

KYCERS START Monthly Report

Office of Education Technology: Division of School Technology Services

Questions: erp@education.ky.gov

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If a district has any questions regarding KPPA Start reporting, they should call KPPA at 1-888-696-8810 and follow the prompts for school board employers. Additionally, any EERP questions should be directed to eerp@education.ky.gov.

Overview

Two programs are provided for KYCERS Reporting: KYCERS Retirement Maintenance for performing Initial Setup and maintaining long-standing employee data (including Member ID) and the CERS START Monthly Report for generating employee Period Records and creating the monthly report.

Monthly Reporting Steps

- Add New Employees to the KYCERS Maintenance program.
- Run the End Date Build to populate termination dates to the KYCERS Maintenance records.
- Annually – Run the Annual Build to update hours and days on the KYCERS Maintenance records.
 *See import information in the guide on this process before completing.
- Generate the Start Monthly Report.
- Review period records and balance the Start Monthly Report.
- Submit the Start Monthly Report to KPPA.

KYCERS Retirement Maintenance

🖱️ Human Capital Management ► Payroll ► State Specific ► South ► Kentucky ► KYCERS Retirement Maintenance

KYCERS Retirement Maintenance [KDE]

Navigation: Back, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Excel, Email, Schedule, Recalc, Monthly Build, Annual Build, End Date Build, New Employee Build, Import ID, Initial Setup

CERS START Monthly Report [KDE] > KYCERS Retirement Maintenance [KDE]

Employee * SSN Last Name First Name MI

Member ID# Install Plan Ded

Group/BU Position Status

Contribution Group Payroll Frequency

Do Not Report Probationary Period Complete

Lock Record Para Pay Rate

Para Pay Rate End Date

Employment Dates

Start Date Lock Start Date Contract Days

End Date Scheduled Hours

End Reason Additional Comp

International Address

Employee has an International Address

International Address Line

International Country Code

Sick Leave Plan

The KYCERS Retirement Maintenance record is used for performing Initial Setup and maintaining long-standing employee data (including Member ID). Additional information on the KYCERS Retirement Maintenance fields can be found in [Appendix A](#).

Lock Record & Lock Start Date

Two new fields are available in v2021. When selecting these fields, it will either lock the entire record or lock just the start date on the record. This prevents those records or fields from being updated when the Annual or Monthly Build are run.

Para Pay Rate and Para Pay Rate End Date

If an employee does not have a Job Salary record for a para coach position, this field can be updated to include the annual salary for the coaching position. Each month when the CERS Start Monthly Report is created, the amount listed in the Para Pay Rate field will populate on a Period Record and use the Para Pay Rate amount as the Pay Rate on the Period Record. The Pay Rate field will populate with that amount every month no matter if coaching pay was received or not. This will accommodate employees that are para-only coaches and full-time employees that have a para-coach position.

Note, a Para Pay Rate End Date must be entered for this functionality to work. It is suggested to use the end of the next fiscal year or an open-end date of 12/31/9999.

Contract Days & Scheduled Hours in Electronic File

The electronic file reports the contract days and hours from Employee Job/Salary when the hourly rate on the period record matches Employee Job/Salary. If the program cannot find a matching Employee Job/Salary record, the electronic file will use the contract days and hours on the KYCERS Retirement Maintenance screen. There are however two exceptions to this. If the position status is '08 – Intermittent' or '11 – Paraprofessional', the program will automatically set the contract days and hours to zero in the electronic file.

Estimated Additional Comp

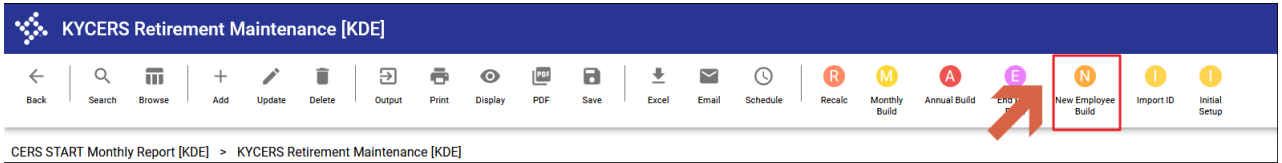
This refers to all payments outside of regular wages that are not paraprofessional pay or determined to be bonus payments. Amounts in this field should always be yearly amounts and guaranteed payments.

KYCERS Retirement Maintenance Builds

New Employee Build

Users have several options to maintain the information required for reporting to KPPA. The **New Employee Build** should be processed each month before creating the monthly report.

1. Select **New Employee Build** from the KYCERS Retirement Maintenance Screen.



2. In the Contribution Grouping fields (as seen in the following screenshot) enter the following:
 - a. **EECON Pre-Tax:** enter the original 5% CERS deduction for those members whose participation date with a state-administered retirement system is before 9/1/2008. In many districts, this is deduction 7010.
 - b. **HICON Pre-Tax:** *Enter the deduction for the 1% contribution for those members whose participation date with a state-administered retirement system is on or after 9/1/2008 but before 1/1/2014.* In many districts, this is deduction 7016. Note that HICON references Health Insurance contribution which is the 1% deduction.
 - c. **HICON CB Pre-Tax:** *Enter the deduction for the 1% contribution for those members whose participation date with a state-administered retirement system is on or after 1/1/2014.*
 - d. **Retired No EECON:** Enter the deduction used for retired employees who do not contribute to CERS, but the employer is required to make contributions. In many districts, this is deduction 7008.


Note: DO NOT use deduction code ranges in the Contribution Grouping. For the HICON and HICONCB plans, you should only use the deduction code for the 1% contribution.

3. Verify the following ranges. The Location and Org Code fields will default to zeros and must be updated.
 - a. Employee Number: blank to 999999
 - b. Location: blank to ZZZZ
 - c. Org Code: blank to ZZZZZZ.

Effective Date	07/24/2024	
Employee	0	to 999999
Location		to ZZZZ
Org Code		to ZZZZZZ
Contribution Grouping		
EECON Pre-Tax	7010	to 7010
EECON Post-Tax		to
HICON Pre-Tax	7016	to 7016
HICON Post-Tax		to
HICON CB Pre-Tax	7018	to 7018
HICON CB Post-Tax		to
Retired No EECON	7008	to 7008
Install Plan Deds		

4. Enter all Pay Types associated with Teacher Retirement under Teacher Ret Pays.

5. Select **Execute** to create the KYCERS Maintenance records.
6. Review the list of errors, if any.
7. Review the list/report of employees for accuracy before posting.

 **Post New Employee B?**

0 existing record(s) will be updated and 1 new record(s) will be added as detailed in the proof report.

Do you wish to post these changes?

End Date Build

The **End Date Build** should be run each month, before generating the monthly report.

The End Date Build is processed the same way as the New Employee Build, except it will only update the End Date on the KYCERS Maintenance screen. This enables users who prefer to manually maintain records to run a process that only updates the end date on the KYCERS Maintenance record. Note: the program pulls from the Termination Date field on the employee master.

Note: The End Date from KYCERS Maintenance will not populate on Period Record in the monthly report if the Term Date is *prior* to the report month.

Annual Build Monthly Reporting Steps

The **Annual Build** process may be used on a monthly or annual basis to build and update the information contained in the KYCERS Retirement Maintenance Screen. Posting the Annual Build may cause unintended reporting problems as the CERS Start Date may differ from what is on the Employee Master. Because of this it is not recommended. **Note, two new lock fields are available in v2021. When selecting them, it will either lock the entire record or lock the start date on the record. This prevents those records or fields from being updated when the Annual or Monthly Build are run.**

It is recommended to use the **New Employee Build** if only adding new employees for monthly reporting. Running the **Annual Build** process is like the New Employee Build except after selecting Execute, select **No** to process the report that only shows updates.

Monthly Build

The Monthly Build will add new employees and update the Probationary Period Complete field.

Import Member IDs

The Download Member ID Module in ESS allows employers to view and download the Member IDs of their employees and import them to EERP.

1. In the KYCERS Retirement Maintenance program import KPPA Member IDs by selecting the “**Import ID**” button on the ribbon.
2. Select **Define**.
3. In the Import file field, select the file picker button and navigate to the file on your computer and select **Accept**. The program will automatically populate the Import Path for you.
4. Select **Execute** and continue with the process of importing the KPPA ID numbers.

KYCERS Retirement Maintenance - Import ID

Back | Accept | Cancel

CERS START Monthly Report [KDE] > KYCERS Retirement Maintenance [KDE] > KYCERS Retirement Maintenance - Import ID >

Import File

Import Path

- c) **IPS Date Type** dropdown determines the date type used for setting Posting Month on Period Records created for IPS payrolls if the corresponding Set Posting Month flag is checked. It can be one of the following:
 - Check Date
 - Payroll End Date
3. Enter pay types in the appropriate columns on the Pay tab.
- The **12 Month Pays** refers to the pay types used for employees receiving checks throughout the year, for example, CLAS employees in the Central Office. Include the pay type used for classified substitute pay.
 - The **10 Month Pays** are those employees that do not receive a check every month. These employees will not normally have payroll checks in July and sometimes not in August. If in doubt, enter the pay type in the 10-month column.
 - The **OT Pays & Additional Comp** should be used for pay types used for Additional Comp or overtime.
 - **Bonus Pays:** Enter the pay type used for bonus pay. Any pay received from this pay type will be reported as payment reason '03 -Bonus/Severance'.
 - **Paraprofessional Pays:** Enter the pay type used to pay paraprofessionals coaches. If a classified employee also has paraprofessional coaching duties, those duties should be paid using a pay type entered in this column. Any pay received from this pay type will be reported as payment reason '14 - Paraprofessional'. In addition, this payment reason should also be used to report zero salary during months where the employee did not earn a salary in the paraprofessional coach position.
 - **Teacher Ret Pays** refers to pay types that are used for those individuals who contribute to KTRS and thereby which Employee Job/Salary records to exclude from generating into KYCERS. Include any Classified Pay type being used for CLAS employees who are contributing to KTRS. **Also, include any pay types used for sick time accruals or other pay not subject to CERS. This will prevent warning messages from appearing on certified employees.**
4. **Minimum Rate** will summarize period records with hourly rates that fall below the entered Minimum Rate amount (example: \$7.25) and report the earnings, deductions, and hourly rate on one period record. **Optional.**
- Example – A cafeteria employee has a Job Salary record for an additional \$0.50 an hour for a special certification. The additional \$0.50 will lump this additional pay into one period record. This only applies to a couple of school districts in Kentucky that

have selected to set up Job Salary in this manner. It is not required to enter an amount in the field, and it may be left at \$0.00.

- On the Contributions tab screen, enter the appropriate deductions codes. Note that your district might use different numbers than in the example.

Pays		Contributions					
Regular CERS Deds				IPS Deductions			
Pre-Tax	7008 to 7008	HICON	7016 to 7016	Pre-Tax	7011 to 7011		
	7010 to 7010		7018 to 7018				
	7015 to 7015						
	7017 to 7017			Post-Tax			
Post-Tax							

- If you have employees that have an Installment Plan (IPS) contribution, select the **IPS Payrolls** button. From the drop-down boxes, select the Run and Warrant that should be reported. To remove a Run and Warrant, select the Delete button.

Remember, if you have a 10-month employee who pre-paid their summer IPS contributions in June because they would not receive a check in July and/or August, only report the contribution for the appropriate month. In July and August select the corresponding warrant and report the IPS payment to the correct posting month. **Do not post a lump IPS contribution to June if the amount collected in June includes multiple months during the summer. IPS deductions should be reported and posted to the appropriate fiscal year and posting month for which the installment applies.** Optionally you can choose to manually enter the IPS payment in the period record for the report month.

CERS START Monthly Report - IPS Payrolls


← Back
✓ Accept
✕ Cancel
🔍 Search
⊕ Add
🗑 Delete

CERS START Monthly Report [KDE] > CERS START Monthly Report - Generate > CERS START Monthly Report - IPS Payrolls >

IPS Payrolls

Run Type	Warrant
1 - REGULAR PAYROLL ▼	011515
1 - REGULAR PAYROLL ▼	013015


7. Select **Execute** and Display or Print a report for review before posting the records to the file.
8. If you have any errors, select Yes to view the error report. Select **Return** to return to the report. If corrections are needed, select **No** and make the necessary corrections.

 **View CERS START Monthly Generate Warnings and Errors**

One or more warnings and/or errors were encountered during processing.

Do you wish to view a listing of errors and warnings?

9. Select **Yes** to generate the period records. If you have already generated the period records for that month the existing period records will be deleted, including any manual changes.

 **Post CERS START Monthly Generate?**


42 record(s) will be generated as detailed in the proof report.

Posting these changes will delete any records that already exist for
Report Year: 2024
Report Month: 8

Do you wish to post the results of this Generate?

Review and Correct Period Records as Needed

1. Review the records for your monthly report by selecting **PERIOD RECORDS** from the initial report screen. If you define the month and year before selecting Period Records, the program will default to the records created for that period.

 **CERS START Monthly Report [KDE]**

Close | Output | Print | Display | PDF | Save | Define | Generate | Period Records | View/Maintain | Electronic File

CERS START Monthly Report [KDE]

Month/Year * Previous / 2024

Sort Sequence

Employer Code: V219

- If you defined the month and period in the previous step the program will default to the period records for that month. Select the **Browse** button to view records. If you did not Define the month, select **Search** and enter the Year/Period and **Accept** to review the period records.

Review the following items:

- Sort on **Py Rsn**. Verify no employee is reporting with Payment Reason ‘11 – Summer Months’ unless it is during the summer reporting period. Payment Reason ‘11 – Summer Months’ should only be used to report employees with no salary in the summer but who are still employees of the school district.
- Sort on **Pay Rate**. Correct any record with a \$0.00 hourly rate.
- Review other items as needed.

Emp #	Name	Group/BU	Cont Group	Yr	Rpt Mn	Pst Yr	Pst Mn	Py Rsn	Pay Rate	Salary	Addl Comp	Pre-Tax EE	Post-Tax EE	Pre-Tax HI	Sick Hours	Sick Days	Sick Rat
14	CARSON, JACQUELYN J	CLAS	CNHZNH	2022	3	2022	3	00	9,480	575.12	0.00	28.76	0.00	5.75	0.00	0.00	0.00
55	BURGESS, VERONICA A	CLAS	CNHZNH	2022	3	2022	3	00	17,010	0.00	3000.00	0.00	0.00	0.00	0.00	0.00	0.00
124	REYNOLDS, BETTY A	SURS		2022	3	2022	3	00	7,850	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Correct the period records as needed. Some items that can be corrected in Period Records:

- Report missed earnings by manually entering a period record containing salary and contributions and posting to the correct Posting Month/Year.

- Report a missed term date. Add a period record with:

- \$0 salary
- Posting month equals termination month
- End Date
- End Reason

c) Manually create records to report mid-month position changes. (Example: substitute to FT)

- Manually edit the Start and End Dates on Period Records to reflect the job change.
- Enter the appropriate salary and contributions.
- EERP can only report one position status except for FT employees who also have a paraprofessional position. If manually separating the earnings as seen in this example, one of the records will still need to be fixed by KPPA after your electronic file is submitted.

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Report Month/Year *</td><td>3 / 2022</td></tr> <tr><td>Posting Month/Year *</td><td>3 / 2022</td></tr> <tr><td>Pay Reason *</td><td>00 - REGULAR PAY</td></tr> <tr><td>Pay Rate *</td><td>9.480</td></tr> <tr><td>Group/BU</td><td>CLAS - C</td></tr> <tr><td>Contribution Group</td><td>CNHZNH - EECON</td></tr> <tr><td colspan="2">Employment Dates</td></tr> <tr><td>Start Date</td><td>08/15/2016</td></tr> <tr><td>End Date</td><td>03/15/2022</td></tr> <tr><td>End Reason</td><td>04 - CHANGE IN POSITION STATUS</td></tr> <tr><td colspan="2">Compensation</td></tr> <tr><td>Salary</td><td>94.80</td></tr> <tr><td>Salary > IRS Limit</td><td>.00</td></tr> <tr><td>Estimated Add Comp</td><td>.00</td></tr> </table> <p style="text-align: center;">Substitute Position</p>	Report Month/Year *	3 / 2022	Posting Month/Year *	3 / 2022	Pay Reason *	00 - REGULAR PAY	Pay Rate *	9.480	Group/BU	CLAS - C	Contribution Group	CNHZNH - EECON	Employment Dates		Start Date	08/15/2016	End Date	03/15/2022	End Reason	04 - CHANGE IN POSITION STATUS	Compensation		Salary	94.80	Salary > IRS Limit	.00	Estimated Add Comp	.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Report Month/Year *</td><td>3 / 2022</td></tr> <tr><td>Posting Month/Year *</td><td>3 / 2022</td></tr> <tr><td>Pay Reason *</td><td>00 - REGULAR PAY</td></tr> <tr><td>Pay Rate *</td><td>11.000</td></tr> <tr><td>Group/BU</td><td>CLAS - C</td></tr> <tr><td>Contribution Group</td><td>CNHZNH - EECON</td></tr> <tr><td colspan="2">Employment Dates</td></tr> <tr><td>Start Date</td><td>03/16/2022</td></tr> <tr><td>End Date</td><td></td></tr> <tr><td>End Reason</td><td></td></tr> <tr><td colspan="2">Compensation</td></tr> <tr><td>Salary</td><td>575.12</td></tr> <tr><td>Salary > IRS Limit</td><td>.00</td></tr> <tr><td>Estimated Add Comp</td><td>.00</td></tr> <tr><td colspan="2">Contributions</td></tr> <tr><td>Pre-Tax EECON</td><td>28.76</td></tr> <tr><td>Post-Tax EECON</td><td>.00</td></tr> <tr><td>Pre-Tax HICON</td><td>5.75</td></tr> </table> <p style="text-align: center;">Full Time Position</p>	Report Month/Year *	3 / 2022	Posting Month/Year *	3 / 2022	Pay Reason *	00 - REGULAR PAY	Pay Rate *	11.000	Group/BU	CLAS - C	Contribution Group	CNHZNH - EECON	Employment Dates		Start Date	03/16/2022	End Date		End Reason		Compensation		Salary	575.12	Salary > IRS Limit	.00	Estimated Add Comp	.00	Contributions		Pre-Tax EECON	28.76	Post-Tax EECON	.00	Pre-Tax HICON	5.75
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Paraprofessional Coach Pay Reporting – Effective July 2023

Paraprofessional salaries are paid annual amounts and reported with an annual amount in the hourly rate field. Anytime a paraprofessional coach has a Job Salary record with an annual amount, these amounts will be reported as an Annual amount in the Pay Rate field on the period record and the Pay reason '14 – Paraprofessional'. If the para coach does not have a Job Salary record, the Para Pay Rate and Para End Date fields can be utilized on the KYCERS Retirement Maintenance screen to report the annual amount. See [Appendix C](#) and the [Para Pay Rate and Para Pay Rate End Date](#) section for more information.

Because para coaches are to be reported as annual amounts to KPPA, in the electronic file, the Rate of Pay will be reported as '02 – Yearly' instead of hourly if the rate is equal to or greater than \$100.00.

Paraprofessional coaches are expected to report a zero-salary period record during months when the employee did not earn a salary in the paraprofessional coach position. The annual salary should be reported in the pay rate field on the period record.

Balance Report

1. Balance your report to withholdings from payroll before submitting the report to Start to ensure all employees are reported.
 - a) In Period Records, select **Browse** to view a listing of all records. Select **Excel** to export this report into Excel and review individual records and totals. The Excel workbook can be sorted and filtered to compare the Start Report totals to payroll deductions.
 - b) Totals may also be reviewed by generating a report. On the main Start Monthly Report screen define the report month and select Display or PDF.
 - c) Balance the EERP Start report to totals from the Employee Deduction Register and/or Employee Accumulators.

Submit Report & Electronic File Creation

1. Once all manual changes have been made to the KYCERS Start Monthly and balanced, the electronic file that will be uploaded to the KPPA portal must be created.
2. On the initial Monthly Report screen, select **Define** and select the reporting month from the drop-down box. Click on the **Display** or **PDF** to view the report.
3. Select the **Electronic File** button to create the electronic file that must be uploaded to KPPA.

The screenshot shows the 'CERS START Monthly Report [KDE]' interface. At the top, there is a navigation bar with buttons: Close, Output, Print, Display, PDF, Save, Define, Generate, Period Records, View/Maintain, Electronic File, and a red circle with the number 3. Below the navigation bar, the main content area includes:

- Month/Year *: Previous (dropdown), 6 (input), 2024 (input). A red arrow points to the '6' with a callout box: 'Select desired report output to view report.'
- Sort Sequence: Employee Name (dropdown)
- Employer Code: V219
- Electronic File Path: \\kdefsrv\MU_SYS\mun0983prod\export_0983prod\202406V219.KPPA (highlighted in yellow). A red arrow points to the '6' with a callout box: 'Define report Month/Year.'

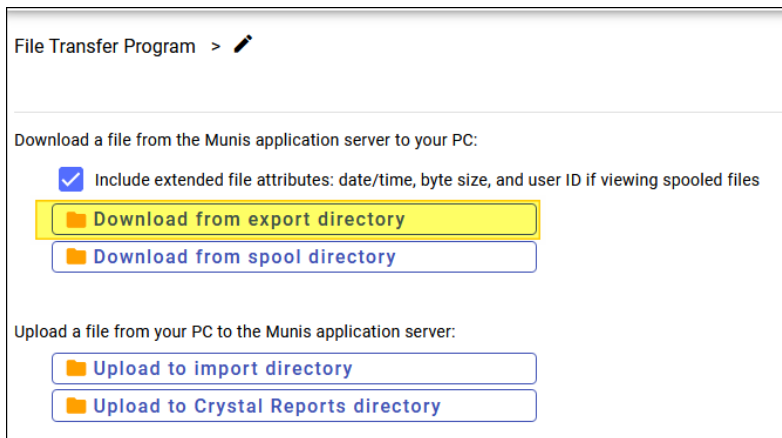
At the bottom, there is a status bar with navigation arrows and the text: 'Generate electronic file for reporting The file 'prkykrsp0013.txt' has been saved to the Munis spool directory – 2 page(s)'. A red arrow points from the 'Electronic File' button in the navigation bar to a callout box: 'Select Electronic File'.

Electronic File

The electronic file can be found and downloaded from the **Export Directory**. It will be named YearMonthEmployerCode.KPPA (example: 202408####.KPPA).

The electronic file is stored in the Export directory and may be transferred to a computer using the “File Transfer” program or “Transfer a File” program and then saving it to your computer. If users want to open the electronic file, they must select a text editor program such as Notepad to view the electronic file. After downloading the file, right-click on the file and select “Open With” to select a text editor program.

As with all files that contain Personally Identifiable Information (PII), the electronic fil should be deleted from any devices to which it was downloaded after submitting to KPPA.



The screenshot shows the 'File Transfer Program' interface. At the top, it says 'File Transfer Program >'. Below that, there is a section for downloading files from the Munis application server to the PC. A checkbox is checked, labeled 'Include extended file attributes: date/time, byte size, and user ID if viewing spooled files'. There are two buttons for downloading: 'Download from export directory' (highlighted in yellow) and 'Download from pool directory'. Below this is a section for uploading files from the PC to the Munis application server, with two buttons: 'Upload to import directory' and 'Upload to Crystal Reports directory'.

Appendix A - Crosswalk

Below is a summary of information on the KYCERS Retirement Maintenance record and where the corresponding data draws from in EERP.

KYCERS Retirement Maintenance

KYCERS Retirement Maintenance Screen Field	EERP (Munis)
Member ID	N/A - updated by the Import ID process
Name	Employee Master - Employee Name
SSN	Employee Master - Social Security No
Group/BU	Group/BU from the Employee Job/Salary base pay record.
<p>Contribution Group: based on corresponding Employee Deductions records in defined Contribution Grouping ranges in the various Build programs.</p> <ul style="list-style-type: none"> • Deductions defined as 'EECON' correspond with 'CNHZNH'. • Deductions defined as 'HICON' correspond with 'CNHZHI'. • Deductions defined as 'HICON CB' correspond with 'CNHZCB'. • Deductions defined as 'Retired No EECON' correspond with 'CNHZRR'. • If no 'EECON', 'HICON', 'HICON CB' or 'Retired No EECON' deductions are found, an error message will be included in an error report and Contribution Group will be set to 'CNHZNP'. 	Employee Deduction Records
<p>Position Status: is derived from Personnel Status on Employee Master – Please see Appendix C for more information on crosswalk codes.</p> <ul style="list-style-type: none"> • EERP value 'FP' corresponds with '00' (Regular Full Time) • EERP value 'PP' corresponds with '01' (Part-Time) • EERP value 'PR' corresponds with '02' (Probationary) • EERP value 'PT' corresponds with '01' (Part-Time) • EERP value 'SL' corresponds with '03' (Seasonal) • EERP value 'TP' corresponds with '04' (Temporary) • EERP value 'EM' corresponds with '05' (Emergency) • EERP value 'SU' corresponds with '08' (Intermittent) 	Employee Master - Personnel Status

KYCERS Retirement Maintenance Screen Field	EERP (Munis)
<ul style="list-style-type: none"> EERP value 'PA' corresponds with '11' (Paraprofessional) 	
<p>Payroll Frequency: is derived from Employee Master Pay Frequency</p> <ul style="list-style-type: none"> EERP value 'M' corresponds with '00' (Monthly) EERP value 'S' corresponds with '01' (Semi-Monthly) EERP value 'B' corresponds with '02' (Bi-Weekly) EERP value 'W' corresponds with '03' (Weekly) 	Employee Master – Pay Frequency
<p>Probationary Period Complete Probation Period Complete is based on the Probation date range from the Employee Master record compared to the defined Effective Date</p> <ul style="list-style-type: none"> Blank if no comparison can be made or the Effective Date is before the Probationary start date 'No' if Effective Date is between the Probationary period start and end dates 'Yes' if Effective Date is after the end date Once this field is set to "Y" it will not be updated by the Recalc, Monthly Build, or Annual Build. 	Employee Master - Probation Dates
<p>Para Pay Rate: If an employee does not have a Job Salary record for a para coach position, this field can be updated to include the annual salary for the coaching position. Each month when the CERS Start Monthly Report is created, the amount listed in the Para Pay Rate field will populate on a Period Record and use the Para Pay Rate amount as the Pay Rate on the Period Record. The Pay Rate field will populate with that amount every month no matter if coaching pay was received or not.</p>	Manually Maintained
<p>Para Pay Rate End Date: must be entered for the Para Pay Rate field functionality to work. It is suggested to use the end of the next fiscal year or an open-end date of 12/31/9999.</p>	Manually Maintained
<p>Start Date: must be updated when an employee is a new hire, re-hire, or when the Contribution Group is changed.</p>	Employee Master – Hired Date
<p>End Date: must be set if an employee has a Terminated Date in Employee Master. It must be updated if Position Status changes or Contribution Group changes.</p>	Employee Master – Terminated Date
<p>Employment End Reason: will be set based on the Terminated Reason from Employee Master.</p>	Employee Master – Terminated Date

KYCERS Retirement Maintenance Screen Field	EERP (Munis)
<ul style="list-style-type: none"> • '0088' will be interpreted as '00' (Change in System, Plan, or Contribution Group). Is used to report that a full-time employee has changed the position status to a part-time employee. • '0006' will be interpreted as '01' (Retirement). • '0007' will be interpreted as '02' (Death). • Any other Terminated Code will be interpreted as '03' (Terminated/Resigned). • If no Terminated Date is present but the current Position Status no longer matches the Employee Master Personnel Status, then Employment End Reason will be set to '04' (Change in Position Status). 	
<p>Estimated Additional Compensation: This refers to all payments outside of regular wages that are not paraprofessional pay or determined to be bonus payments. Amounts in this field should always be yearly amounts and a guaranteed amount the employee is expected to be paid for additional pay which is not considered to be a bonus or paraprofessional coach pay.</p>	Manually maintained
<p>Do Not Report box: By selecting this box the employee will not have a period record created or be included in the electronic file.</p>	Manually maintained
<p>Lock Record: By selecting this box, the entire KYCERS Retirement Maintenance record will not be updated when the various Builds are run.</p>	Manually maintained
<p>Lock Start Date: By selecting this box, the Start Date on the KYCERS Retirement Maintenance record will not be updated when the various Builds are run.</p>	Manually maintained
<p>International Address Flag</p>	Manually maintained
<p>International Address Line</p>	Manually maintained
<p>International Country Code</p>	Manually maintained
<p>Sick Leave Plan: update all records by selecting Initial Setup, Sick Plan Update, and then selecting the appropriate plan.</p>	Maintained by selecting Initial Setup

Start Monthly Report Period Records

Below is a summary of information on the Start Monthly Report period records and where the corresponding data draws from in EERP.

Start Period Records	EERP (Munis)
<p>Payment Reason can be any one of the following</p> <ul style="list-style-type: none"> • 00 – “Regular Pay” is the default code for reporting regular contributions. It is based on pay in defined 12 Month and 10 Month pay ranges. • 01 – “Reg with Add Comp” is the same as ‘00’ but includes salary amounts for defined OT pays. • 02 – “Leave without Pay” records are only manually maintained. • 03 – “Bonus/Severance” is based on the pay type defined in the Bonus pay range. • 04 – “IPS” (Installment Purchase of Service) records will be generated for employee contribution amounts in deduction history for the defined IPS deduction ranges and the defined IPS Payrolls. • 05 – No longer valid. • 06 – “Lump Sum” records are only manually maintained. • 08 – “Alt Sick Leave” records will be created if a site is using the Alternative Sick Leave Plan. They will report pay amounts from expense object ‘0291’. • 09 – “Furlough” records are only manually maintained. • 10 – “Layoff” records are only manually maintained. • 11 – “Summer Months” records are for employees with a 10 Month Pay type and no earnings. This should only be used during the summer months. • 14 – “Paraprofessional” records are created based on the pay types defined in the Paraprofessional range. 	Varies
Pay Rate	Earnings History
Group/BU	Defaults from the corresponding KYCERS Retirement Maintenance record
Contribution Group	Defaults from the corresponding KYCERS Retirement Maintenance record

Start Period Records	EERP (Munis)
Start Date	Defaults from the corresponding KYCERS Retirement Maintenance record
End Date	Defaults from the corresponding KYCERS Retirement Maintenance record. Note: The End Date from KYCERS Retirement Maintenance will not populate on Period Record if the Term Date is prior to the report month.
Employment End Reason	Defaults from the corresponding KYCERS Retirement Maintenance record
Salary	Based on the deduction gross for CERS deductions in history.
Salary That Exceeds IRS Limit	Manually maintained
Estimated Additional Compensation	Defaults from the corresponding KYCERS Retirement Maintenance record
Pre-Tax EECON: 5% employee retirement deduction or deductions for IPS installments with Pay Reason "04-IPS".	Defined KPPA deductions from Earnings History
Post-Tax EECON: 5% employee retirement deduction or deductions for IPS installments with Pay Reason "04-IPS". This is only reported for posting dates before 7/94.	Defined KPPA deductions from Earnings History
Pre-Tax HICON: 1% health insurance contribution paid by employees.	Defined KPPA deductions from Earnings History
Accrued Sick Leave Hours	Required if Employment End Date is in the Report Month and Sick Leave Plan is 'Standard'. However, if an employee's contribution group is CNHZCB this should not be reported. It is calculated based on days remaining for accrual type 2 multiplied by Scheduled Hours (per day) from the corresponding KYCERS record.
Accrued Sick Leave Days	Required if Employment End Date is in the Report Month and Sick Leave Plan is 'Alternative'. It is copied from the Days Remaining for accrual type 2. If an employee's contribution group is CNHZCB this should not be reported.

Start Period Records	EERP (Munis)
Sick Leave Accrual Rate	Defaults from the Scheduled Hours (per day) on the Job/Salary record. If an employee’s contribution group is CNHZCB this should not be reported.

If a district has any questions regarding KPPA Start reporting, they should call KPPA at 1-888-696-8810 and follow the prompts for school board employers. Additionally, any EERP questions should be directed to eerp@education.ky.gov.

Appendix B – Volunteer Reporting

KPPA requires that volunteers who receive a nominal fee be reported in the Start monthly report. Questions on what qualifies as a nominal fee to a volunteer should be directed to KPPA.

The following changes are required in EERP to report volunteers.

1. Add a new Status Code for Volunteer in the **Payroll Miscellaneous Codes** Program.
 - a) The **STAT** Code should be 'VO' and the Short and Long Description should be 'Volunteer.'

The screenshot shows a form for adding a new status code. The fields are filled as follows:

Code Type *	STAT - STATUS CODES
Code *	VO
Short Desc *	VOLUNTEER
Long Desc *	VOLUNTEER
Data	

2. Add a new **Job Class Master** record for volunteers.
 - a) The Job code should be 'VOL' and the description Volunteer. Mark 'Non-Payroll' on the bottom right of the screen.

The screenshot shows the Job Class Master form with the following details:

Job *	Short Desc *	Long Description *
VOL	VOLUNTEER	VOLUNTEER

Additional form fields include:

- Summary: Summary 2
- Group/BU: (empty)
- Location: (empty)
- Base Pay: (empty)
- Longevity: 0
- Sub Table: 0
- OT Table: 0
- Split FLSA Start: (empty)
- Role ID: (empty)
- Service ID: (empty)
- Pop. Served: (empty)
- Schedule: (empty)
- Team: (empty)
- Work Group: (empty)
- Risk Code: Civil Service
- EEO Class: EEO Class
- EEO Func: EEO Func
- State Position: (empty)
- Position Type: (empty)
- ESS Time Entry: (empty)
- Reference: (empty)
- New Hire Probation Period: 0
- Competencies: (empty)
- Non-Payroll
- Position Control
- Days Worked
- Teacher
- Substitute
- Generate Labor
- FLSA Exempt

Add a new Group/BU in the Group/BU Codes program.

- b) The Group/BU should be 'VOL'.

The screenshot shows the Group/BU Codes form with the following details:

Group/BU Code *	VOL
Short Description *	VOLUNTEER
Long Description *	VOLUNTEER

Additional form fields include:

- Retro Pay Pending
- Certified
- ESS Acknowledge Text

Volunteers Setup

Before creating the electronic file, the volunteer must be added to the Employee Master, KYCERS Maintenance, and a period record added to the monthly report.

1. Add a record to the **Employee Master** for the Volunteer.
2. Add a KYCERS Maintenance Record. The Position Status would be '10 – VOLUNTEER', Payroll Frequency would be '00 – MONTHLY', and Contribution Group would be CNHZNP – NO EECON.

KYCERS Maintenance Screen

Employee *	SSN	Last Name	First Name	MI
5000	123-45-6789	SNOW	JON	
Member ID#		Install Plan Ded		
Group/BU	VOL - VOLUNTEER	Position Status	10 - VOLUNTEER	
Contribution Group	CNHZNP - NO EECON	Payroll Frequency	00 - MONTHLY	
<input type="checkbox"/> Do Not Report		Probationary Period Complete		
Employment Dates		Contract Info		
Start Date	01/01/2021	Contract Days	0	
End Date		Scheduled Hours	.00	
End Reason		Additional Comp	.00	
International Address				
<input type="checkbox"/> Employee has an International Address				
International Address Line				
International Country Code				

3. Add a Start Period Record with the reporting information including the nominal fee/amount in the Salary field.

Appendix C – Paraprofessional Reporting Changes (7/1/2023)

The KY CERS Start Monthly Report accommodates the new payment reason and position status of ‘Paraprofessional’ (coaches) beginning in the fiscal year 2024.

Position Status

The position status (11 – Paraprofessional) is available on the KYCERS Retirement Maintenance screen. Users have two options:

1. On the KYCERS Maintenance record, manually maintain the Position Status of Paraprofessional.
2. On the Employee Master, add a new Personnel Status of ‘PA – Paraprofessional.’ When the New Employee Build (or other builds) is run in the KYCERS Retirement Maintenance program, employees coded to this personnel status on the Employee Master will automatically be assigned the Position Status of Paraprofessional. The following steps must be completed for this to function.

Add a New Personnel Status

If electing to use option #2 above, the following must be completed. *Note: This is optional, you can elect to maintain the position status manually on the KYCERS Maintenance record if you so wish.*

EERP Menu: *Human Capital Management > Payroll> Payroll Setup > Miscellaneous Codes*

1. Select **STAT – Status Codes** from the list.
2. Select **Add**. The code for Paraprofessional should be PA as seen below. *Note: If you already have a status code used exclusively for paraprofessionals you can skip this step.*

Miscellaneous Codes [KDE TRAIN 04/14]	
Back	Search
Browse	Add
Update	Delete
Output	Print
Display	
Code Type *	STAT - STATUS CODES
Code *	PA
Short Desc *	PARACOACH
Long Desc *	PARAPROFESSIONAL COACH
Data	

Update the Crosswalk in State Reporting Codes

EERP Menu:

Human Capital Management > Payroll> State Specific > South>Kentucky>State Reporting Codes

1. Select **Crosswalk Codes** from the ribbon.
2. Select **Define** and from the drop-down select **CERSKDEPOS - KDE CERS Position Status** and **Accept**.
3. Select **Update**.
4. For the just created MUNIS CODE 'PA' enter code **11** as seen in the following example. Select **Accept** to save. If you have a different code used exclusively for paraprofessional coaches, you can elect to map that code to crosswalk code 11.

MUNIS CODE	CROSSWALK CODE
CF	
CP	
CR	
EM	05
FP	00
PA	11
PP	01
PR	02
PT	01
SL	03
SU	08
TP	04

Munis Value	Crosswalk Value
EM	05
FP	00
PA	11
PP	01
PR	02
PT	01
SL	03
SU	08
TP	04

Para Pay Rate and Para Pay Rate End Date

If an employee does not have a Job Salary record for a para coach position, this Para Pay Rate field can be updated to include the annual salary for the coaching position. Each month when the CERS Start Monthly Report is created, the amount listed in the Para Pay Rate field will populate on a Period Record and use that field amount as the Pay Rate on the Period Record. The Pay Rate field will populate with that amount every month no matter if coaching pay was received or not.

Note, a Para Pay Rate End Date must be entered for this functionality to work. It is suggested to use the end of the next fiscal year or an open-end date of 12/31/9999.

Estimated Additional Comp

The annual and new employee build process has been updated so that the Estimated Additional Comp field on the KYCERS Retirement Maintenance record will no longer update based on the annual amounts from Employee Job Salary records for jobs with one of the following Summary codes: 7345 (coaching), 7346 (coaching), and 7347 (coaching). Amounts in this field should always be yearly amounts and a guaranteed amount the employee is expected to be paid for additional pay which is not considered to be a bonus or paraprofessional coach pay.

Contract Days/Scheduled Hours

The electronic file has been updated so that any period record coded with the payment reason of '14 - Paraprofessional' will report in the electronic file as:

- Position Status = Paraprofessional
- Contract Days = 0 (zero)
- Scheduled Hours Per Day = 0 (zero)
- Type of Rate of Pay >=\$100 = Reported as yearly

Generate - CERS Start Monthly Report

A column was added to the generate screen for paraprofessional pay types. Any payment received from this pay type will be reported as payment reason '14 - Paraprofessional'. For employees who are full-time or part-time and have a paraprofessional coaching position, the pay for the coaching position would be reported separately using the payment reason '14 – Paraprofessional'.

In addition, this payment reason should also be used to report a zero salary during months where the employee did not earn a salary in the paraprofessional coach position.

For the CERS Start Monthly Report to work correctly, a separate pay type(s) should be used for paraprofessional coaching pay. You cannot use an existing pay type that is also used to pay additional compensation.

Appendix D - Contribution Groups

Employer Plan Code	Contribution Group Code	EERP Group Code	Contribution Group Description	Participation Information	EECON	HICON	ERCON
CERSNHZ	CNHZNH	EECON	CERS Non-Hazardous - No Health Insurance	Without Health Insurance (NH). If the member's participation date with a state-administered retirement system is before 9/1/2008, the employee does not owe Health Insurance contributions.	Yes	No	Yes
CERSNHZ	CNHZHI	HICON	CERS Non-Hazardous - Health Insurance	With Health Insurance (HI) - If the member's participation date with a state-administered retirement system is on or after 9/1/2008 but before 1/1/2014, the member pays regular employee contributions and the 1% health insurance contribution.	Yes	Yes	Yes
CERSNHZ	CNHZCB	HICONCB	CERS Non-Hazardous – Cash Balance	Cash Balance (CB) – If a member's participation date is on or after 1/1/2014, the member will be a part of the cash balance plan. This member pays regular employee contributions and the 1% health insurance contribution.	Yes	Yes	Yes
CERSNHZ	CNHZRR	CNHZRR	CERS Non-Hazardous - Retired Re-employed	Retired/Reemployed (RR) – If a member has retired from KERS, CERS, or SPRS and returns to work on or after 9/1/2008 in a retirement-eligible position, then the member will not contribute to the system, but Employer Contributions are owed.	No	No	Yes
CERSNHZ	CNHZNP	CNHZNP	CERS Non-Hazardous - Non-Participating	Non-Participating (NP) – This should be used to report employees who are not currently eligible for participation in the retirement system, but who must be reported. No contributions will be remitted for these employees.	No	No	No

Amounts are subject to change. For current rates please contact the Kentucky Retirement System at the following link: <https://kyret.ky.gov/employers/Pages/default.aspx>