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## KTRS Pathway Program Update – Sick Leave Reporting

An update will be available in late May or early June to comply with Senate Bill 9. The program update includes an updated electronic file layout to report the SOY Balance, Earned YTD, Used YTD, and Available/EOY Balance. This update must be installed before your final payroll report to KTRS in June. Be on the lookout for more information on this important update.

## Accrual End of Year Processing

The Accrual Year End Processing program handles unused accruals balances and establishes Start-of-Year accruals balances for the new reporting period. The Vacation/Sick/Personal Tables specify how unused leave time and excess days are handled.

**Note: The end of year/beginning of year process for employee accruals shouldn't be completed until all KTRS Pathway payroll reports have been submitted for the fiscal year.**

**Many Kentucky school districts transfer unused personal days to sick leave. If this applies to your school district, the personal day accrual should be listed first in the Accrual Year End Processing program (or if done separately, processed first). If any other leave transfers to sick leave, it too should be listed first before the sick accrual table in the Accrual Type Ranges.**

Accrual Year End Processing [KDE] >

Execute this process Now

**Accrual Type Priority**

Priority	Accrual	Description	Warning
1	<input type="text" value="3"/>	PERSONAL ACCRUAL	Accrual Types are a priority list. This is the order each accrual type will be processed. Before processing, be certain of the priority order for each accrual to properly transfer, lapse, carry forward, buy out, etc
2	<input type="text" value="2"/>	SICK ACCRUAL	

We often receive questions on how to process employee accruals. The [KDE Enterprise ERP \(Munis\) Support and Guides Website](#) contains Kentucky-specific documentation and therefore doesn't have a guide on this process.

Two accrual guides from Tyler are saved in the Documents folder [on the KDE Enterprise ERP \(Munis\) SharePoint Site](#). Both documents can be found in the Misc. Tyler EERP Documents folder under Payroll and HR. Information on accruals is also available by using Tyler Search found via the [Enterprise ERP Support | Tyler Technologies](#) website. Tyler also has a recorded webinar on Year End Accrual Processing, [register here](#).

## Health Insurance Termination Files & Term Codes (KHRIS)

Before processing the Term file, make sure all termed employees have a Termination date entered on their Employee Master Record (this should be the date the employee was last in the office or contract end date.) You will need to enter the Health Insurance Term Date on the Kentucky Employee Benefits Benefit Record for each employee that is being termed along with the appropriate action code.

### **EERP Action Codes for Summer or School Year-End Terms**

**All benefits will term at the end of the month. There will be no mid-month terminations.**

While EERP still lists four summer or school year-end term codes, only two should be used: 51 and 53. If you use the incorrect code and send a mid-month term, DEI will automatically correct it to reflect the end of the month's termination date (7/31 or 8/31). You should continue to use the 0008 code if the employee is not considered a summer or year-end term.

Code	Timeframe	Effective Date of Term
51	End of July	All benefits end July 31
53	End of August	All benefits end August 31

**Important Note: If an employee wishes to continue health benefits through the summer, the employee must elect to continue ALL currently enrolled benefits through the summer. For example, if an employee has health and dental, the employee must pay premiums for both and cannot choose dental and not health. Full premiums must be paid through the end of the month in which benefits terminate. If premiums are not paid, the member may be termed for non-payment of premiums.**

Terms must be reported using EERP, ***including those employees who have waiver plans***. When the term is processed in EERP, there is no need to manually update the record in KHRIS. Submitting terminations via EERP and manually entering terminations into KHRIS will cause issues with KHRIS processing. (Note: There are a few exceptions to using EERP for term files. Some of these include LWOP and the death of an employee.)

[Kentucky Employee Benefits Munis Processing Guide](#) - Termination process begins on page 16.

# Summer Federal Reimbursement Process

## Generate Information

Employees who are employed for less than 12 months typically receive multiple paychecks during June. The deductions taken in these payrolls for health and life cover premiums for June, July, and possibly August.

**During the Generate process, warrants can be excluded when generating the federal reimbursement Excel files during the summer months.**

**NOTE: After each successful Generate**, perform a G/L Post before generating the next file.

### Example District:

- ▶ Pays first check of the new year on September 1<sup>st</sup> to teachers, instructional assistants, bus drivers, etc.
- ▶ Pay amount is divided equally between 24 pay periods.
- ▶ Results in six (6) checks being processed in June to pay the remainder of the contract and cover premiums for the summer months.

#### ▶ Example Warrants:

- ▶ 061524 – “Normal” June Check
- ▶ 063024 – “Normal” June Check
- ▶ 061624 – July Check for 10-month staff
- ▶ 061724 – July Check for 10-month staff
- ▶ 061824 – August Check for 10-month staff
- ▶ 061924 – August Check for 10-month staff

**The district chooses to pay all summer premiums in June and will need to create three separate files.**

### **Generate Screen for June #1 (June) Federal Reimbursement**

Excludes all payrolls except “Normal” June payrolls:

Example Warrants:

- 061524 – “Normal” June Check
- 063024 – “Normal” June Check
- 061624 – July Check for 10-month staff- **Excluded**
- 061724 – July Check for 10-month staff- **Excluded**
- 061824 – August Check for 10-month staff- **Excluded**
- 061924 – August Check for 10-month staff- **Excluded**

Billing Year \* 2025

Billing Month \* JUNE

Payroll Date Range \* 06/01/2025 to 06/30/2025

Report Option Detail

Excluded Payrolls

3	061624				
3	061724				
3	061824				
3	061924				

### Generate Screen for June #2 (July) Federal Reimbursement

Excludes all payrolls except July checks:

Example Warrants:

- 061524 – “Normal” June Check-**Excluded**
- 063024 – “Normal” June Check- **Excluded**
- 061624 – July Check for 10-month staff
- 061724 – July Check for 10-month staff
- 061824 – August Check for 10-month staff- **Excluded**
- 061924 – August Check for 10-month staff- **Excluded**

Billing Year \* 2025

Billing Month \* JUNE

Payroll Date Range \* 06/01/2025 to 06/30/2025

Report Option Detail

Excluded Payrolls

1	061524		
1	063024		
3	061824		
3	061924		

### Generate Screen for June #3 (August) Federal Reimbursement

Excludes all payrolls except August checks:

Example Warrants:

- 061524 – “Normal” June Check-**Excluded**
- 063024 – “Normal” June Check-**Excluded**
- 061624 – July Check for 10-month staff- **Excluded**
- 061724 – July Check for 10-month staff- **Excluded**
- 061824 – August Check for 10-month staff
- 061924 – August Check for 10-month staff

Billing Year \* 2025

Billing Month \* JUNE

Payroll Date Range \* 06/01/2025 to 06/30/2025

Report Option Detail

Excluded Payrolls

1	061524		
1	063024		
3	061624		
3	061724		

When the 10 and/or 11-month employees are all paid in June and federal reimbursement Excel files have been created and submitted to KDE in June, the normal process is followed for July and August. The Date Range on the Generate screen is set to only that month. (i.e., July or August). This will pull only 12-month employees.

### Submitting the Summer Federal Reimbursement Excel Files:

- When saving the file and to help prevent files from being overwritten you must save the file with the following naming features. **Failure to follow these steps could cause the loss of critical data.**
  - For the original file add “ORG” to the file name **Example** FR0125001org.
  - For a revised file add “REV” to the file name **Example** FR0125001rev.
  - For the June, July, and/or August summer files add “SUM” to the file name **Example** FR**06**25001sum, FR**07**25001sum & FR**08**25001sum.
    - FR – Federal Reimbursement
    - XX – 2-digit Billing Month (01-Jan, 02-Feb, etc.) this is calendar month
    - XX – 2-digit Billing Year (25 = 2025) this is calendar year

- XXX – Your District’s 3-digit Number ([refer to the “List of District Numbers” posted on the website](#))
  - Org, Rev, or Sum – Original, Revised, or Summer
2. Please **NOTE** that for June, July, and/or August files you may have 2 files to submit to KDE. You will generate multiple files for the **summer payrolls** in June so you will have 1 file for each month with **SUM** added to the file name for the summer payroll and you may have 1 file for each month with **ORG** added to the file name for the regular June, July and/or August payroll.
  3. Once you are ready to submit your file to KDE please follow the **updated** instructions provided on the [Federal Reimbursement of Health Benefits](#) website titled “Federal Reimbursement of Health Benefits File Submission Instructions”.
    - NOTE: Please contact Jackie Chism or Kelli Young with any questions regarding the naming or submission of the Summer Federal Reimbursement Excel reports.
      - [Jackie.chism@education.ky.gov](mailto:Jackie.chism@education.ky.gov)
      - [Kelli.young@education.ky.gov](mailto:Kelli.young@education.ky.gov)

## CERS Start Monthly Report – IPS Payment Reporting

If your district has 10-month employees who pre-paid their summer IPS contributions in June (they will not receive a payroll check in July and/or August), only report the IPS contribution for the appropriate reporting 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.**

There are a couple of ways to do this.

1. Use the IPS Payrolls button seen on the generate screen to define the IPS payrolls before generating the monthly report. Refer to the [KYCERS Start Monthly Report guide](#) for more information.

**CERS START Monthly Report - Generate**

Back | Output | Print | Display | PDF | Save | Define | Execute | IPS Payrolls

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

Generate Month/Year: 6 / 2025

Include Payroll Dates: 06/01/2025 to 06/30/2025

Payroll Date Type: Check Date ☐ Set Posting Month

IPS Date Type: Check Date ☐ Set Posting Month

2. Or manually Add or maintain the IPS period record in the Start Monthly Report.

Report Month/Year *	6	/	2025
Posting Month/Year *	6	/	2025
Pay Reason *	04 - IPS		
Pay Rate *	.000		
Group/BU	CLAS - CLASSIFIED		
Contribution Group	CNHZNH - EECON		
<b>Employment Dates</b>			
Start Date	09/01/1989		
End Date			
End Reason			
<b>Compensation</b>		<b>Contributions</b>	
Salary	.00	Pre-Tax EECON	50.00
Salary > IRS Limit	.00	Post-Tax EECON	.00
Estimated Add Comp	.00	Pre-Tax HICON	.00

## START End of Year Report

The KY CERS Start EOY Report is due to KPPA no later than July 20th. Directions on creating the report are available online on the [KDE Enterprise ERP \(Munis\) Support and Guides Website](#) under the Payroll Retirement Reporting section.

Information from KPPA is available on the following website:

<https://kyret.ky.gov/Employers/Reporting-Officials/Pages/default.aspx>

## KY CERS Contribution Rate for FY26 (Effective 7/1/25)

The employer contribution rate has decreased for the upcoming fiscal year. Remember to update the percentages in the Deduction and Benefit Master program before processing your first payroll in the new fiscal year. More information can be found on the KPPA website:

<https://kyret.ky.gov/Employers/Pages/Contribution-Rates.aspx>

## Help & Support

### Questions on State Reporting?

The KDE Enterprise ERP Team has a team email box for support. Questions to the team box will ensure you get a timelier response as individual team members may be in meetings, working on projects, or out of the office.

- Email: [eerp@education.ky.gov](mailto:eerp@education.ky.gov)

## KDE Enterprise ERP (Munis) Support and Guides

Have a question on how a Kentucky-specific EERP (Munis) program works? Please check out the [KDE Enterprise ERP \(Munis\) Support and Guides website](#). Guides are categorized by subject. From the drop-down menu select the appropriate category and the Filter button to view the available guides.

## KDE Enterprise ERP (Munis) SharePoint Site

The KDE Enterprise ERP (Munis) SharePoint site was created to assist districts as a go-to place to find links to various Enterprise ERP resources. The News section has information from various emails that have been distributed to the All-State Enterprise ERP Contacts distribution list. You will also find a variety of other documents that you may find helpful. This includes guides that are one-time documents or were downloaded from the Tyler support site and can't be published on the KDE website.

For access to the site, it does require users to enter their district email and password. If you have any questions or issues accessing the site, please reach out to [munis@education.ky.gov](mailto:munis@education.ky.gov).

### **KDE Enterprise ERP (Munis) SharePoint Site:**

<https://staffkyschools.sharepoint.com/sites/kde/MUNISEnterpriseERP>

## Looking For Online Education?

Are you new to using Enterprise ERP (Munis) or looking for information on different programs or processes in Enterprise ERP? Tyler provides access to both live and previously recorded webinars on multiple topics.

To view the available classes, you must have a [Tyler support account](#). From the Enterprise ERP Support page, select Online Education to view available classes. If you don't have an account already, now would be a great time to register.