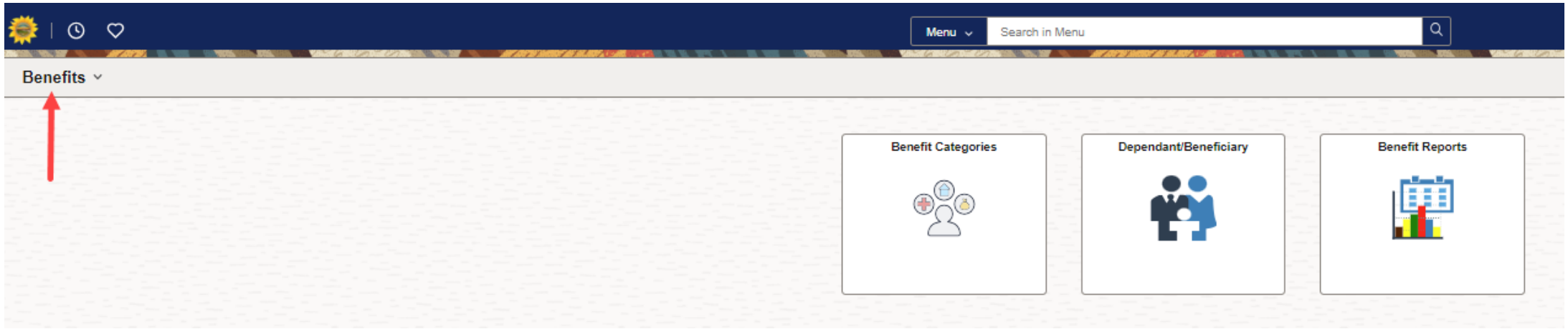
Benefits

Agencies are responsible for:

- Benefit Program Participation
- KPERS Retirement
- KPERS Group Term Life

Benefits


Menu
Search in Menu
Benefits
Benefit Categories
Dependant/Beneficiary
Benefit Reports

Benefits

Using Dates in Benefits

Some important notes about using dates in Benefits

- When applicable, the Coverage Begin Date field indicates the day the Benefit Coverage will begin. You can find this field on the benefits pages.
- The Deduction Begin Date indicates the first day of the pay period the Benefit Deduction will begin. This field is found on the benefits pages.

Effective Dates for Starting and Ending Benefit Deduction

- **Starting a benefit deduction**
  - In the Deduction Begin Date field on the Benefits page, enter the first day of the payroll period in which the deduction should begin. However, if benefit deductions should start immediately, enter the actual date of hire for new hires/rehires in the middle of a pay period. Click the Elect button and enter the Benefit Plan.

- **Ending a benefit deduction**
  - In the Deduction Begin Date field on the Benefits page, enter a new effective dated row with the first day of the payroll period in which the deduction should no longer be taken. This is generally the first day of the payroll period following the date the employee last worked in an eligible position (do not use the employment termination date). Click the Terminate button (the Benefit Plan field should be blank).

Benefits

Benefit Program Participation

You will go to the Benefit Program Participation page when you need to view or update information relating to an employee's eligibility for benefits. Some important things to remember:

- Incorrect information may affect an employee's benefits eligibility
- Do not change fields when an employee terminates, retires, goes on leave without pay, or returns from leave without pay
- Do not change fields if the employee receives a pay increase or decrease unless the percent FTE changes affecting eligibility

Employees in benefits eligible positions whose:

- FTE is .75 or greater are considered full-time for benefits
- FTE is .50-.74 are considered part-time for benefits
- FTE is .49 or less are not considered benefits eligible

The benefit programs are as follows:

- FT1 – Full-time benefit eligible employees
- PT1 – Part-time benefit eligible employees
- GEN – Non benefits eligible employees

Benefits

KPERS Retirement Elections

When a benefits eligible employee is hired, the KPERS retirement election is added. If the employee is in a non benefits eligible position no retirement plan (KPERS or GTL) entry is needed.

Mandatory membership begins on the employee's date of hire in a benefit eligible position. The employee and the employer both contribute to KPERS. Enter the appropriate KPERS code based on information received from the KPERS portal.

NOTE: Those employees Working After Retirement (WAR) are required to be enrolled in an appropriate KPERS plan even though they are not contributing and may not be benefits eligible. Retirees are not eligible for GTL. Those employees Working After Retirement who are in a benefits eligible will 'waive' GTL; those who are in a non benefit eligible position will either not enroll the employee or leave the coverage as terminated.

Benefits

Central Responsibilities

State Employee Health Plan has historical data (8/31/14 and prior) in SHARP for:

- Health Benefits
- Dependent Data
- Flexible Spending Accounts
- Health Savings Accounts

KPERS 457 and Payroll are responsible for entering information for:

- Deferred Compensation

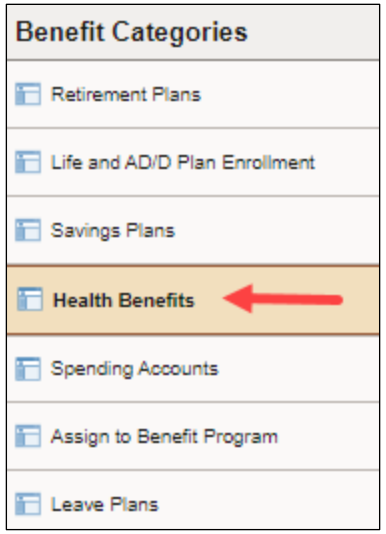
KPERS is responsible for entering information for:

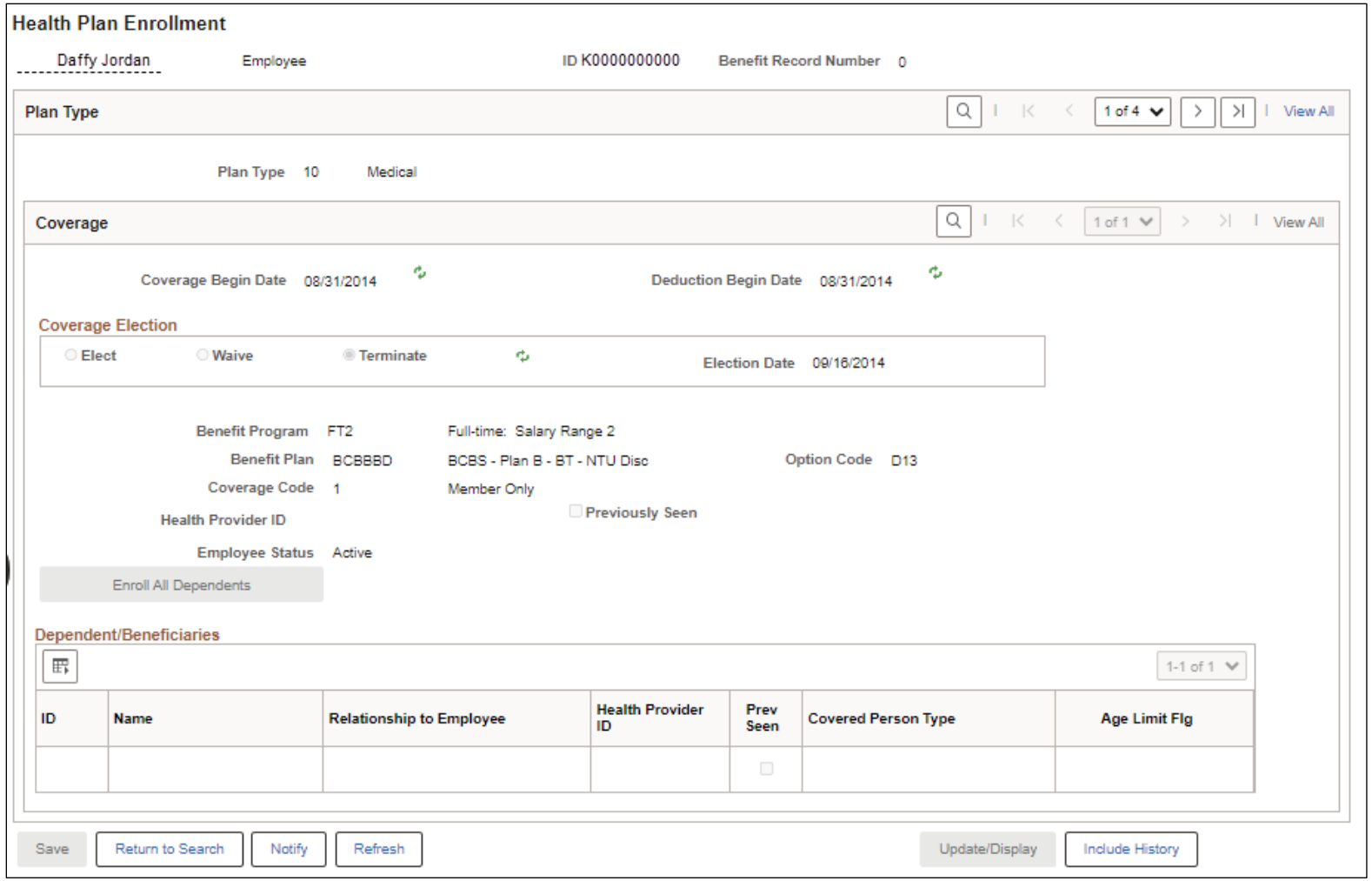
- Optional Group Life insurance (OGL)
- KPERS Buybacks

Benefits

Historical SEHP Data – Health Benefits

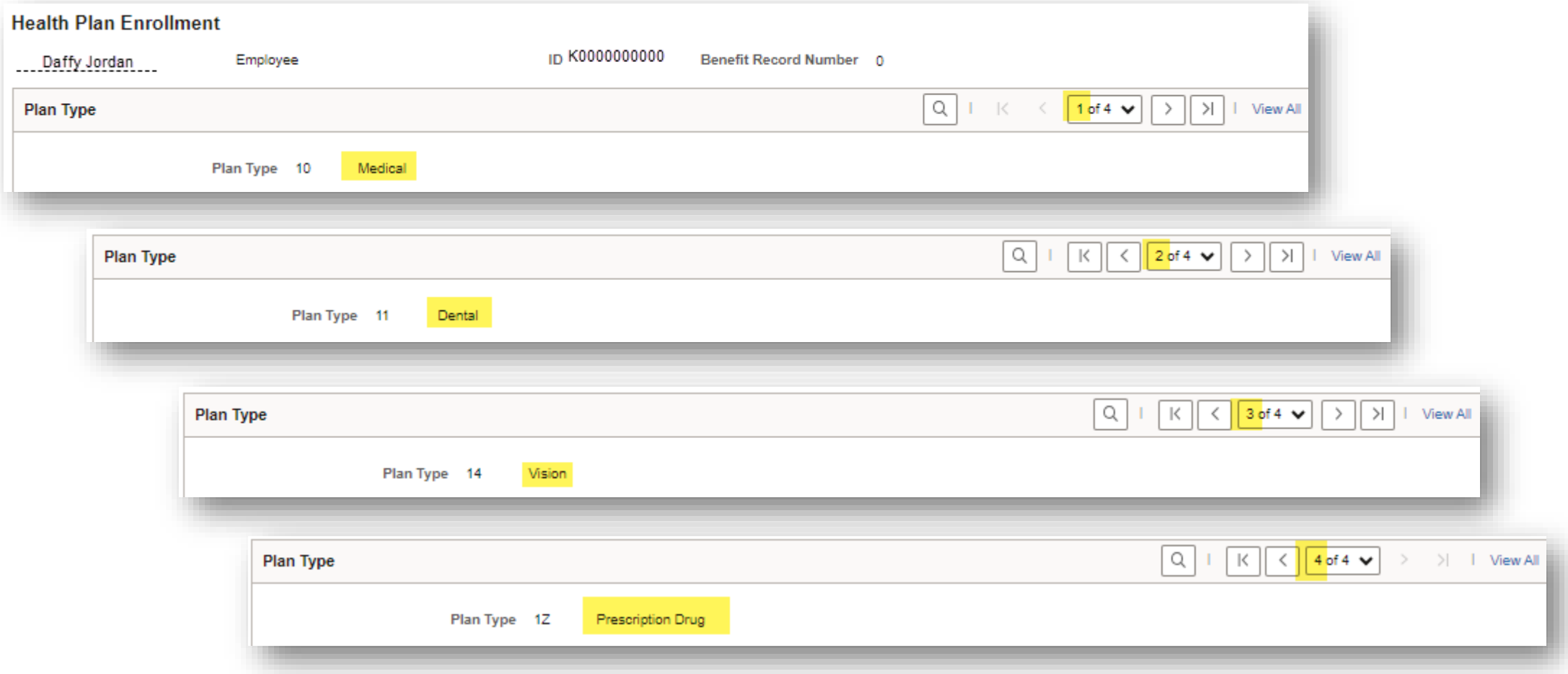






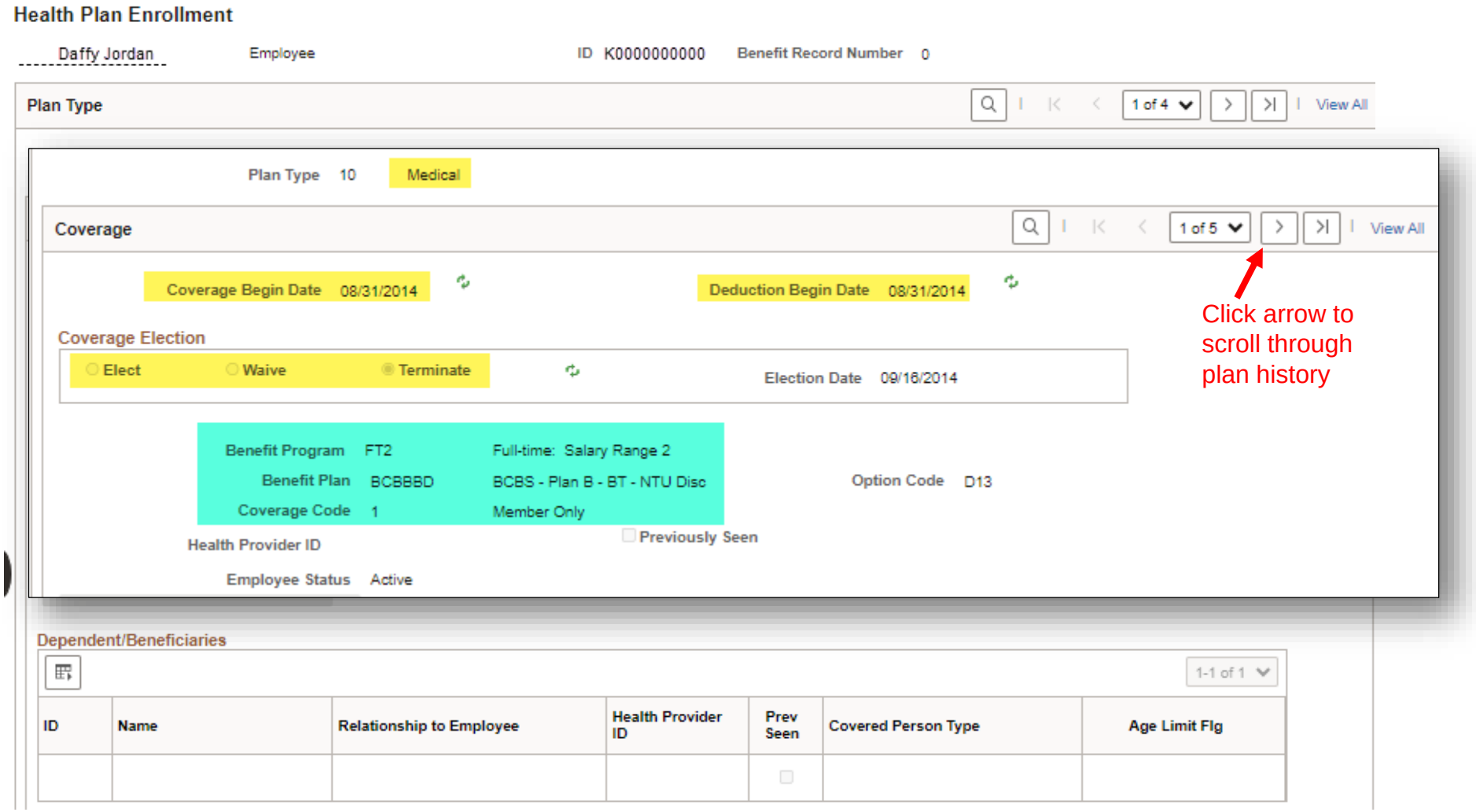
Benefits

Historical SEHP Data – Health Benefits



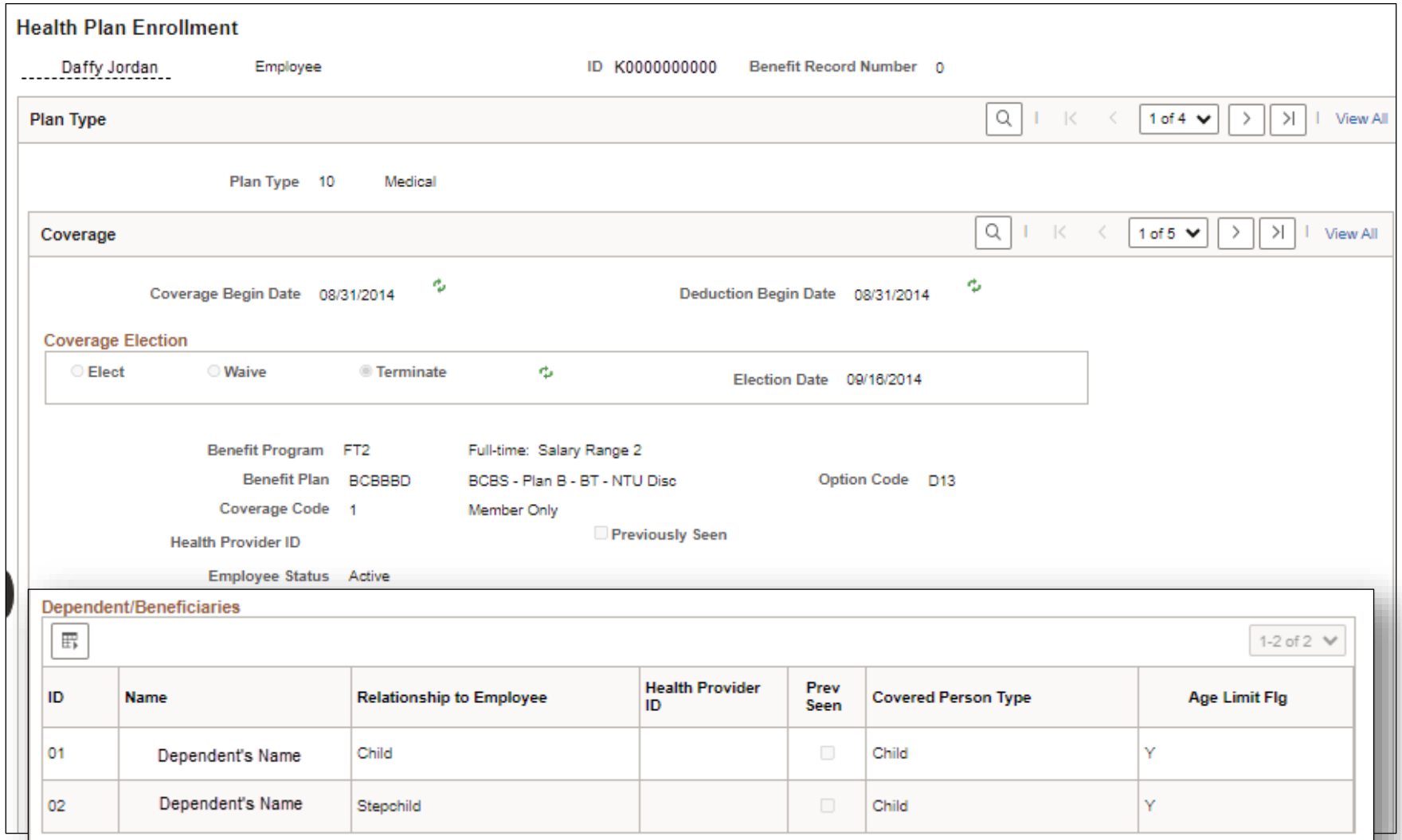
Benefits

Historical SEHP Data – Health Benefits



Benefits

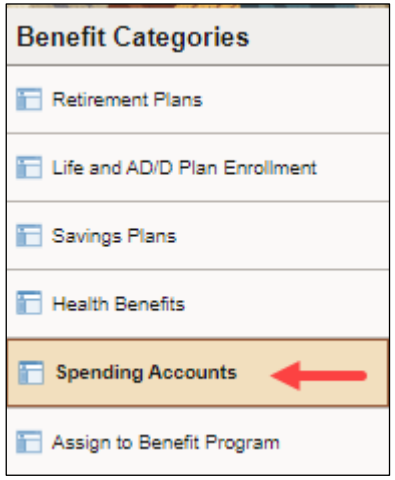
Historical SEHP Data – Health Benefits

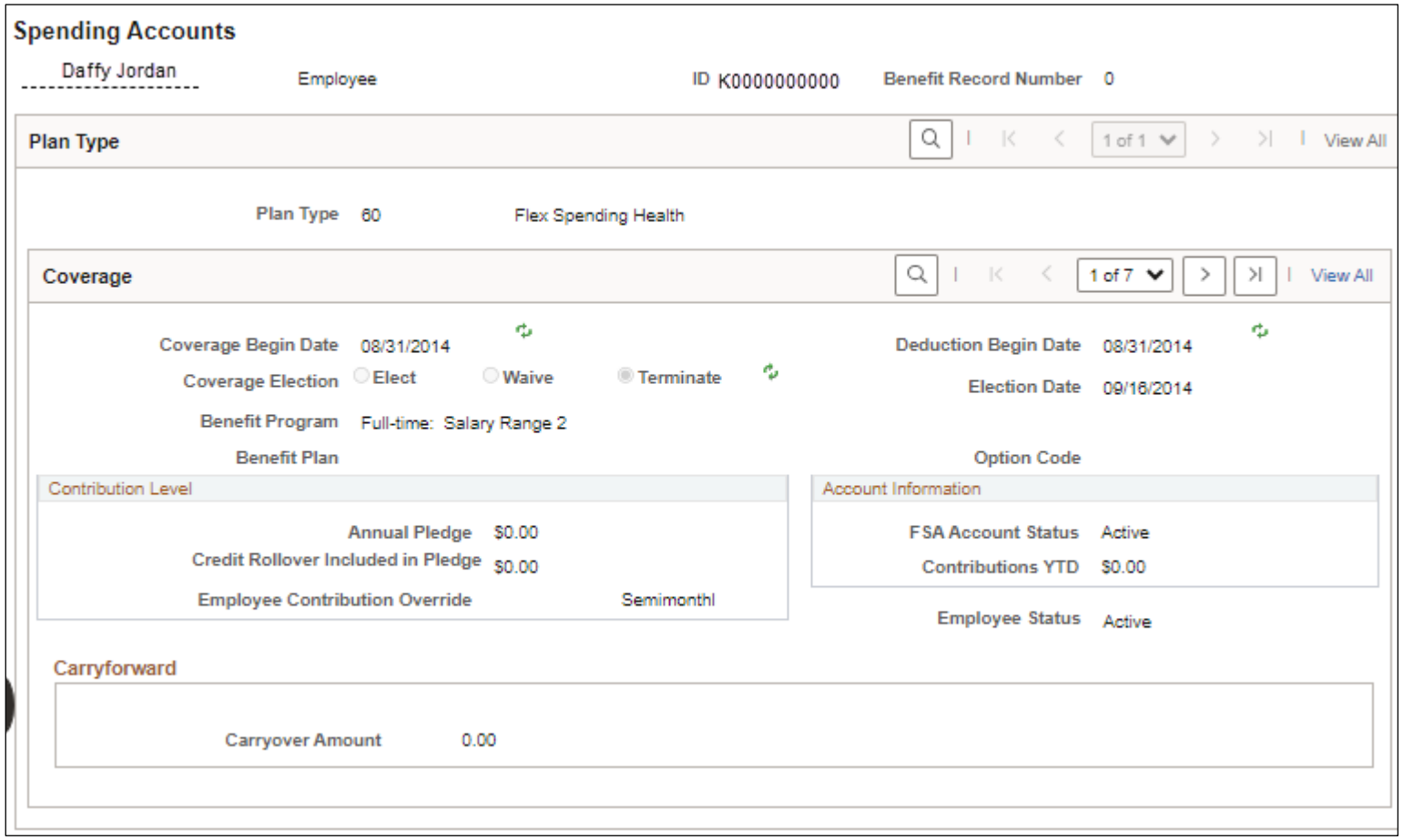


Benefits

Historical SEHP Data – Spending Accounts

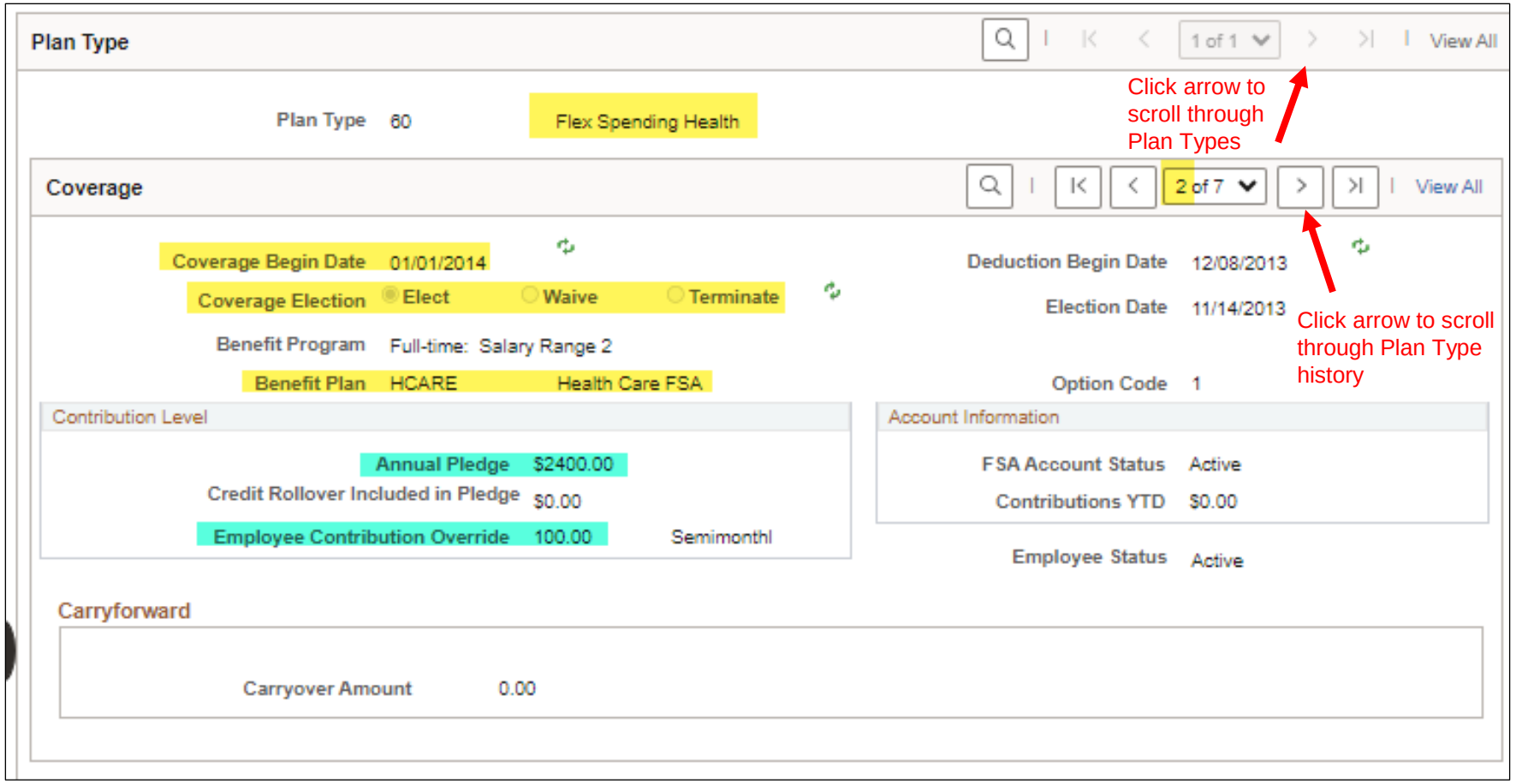






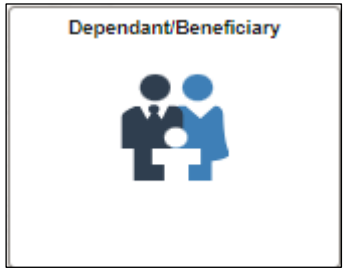
Benefits

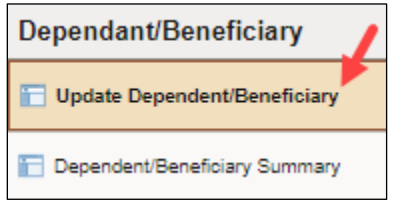
Historical SEHP Data – Spending Accounts

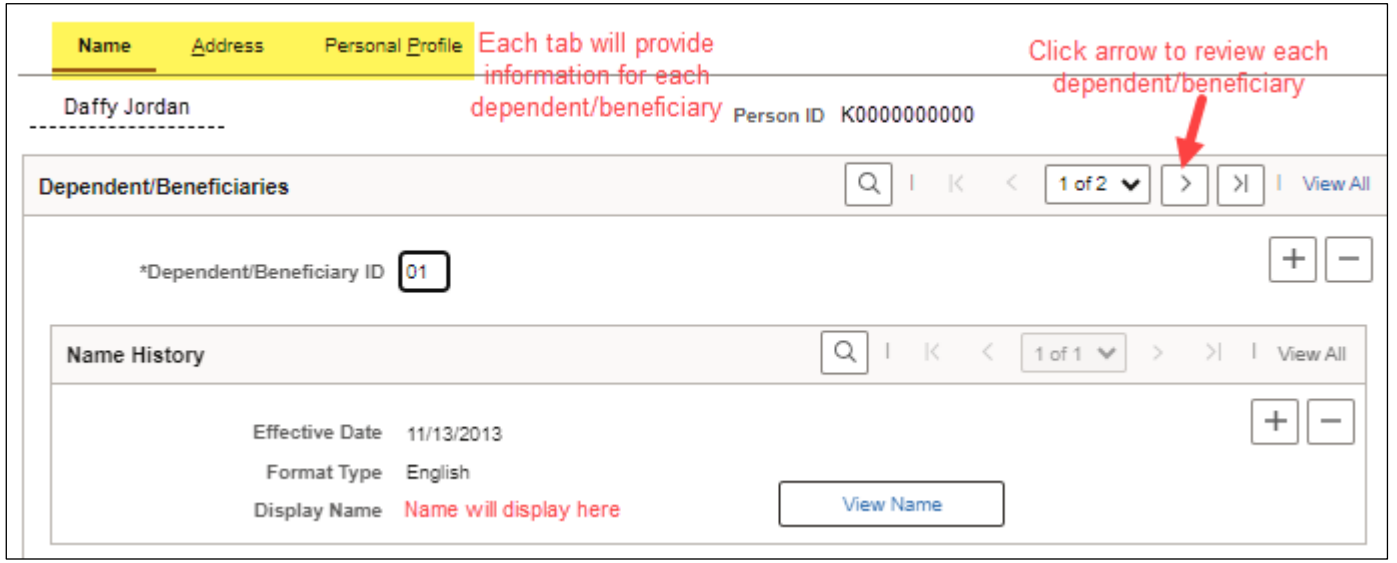


Benefits

Historical SEHP Data – Dependent/Beneficiary



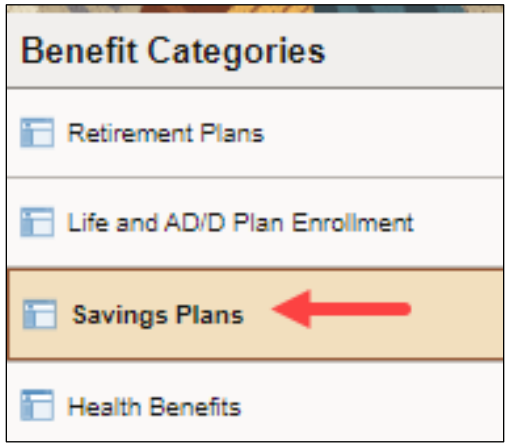




Benefits

Savings Plans

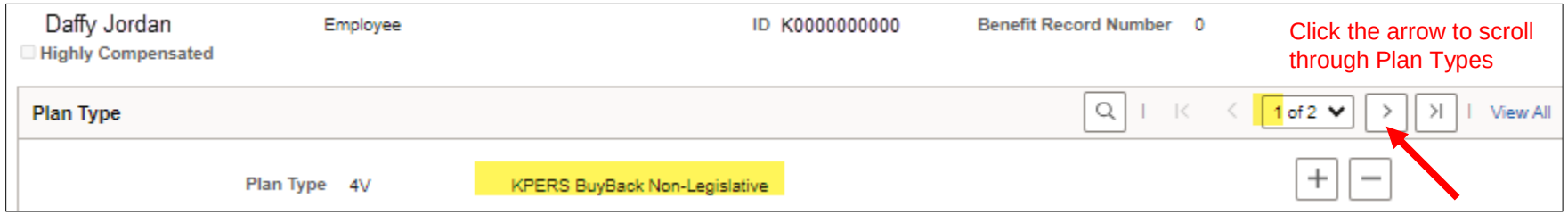


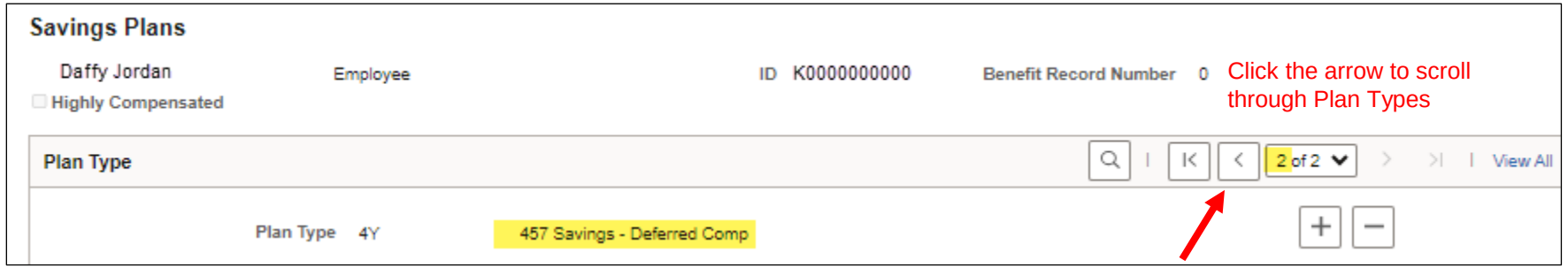


Benefits

Savings Plans

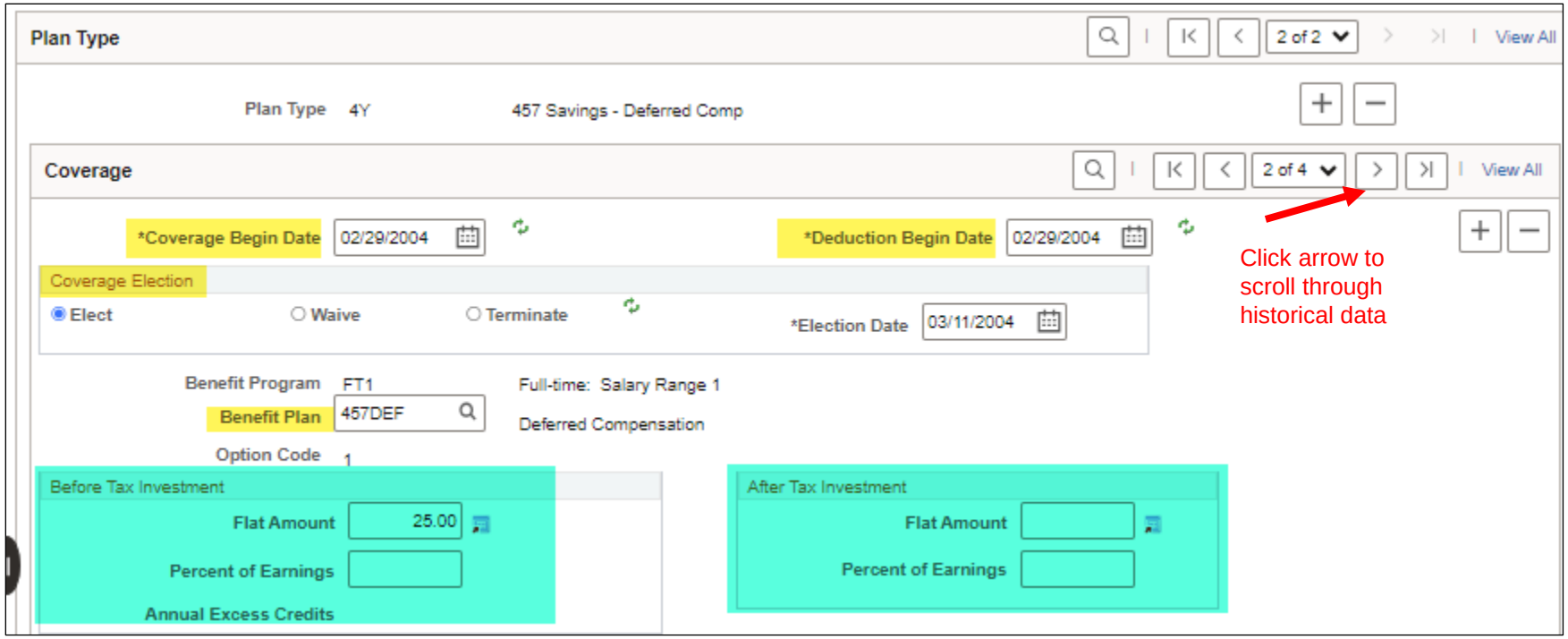
Below are two examples of the Plan Types that users can see on this page.





Benefits

Savings Plans



Benefits

Optional Group Life Insurance (OGL)

Benefits eligible employees may elect to purchase Optional Group Life insurance (OGL) coverage through additional payroll deductions. KPERS and/or the current contracted vendor interfaces and/or enters election information in SHARP. Beneficiaries of this life insurance are recorded in the KPERS system and are not maintained in SHARP. As a result, the Dependent/Beneficiaries section of the page is not used.

Employees can review their coverage through the KPERS Employee Portal.

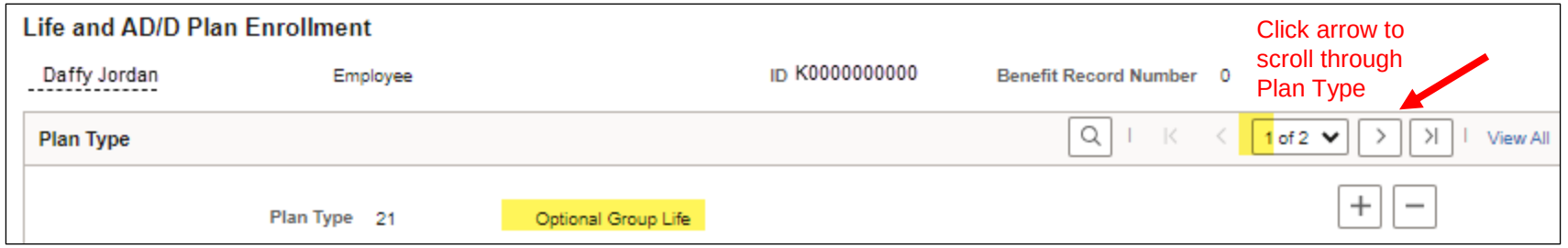
NOTE: Dependent Child OGL deduction information is located in Create General Deductions.

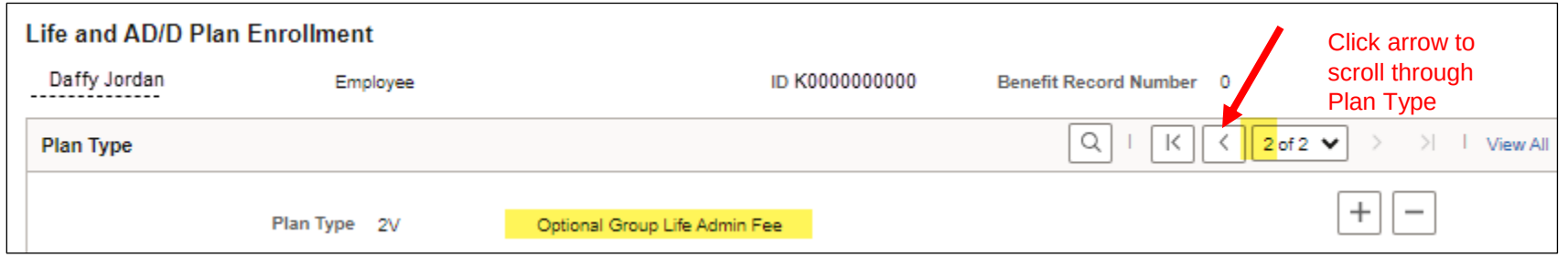




Benefits

Optional Group Life Insurance (OGL)

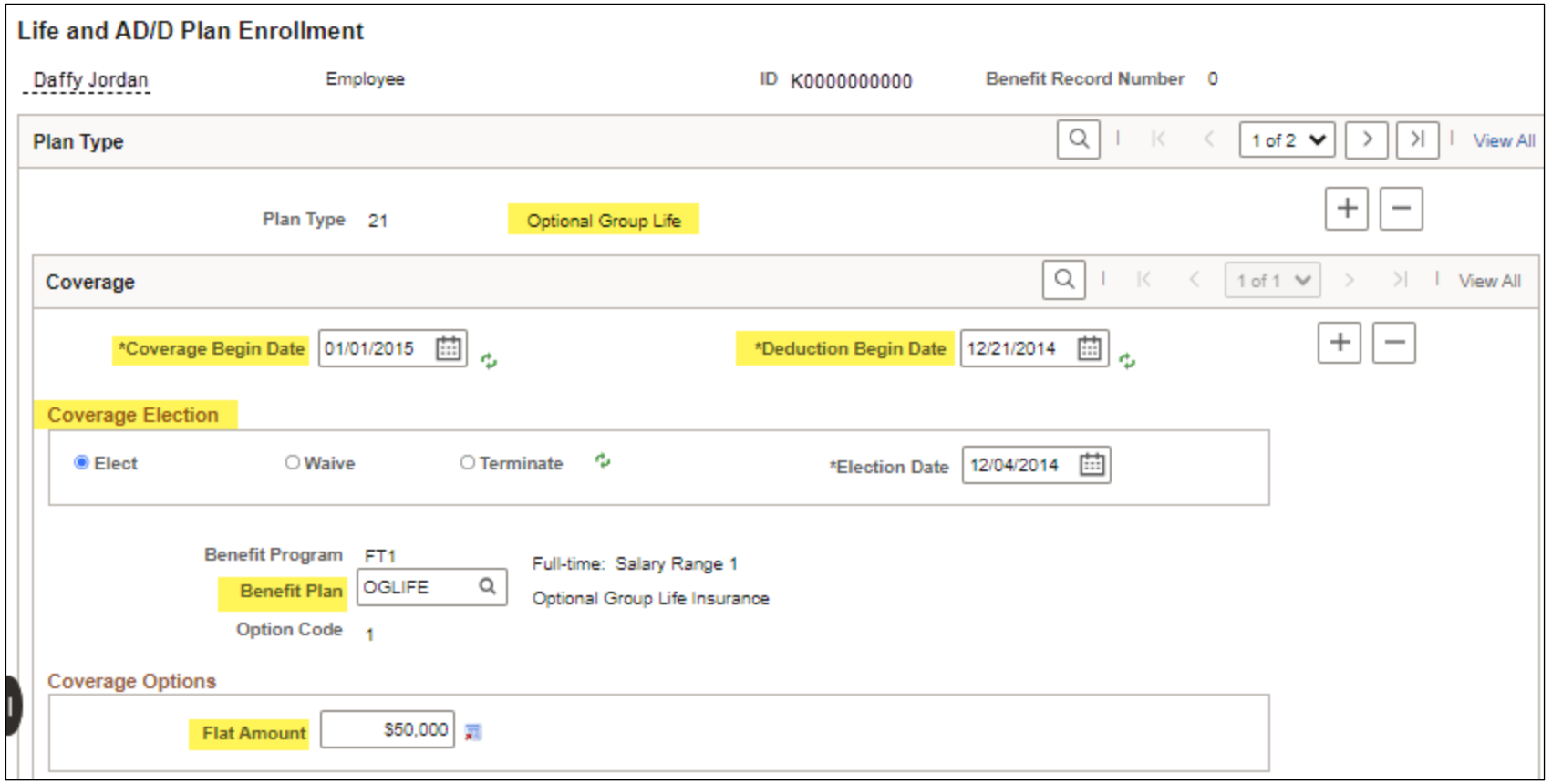




Benefits

Optional Group Life Insurance (OGL)

This page shows the Coverage Begin Date, Deduction Begin Date, Coverage Election, and Flat Amount which is the amount of the policy.

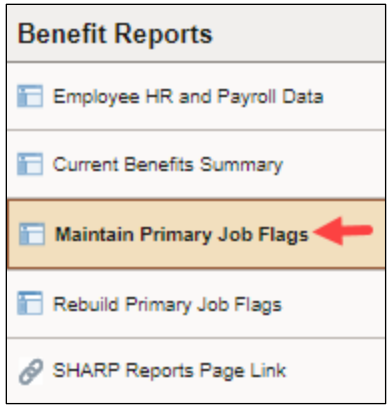


Benefits

Central Responsibilities – Primary Job Flags Maintenance

The primary Job Flags Maintenance page is used to identify the Benefit Record Number for each Employee Record Number. It also identifies if the Employee Record is to be considered the primary job for the specified Benefit Record Number.

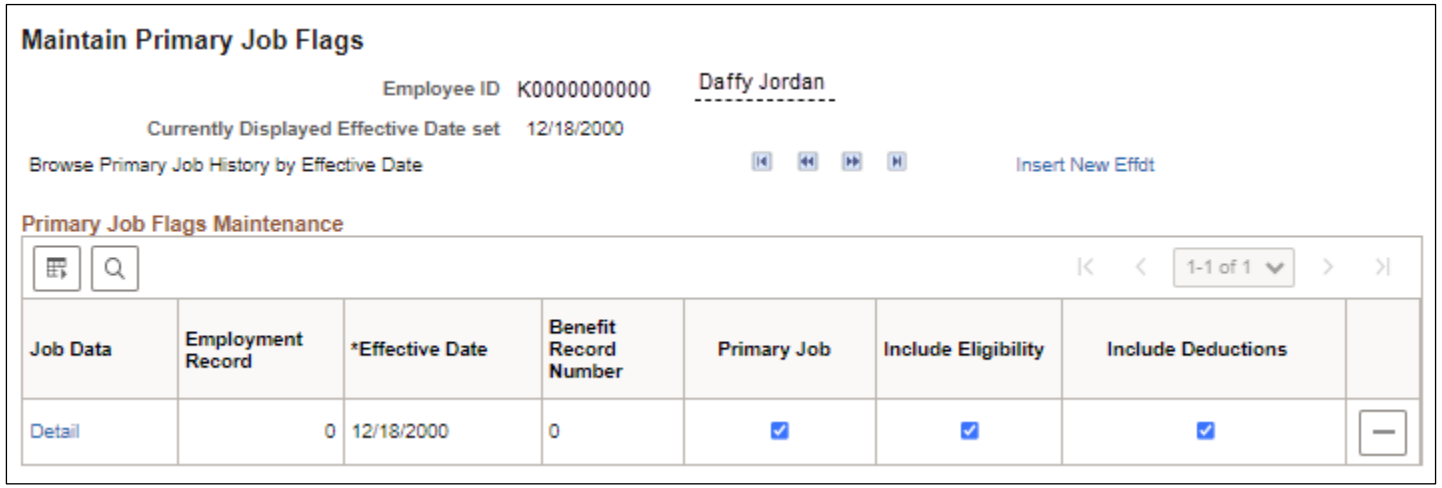




Benefits

Central Responsibilities – Primary Job Flags Maintenance

For any benefit record number, only one job can be designated as the primary job. Changing an employee's Primary Job indicator, Include Eligibility, and/or Include Deductions flag can change an employee's benefits eligibility.



Benefits

Central Responsibilities – Primary Job Flags Maintenance

The Benefit Record Number field is used when an employee has more than one Employment Record Number. The Benefit Record Number indicates which position is responsible for benefits. The position with the matching Employment Record Number and Benefit Record Number is responsible for benefits.

The Employment Record Number and Benefit Record Number should always match in the following situations:

- Multiple non-benefits eligible positions (GEN).
- Multiple positions with different benefits eligibility. For example, if an employee benefits eligible on Employment Record 0 (PT1), the Benefit Record Number should be 0. If the employee is not benefits eligible on Employment Record Number 1 (GEN), the Benefit Record Number should be 1.
- Multiple positions with a different job status (active and terminated). For example, if a benefits eligible employee is active on Employment Record 0, then the Benefit Record Number is 0. If the same employee has terminated on Employment Record 1, then the corresponding Benefit Record Number is 1.

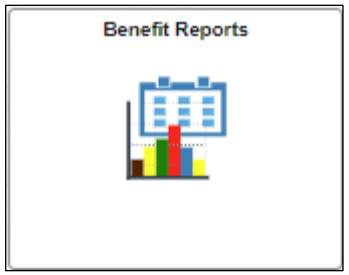
If an employee is active on multiple positions in the same agency and both positions are benefits eligible, the Benefit Record Number can be lower than the Employment Record Number. For example, the Benefit Record Number could be 0 for Employment Record 1.

Benefits

Employee Data Summary

The Employee Data Summary is helpful information when determining benefits eligibility. It summarizes all of an employee's job, personal, and employment data.

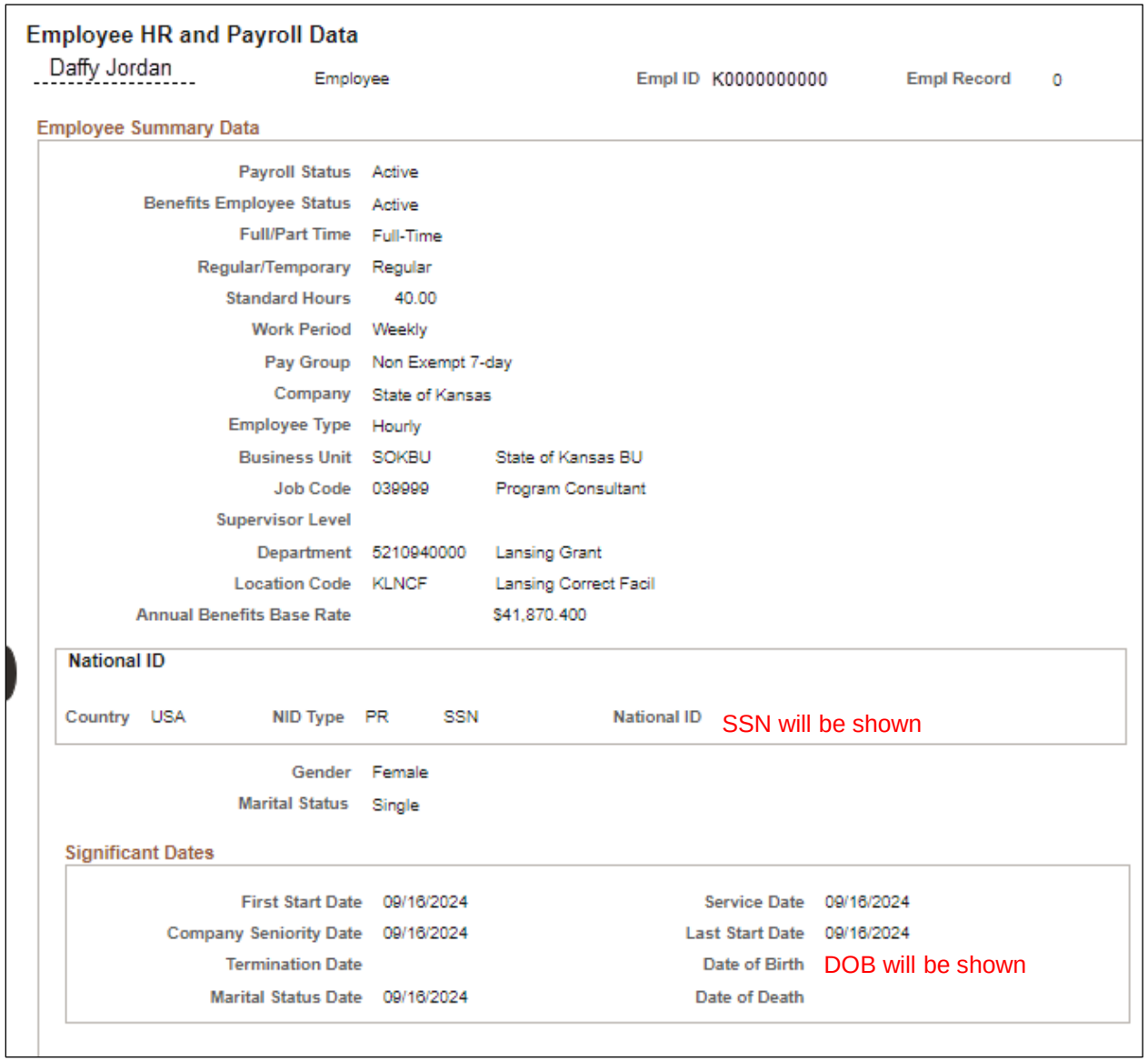
It is helpful to look at this employee-specific data when responding to employee benefit questions.





Benefits

Employee Data Summary



Employee HR and Payroll Data

Daffy Jordan — Employee — Empl ID K0000000000 — Empl Record 0

Employee Summary Data

Payroll Status	Active	
Benefits Employee Status	Active	
Full/Part Time	Full-Time	
Regular/Temporary	Regular	
Standard Hours	40.00	
Work Period	Weekly	
Pay Group	Non Exempt 7-day	
Company	State of Kansas	
Employee Type	Hourly	
Business Unit	SOKBU	State of Kansas BU
Job Code	039999	Program Consultant
Supervisor Level		
Department	5210940000	Lansing Grant
Location Code	KLNCF	Lansing Correct Facil
Annual Benefits Base Rate		$41,870.400

National ID

Country USA — NID Type PR SSN — National ID

SSN will be shown

Gender	Female
Marital Status	Single

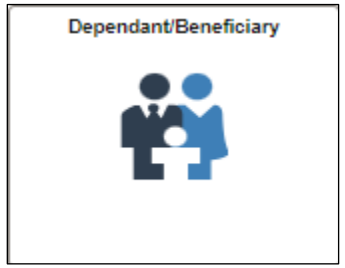
Significant Dates

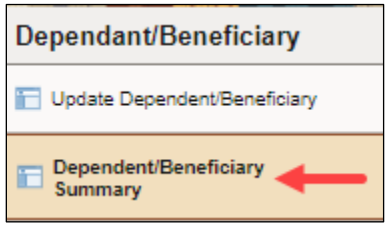
First Start Date	09/16/2024	Service Date	09/16/2024
Company Seniority Date	09/16/2024	Last Start Date	09/16/2024
Termination Date		Date of Birth	DOB will be shown
Marital Status Date	09/16/2024	Date of Death	

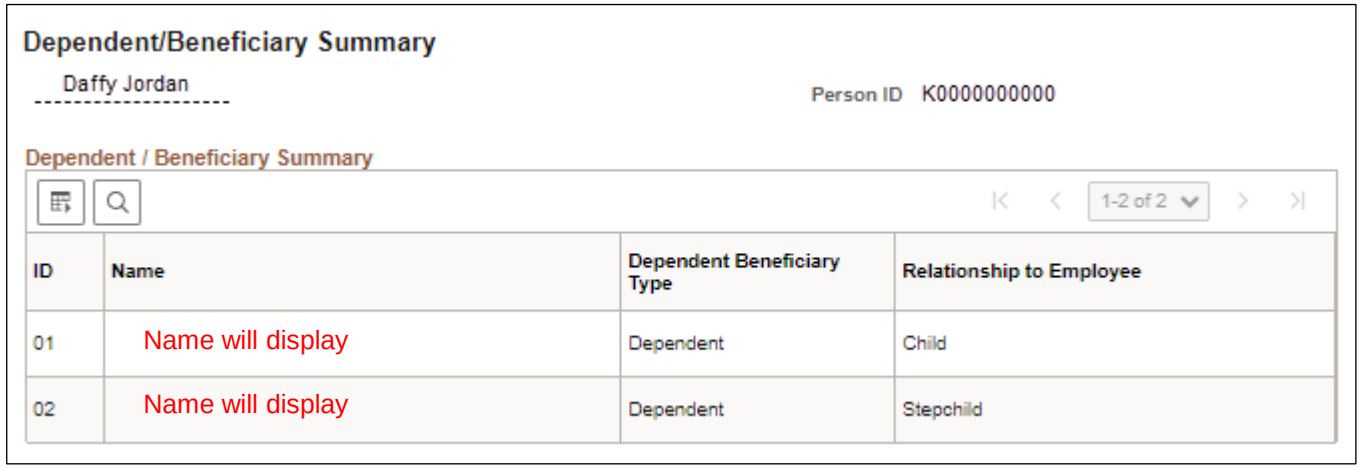
Benefits

Dependent/Beneficiary Summary

Run the Dependent/Beneficiary Summary when you need to know what dependents are listed for an employee. This displays the name and employee ID for the employee from data in the Administer Workforce pages. It then displays the identification number and name for the dependent/beneficiary (from the Dependent/Beneficiary – Name/Address page). You'll also see the type of relationship (dependent or beneficiary) as well as the specific family relationship.





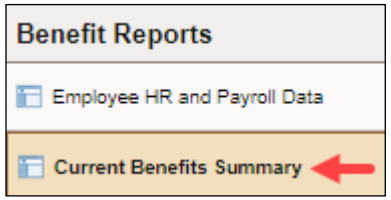


Benefits

Benefits Summary

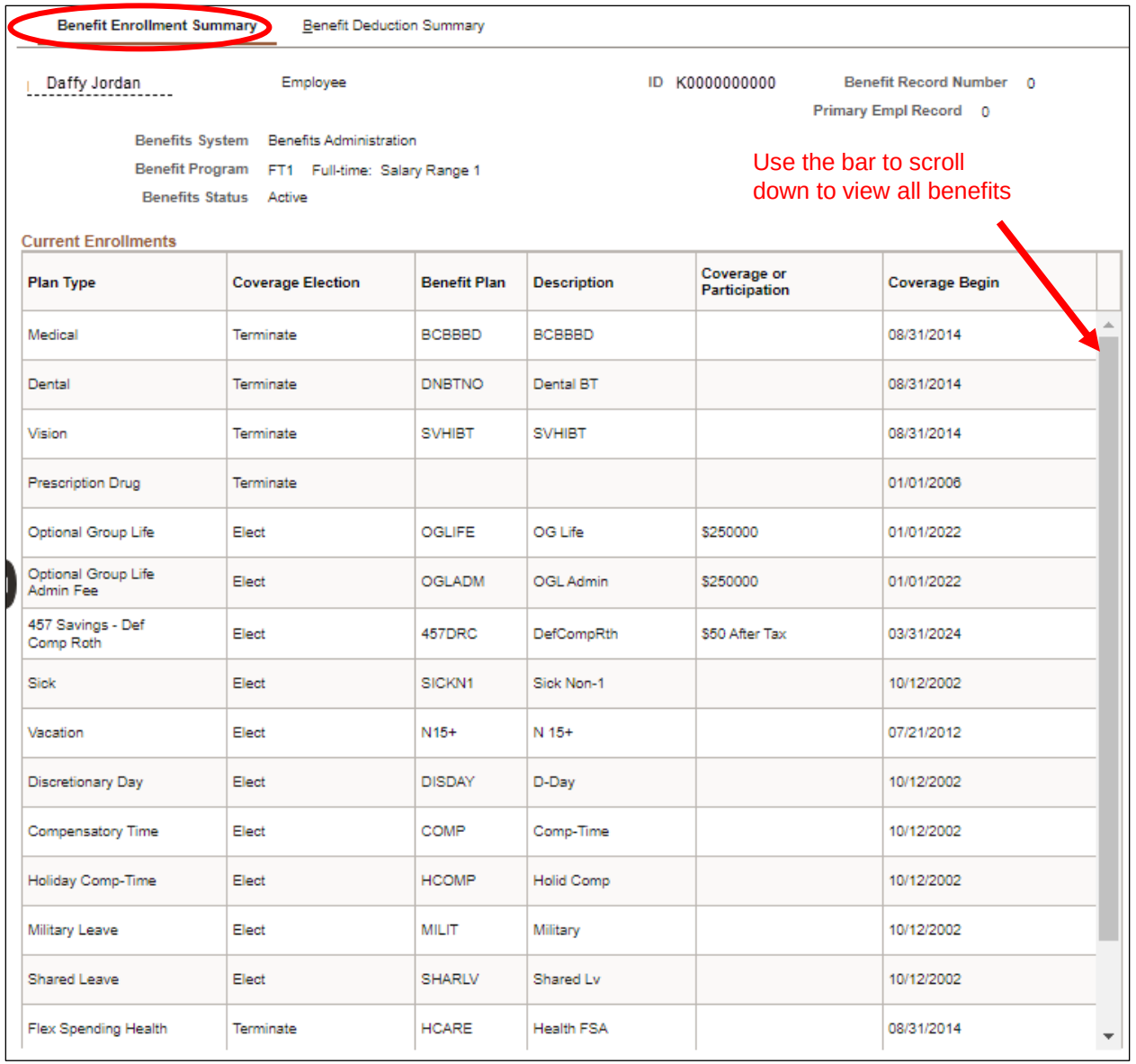
The Benefits Summary – Benefit Enrollment Summary tab displays deduction information on all benefit plans in which an employee is enrolled. Historical Health Data will also show. For each benefit plan, the Plan Type, Coverage Election, Benefit Plan, Description, Coverage or Participation, Coverage Begin date will display.





Benefits

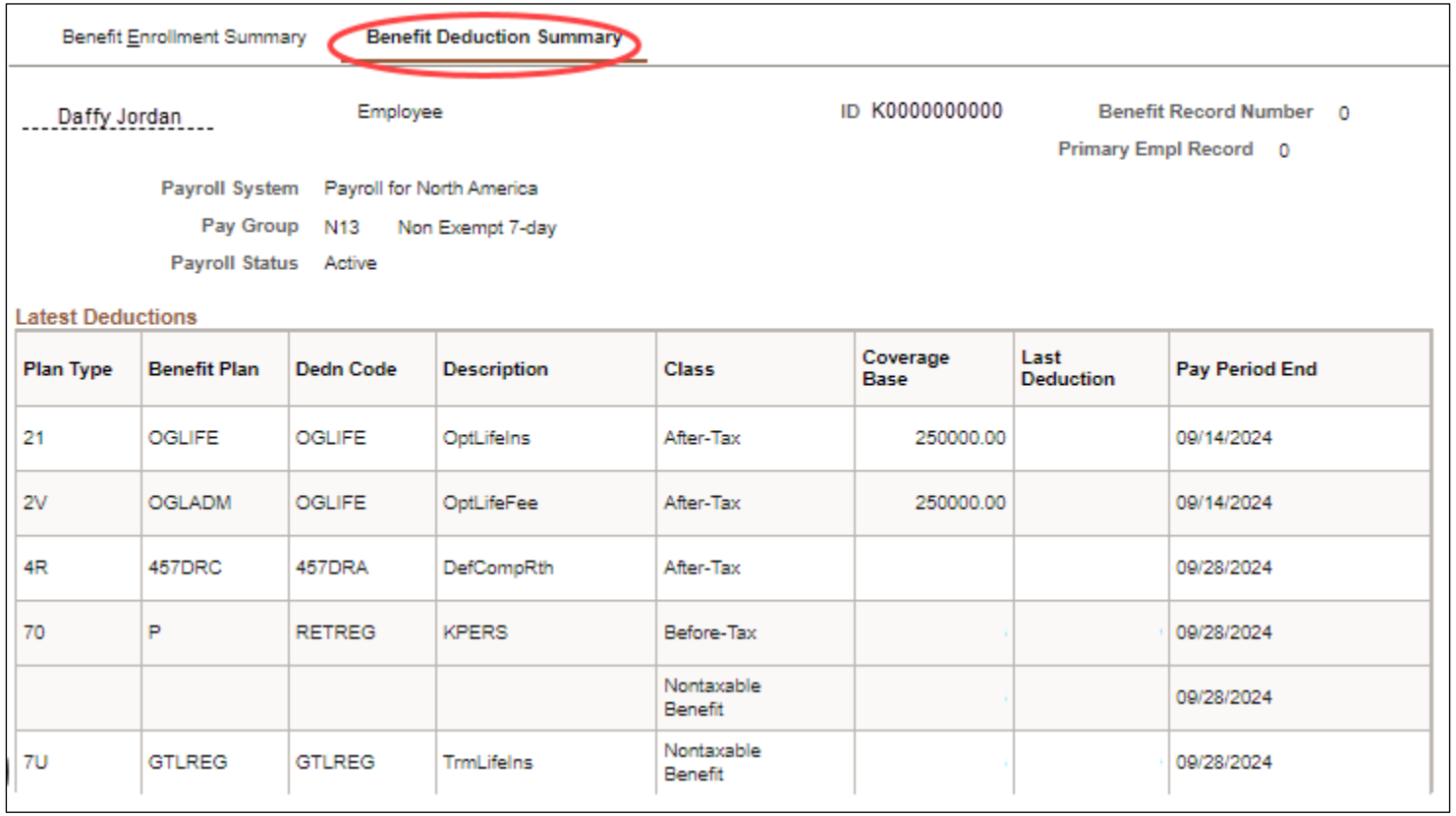
Benefits Summary



Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
Medical	Terminate	BCBSBD	BCBSBD		08/31/2014
Dental	Terminate	DNBTNO	Dental BT		08/31/2014
Vision	Terminate	SVHIBT	SVHIBT		08/31/2014
Prescription Drug	Terminate				01/01/2006
Optional Group Life	Elect	OGLIFE	OG Life	$250000	01/01/2022
Optional Group Life Admin Fee	Elect	OGLADM	OGL Admin	$250000	01/01/2022
457 Savings - Def Comp Roth	Elect	457DRC	DefCompRth	$50 After Tax	03/31/2024
Sick	Elect	SICKN1	Sick Non-1		10/12/2002
Vacation	Elect	N15+	N 15+		07/21/2012
Discretionary Day	Elect	DISDAY	D-Day		10/12/2002
Compensatory Time	Elect	COMP	Comp-Time		10/12/2002
Holiday Comp-Time	Elect	HCOMP	Holid Comp		10/12/2002
Military Leave	Elect	MILIT	Military		10/12/2002
Shared Leave	Elect	SHARLV	Shared Lv		10/12/2002
Flex Spending Health	Terminate	HCARE	Health FSA		08/31/2014

Benefits

Benefits Summary



Benefit Enrollment Summary | **Benefit Deduction Summary**

Daffy Jordan — Employee — ID K0000000000 — Benefit Record Number 0 — Primary Empl Record 0

Payroll System: Payroll for North America
Pay Group: N13 Non Exempt 7-day
Payroll Status: Active

Latest Deductions

Plan Type	Benefit Plan	Dedn Code	Description	Class	Coverage Base	Last Deduction	Pay Period End
21	OGLIFE	OGLIFE	OptLifeIns	After-Tax	250000.00		09/14/2024
2V	OGLADM	OGLIFE	OptLifeFee	After-Tax	250000.00		09/14/2024
4R	457DRC	457DRA	DefCompRth	After-Tax			09/28/2024
70	P	RETREG	KPERS	Before-Tax			09/28/2024
				Nontaxable Benefit			09/28/2024
7U	GTLREG	GTLREG	TrmLifeIns	Nontaxable Benefit			09/28/2024

Benefits

Benefit Links

Please consider that if Regulations, Bulletins, laws, etc. change, some of these scenarios may not be up-to-date. Continue to monitor the regulation changes that affect benefits entry and apply those changes to the preceding scenarios if applicable.

For the most up to date information (including new or revised Regulations and Bulletins), please check the following websites:

SHARP Customer Service https://admin.ks.gov/offices/personnel-services/sharp

Office of Personnel Services https://admin.ks.gov/offices/personnel-services

State Employee Health Plan (SEHP) https://sehp.healthbenefitsprogram.ks.gov/

KPERS https://www.kpers.org/