



Your investment.
Your future.
Secure for your lifetime.

ASRS Basics For Employers 2025

Presenters: Nichole Fuller & Mina Patel



Contribution Reporting

Online Contribution Reporting

The Arizona State Retirement System has created an Electronic Transfer Payment System that enables member employers to submit contributions to ASRS via the Internet.

This payment system is part of the State of Arizona's effort to provide efficient and secure online transactions.

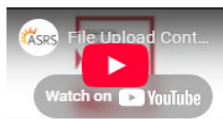
[Web Based Contribution Reporting Guide](#)

[File Upload Contribution Reporting Guide](#)

[ASRS Pay Types Defined](#)

File Based Contr. Reporting Video

Web Based Contr. Reporting Video



- Secure Employer Login
- Employer Reference Materials
- Alternate Contribution Rate
- Check Membership Eligibility
- Contribution Prepayment Program
- Contribution Reporting
- Employer News
- Employer Videos
- Ending Payroll Verification
- GASB Information
- Hiring Retired Workers
- List of Employers
- Long Term Disability Employer
- New Employee Information
- Supplemental Savings Plans

to access the

[court ruling](#) on employer-paid deferred accounting as ASRS compensation refer to the helpful [Compensation](#)

Format Specifications:

[ASRS Compensation Quick Reference Guide](#)

Contribution Calculator

We've developed an online calculator that can help identify the types of pay and verify the correct amount of contribution to be taken out of the employees pay each pay period to match and submit to the ASRS.

[Visit the Contribution Calculator >>](#)

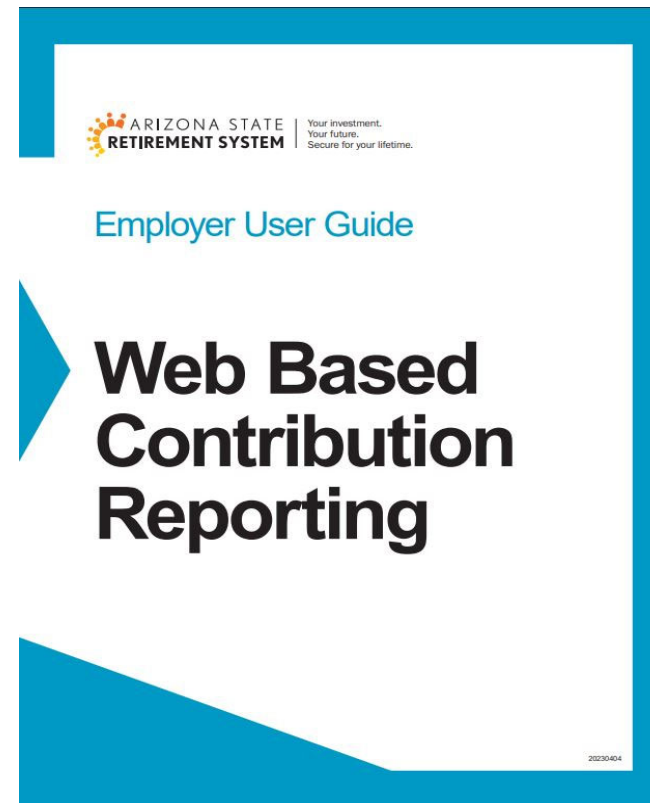
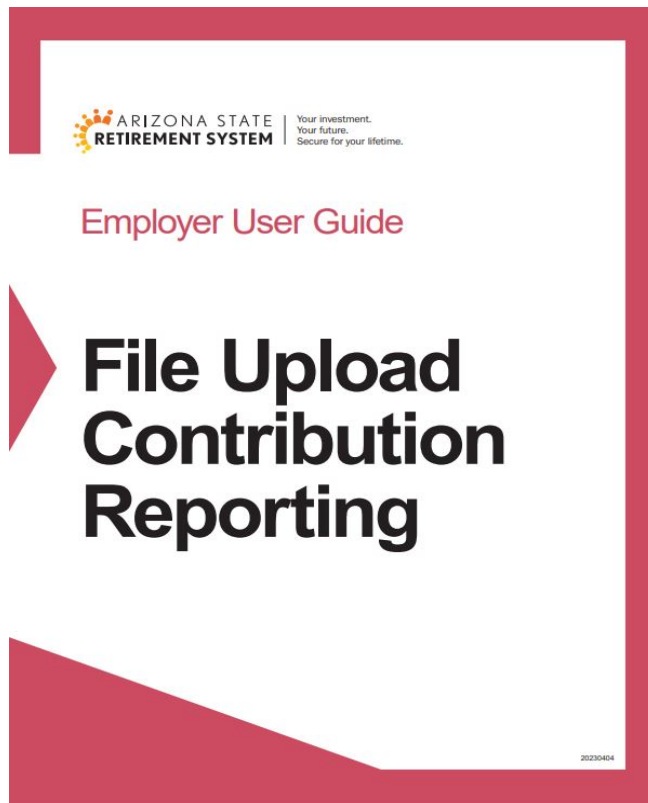
Contribution Rates

Below are the contribution rates for fiscal year 2024-25, effective July 1, 2024, through June 30, 2025.

Recorded demonstrations for web-based and file upload reporting methods



Which contribution reporting method do you use?





Your investment.
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Compensation & Contribution Reporting

Compensation & Contribution Reporting

Compensation

Compensation Quick Reference Guide
Pay Types & Pay Type Mapping
Maximum Compensation



Contribution Reporting

Web-Based Contribution Reporting
File Upload Contribution Reporting
Adjustments & Corrections
Alternate Contribution Rate Reporting





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Compensation

ASRS Compensation Quick Reference Guide

Note: If there is a conflict of information, Arizona Revised Statutes and the Arizona Administrative Code, along with any federal laws, the regulations of the Social Security Administration, and the Internal Revenue Service codes, shall have final authority

Payments Included in compensation ASRS Membership: January 1, 2020 or after

- **Base pay or regular pay**
- **Paid leave**
- **Balance of Contract**
- **Performance Pay**
 - Related to services rendered regardless of when the member receives the pay
 - Examples: merit awards, bonuses, incentives, longevity pay, Proposition 301 payments
- **Standby/On-Call pay**
- **Pay the member receives in excess of the member's base pay**
 - During a specific time period, e.g., Night Shift
 - To perform duties involving physical hardship, e.g., Hazardous Duty
 - To complete a specific assignment
 - Overtime
- **May be defined through Legal Action**
 - Lawsuit or Settlement Agreement
 - Payment/terms must comply with ASRS statutes to be considered in ASRS benefits
- **Military Differential Pay**

Payments Included in compensation ASRS Membership January 1, 1984 – December 31, 2019

- **Base pay or regular pay**
- **Paid leave**
- **Balance of Contract**
- **Performance Pay**
 - Related to services rendered regardless of when the member receives the pay
 - Examples: merit awards, bonuses, incentives, longevity pay, Proposition 301 payments
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 - Payment/terms must comply with ASRS statutes to be considered in ASRS benefits
- **Military Differential Pay**
- **Employer contributions to tax qualified deferred compensation plans other than the ASRS defined benefit plan**
- **Non-accountable allowance or reimbursement**
 - Payment made to the member for costs incurred, incidental to the member's job
 - Member is not required to provide proof of actual expenditures
 - Examples: cell phone, vehicle allowances
- **Mandatory payout of unused leave**
 - Employee does not have choice
 - Employer policy to reduce accrued leave balance
 - *If leave payout is due to termination of employment - would be termination pay*

Payments Included in compensation ASRS Membership prior to January 1, 1984

- **Base pay or regular pay**
- **Paid leave**
- **Balance of Contract**
- **Performance Pay**
 - Related to services rendered regardless of when the member receives the pay
 - Examples: merit awards, bonuses, incentives, longevity pay, Proposition 301 payments
- **Standby/On-Call pay**
- **Pay the member receives in excess of the member's base pay**
 - During a specific time period, e.g., Night Shift
 - To perform duties involving physical hardship, e.g., Hazardous Duty
 - To complete a specific assignment
 - Overtime
- **May be defined through Legal Action**
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 - Payment/terms must comply with ASRS statutes to be considered in ASRS benefits
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 - Employee does not have choice
 - Employer policy to reduce accrued leave balance
 - *If leave payout is due to termination of employment - would be termination pay*
- **Termination pay**
 - Pay that is only occurring because the member is terminating employment

Payments Included in compensation
ASRS Membership prior to January 1, 1984

- **Base pay or regular pay**
- **Paid leave**
- **Balance of Contract**
- **Performance Pay**
 - Related to services rendered regardless of when the member receives the pay
 - Examples: merit awards, bonuses, incentives, longevity pay, Proposition 301 payments
- **Standby/On-Call pay**
- **Pay the member receives in excess of the member's base pay**
 - During a specific time period, e.g., Night Shift
 - To perform duties involving physical hardship, e.g., Hazardous Duty
 - To complete a specific assignment
 - Overtime
- **May be defined through Legal Action**
 - Lawsuit or Settlement Agreement
 - Payment/terms must comply with ASRS statutes to be considered in ASRS benefits
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 - Examples: cell phone, vehicle allowances
- **Mandatory payout of unused leave**
 - Employee does not have choice
 - Employer policy to reduce accrued leave balance
 - *If leave payout is due to termination of employment - would be termination pay*
- **Termination pay**
 - Pay that is only occurring because the member is terminating employment

ASRS Membership prior to January 1, 1984 aka Pre-84 Membership

In addition to the 7 payment types shared by all membership date tiers, the following are reportable compensation:

- Employer contributions to tax qualified deferred compensation plans other than the ASRS defined benefit plan.
- Non-accountable allowance or reimbursement.
- Mandatory payment of unused leave.
- Termination payments.
 - Termination payments are a type of pay that is **only** occurring because the member is terminating employment and is typically a payout of any unused paid leave the member has accrued.

Payments Included in compensation
ASRS Membership January 1, 1984 – December 31, 2019

- **Base pay or regular pay**
- **Paid leave**
- **Balance of Contract**
- **Performance Pay**
 - Related to services rendered regardless of when the member receives the pay
 - Examples: merit awards, bonuses, incentives, longevity pay, Proposition 301 payments
- **Standby/On-Call pay**
- **Pay the member receives in excess of the member's base pay**
 - During a specific time period, e.g., Night Shift
 - To perform duties involving physical hardship, e.g., Hazardous Duty
 - To complete a specific assignment
 - Overtime
- **May be defined through Legal Action**
 - Lawsuit or Settlement Agreement
 - Payment/terms must comply with ASRS statutes to be considered in ASRS benefits
- **Military Differential Pay**
- **Employer contributions to tax qualified deferred compensation plans other than the ASRS defined benefit plan**
- **Non-accountable allowance or reimbursement**
 - Payment made to the member for costs incurred, incidental to the member's job
 - Member is not required to provide proof of actual expenditures
 - Examples: cell phone, vehicle allowances
- **Mandatory payout of unused leave**
 - Employee does not have choice
 - Employer policy to reduce accrued leave balance
 - *If leave payout is due to termination of employment - would be termination pay*

ASRS Membership prior January 1, 1984 – December 31, 2019 aka Pre-2020 Membership Date

In addition to the 7 payment types shared by all membership date tiers, the following are reportable compensation:

- Employer contributions to tax qualified deferred compensation plans other than the ASRS defined benefit plan.
- Non-accountable allowance or reimbursement.
- Mandatory payment of unused leave.

Does not include termination pay

Payments Included in compensation ASRS Membership: January 1, 2020 or after

- **Base pay or regular pay**
- **Paid leave**
- **Balance of Contract**
- **Performance Pay**
 - Related to services rendered regardless of when the member receives the pay
 - Examples: merit awards, bonuses, incentives, longevity pay, Proposition 301 payments
- **Standby/On-Call pay**
- **Pay the member receives in excess of the member's base pay**
 - During a specific time period, e.g., Night Shift
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 - To complete a specific assignment
 - Overtime
- **May be defined through Legal Action**
 - Lawsuit or Settlement Agreement
 - Payment/terms must comply with ASRS statutes to be considered in ASRS benefits
- **Military Differential Pay**

ASRS Membership on or after January 1, 2020

Payments included in compensation:

- Base pay or regular pay
- Paid leave
- Balance of Contract
- Performance Pay
- Standby/On-Call pay
- Pay the member receives in excess of the member's base pay
- May be defined through Legal Action
- Military Differential Pay

Austin became an ASRS member on October 31 of 1999. He decided to move out of state and refunded his account in 2005. On March 6, 2013 he got rehired by an ASRS Employer. What is his membership date?

A. October 31, 1999

B. He can choose between his original membership date or his rehire date

C. It depends on if he buys back his previous years of service

D. March 6, 2013

ASRS Compensation Quick Reference Guide

Note: If there is a conflict of information, Arizona Revised Statutes and the Arizona Administrative Code, along with any federal laws, the regulations of the Social Security Administration, and the Internal Revenue Service codes, shall have final authority

Payments Not Included in compensation ASRS Membership: January 1, 2020 or after

- **Employer contributions to tax qualified deferred compensation plans other than the ASRS defined benefit plan**
- **Termination pay**
 - Pay that is only occurring because the member is terminating employment
- **A buy-out or contract payoff of an employee.**
 - Such payments are considered to be payments to forfeit a property right, and as such, do not constitute compensation
- **Payments made to the employee as part of an incentive program for an employment benefit.**
 - For example, employer offered payment to employees as incentive to participate in preventive health screenings
- **Accountable Reimbursements**
 - Payment to offset expenses incurred by the employee on behalf of the employer
 - Employee must provide receipts or documentation to the employer
- **Non-accountable allowance or reimbursement**
 - Payment made to the member for costs incurred, incidental to the member's job
 - Member is not required to provide proof of actual expenditures
- **Mandatory payout of unused leave**
 - Employee does not have choice
 - Employer policy to reduce accrued leave balance
 - Includes: general, sick, vacation leave, PTO, etc., and compensation time payouts
 - *If leave payout is due to termination of employment - would be termination pay*
- **Optional payments in lieu of fringe benefits**
 - Health insurance opt-out
 - Leave time sellback/buyback
- **Short Term Disability Pay**
- **Worker's Compensation Pay**
- **Gift cards**

Payments Not Included in compensation ASRS Membership January 1, 1984 – December 31, 2019

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Payments Not Included in compensation ASRS Membership Prior to January 1, 1984

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ASRS Membership prior to January 1, 1984 aka Pre-84 Membership

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- **Short Term Disability Pay**
- **Worker's Compensation Pay**
- **Gift cards**

Payments Not Included In Compensation:

- Buy out or contract payoff
- Payments made as part of an incentive program for an employee benefit
- Accountable reimbursements
- Optional payments in lieu of fringe benefits
- Short term disability payments
- Worker's Compensation Pay
- Gift cards



ASRS Membership prior January 1, 1984 – December 31, 2019 aka Pre-2020 Membership Date

Payments Not Included in compensation ASRS Membership January 1, 1984 – December 31, 2019

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- **Worker's Compensation Pay**
- **Gift cards**

ASRS Membership on or after January 1, 2020

Payments Not Included In Compensation:

- Employer contributions to tax qualified deferred compensation plans other than the ASRS defined benefit plan
- Termination pay
- A buy-out or contract payoff of an employee
- Payments made to the employee as part of an incentive program for an employment benefit
- Accountable Reimbursements
- Optional payments in lieu of fringe benefits
- Short Term Disability pay
- Worker's Compensation pay
- Gift Cards

Pay Types & Pay Type Mapping

Web-Based Contribution Reporting

Contribution Details

Pay Period Hours Worked:

Pay Type	Gross Salary	Employee Contribution	Employer Contribution
<i>i</i> Base / Leave	1839.23	221.26	221.26
Overtime			
Leave of Absence Partial			
<i>i</i> Non-Standard	31.00	3.73	3.73
Balance of Contract			
Retroactive and Claim Resolution			
<i>i</i> Performance/Bonuses/Longevity and Stability			
<i>i</i> Termination Incentive			
<i>i</i> Termination			
Total	1870.23	224.99	224.99

Calculate Contribution Amount



File Upload Contribution Reporting

Column Beg	Column End	Field Name	REQ	Field Type	Min/Max	Data Layout Specification
						Dollars and cents, no decimal. Leading zeroes.
110	9	Employer Contribution Amount	Y	N	/9	Lead sign separate in first character Lead sign can be negative. Dollars and cents, no decimal. Leading zeroes.
119	4	Reporting Unit Number	Y	N	4/4	Numeric Integer Leading zeroes Value >0<9999
123	5	Hours Worked during Pay Period	Y	N	/5	Numeric Integer Leading zeroes Value must be between 0 to 350 No decimal.
128	10	Not used	N	N	10/10	Spaces
138	2	Employee Pay Type	Y	N	2/2	Numeric Integer Employee Pay Type codes accepted are: 01=Base Pay/ Leave Pay 02=Overtime Pay 03=Leave of Absence Partial Pay 04=Non-Standard Pay 05=Balance of Contract Pay 06=Retroactive and Claim Resolution Pay 07=Performance, Bonuses, Longevity and Stability Pay 08=Termination Incentive 09=Termination Pay

Employer Pay Type Codes

- 01 – Base Pay/Leave Pay
- 02 – Overtime Pay
- 03 – Leave of Absence Partial Pay
- 04 – Non-Standard Pay
- 05 – Balance of Contract Pay
- 06 – Retroactive and Claim Resolution Pay
- 07 – Performance, Bonuses, Longevity and Stability Pay
- 08 – Termination Incentive
- 09 – Termination Pay



Pay Type Code	Pay Type Name	Description
01	<p>Base Pay</p> <p>Leave Pay</p>	<p>"Base Pay" is the fixed gross amount paid to a member as salary or wages for services rendered to or for an employer, typically every two weeks or other consistent periodic basis, including amounts that are subject to deferred compensation or tax sheltered agreements or that would have been paid to a member except for the member's election or a legal requirement that all or part of the gross amount be used for other purposes. For purposes of Arizona Revised Statutes §38-711 (7), amounts paid in excess of compensation limits established in A. R. S. §38-746 are not considered compensation for pension purposes.</p> <p>"Leave Pay" means payments made by an employer to an employee in connection with an approved absence from work, whether in connection with an illness or injury, a vacation, the use of personal time or other time off.</p>



Pay Type Code	Pay Type Name	Description
02	Overtime Pay	The additional amounts paid to a member as salary or wages whose employment position qualifies to receive such pay. Federal law requires that non-exempt employees (see the Fair Labor Standards Act as amended) who work more than 40 hours in a work week, as designated by the employer, must be paid at a higher rate for the overtime hours worked, at a minimum of 1 ½ times the regular pay rate.
03	Leave of Absence Partial Pay	Payments made by employer to an employee at an amount less than the employee's regular salary or wages paid during an approved leave of absence.



Pay Type Code	Pay Type Name	Description
04	Non-Standard Pay	Any payments other than Base Pay or any of the other defined pay types.
05	Balance of Contract Pay	The last payment of the fiscal year that represents the remaining portion/balance of the member's salary or wages in accordance with the member's written request with respect to the frequency (number of pay periods) over which the member wishes to receive that fiscal year's contract salary. Also referred to as BOC.



Pay Type Code	Pay Type Name	Description
06	<p>Retroactive Pay</p> <p>Claim Resolution Pay</p>	<p>“Retroactive pay” means payments made in a lump sum by an employer to an employee but which represent payments that would normally have been paid in connection with prior, separate pay periods but for a delay in granting a pay increase or other failure to timely pay amounts due to an employee.</p> <p>“Claim resolution pay” means payments designated as salary or wages and paid by an employer to an employee pursuant to court or administrative order, or by settlement, in connection with any grievance or claim filed by an employee.</p>



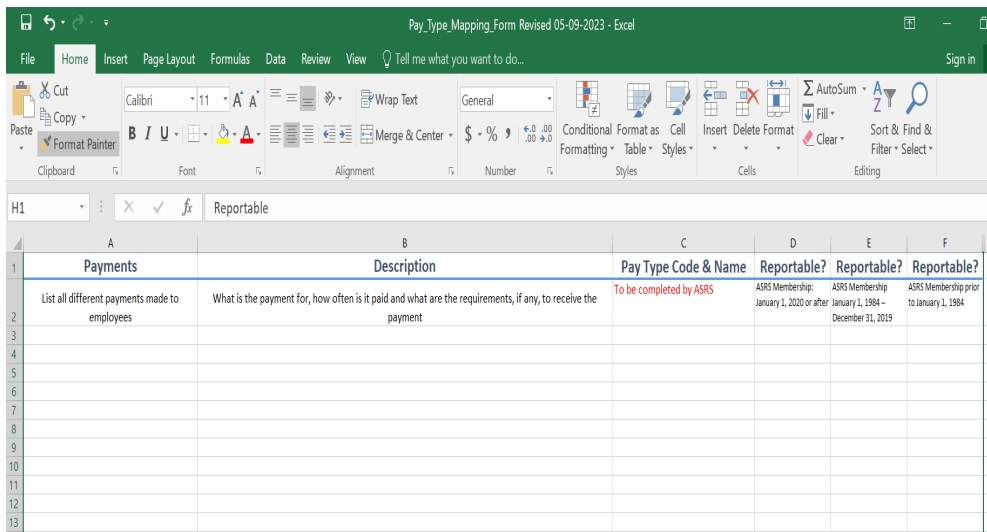
Pay Type Code	Pay Type Name	Description
07	Performance Pay Bonuses Longevity Pay Stability Pay Employer-paid Deferred Compensation or Tax Sheltered Plan	<p>“Performance pay” means “bonus pay” or other monetary awards paid by an employer to an employee to reward the employee for performance over a prior period of time, and which are typically paid annually.</p> <p>“Bonus pay” means compensation over and above the amount of pay specified as base pay or hourly rate of pay. Bonus pay may be distributed randomly or as specified by contract and is usually tied to achievement of a pre-determined business objective within a specific time frame.</p> <p>“Longevity pay” means payments made by an employer to an employee that are typically paid annually and are based on the period of time that the employee was employed by the employer, but are not attributable to any specific pay period.</p> <p>“Stability pay” means payments made by an employer to an employee that are typically paid annually or at termination of employment, are based on the period of time that the employee was employed by the employer, and are attributable to specific pay periods or months of employment.</p> <p>“Employer paid Deferred Comp or tax sheltered plan” means payments made by an employer on behalf of an employee to a tax qualified deferred compensation plan. These payments were ruled ASRS compensation by the Arizona Supreme Court on March 23, 2017.</p>



Pay Type Code	Pay Type Name	Description
08	Termination Incentive Pay	Payment the employer provides to or on behalf of an employee that is conditioned on the employee's termination from employment. Such pay is considered compensation for pension purposes only for employees hired before January 1, 1984.
09	Termination Pay	Payments made by an employer to an employee, whether the payments are made in one payment or by installments over a period of time, and whether paid before, after, or both before and after termination, due to termination of employment, including 1) pay for accumulated vacation or annual leave, sick leave, or compensatory time, including payments spread over a period of months prior to termination but paid only on the employee's representation that the employee will terminate on or before a date certain, 2) pay for an employee's agreement to terminate employment, 3) any other form of payment made due to termination of employment. Such pay is considered compensation for pension purposes only for employees hired before January 1, 1984.



Pay Type Mapping



Calculate Your ASRS Contribution

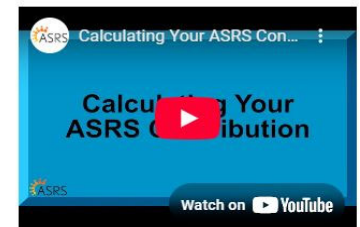
Purpose of the Calculator

The Contribution Calculator is a tool both employees and Employers can use to determine the amount of contributions that would be required for each pay period for active employees who meet membership criteria.

- The employee can use the tool to identify the type of pay and the amount of pay from each pay period.
- The employer can use the tool to identify the type of pay and verify the correct amount of contribution to be taken out of the employees pay each pay period to match and submit to the ASRS.

Disclaimer: The calculator is designed as a guide to estimate ASRS Member and Employer contributions only, and should not be used as a final determination of contributions owed to the ASRS.

How-to Use the Calculator



Step by Step Instructions

Membership Date: Please enter a date

Pay Date:

All forms of income that appear on your pay stub	Should you pay ASRS contributions on this?	Enter your gross pay from one pay stub	ASRS Contribution Rate (Plan + LTD)	ASRS Member Contribution Amount (Plan + LTD)	ASRS Employer Contribution Amount (Plan + LTD)
- Select Income Type -	<input type="checkbox"/>	\$ 0.00		\$ 0.00	\$ 0.00
- Select Income Type -	<input type="checkbox"/>	\$ 0.00		\$ 0.00	\$ 0.00
- Select Income Type -	<input type="checkbox"/>	\$ 0.00		\$ 0.00	\$ 0.00
- Select Income Type -	<input type="checkbox"/>	\$ 0.00		\$ 0.00	\$ 0.00
- Select Income Type -	<input type="checkbox"/>	\$ 0.00		\$ 0.00	\$ 0.00
Total Contribution to ASRS:				\$ 0.00	\$ 0.00



ASRS Pay Types

- 01) **Base Pay/ Leave Pay:** Base pay" means the fixed gross amount paid to a member as salary or wages for services rendered to or for an employer, typically every two weeks or other consistent periodic basis, including amounts that are subject to deferred compensation or tax sheltered agreements or that would have been paid to a member except for the member's election or a legal requirement that all or part of the gross amount be used for other purposes. For purposes of Arizona Revised Statutes §38-711 (7), amounts paid in excess of compensation limits established in A. R. S. §38-746 are not considered compensation for pension purposes. "Leave pay" means payments made by an employer to an employee in connection with an approved absence from work, whether in connection with an illness or injury, a vacation, the use of personal time or other time off.
- 02) **Overtime Pay** means the additional amounts paid to a member as salary or wages whose employment position qualifies to receive such pay. Federal law requires that non-exempt employees (see the Fair Labor Standards Act as amended) who work more than 40 hours in a work week, as designated by the employer, must be paid at a higher rate for the overtime hours worked, at a minimum of 1 ½ times the regular pay rate.
- 03) **Leave of Absence Partial Pay** means payments made by employer to an employee at an amount less than the employee's regular salary or wages paid during an approved leave of absence.
- 04) **Non Standard Pay** means payments other than Base pay or any of the other defined pay types.
- 05) **Balance of Contract Pay** means the last payment of the fiscal year that represents the remaining portion/balance of the member's salary or wages in accordance with the member's written request with respect to the frequency (number of pay periods) over which the member wishes to receive that fiscal year's contact salary.
- 06) **Retroactive and Claim Resolution Pay:** "Retroactive pay" means payments made in a lump sum by an employer to an employee but which represent payments that would normally have been paid in connection with prior, separate pay periods but for a delay in granting a pay increase or other failure to timely pay amounts due to an employee. "Claim resolution pay" means payments designated as salary or wages and paid by an employer to an employee pursuant to court or administrative order, or by settlement, in connection with any grievance or claim filed by an employee.
- 07) **Performance, Bonuses, Longevity, Stability Pay, and Employer paid Deferred Comp or tax sheltered plan:** "Performance pay" means "bonus pay" or other monetary awards paid by an employer to an employee to reward the employee for performance over a prior period of time, and which are typically paid annually. "Bonus pay" means compensation over and above the amount of pay specified as base pay or hourly rate of pay. Bonus pay may be distributed randomly or as specified by contract and is usually tied to achievement of a pre-determined business objective within a specific time frame. "Longevity pay" means payments made by an employer to an employee that are typically paid annually and are based on the period of time that the employee was employed by the employer, but are not attributable to any specific pay period. "Stability pay" means payments made by an employer to an employee that are typically paid annually or at termination of employment, are based on the period of time that the employee was employed by the employer, and are attributable to specific pay periods or months of employment. "Employer paid Deferred Comp or tax sheltered plan" means payments made by an employer on behalf of an employee to a tax qualified deferred compensation plan. These payments were ruled ASRS compensation by the Arizona Supreme Court on March 23, 2017.
- 08) **Termination Incentive** means payment the employer provides to or on behalf of an employee that is conditioned on the employee's termination from employment. Such pay is considered compensation for pension purposes only for employees hired before January 1, 1984.
- 09) **Termination Pay** means payments made by an employer to an employee, whether the payments are made in one payment or by installments over a period of time, and whether paid before, after, or both before and after termination, due to termination of employment, including 1) pay for accumulated vacation or annual leave, sick leave, or compensatory time, including payments spread over a period of months prior to termination but paid only on the employee's representation that the employee will terminate on or before a date certain, 2) pay for an employee's agreement to terminate employment, 3) any other form of payment made due to termination of employment. Such pay is considered compensation for pension purposes only for employees hired before January 1, 1984.



ARIZONA
ARIZONA STATE RETIREMENT SYSTEM

myASRS Login

Retirement Central Members Retirees Employers News About Us Inquiries

Home Employers

Contribution Reporting

Online Contribution Reporting

The Arizona State Retirement System has created an Electronic Transfer Payment System that enables member employers to submit contributions to ASRS via the Internet.

This payment system is part of the State of Arizona's effort to provide efficient and secure online transactions.

- [Web Based Contribution Reporting Guide](#)
- [File Upload Contribution Reporting Guide](#)
- [ASRS Pay Types Defined](#)

File Based Contr. Reporting Video Web Based Contr. Reporting Video

ASRS Compensation Quick Reference Guide

Contribution Calculator

We've developed an online calculator that can help identify the types of pay and verify the correct amount of contribution to be taken out of the employees pay each pay period to match and submit to the ASRS.

[Visit the Contribution Calculator >>](#)

Below are the contribution rates for fiscal year 2024-25, effective July 1, 2024, through June 30, 2025.



Contribution Reporting

ASRS Contribution Rates

Fiscal Year 2024-2025 (Effective 7/1/2024)

	Retirement Pension	Health Insurance Benefit	Long Term Disability Income Plan	Total
Employee	12.12%	n/a	0.15%	12.27%
Employer	12.05%	0.07%	0.15%	12.27%
Employer-only ACR	10.14%	0.00%	0.05%	10.19



Your money. Your future. Secure for your lifetime.

Employer User Guide

Web Based Contribution Reporting

20230404



Your money. Your future. Secure for your lifetime.

Employer User Guide


File Upload Contribution Reporting

20230404

Contribution Reporting Errors



Adjustments vs. CNW (Current Fiscal Year)



ARIZONA STATE RETIREMENT SYSTEM (ASRS)
Online Contribution Adjustment Template

INSTRUCTIONS:
Instructions have been moved to the Instructions worksheet within this file so we can provide additional information about the allowable values for the new Pay Type data we are collecting.

Notes:


- * A thorough validation of the information you provide will happen when you save this workbook.
- * You must **enable macros** for the validation capabilities of this workbook to function.
- * Please be careful about where you save this file because it contains sensitive, personally identifying information.
- * If you have questions or problems, please contact ASRS Contribution Accounting.

Total Adjustments	
Gross Salary	\$0.00
EE Amount	\$0.00
ER Amount	\$0.00

Validation Successful


SSN	Last Name	Middle Name	First Name	Gross Salary	EE Amount	ER Amount	Pay Type	Hours Worked	Pay Period to Adjust





ARIZONA STATE RETIREMENT SYSTEM

Your investment. Your future. Secure for your lifetime.



- Your Account
- Home Page
- Communication & Education
- Secure Messages
- Employer Tutorials
- Employer Meeting Registration
- Contribution Reporting
- Getting Started
- ACH Account Profiles
- Contribution Process
- Pay Period Summary
- Pay Cycle Information
- ACH Payment Summary
- Contributions Not Withheld
- Military Call Up
- Alternate Contribution Process
- Start ACR
- ACR Play Period Summary
- Other Operations
- Forms & Pockets
- Ending Payroll Verification
- Check Member Eligibility
- Your Profile
- View Profile
- Change Password
- Log Out

New CNW Request

SSN

First Name

Middle Name

Last Name

Date of Birth

Gender

Marital Status

Employee Hire Date

CNW Start Date

CNW End Date

Position Title during CNW period

Employee last known Email address

Employee last known address

Primary Street Address

Secondary Street Address

City

State

ZIP

Additional information for the ASRS

Limit the comments to a maximum of 3,789 characters. 3,789 characters left

****Needs employees consent prior to making a payroll adjustment****

Adjustments vs. CNW (Prior Fiscal Year)



ARIZONA STATE RETIREMENT SYSTEM (ASRS) Online Contribution Adjustment Template

INSTRUCTIONS:
Instructions have been moved to the Instructions worksheet within this file so we can provide additional information about the allowable values for the new Pay Type data we are collecting.

Notes:

- * A thorough validation of the information you provide will happen when you save this workbook.
- * You must **enable macros** for the validation capabilities of this workbook to function.
- * Please be careful about where you save this file because it contains sensitive, personally identifying information.
- * If you have questions or problems, please contact ASRS Contribution Accounting.

Total Adjustments	
Gross Salary	\$0.00
EE Amount	\$0.00
ER Amount	\$0.00

Validation Successful

	SSN	Last Name	Middle Name	First Name	Gross Salary	EE Amount	ER Amount	Pay Type	Hours Worked	Pay Period to Adjust
1										
2										
3										
4										
5										
6										
7										
8										
9										

Correcting Contributions Submitted in Error



Employer User Guide

Service Verification Applications

ARIZONA STATE RETIREMENT SYSTEM | Your investment. Your future. Secure for your lifetime. EMPLOYER SECURE ACCOUNT

Your Account

- Home Page
- Communication & Education
- Secure Messages
- Employer Tutorials
- Employer Meeting Registration
- Contribution Reporting
 - Getting Started
 - ACH Account Profiles
 - Contribution Process
 - Pay Period Summary
 - Pay Cycle Information
 - ACH Payment Summary
 - Contributions Not Withheld

New CNW Request

EIN

First Name

Middle Name

Last Name

Date of Birth

Gender

****A member can initiate the CNW request from within their online myASRS account. An Employer with the CNW specialist role can also initiate a CNW. ****

Make Employer Payment

When the ASRS has processed a CNW request, you will receive a Secure Message notifying you that the ASRS has generated a cost invoice and it is time to send payment for the employer invoice. The message will direct you to the CNW home page, where the CNW request will have a new status: **Make Employer Payment.**

Date Requested	Initiated By	SSN	First Name	Last Name	Status	Status Date	Payment Due Date	Actions
08/14/2018	MEMBER	999999	Firstname	Lastname	Make Employer Payment	08/30/2018	11/19/2018	

Click on **Make Employer Payment** to see a summary of the CNW request information, a link to open the request/verification, a link containing the CNW employer invoice, and the employer payment instructions.

Follow the instructions listed under **PAYMENT INFORMATION** on the CNW Request Information page.

CNW Request Information

Review the following information that has been submitted by your employee:

Date Requested	Initiated By	SSN	First Name	Last Name	Site Code	Position Title
08/14/2018	MEMBER	***-**-9999	Firstname	Lastname	00000000	Specialist

CNW Start Date: 07/01/2018
CNW End Date: 11/15/2018

CNW Request/Verification: [Link]

Approved Service: 2.420
Employer Cost: \$16,943.00
Payment Due Date: 11/19/2018

CNW Invoice PDF: [Link]

PAYMENT INFORMATION:
The Following must be received at the Arizona State Retirement System(ASRS) by the Due date:
1. Payment of the total employer cost and
2. A copy of this invoice.

Mail payment to:
PO Box 2810
Phoenix, AZ 85067-2810

IMPORTANT
After the due date, interest on the total employer cost will begin to accrue.

After the ASRS has received and processed the employer CNW payment, the CNW home page and the CNW Request Information page will display updated information indicating the employer payment was received.

Contribution Reporting Errors

File Upload

ARIZONA STATE RETIREMENT SYSTEM (ASRS)
Online Contribution Adjustment Template

INSTRUCTIONS:
Instructions have been moved to the Instructions worksheet within this file so we can provide additional information about the allowable values for the new Pay Type data we are collecting.

Notes:

- * A thorough validation of the information you provide will happen when you save this workbook.
- * You must **enable macros** for the validation capabilities of this workbook to function.
- * Please be careful about where you save this file because it contains sensitive, personally identifying information.
- * If you have questions or problems, please contact ASRS Contribution Accounting.

Total Adjustments	
Gross Salary	\$1,500.00
EE Amount	\$0.00
ER Amount	\$0.00

Validation Required

SSN	Last Name	Middle Name	First Name	Gross Salary	EE Amount	ER Amount	Pay Type	Hours Worked	Pay Period to Adjust
000-00-0000	One	A	Employee	-\$1,500.00	-\$358.20	-\$358.20	Base / Leave	80.00	7/15/2019
000-00-0000	One	A	Employee	\$1,500.00	\$179.10	\$179.10	Base / Leave	80.00	7/15/2019
000-00-0000	One	A	Employee	\$1,500.00	\$179.10	\$179.10	Base / Leave	80.00	7/1/2019

Web Based

Adjustment Details

Add an adjustment by selecting the employee below and clicking on the Add New button

One, Employee ▼ Add New

[Return to Pay Period Summary page](#)

Statute allows for adjustment and refund of an Overpayment of contributions

- Use adjustment process to take a credit for prior overpayment of contribution
- Employer should then return the employee contributions to that employee

Employer Manual Resource

Chapter 6: CONTRIBUTION REPORTING

Required Contributions	6-1
Contribution Rates	6-1
Calculation and Tax Status of Contributions	6-2
Contribution Reporting Requirements	6-2
Reporting Period and Due Date	6-2
Required Information	6-3
Contribution Reporting Methods	6-3
Correcting Contribution Errors – Current Fiscal Year	6-4
Adjustment Procedures	6-5
Correcting Contribution Errors – Previous Fiscal Year	6-5
Contributions Submitted in Error	6-5
Contributions Not Withheld	6-6

Service Purchase PDA Payments

Chapter 6: CONTRIBUTION REPORTING

Required Contributions	6-1
Contribution Rates	6-1
Calculation and Tax Status of Contributions	6-2
Contribution Reporting Requirements	6-2
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Reporting Rehired ASRS Retirees	6-11
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Name Correction	6-14
Reporting Payroll Deductions for Service Purchase	6-14
Service Purchase and Termination Pay	6-14
Administering a PDA	6-15



Alternate Contribution Rate (ACR)

SSN	Employer Number	First Name	Last Name	Gross Pay Amount	Employer Alternate Contribution Amount	Reporting Unit Number	RTW Employee Type	Pay Period Ending	Retiree Return to Work Date	Retiree Termination Date

A.R.S. § 38-766.02 requires an employer to pay contributions at an alternate contribution rate (ACR) on behalf of all ASRS retired members who return to work in any capacity with that ASRS employer.



ACR Reporting Correction

Duplicate entry

1	SSN	Employer Number	First Name	Last Name	Gross Pay Amount	Employer Alternate Contribution Amount	Reporting Unit Number	RTW Employee Type	Pay Period Ending	Retiree Return to Work Date	Retiree Termination Date
2	XXX-XX-XX	125351	Jane	Smith	990.00	100.88	0 D		3/1/2025	2/1/2025	
3	XXX-XX-XX	125351	Jane	Smith	990.00	100.88	0 D		3/1/2025	2/1/2025	
4											

Corrected entry

SSN	Employer Number	First Name	Last Name	Gross Pay Amount	Employer Alternate Contribution Amount	Reporting Unit Number	RTW Employee Type	Pay Period Ending	Retiree Return to Work Date	Retiree Termination Date
XXX-XX-XX	125351	Jane	Smith	1000.00	101.9	0 D		3/15/2025	2/1/2025	
XXX-XX-XX	125351	Jane	Smith	-990.00	-100.88	0 D		3/1/2025	2/1/2025	

ACH Payments



ACH Misc Payments

User and Application Group Settings

You may modify the application group assignments of each employer user. The employer user may need to log out and then back in to access the newly-assigned application group(s).

Name	Contribution Accounting
Login ID	caisd
Email Address	contributionaccounting@azasrs.gov
Phone Number	602-240-2034
Status	Registered
Application Groups	<p><i>ACH Miscellaneous Payments</i></p> <p><input checked="" type="checkbox"/> View ACH information</p> <p><input checked="" type="checkbox"/> Maintain ACH information</p> <p><i>ASRS Secure Site</i></p> <p><input type="checkbox"/> Employer Administrator</p> <p><i>Ending Payroll Verification</i></p> <p><input type="checkbox"/> EPV Specialist</p> <p><i>File Upload Contribution Reporting</i></p> <p><input type="checkbox"/> Maintain CSR</p> <p><input type="checkbox"/> Maintain Payment</p> <p><input type="checkbox"/> Maintain File Data</p> <p><input type="checkbox"/> Maintain ACR File Upload</p> <p><input type="checkbox"/> PDA and Term Pay Specialist</p> <p><i>Long Term Disability</i> ⓘ</p> <p><input type="checkbox"/> LTD Associate</p> <p><input type="checkbox"/> LTD Signer Only</p> <p><i>Online Enrollments</i></p> <p><input type="checkbox"/> Process Enrollments</p> <p><i>Report Management</i></p> <p><input type="checkbox"/> HI Premium Benefit Specialist</p> <p><i>Return To Work</i></p> <p><input type="checkbox"/> RTW Specialist</p> <p><i>Service Verification</i></p> <p><input type="checkbox"/> CNW and Military Call Up Specialist</p> <p><input type="checkbox"/> Leave of Absence Specialist</p>

ACH Miscellaneous Payments

View ACH information

Maintain ACH information

Please read the authorization below and acknowledge by checking the box, then click on Save Group Changes.



ACH Misc Payments

Other Payments : Financial Information : Step 2 of 2

Invoice Information

ACH Miscellaneous Payments

This feature allows authorized users to make ACH payments for Employer payments to ASRS. Certain payment types will require an SSN and/or back-up document upload.

Add ACH Miscellaneous Payments

Miscellaneous Payments History Search

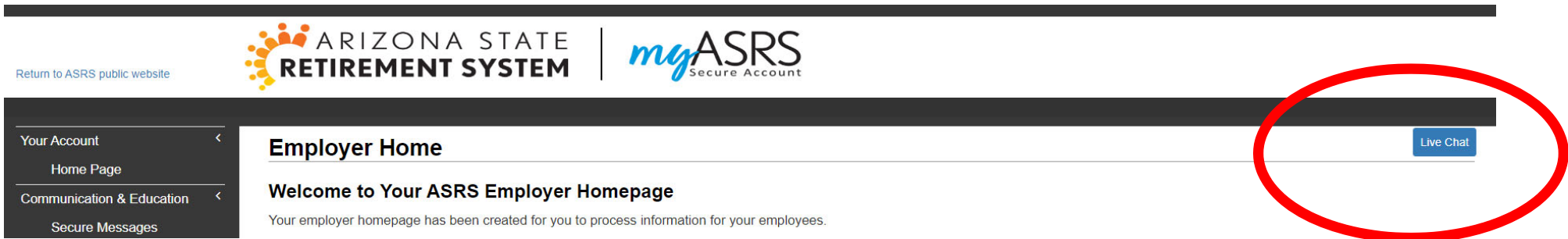
Type	<input type="text" value="ALL"/>
Start Date	<input type="text" value="08/31/2021"/>
End Date	<input type="text" value="08/31/2022"/>
SSN	<input type="text"/>
<input type="button" value="Update History"/>	

How to Contact the Employer Relations Team

BEST WAY TO CONTACT ERT

- Via Live Chat
- Secure Messaging through your ASRS employer account.
- Email to EmployerRelations@azasrs.gov
- By phone:
 - 602-240-2000 from within metropolitan Phoenix
 - 520-239-3100 from within metropolitan Tucson
 - 800-621-3778 from outside the Tucson and Phoenix areas

Employer Live Chat



The screenshot shows the ASRS Employer Home page. At the top, there is a navigation bar with the ASRS logo and the text "ARIZONA STATE RETIREMENT SYSTEM" and "myASRS Secure Account". Below this is a sidebar menu with options: "Your Account", "Home Page", "Communication & Education", and "Secure Messages". The main content area is titled "Employer Home" and contains a welcome message: "Welcome to Your ASRS Employer Homepage" and "Your employer homepage has been created for you to process information for your employees." A blue "Live Chat" button is located in the top right corner of the main content area, circled in red.

Mon -Wed
6 a.m. to 5 p.m.

Thur – Fri
6 a.m. to 4 p.m.

- Initiate with your name and employer.
- Use mainly for quick questions.
- If your question is complex, create a secure message thread.
- If unable to complete chat, initiate a new one when you have more time.

Employer Live Chat & Co-Browsing

[Return to ASRS public website](#)



- Your Account <
- Home Page
- Communication & Education <
- Secure Messages

Employer Home

Welcome to Your ASRS Employer Homepage

Your employer homepage has been created for you to process information for your employees.

Live Chat

Message Us

your name?

Please give me a brief moment while I transfer you to Jeannie Willeto, who will confirm in this same chatbox when they've received the transfer. If for any reason this chatbox closes mid-transfer, please initiate a new chat.

H, what's up?

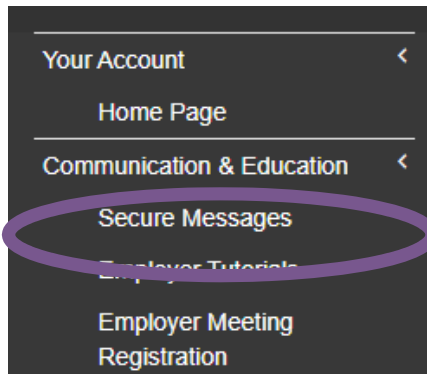
Share Request
We request that you share your screen

Accept

Decline

Send a message...

Employer Secure Messages (ESM)



Employer Home

Welcome to Your ASRS Employer Homepage

Your employer homepage has been created for you to process information for your employees.

you have 97 unread messages. Click [here](#) to view your Secure Messages



ESM – Enhanced Interface

Secure Messages

Live Chat

Unarchived Archived

Create a new thread

Archive Thread(s)

Show 15 entries per page

Search: All

You can search the subject line, content and category, or all.

<input type="checkbox"/> Archive	Type	Subject	Category	Last Modified By	Date Modified	Status
<input type="checkbox"/>	Private	rejected enrollment	Enrollments	ASRS	2024-02-28 12:31:09 PM	ACTIVE
<input type="checkbox"/>	Group	PPE 01/19/2024 verification needed	Contribution Accounting	ASRS	2024-02-28 11:45:46 AM	ACTIVE
<input type="checkbox"/>	Group	note on epv for adj no credit taken	Ending Payroll Verification	ASRS	2024-02-28 10:03:52 AM	ACTIVE
<input type="checkbox"/>	Group	xxx-xx-4290	Ending Payroll Verification	ASRS	2024-02-28 08:44:22 AM	ACTIVE
<input type="checkbox"/>	Group	large ppe not on epv	Ending Payroll Verification	ASRS	2024-02-28 06:51:22 AM	ACTIVE
<input type="checkbox"/>	Group	large ppe not on epv	Ending Payroll Verification	ASRS	2024-02-27 03:30:03 PM	ACTIVE

ESM – Archiving Completed Messages

Secure Messages

Live Chat

Unarchived Archived

Create a new thread

Archive Thread(s)

Show 15 entries per page

Search: All

<input type="checkbox"/> Archive	Type	Subject	Category	Last Modified By	Date Modified	Status
<input type="checkbox"/>	Private	██████████ rejected enrollment	Enrollments	ASRS	2024-02-28 12:31:09 PM	ACTIVE
<input type="checkbox"/>	Group	PPE 01/19/2024 verification needed	Contribution Accounting	ASRS	2024-02-28 11:45:46 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ note on epv for adj no credit taken	Ending Payroll Verification	ASRS	2024-02-28 10:03:52 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ xxx-xx- 4290	Ending Payroll Verification	ASRS	2024-02-28 08:44:22 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ large ppe not on epv	Ending Payroll Verification	ASRS	2024-02-28 06:51:22 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ large ppe not on epv	Ending Payroll Verification	ASRS	2024-02-27 03:30:03 PM	ACTIVE

Create Secure Thread

Subject

Enter a subject...

Subject should identify member by full name and last 4 of SSN when necessary.

Select Category


Select

You must select a category to be able to send a message.

B *I* U ☰ ▾ ☰ ▾

Type your message here

Specifics help.
What resolution is needed?
Attach supporting documents.

p 0 words 

Send **Choose File** No file chosen Send LTD Documents Cancel

This secure messaging application is authorized for use by registered ASRS employer users. As a registered employer user of the ASRS secure website, you are responsible for the display and use of any personal identifiable information contained within.

The Employer Relations Team

Genevieve McBride

Supervisor
(602) 240-2080

Aaron Bernardino

Quality Analyst
(602) 240-2097

William Roberts

Quality Analyst
(602) 240-2149

Jeniffer Gomez – Pabon

Program Manager
(602) 240-2022

Nichole Fuller

Quality Analyst
(602) 240-2112

Sarah Tucker

Retirement Specialist Sr.
(602) 240-2005





Your investment.
Your future.
Secure for your lifetime.

**Please keep an eye out for an email
with a survey we will send out
shortly after the last session of the
series on April 15.**

Thank You!