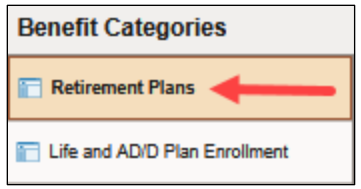
Retirement Plans

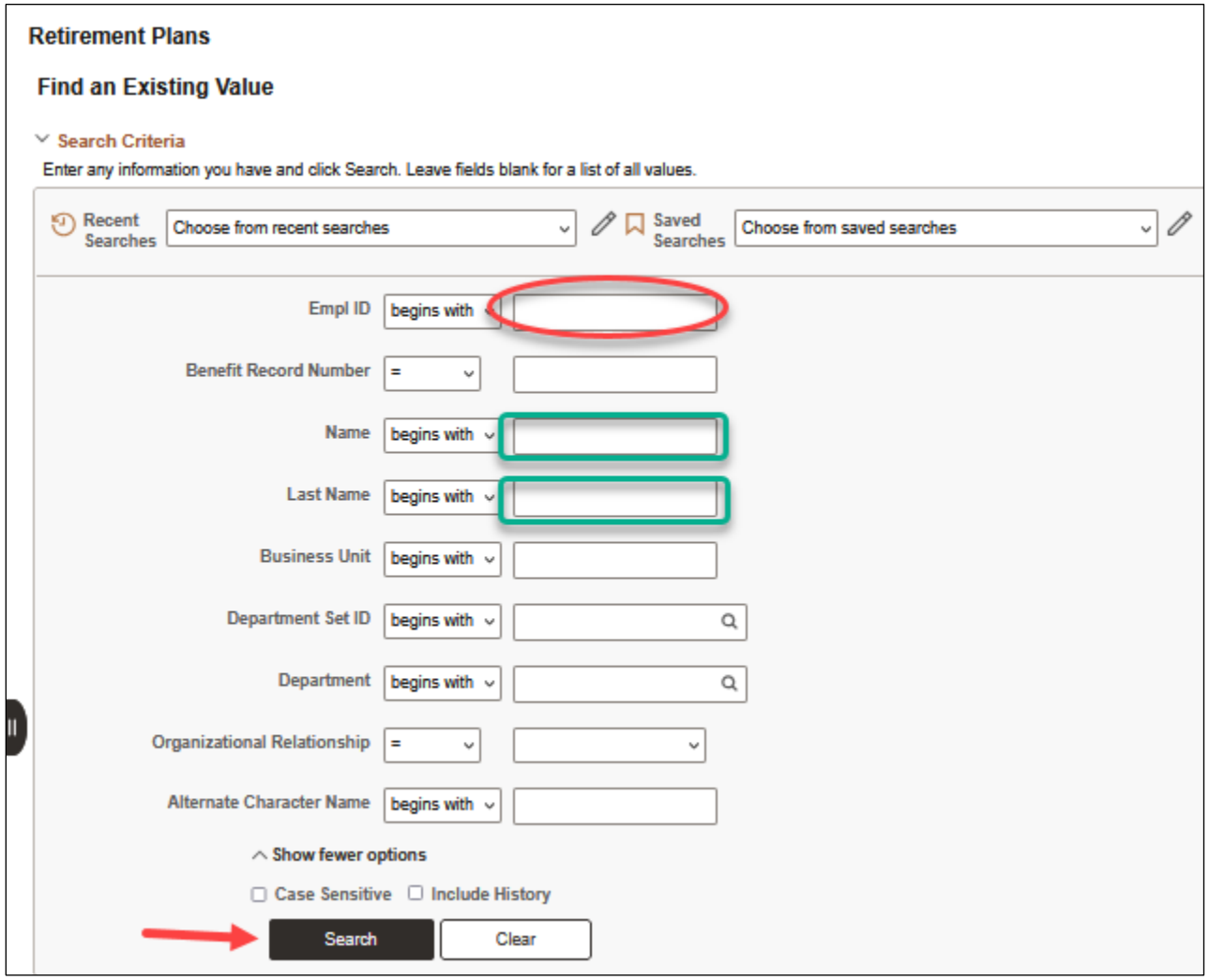
Prior to reading this job aid, please review the Benefits CBT.





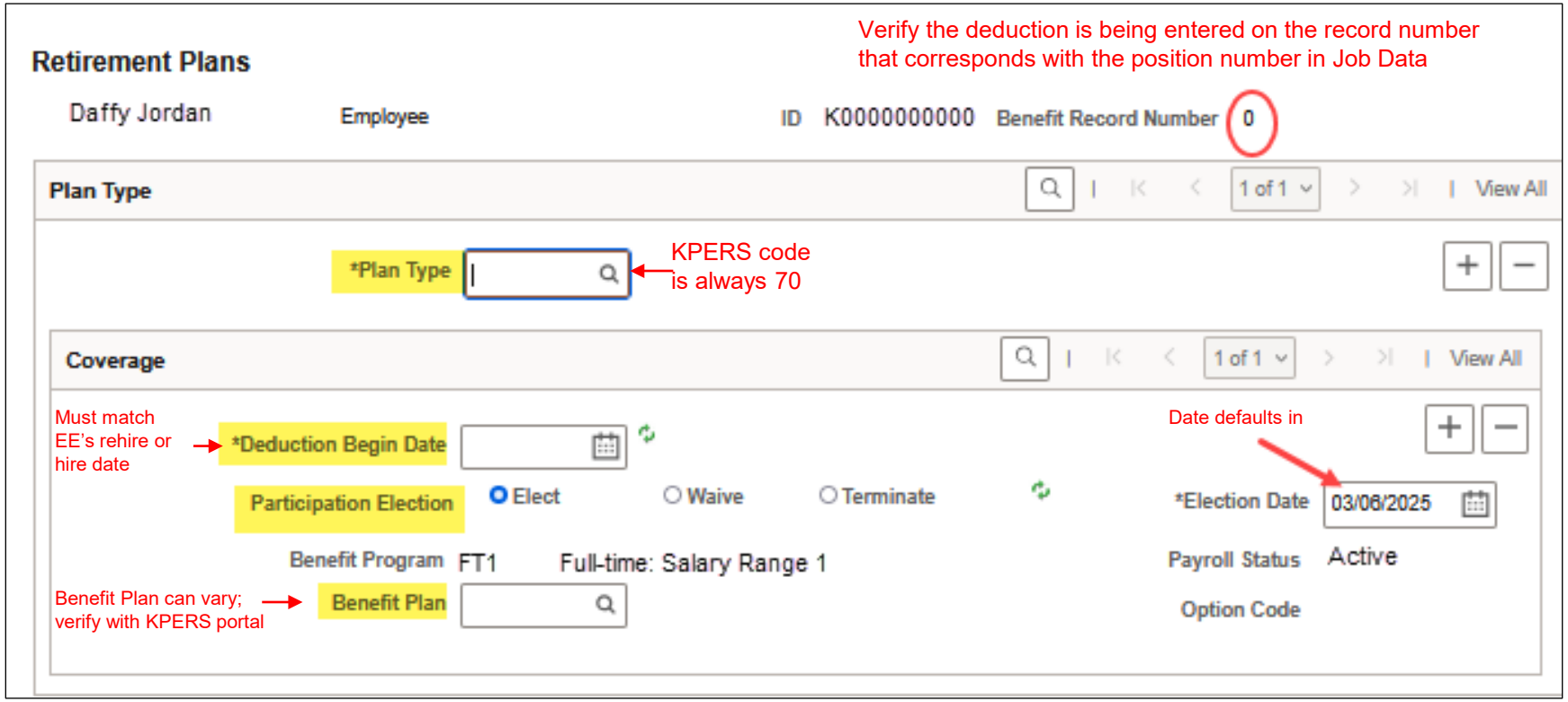
Retirement Plans

Search by Empl ID or by Name and Last Name.



Retirement Plans

To enroll an employee in KPERS, code 70, for the first time.

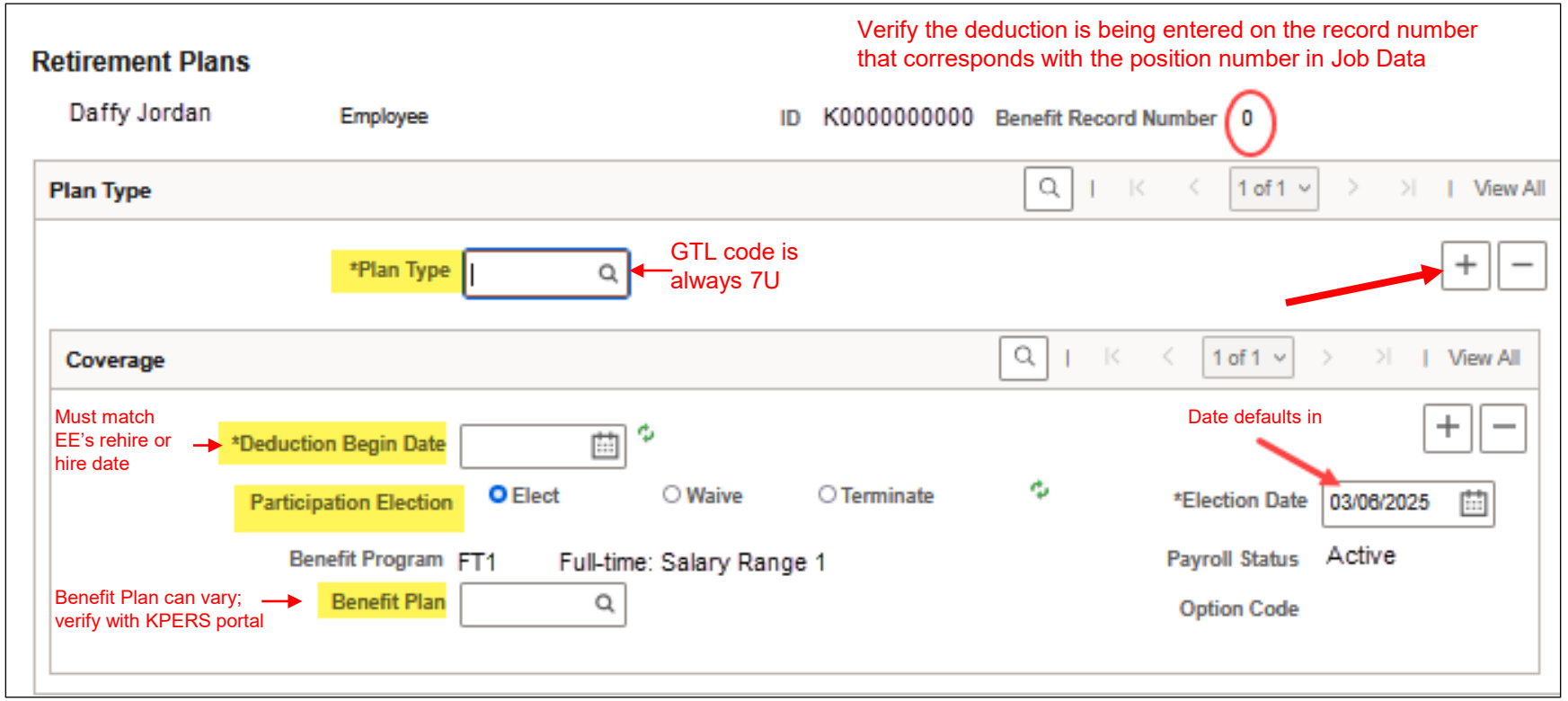


Then press save



Retirement Plans

To enroll an employee in Group Term Life (GTL), code 7U, for the first time click the + button to add another Plan Type row if the KPERS row has already been entered.



Then press save →



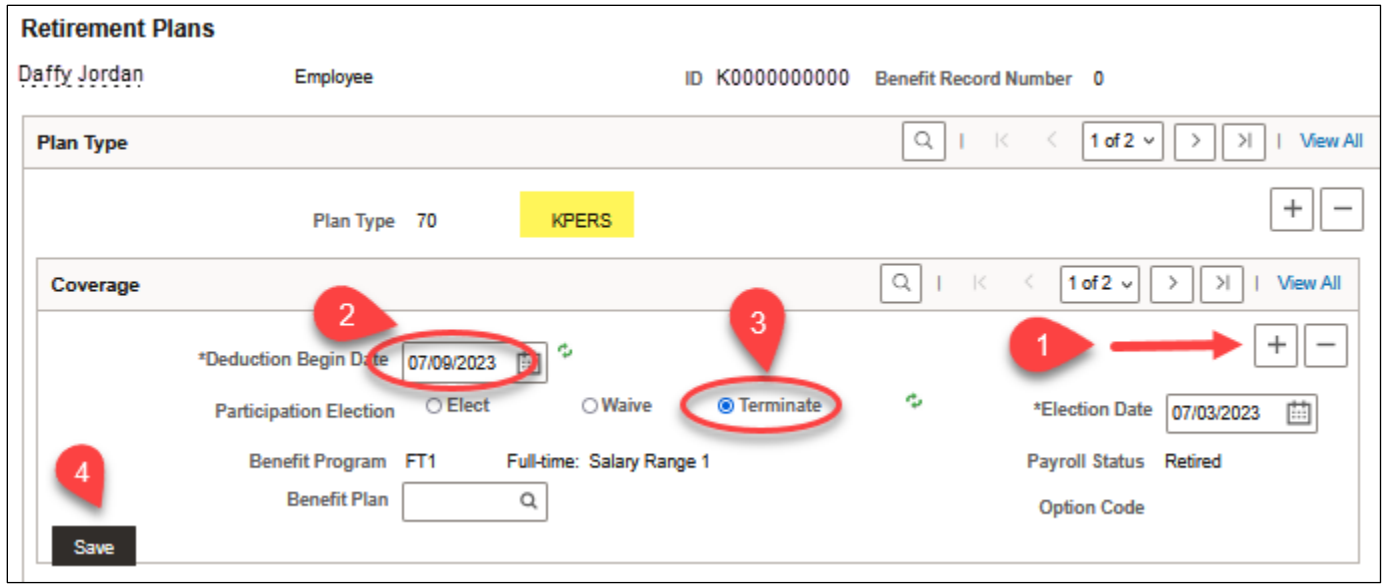
NOTE: Those employees Working After Retirement (WAR) are not eligible for GTL.

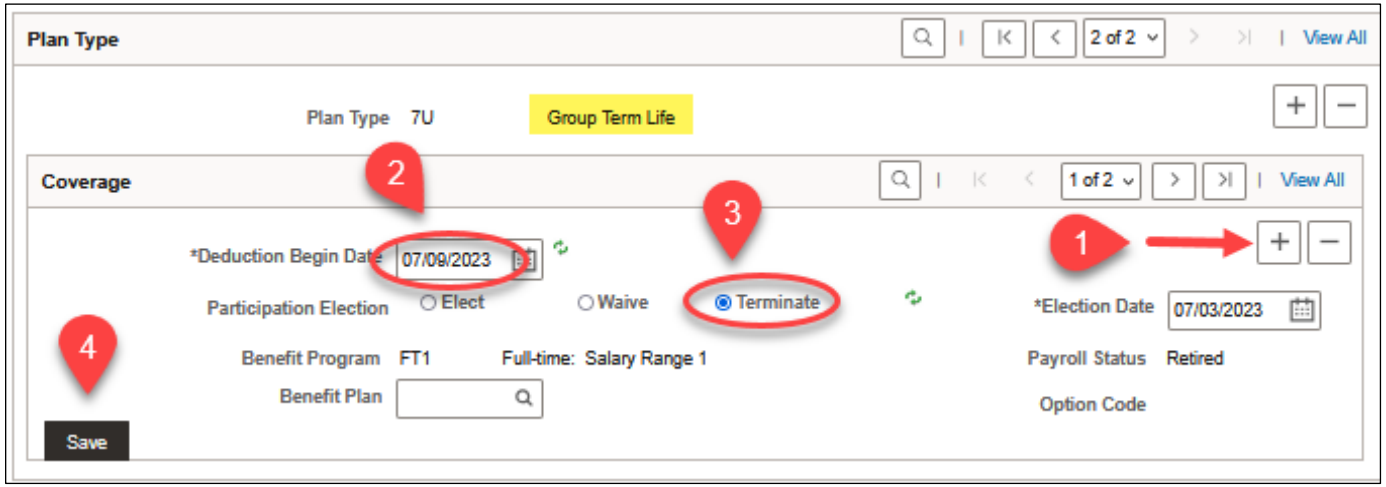
If the WAR EE is in a benefit eligible position, click 'Waive' on GTL.

If the WAR EE is in a non benefit eligible position, the plan will remain Terminated or blank.

Retirement Plans

When an EE terminates from a benefit eligible position, or a WAR EE terminates employment (regardless of the benefit eligibility), the agency needs to terminate the EE's KPERS and GTL deductions. The effective date of the termination is the first day of the pay period following the EE's last day.





Retirement Plans

When an EE is rehired into a benefit eligible position, or when a retiree is rehired (WAR), re-enroll the EE in KPERS and/or GTL. The effective date needs to match the rehire date in Job Data.

