Alternate Contribution Rate Reporting

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Introduction & Purpose

Effective July 1, 2012, state law requires ASRS employers to pay alternate contributions on behalf of ASRS retirees who return to work in any capacity in a position ordinarily filled by a direct employee, or in a position that is similar in duties and responsibilities to that of a position ordinarily filled by a direct employee, of that ASRS employer. “In any capacity” refers to the fact that the retiree could return to work as a direct employee, a leased employee, or an independent contractor. The 20/20 criteria used to define membership eligibility are irrelevant to determining whether ACR is due. ACR, which is an alternate contribution rate, should not be paid when a retiree suspends retirement, because active member contributions are paid.

Unlike active member contributions, which are paid by both employees and employers and entitle the employee to ASRS benefits, alternate contributions are an employer-only cost. Arizona Administrative Code, Title 2, Article 1, R2-8-116, states that employers shall remit alternate contributions directly from employer funds, and prohibits employers from deducting the amount of alternate contributions due from the employee’s compensation.

This guide will walk you through the process of reporting alternate contributions to the ASRS through the ACR application on the secure employer website. In order to access this application, employer users must have the Maintain ACR role, which can be granted by an Employer Administrator through the Maintain Employer Users page.

The process to report ACR is straightforward in that it begins with selection of the pay period end date and follows through uploading the data for that pay period and scheduling the payment.
Reporting Alternate Contributions

Step 1

To begin the process of submitting ACR, visit the ASRS website at www.azasrs.gov and click on the Employers tab at the top of the page.
**Step 2**

Click on **Secure Employer Login**

**Step 3**

On the **Employer Login and Registration** page, type in your Login ID and password.

Click **Login**
Step 4

From the Employer Home page, select **Start ACR** on the left navigation menu under Contribution Reporting, Alternate Contribution Process.
Step 5

Enter the Pay Period End (PPE) Date for the ACR you are reporting. Click Next.

Step 6

On the File Upload page you will see your PPE Date and Reporting Unit Number. Click the button to choose the ACR file you want to upload for this pay period. If you have never created an ACR file before, you can click the link to download the template. For reference, there is a detailed description of the required file fields in the Alternate Contribution Rate File Format section of this guide.

After selecting the CSV file, click Next to proceed.
Step 7

If there are any errors in the data file you uploaded, they will be listed and must be corrected before proceeding. An example error report is shown below.
After correcting any errors in your data file, click to browse or select your revised CSV file and click "Next".

**Step 8**

On the File Upload Results page, the successfully uploaded data will display in a table for your review. See an example below.

![File Upload Results Example](image)

After reviewing the data, click "Next" at the bottom of the page.

**Step 9**

The Alternate Contribution Rate Summary Report (ACRSR) summarizes the alternate contributions for the pay period. The table breaks out alternate contributions by the Return To Work (RTW) Type. The three types of RTW employees for which you may be remitting alternate contributions are direct hires, leased employees, and independent contractors.

Review the information and click "Next".
Step 10

On the Make ACH Payment screen, review the ACR Summary Report Information. In the Payment Information section, review the Account to Debit and select the account, if necessary.

Enter the Requested Deposit Date. If your requested deposit date is more than 14 calendar days later than your PPE date, late charges will be added to the amount due. You will see this amount appear in red after you enter the requested deposit date and click to the next screen.

Enter any comments you have for ASRS staff members regarding this ACR submission.

Click Next
Make ACH Payment

Choose the ACH account to be debited and enter the requested deposit date. Note:
• The ACR ACH ASRS Company ID is #0000000000

PPE/ACR Summary Report Information
Payments shall be made for a submitted ACR Summary Report.

ACR Summary Report Information

<table>
<thead>
<tr>
<th>PPE Date</th>
<th>02/19/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Unit Number</td>
<td>0000</td>
</tr>
<tr>
<td>Direct Hire Contributions</td>
<td>$187.20</td>
</tr>
<tr>
<td>Contracted Contributions</td>
<td>$0.00</td>
</tr>
<tr>
<td>Leased Contributions</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$187.20</td>
</tr>
</tbody>
</table>

Payment Information

Account to Debit: CA-ASRS Account:******0000 (Default)

Note: The bank account selected is for Contribution Accounting.

Requested Deposit Date

Comments

(Please limit the comments to a maximum of 500 characters)

500 characters left

Back  Next  Cancel
Step 11

The Authorize ACH Payment screen is the final step in remitting ACR for the pay period. Review the ACR Summary Report Information and Payment Information. The total will include late charges, if any.

If the information is accurate, check the box to authorize the payment and then click the **Authorize Payment** button to complete the process.

Following authorization, you will see a receipt page, which acknowledges the submission of your payment. If the payment is scheduled for a future date, the Confirmation Number will not be available until after your payment has debited. You can review the information any time you click on the **ACR Pay Period Summary**.
**ACH Payment Receipt**

Thank you for using the ASRS online contribution payment system. Your payment request has been scheduled for 03/11/2016. You can print a copy of this page and keep it for your records.

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>Unavailable until processed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPE Date</td>
<td>02/19/2016</td>
</tr>
<tr>
<td>Requested Deposit Date</td>
<td>03/11/2016</td>
</tr>
<tr>
<td>Reporting Unit</td>
<td>Employer One</td>
</tr>
<tr>
<td>Account Description</td>
<td>ASRS Account</td>
</tr>
<tr>
<td>Routing Number</td>
<td>0000000000</td>
</tr>
<tr>
<td>Account Number</td>
<td>0000000000</td>
</tr>
<tr>
<td>ACR Amount</td>
<td>0.02</td>
</tr>
<tr>
<td>Late Charges</td>
<td>0.00</td>
</tr>
<tr>
<td>Grand Total</td>
<td>0.02</td>
</tr>
</tbody>
</table>

Return to [Employer Home page](#)
Reviewing Alternate Contribution Reports

Step 1

You may review past or current alternate contribution summaries at any time by clicking on **ACR Pay Period Summary** under the Alternate Contribution Process heading of the Contribution Reporting section of the left navigation menu.
Step 2

If you need to review specifics for any particular submission, click on **View Details Report** in the furthest right column.

![Details Report Table]

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>PPE Date</th>
<th>Gross Pay Amount</th>
<th>ER ACR Amount</th>
<th>RTW Type</th>
<th>Retiree Return to Work Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-00-0000</td>
<td>THREE, EMPLOYEE</td>
<td>02/13/2016</td>
<td>500.00</td>
<td>46.80</td>
<td>Direct Hire</td>
<td>05/26/2011</td>
</tr>
<tr>
<td>000-00-0000</td>
<td>FOUR, EMPLOYEE</td>
<td>02/13/2016</td>
<td>964.13</td>
<td>90.24</td>
<td>Direct Hire</td>
<td>08/06/2015</td>
</tr>
<tr>
<td>000-00-0000</td>
<td>FIVE, EMPLOYEE</td>
<td>02/13/2016</td>
<td>350.00</td>
<td>32.76</td>
<td>Direct Hire</td>
<td>05/26/2011</td>
</tr>
<tr>
<td>000-00-0000</td>
<td>SIX, EMPLOYEE</td>
<td>02/13/2016</td>
<td>2484.15</td>
<td>232.52</td>
<td>Direct Hire</td>
<td>06/10/2006</td>
</tr>
<tr>
<td>000-00-0000</td>
<td>SEVEN, EMPLOYEE</td>
<td>02/13/2016</td>
<td>1999.54</td>
<td>187.16</td>
<td>Direct Hire</td>
<td>05/26/2011</td>
</tr>
<tr>
<td>000-00-0000</td>
<td>EIGHT, EMPLOYEE</td>
<td>02/13/2016</td>
<td>1365.66</td>
<td>127.83</td>
<td>Direct Hire</td>
<td>05/26/2011</td>
</tr>
</tbody>
</table>
**Step 3**

To review ACR reported in a prior fiscal year, click on the drop-down arrow next to **Select Fiscal Year** and click on the year you wish to review.
### Alternate Contribution Rate File Format

Data elements should be entered in the order shown below.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Required</th>
<th>Length</th>
<th>Business Requirements</th>
</tr>
</thead>
</table>
| SSN                                            | Y        | Numeric (9)   | 1. Not null / not blank / no spaces  
2. SSN cannot start with “000”  
3. SSN must match an ASRS Member participant with a current status of “retired”.  
4. Must exist in ASRS database                                                                                                                                                                                                                                                        |
| Employer Number                                | Y        | Numeric (6)   | 1. Not null / not blank / no spaces  
2. Six digits, supplied to the employer by the ASRS  
3. Cannot be all “9’s  
4. Cannot be all “0’s”  
5. Must exist in ASRS database  
6. Must be in an active status  
7. PPE Date cannot be less than the Employer Effective date                                                                                                                                                                                                                      |
| First Name                                      | Y        | Alphanumeric (20) | 1. Not null / not blank / not all spaces  
2. Spaces, hyphen, and apostrophes allowed                                                                                                                                                                                                                                                                                                               |
| Last Name                                       | Y        | Alphanumeric (30) | 1. Not null / not blank / not all spaces  
2. Last name must match what exists in the ASRS database                                                                                                                                                                                                                                                                                               |
| Gross Pay Amount                                | Y/N      | Numeric (10)  | 1. Lead sign may be negative  
2. Use dollars and cents format  
3. Not null / not blank / no spaces  
4. Amount must be between .01 and 9999999.99  
5. May be blank/zeros only if termination date field exists                                                                                                                                                                                                                                                                                 |
| Employer Alternate Contribution Amount          | Y/N      | Numeric (9)   | 1. Lead sign may be negative  
2. Use dollars and cents format  
3. Not null / not blank / no spaces  
4. Amount must be between .01 and 9999999.99  
5. May be blank/zeros only if termination date exists                                                                                                                                                                                                                                                                                 |
| Reporting Unit Number                           | Y        | Numeric (4)   | 1. Four digits, beginning with a zero; supplied to the employer by the ASRS  
2. Not null / not blank / no spaces  
3. Cannot = ‘9999’ or <= ’0000’  
4. Must be an active ASRS RU  
5. Must be associated with ER number provided on transaction                                                                                                                                                                                                                                                                               |
| RTW Employee Type | Y | Alpha Character (1) | 1. Not null / not blank / no space  
|                  |   |                    | 2. Must be one of 3 ACR types below  
|                  |   |                    | D: Direct  
|                  |   |                    | C: Contractor  
|                  |   |                    | L: Leased  
| Pay Period Ending | Y | MM/DD/YYYY         | 1. Must be in MM/DD/YYYY format  
|                  |   |                    | 2. Cannot be prior to 07/01/2012.  
|                  |   |                    | 3. No punctuation allowed.  
|                  |   |                    | 4. PPE Date cannot less than the Employer Effective date  
| Retiree Return to Work Date | Y/N | MM/DD/YYYY | Required only on receipt of 1st contribution record received from an employer. Optional on subsequent records from the same employer.  
|                  |   |                    | 1. Must be in MM/DD/YYYY format.  
|                  |   |                    | 2. Cannot be less than Retirement effective date.  
|                  |   |                    | 3. No punctuation allowed.  
|                  |   |                    | 4. Cannot be greater than PPE Date  
| Retiree Termination Date | N | MM/DD/YYYY | NOTE: Should ONLY be provided upon FINAL ACR contribution record, or submitted with zero dollars for Gross Pay & ACR after the final ACR is reported. This is not relevant to the retiree’s original termination date prior to retirement.  
|                  |   |                    | 1. Must be in MM/DD/YYYY format.  
|                  |   |                    | 2. Cannot be less than Retirement effective date.  
|                  |   |                    | 3. No punctuation allowed.  
|                  |   |                    | 4. Retiree Termination Date cannot be less than Retiree Return to work Date  

The ASRS Alternate Contribution rate process will only allow files of .CSV type and all other file types will be rejected. Example of files that will be rejected: .doc, .docx, .rtf, .pdf, .dat, .xls, .xslm, etc.

**What is a CSV file format?**

CSV stands for Comma Separated Values, sometimes also called Comma Delimited. A CSV file is a specially formatted plain text file which stores spreadsheet or basic database style information in a very simple format, with one record on each line, and each field within that record separated by a comma.
How data will look if viewed with Notepad:

123456789,123456,Jane,Doe,200.12,17.29,1234,D,08/01/2012,08/01/2012,08/01/2012

Creating a CSV file using Microsoft Excel

1. Open your spreadsheet template and go to the File pull-down menu and choose Save As...
2. Change the "Save as type" or "Format" field to read: "CSV (Comma delimited)".
3. Enter a name for the document and click Save.
4. To check the validity of your CSV file, open the new file from a plain-text reading program such as Notepad or Text Edit. Check to make sure there are no extra commas, other than between fields. Depending on what program you're going to use the CSV file with, you may need to also remove any extra quotation marks or other formatting which Excel may have inserted.

CSV Header Format

Required header labels which need to be included in the *.CSV file upload:

- 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
**ACH Account Profiles**

Employers may use one bank account for payment of both regular and alternate contributions, or they may set up a separate bank account for each. Click on **ACH Account Profiles** from the Contribution Reporting section of the left navigation menu to review the account(s) currently used for paying contributions to the ASRS.

![Add Bank Account](image)

You may edit the current bank account information by clicking **Edit in the Bank Account** column. If your employer has only set up one account, you may add an account by clicking **Add Bank Account**.
To add an account, follow these steps.

**Step 1**

Select whether the account will be used for paying alternate or active contributions. You may have multiple accounts set up for each type, but the first account added for either ACR or active contributions will be automatically designated as the default account for that type.

**Step 2**

Add a Description. This field allows you to name the account so you can identify it.

**Step 3**

Add the name of the bank which houses this account.
**Step 4**

Enter the routing number. This number can be found on checks for this account and you will see an image showing you an example of where to find the number beneath the data fields.

**Step 5**

Enter the account number, and then retype it for confirmation.

**Step 6**

Click **Add Bank Account**

Click **Cancel** if you do not want to add an account at this time.

If you have more than one account set up for either ACR or active contributions, you will see options available for any account that is not a default account. The options are listed under the Action column. You may click **Deactivate** to deactivate an account, or click **Make Default** to change the default account for that type of contribution reporting to that account.
If you deactivate an account, it will remain in the list of bank accounts and can be reactivated in the future by clicking **Activate**.

<table>
<thead>
<tr>
<th>Bank Account</th>
<th>Account Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Active <em>Edit Your Bank</em></td>
<td>Contribution Reporting / INACTIVE</td>
<td></td>
</tr>
<tr>
<td>Secondary <em>Edit Your Bank</em></td>
<td>Alternate Contributions Reporting / <strong>Default</strong> / ACTIVE</td>
<td></td>
</tr>
<tr>
<td>ASRS Account <em>Edit Your Bank</em></td>
<td>Contribution Reporting / <strong>Default</strong> / ACTIVE</td>
<td></td>
</tr>
</tbody>
</table>