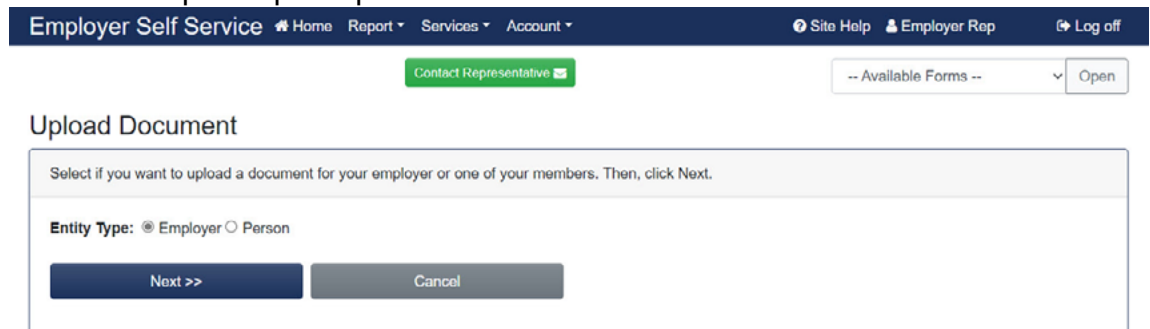
The upload document screen will display.



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.

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

Contact Representative

-- Available Forms -- Open

Upload Document

To upload your document, please select the type of document you would like to upload from the Available Forms dropdown below. If you do not see the name of the form you would like to upload, please choose "Other". Then, click Next.

Document Type:

-- Available Forms --

- Available Forms --
- 6200 - Health Insurance Enrollment Form
- Date of Birth Verification
- Driver's License
- Death Certificate
- Marriage Certificate
- Other

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.

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

Contact Representative

-- Available Forms -- Open

Upload Document

To select the document you would like to upload, click the Choose File button to find and select the item saved to your computer or device. Once you have selected the item, and the name shows in the box, click Next.

Employer Form.pdf Choose file

Supported file types are PDF, DOC, DOCX, TXT, TIF, PNG, BMP, GIF and JPG
Files are limited to 20 MB

Next Cancel



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.

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

Contact Representative

-- Available Forms -- Open

Upload Document

Confirm your selection by clicking the image of the document below. If you are satisfied with the clarity of the document, please click the Upload button to submit the document to KPPA. Repeat this process for each document you wish to submit.

Document Type: Other

Document:

View Document

Upload Cancel

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.

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

Contact Representative

-- Available Forms -- Open

Upload Document

Submission Successful!

[Click here to return to the previous page.](#)

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

Contact Representative

-- Available Forms -- Open

Documents

Upload

Document upload allows you to send documents to KPPA through Self Service. To use this feature, you will need an electronic version of the document you want to upload. We can accept the following file types: PDF, DOC, DOCX, TXT, TIF, PNG, BMP, GIF and JPEG, with a size limit of 20MB. Please make sure all documents are clear and legible. When the upload is complete, you will see your document(s) in the Uploaded Documents grid below. You may upload either member or employer documents by selecting the appropriate button below. Please avoid submitting separate documents together; all forms must be uploaded individually. Click the Upload Document button to begin the upload process.

Upload Document

Uploaded Documents

The documents listed below have been uploaded to KPPA. If the status is listed as "Pending", it is awaiting to be indexed to the appropriate member or employer account. If the status is listed as "Received", the document has gone through the indexing process, and will now be accessible to view by KPPA staff.

Document Title	Status	Date Created
Other	Pending	6/14/2021 2:14 PM

UPLOADING PERSON DOCUMENTS

Step 1

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

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

Download Member ID
Sick Leave Cost Calculator
Death Notice
Seminars
Liability Contribution Information
Documents

-- Available Forms -- Open

Welcome to Employer Self Service

Employer Updates

Please check our website regularly for announcements

The upload document screen will display.

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

Contact Representative

-- Available Forms -- Open

Documents

Upload

Document upload allows you to send documents to KPPA through Self Service. To use this feature, you will need an electronic version of the document you want to upload. We can accept the following file types: PDF, DOC, DOCX, TXT, TIF, PNG, BMP, GIF and JPEG, with a size limit of 20MB. Please make sure all documents are clear and legible. When the upload is complete, you will see your document(s) in the Uploaded Documents grid below. You may upload either member or employer documents by selecting the appropriate button below. Please avoid submitting separate documents together; all forms must be uploaded individually. Click the Upload Document button to begin the upload process.

Upload Document

Uploaded Documents

The documents listed below have been uploaded to KPPA. If the status is listed as "Pending", it is awaiting to be indexed to the appropriate member or employer account. If the status is listed as "Received", the document has gone through the indexing process, and will now be accessible to view by KPPA staff.

Document Title	Status	Date Created
----------------	--------	--------------

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) or SSN and click **Next** to continue or **Cancel** to stop the upload process.

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

Contact Representative

-- Available Forms -- Open

Upload Document

Select if you want to upload a document for your employer or one of your members. Then, click Next.

Entity Type: ☐ Employer ☒ Person

PersonID: SSN:

NOTE: Please provide PersonID or SSN of the member. Providing both is not necessary.

Next >> Cancel

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.

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

Contact Representative

-- Available Forms -- Open

Upload Document

To upload your document, please select the type of document you would like to upload from the Available Forms dropdown below. If you do not see the name of the form you would like to upload, please choose "Other". Then, click Next.

Document Type:

-- Available Forms --

6200 - Health Insurance Enrollment Form

Date of Birth Verification

Driver's License

Death Certificate

Marriage Certificate

Other

Next >> Cancel

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.

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

Contact Representative

-- Available Forms -- Open

Upload Document

To select the document you would like to upload, click the Choose File button to find and select the item saved to your computer or device. Once you have selected the item, and the name shows in the box, click Next.

MEMBER DOCUMENT.docx Choose file

Supported file types are PDF, DOC, DOCX, TXT, TIF, PNG, BMP, GIF and JPG
Files are limited to 20 MB

Next Cancel



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 will 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.

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

Contact Representative


-- Available Forms -- Open

Upload Document

Confirm your selection by clicking the image of the document below. If you are satisfied with the clarity of the document, please click the Upload button to submit the document to KPPA. Repeat this process for each document you wish to submit.

Document Type: Other

Document:



View Document

Upload Cancel

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.

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

Contact Representative

-- Available Forms -- Open

Upload Document

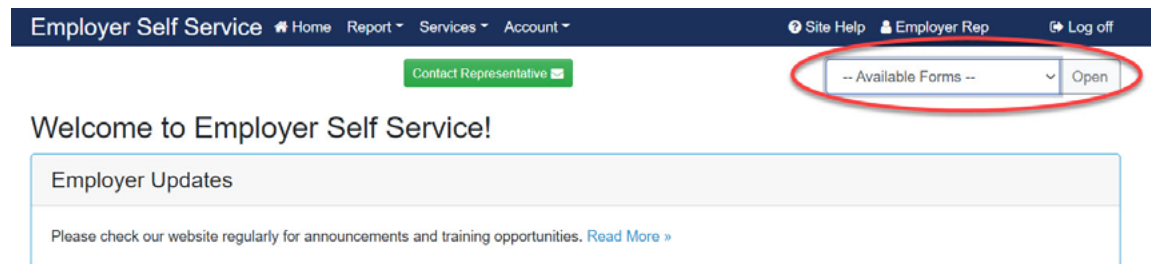
Submission Successful!

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



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



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.



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.

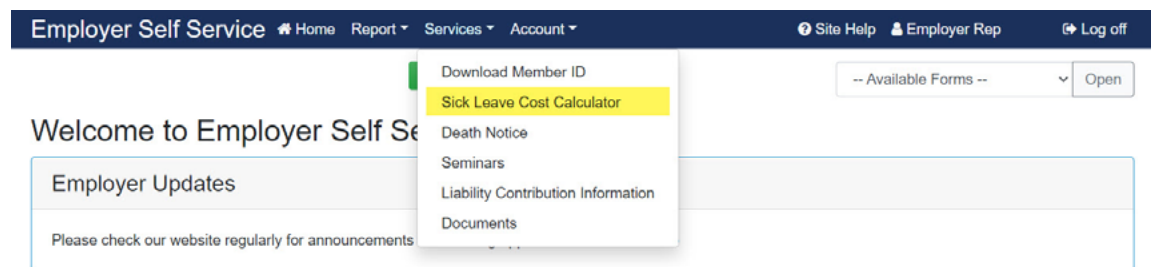
The Sick Leave Cost Calculator can be used for members who are within 5 years of retirement. It can also be used for retired members for which a sick leave invoice has not been generated.

Step 1

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

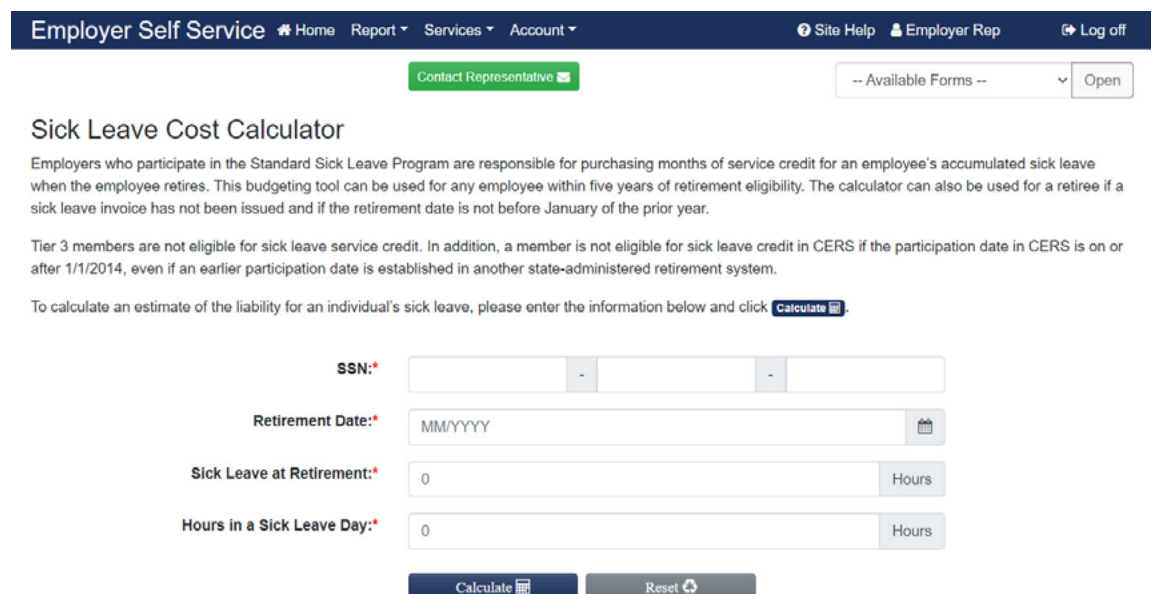
SELF SERVICE

LOGIN 



The screenshot shows the top navigation bar of the Employer Self Service portal. The 'Services' dropdown menu is open, and 'Sick Leave Cost Calculator' is highlighted in yellow. Other options in the menu include 'Download Member ID', 'Death Notice', 'Seminars', 'Liability Contribution Information', and 'Documents'. The main content area shows a 'Welcome to Employer Self Service' message and a section for 'Employer Updates'.

The Sick Leave Cost Calculator Screen will display.



The screenshot shows the 'Sick Leave Cost Calculator' screen. It includes a header with navigation links and a 'Contact Representative' button. The main content area contains a description of the calculator and a form with the following fields:

- SSN:** A text input field with a red asterisk.
- Retirement Date:** A date input field with a red asterisk and a calendar icon.
- Sick Leave at Retirement:** A numeric input field with a red asterisk and a 'Hours' label.
- Hours in a Sick Leave Day:** A numeric input field with a red asterisk and a 'Hours' label.

At the bottom of the form are two buttons: 'Calculate' and 'Reset'.

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.

Step 1

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

SELF SERVICE

LOGIN

The screenshot shows the top navigation bar of the Employer Self Service portal. The 'Services' dropdown menu is open, and 'Death Notice' is highlighted in yellow. Other options in the menu include 'Download Member ID', 'Sick Leave Cost Calculator', 'Seminars', and 'Documents'. The main content area shows the 'Death Notice' heading and a brief description of the process.

The Death Notification Screen displays.

The screenshot shows the 'Death Notification' form. It includes fields for 'SSN' (with a search button), 'Member Name', 'Date of Death', 'Deceased's Marital Status' (a dropdown menu), and 'Comments'. A note at the bottom states: 'Please complete and mail KPPA Form 6800 if the death occurred in the line of duty (ILOD).'.

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.

The screenshot shows the 'Death Notification' form with the SSN field populated with 'XXX - XX - XXXX'. A red message is displayed below the form: 'This member's death has already been reported to KPPA. If you have any questions, please contact your Employer Compliance & Education Representative.'

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**.

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

Contact Representative-- Available Forms -- Open

Death Notice

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

Death Notification

SSN:*

-

-

-

Search

Member Name:

Date of Death:*

Deceased's Marital Status:

Select Marital Status

Comments:

Enter any comments related to the member's death.

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

Primary Contact Information

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

Name:

Relationship:

Select Relationship

Phone Number:

International Address:

☐

Address Line 1:

Use for actual street address of post office box1.

Address Line 2 (optional):

Use for Apartment, Building, Unit, Floor, Suite, etc.

City:

State:

Select State

Zip Code:

-

(optional)

Submit

Cancel

Step 4

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

Death Notice Saved

Your death notice has been submitted.

Continue

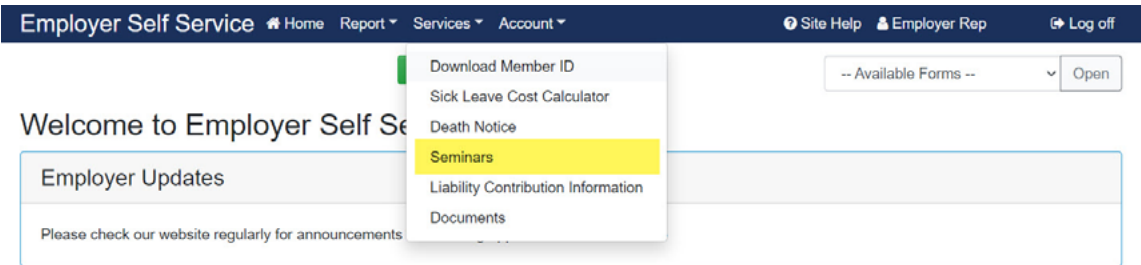
SEMINARS

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

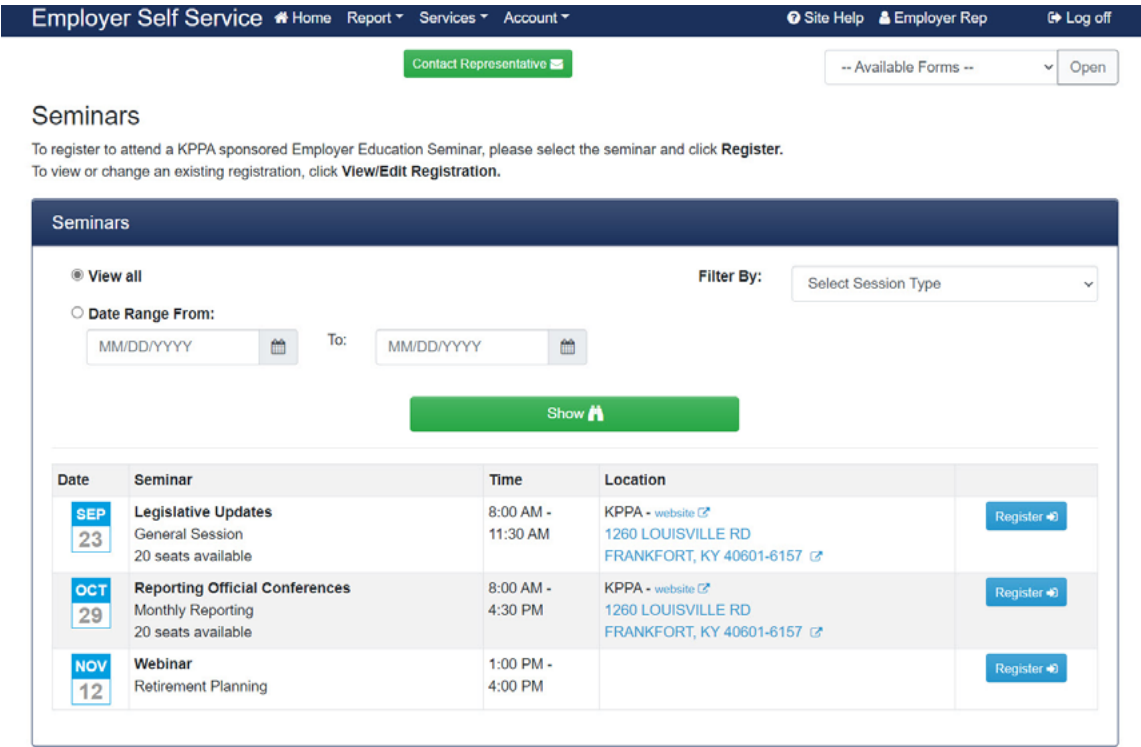
REGISTERING FOR A SEMINAR

Step 1

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



All scheduled seminars will automatically display.



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.

The screenshot shows the 'Seminar Registration' page. At the top is a navigation bar with 'Employer Self Service', 'Home', 'Report', 'Services', 'Account', 'Site Help', 'Employer Rep', and 'Log off'. Below the navigation bar is a green 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. The main heading is 'Seminar Registration', followed by instructions: 'Please provide a name and email address for each attendee and click **Add Attendee**. When finished entering information for all attendees, click **Submit**.' The form is divided into two sections: 'Registration Information' and 'Attendees'. The 'Registration Information' section contains fields for Session (Reporting Official Conferences), Topic (Monthly Reporting), Date (Friday, October 29 2021), Time (8:00 AM - 4:30 PM), Location (KPPA - website, 1260 LOUISVILLE RD, FRANKFORT, KY 40601-6157), and Seats Available (19). The 'Attendees' section has two input fields: 'Name*' and 'E-mail*', both with placeholder text 'Enter attendee's name' and 'Enter attendee's e-mail' respectively. A green 'Add Attendee' button is to the right of the email field. Below the input fields is a table with one row: '1. John Doe (john.doe@someemployer.com)' with a red 'Remove' button. At the bottom are 'Submit' and 'Cancel' buttons. A red asterisk note indicates '* Required field'.

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.

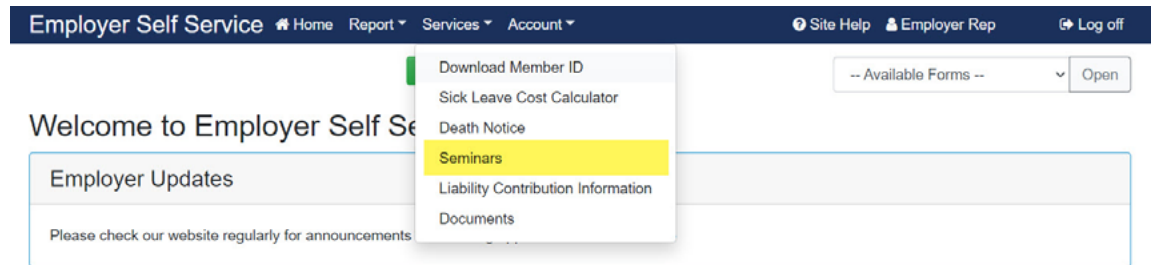
The screenshot shows the 'Seminar Registration Complete' page. At the top is the same navigation bar as in Step 3. Below the navigation bar is a green 'Contact Representative' button and a dropdown menu for 'Available Forms' with an 'Open' button. A green 'Print' button is also visible. The main heading is 'Seminar Registration Complete', followed by a green message box: 'Your registration details have been submitted.' Below this is a note: 'Please print a copy for your records.' The main content area is divided into two sections: 'Seminar Details' and 'Attendees'. The 'Seminar Details' section contains fields for Employer (Z990 Example Employer), Session (Reporting Official Conferences), Topic (Monthly Reporting), Date (Friday, October 29 2021), Time (8:00 AM - 4:30 PM), Location (KPPA, 1260 LOUISVILLE RD - FRANKFORT, KY 40601-6157), and Registered On (Thursday, June 3, 2021). The 'Attendees' section lists two attendees: 'John Doe (john.doe@someemployer.com)' and 'Jane Doe (jane.doe@someemployer.com)'. At the bottom is a blue button: '< Register for another Seminar'.

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.

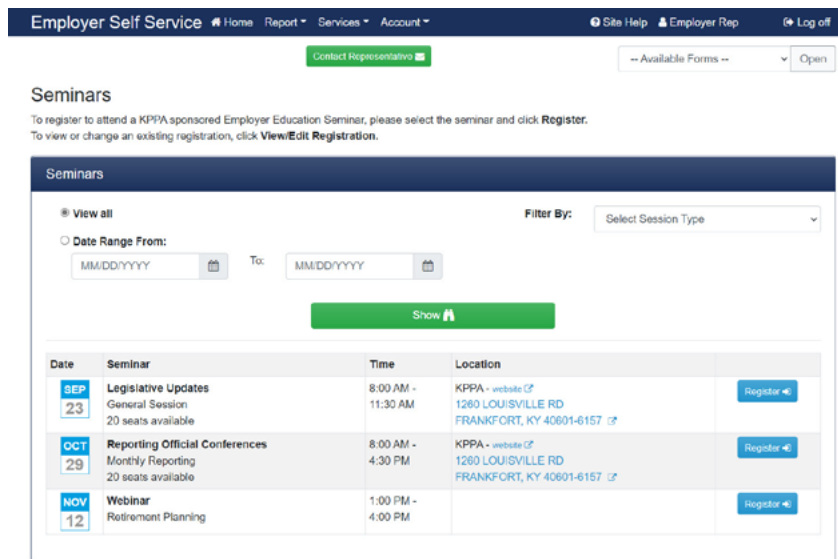
MODIFYING A SEMINAR REGISTRATION

Step 1

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



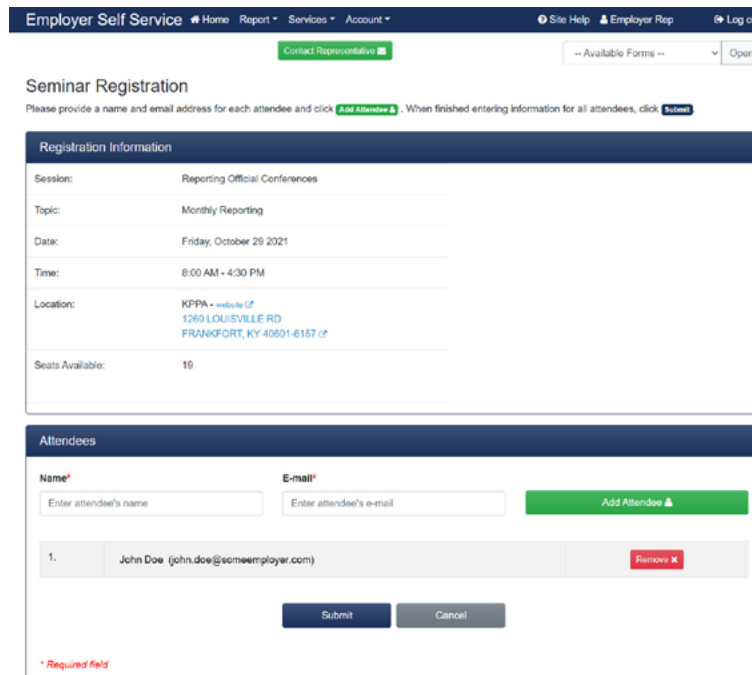
All scheduled seminars will display.



Date	Seminar	Time	Location	
SEP 23	Legislative Updates General Session 20 seats available	8:00 AM - 11:30 AM	KPPA - website CF 1260 LOUISVILLE RD FRANKFORT, KY 40601-6157 CF	Register
OCT 29	Reporting Official Conferences Monthly Reporting 20 seats available	8:00 AM - 4:30 PM	KPPA - website CF 1260 LOUISVILLE RD FRANKFORT, KY 40601-6157 CF	Register
NOV 12	Webinar Retirement Planning	1:00 PM - 4:00 PM		Register

Step 2

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



Seminar Registration

Please provide a name and email address for each attendee and click [Add Attendee](#). When finished entering information for all attendees, click [Submit](#).

Registration Information

Session: Reporting Official Conferences
 Topic: Monthly Reporting
 Date: Friday, October 29 2021
 Time: 8:00 AM - 4:30 PM
 Location: KPPA - website [CF](#)
 1260 LOUISVILLE RD
 FRANKFORT, KY 40601-6157 [CF](#)
 Seats Available: 19

Attendees

Name*	E-mail*	
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>	Add Attendee
1. John Doe (john.doe@someemployer.com)		Remove

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

* Required field

Step 3a

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

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

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

Seminar Registration

Please provide a name and email address for each attendee and click [Add Attendee](#). When finished entering information for all attendees, click [Submit](#).

Registration Information

Session:	Reporting Official Conferences
Topic:	Monthly Reporting
Date:	Friday, October 29 2021
Time:	8:00 AM - 4:30 PM
Location:	KPPA - website 1260 LOUISVILLE RD FRANKFORT, KY 40601-6157
Seats Available:	19

Attendees

Name*	E-mail*	
<input type="text" value="Enter attendee's name"/>	<input type="text" value="Enter attendee's e-mail"/>	Add Attendee
1.	John Doe (john.doe@someemployer.com)	Remove

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

* Required field

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**.


Attendees

Name*

Enter attendee's name

E-mail*

Enter attendee's e-mail








Add Attendee 


Submit


Cancel

* Required field

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

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

Contact Representative 

-- Available Forms --  Open

View/Edit Registration

Please Click **Add Attendee** to add a new attendee. To edit or delete an attendee click on the appropriate link. You will only be able to edit or delete an attendee you submitted.

Registration Information

Session:

Reporting Official Conferences

Topic:

Monthly Reporting



Date:

Friday, October 29 2021

Time:

8:00 AM - 4:30 PM

Location:


KPPA - [website](#) 
1260 LOUISVILLE RD
FRANKFORT, KY 40601-6157 

Seats Available:

18

Attendees

Name	Contact Email	
John Doe	john.doe@someemployer.com	<div>Edit>Delete</div>
Jane Doe	jane.doe@someemployer.com	<div>Edit>Delete</div>

Add Attendee 

No email is sent when a registration is deleted.

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