



# **Alternate Contribution Rate Reporting**

**Employer User Guide**



**2016**

# **Alternate Contribution Rate Reporting**

## **Table of Contents**

Introduction & Purpose .....	2
Reporting Alternate Contributions .....	3
Reviewing Alternate Contribution Reports .....	12
Alternate Contribution Rate File Format .....	15
ACH Account Profiles .....	18

## **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 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.

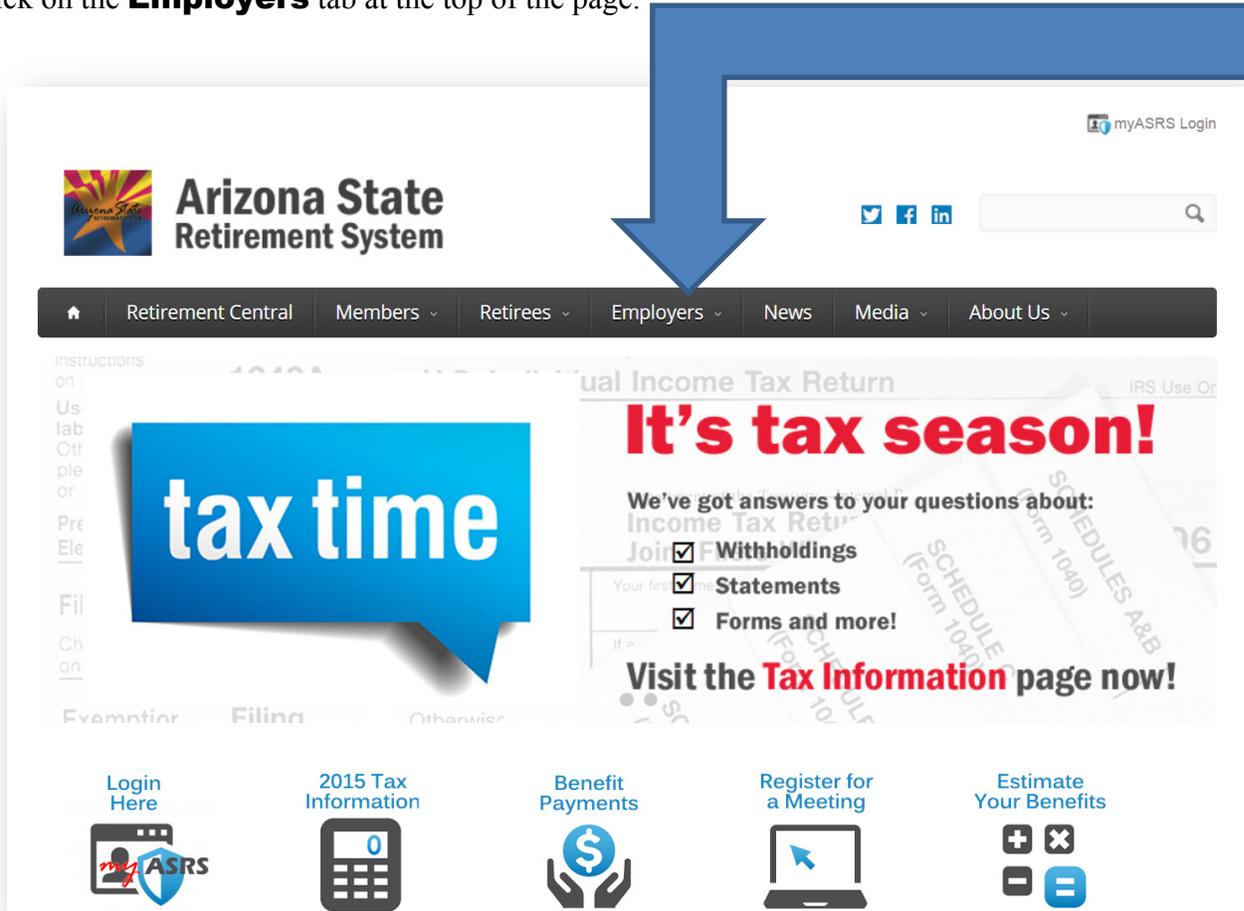
This guide will walk you through the process of reporting alternate contributions to the ASRS through the ACR application on the secure employer website. In order to access this application, employer users must have the Maintain ACR role, which can be granted by an Employer Administrator through the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

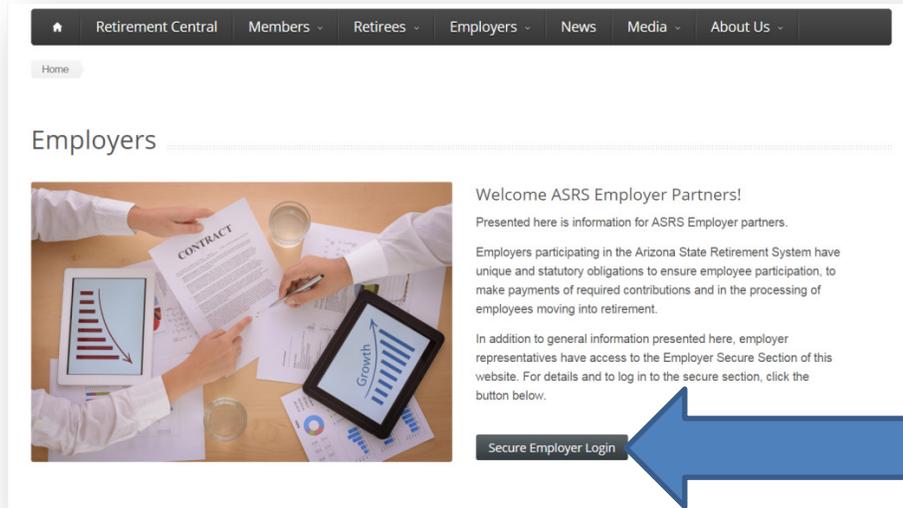
To begin the process of submitting ACR, visit the **ASRS website** at [www.azasrs.gov](http://www.azasrs.gov) and click on the **Employers** tab at the top of the page.



## Step 2

Click on

**Secure Employer Login**



## Step 3

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

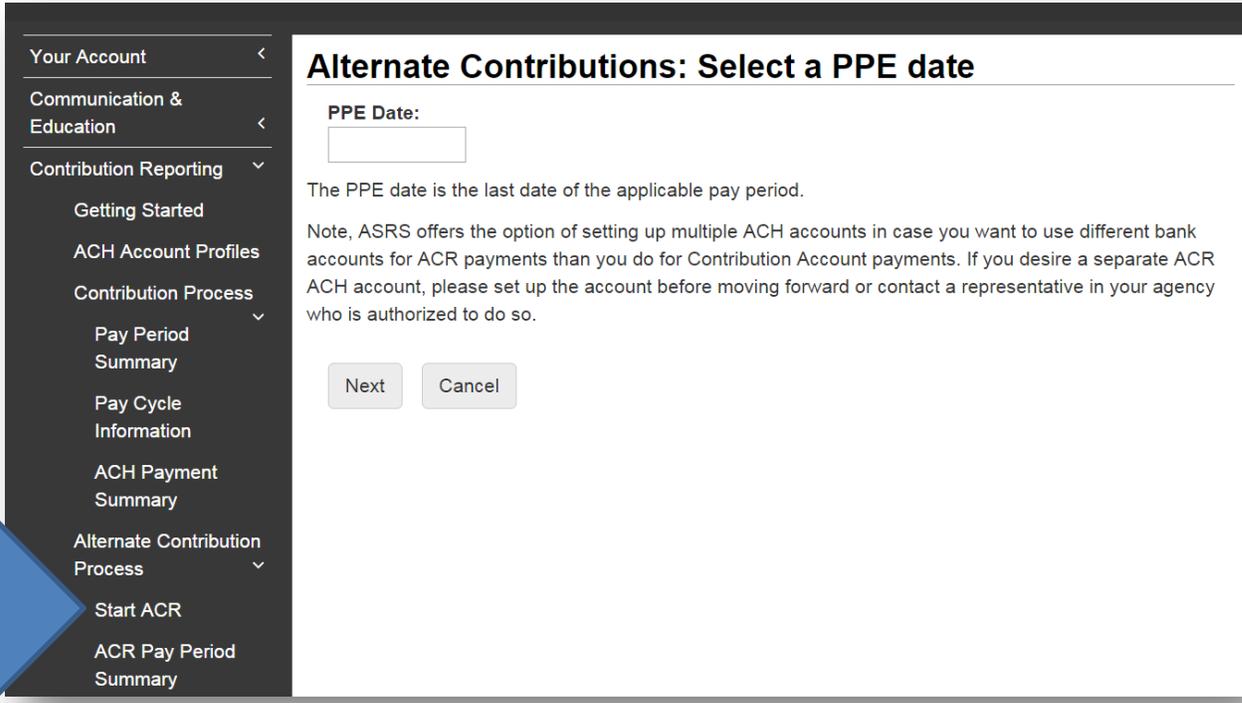
Click

**Login**

The screenshot shows the 'Employer Login and Registration' page. The title is 'Employer Login and Registration'. Below the title, it says 'Log in or register right now to' followed by a bulleted list of features: maintain employer users, manage contribution payments, manage employee verifications, manage ending payroll verification, access forms & packets, register for employer meetings, and send secure email. A security warning follows: 'For security purposes, be sure you are using a unique Login ID and Password and are not sharing credentials with others.' Below that, it says 'We have created tips to assist. Just look for the i icon.' The form has two input fields: 'Login ID' with a tip icon and the placeholder 'Enter user id', and 'Password' with a tip icon and the placeholder 'Enter password'. At the bottom is a 'Login' button, which is highlighted by a blue arrow.

## Step 4

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



**Alternate Contributions: Select a PPE date**

**PPE Date:**

The PPE date is the last date of the applicable pay period.

Note, ASRS offers the option of setting up multiple ACH accounts in case you want to use different bank accounts for ACR payments than you do for Contribution Account payments. If you desire a separate ACR ACH account, please set up the account before moving forward or contact a representative in your agency who is authorized to do so.

## Step 5

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

## 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

to proceed.

## File Upload

Selected PPE Date	02/19/2016
Reporting Unit Number	0000

Please browse to the file you would like to upload.

Upload File:

No file chosen

[Download the template](#)

Refer to the  [ACR Guide \(pdf\)](#) for template and/or format specific information.

You may receive an error when uploading larger files. Please hit your browser back button or logout and log back in to upload the file again.

## 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.

Please correct the specified CSV file errors below before moving forward.

Line Number	Column	Error
2	Retiree Return to Work Date	Retiree return to work date cannot be less than retirement effective date.
3	Last Name	Name mismatch-employee last name must match with the last name on record at the ASRS. Contact ASRS representative.
4	Employer Alternate Contribution Amount	Invalid ACR Amount. Wrong rate used to compute ER Amount.Contact ASRS representative.
6	RTW Employee Type	Invalid Employee Type, must be D, C, or L.
7	Retiree Return to Work Date	Return to work date cannot be greater than PPE date.
9	SSN	SSN is not an ASRS retiree.

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**

Selected PPE Date	02/19/2016
Reporting Unit Number	0000

SSN	Name	PPE Date	Gross Pay Amount	ER ACR Amount	RTW Type	Retiree Return to Work Date
000000000	One, Employee	01/29/2016	1000.00	93.60	Direct Hire	01/15/2016
000000000	Two, Employee	01/29/2016	1000.00	93.60	Direct Hire	01/01/2016

Back   Next   Cancel



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**

## Alternate Contribution Rate (ACR) Summary Report

This report summarizes your alternate contributions for the return to work pay period ending date listed.

Reporting Unit Name	Employer One
Reporting Unit Number	0000
Last PPE Date Submitted	01/29/2016
Current PPE Date	02/19/2016
Employer Name	Employer One
Employer Number	000000

### Total Alternate Contribution Rate Summary

Return To Work Type	Gross Pay Amount	Total ER Contributions
Direct Hire	\$2,000.00	\$187.20
Contracted	\$0.00	\$0.00
Leased	\$0.00	\$0.00
<b>Contribution Total</b>	<b>\$2,000.00</b>	<b>\$187.20</b>

Back

Next

Cancel

## 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

PPE Date	02/19/2016
Reporting Unit Number	0000
Direct Hire Contributions	\$187.20
Contracted Contributions	\$0.00
Leased Contributions	\$0.00
Total	\$187.20

### Payment Information

Account to Debit

**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.



### Authorize ACH Payment

Confirm the Payment Information given below and Authorize Payment to complete the process.

#### ACR Summary Report Information

PPE Date	02/26/2016
Reporting Unit Number	0000
Total Direct Hire Contributions	\$187.20
Total Contracted Contributions	\$0.00
Total Leased Contributions	\$0.00
Late Charges	\$0.29
Grand Total	\$187.49

#### Payment Information

Requested Deposit Date	03/18/2016
Routing Number	000000000
Account Number	0000000000
ACH Amount	\$187.49

By checking this box you are authorizing the deduction of the payment amount from your designated ACH Account.

A thick blue arrow originates from the bottom right of the page and points directly to the "Authorize Payment" button.

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

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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.

<b>Confirmation Number</b>	Unavailable until processed
<b>PPE Date</b>	02/19/2016
<b>Requested Deposit Date</b>	03/11/2016
<b>Reporting Unit</b>	Employer One
<b>Account Description</b>	ASRS Account
<b>Routing Number</b>	000000000
<b>Account Number</b>	0000000000
<b>ACR Amount</b>	0.02
<b>Late Charges</b>	0.00
<b>Grand Total</b>	<b>0.02</b>

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.

**ACR Pay Period Summary**

This page allows authorized users to view contribution history for an Alternate Contribution Rate PPE reported to ASRS.

Please refer to the text below the table for descriptions of the column contents and abbreviations used.

Select Fiscal Year: July 2015 - June 2016

**Pay Period Information**

PPE Date	ACR Summary Report Status	ACH Status	ACR Submit Date	Request Deposit Date	Confirmation Number	Operations Available
02/13/2016	Submitted \$12,732.40	Processed \$12,732.40	02/23/2016	02/26/2016	000000000	<a href="#">View Details Report</a>
02/12/2016	Submitted \$4,644.64	Deposited \$4,644.64	02/23/2016	02/25/2016	000000000	<a href="#">View Details Report</a>
01/30/2016	Submitted \$12,877.83	Deposited \$12,877.83	02/09/2016	02/12/2016	000000000	<a href="#">View Details Report</a>

## Step 2

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

### Details Report

#### Employees

<b>PPE Date</b>	02/13/2016
<b>Employer Name</b>	Employer One
<b>Employer Number</b>	000000
<b>Reporting Unit Name</b>	Employer One
<b>Reporting Unit Number</b>	0000

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

### 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.

### ACR Pay Period Summary

This page allows authorized users to view contribution history for an Alternate Contribution Rate PPE reported to ASRS.

Please refer to the text below the table for descriptions of the column contents and abbreviations used.

Select Fiscal Year July 2012 - June 2013 ▾

Pay Period Info July 2011 - June 2012  
July 2012 - June 2013  
July 2013 - June 2014  
July 2014 - June 2015  
July 2015 - June 2016  
July 2016 - June 2017

PPE Date	ACR Submitted Report Status	ACR Deposited Status	ACR Submit Date	Request Deposit Date	Confirmation Number	Operations Available
06/30/2013	Submitted \$235.88	Deposited \$236.04	07/16/2013	07/17/2013	000000000	<a href="#">View Details Report</a>

## Alternate Contribution Rate File Format

Data elements should be entered in the order shown below.

Field Name	Required	Length	Business Requirements
SSN	Y	Numeric (9)	<ol style="list-style-type: none"> <li>1. Not null / not blank / no spaces</li> <li>2. SSN cannot start with "000"</li> <li>3. SSN must match an ASRS Member participant with a current status of "retired".</li> <li>4. Must exist in ASRS database</li> </ol>
Employer Number	Y	Numeric (6)	<ol style="list-style-type: none"> <li>1. Not null / not blank / no spaces</li> <li>2. Six digits, supplied to the employer by the ASRS</li> <li>3. Cannot be all "9's"</li> <li>4. Cannot be all "0's"</li> <li>5. Must exist in ASRS database</li> <li>6. Must be in an active status</li> <li>7. PPE Date cannot be less than the Employer Effective date</li> </ol>
First Name	Y	Alphanumeric (20)	<ol style="list-style-type: none"> <li>1. Not null / not blank / not all spaces</li> <li>2. Spaces, hyphen, and apostrophes allowed</li> </ol>
Last Name	Y	Alphanumeric (30)	<ol style="list-style-type: none"> <li>1. Not null / not blank / not all spaces</li> <li>2. Last name must match what exists in the ASRS database</li> </ol>
Gross Pay Amount	Y/N	Numeric (10)	<ol style="list-style-type: none"> <li>1. Lead sign may be negative</li> <li>2. Use dollars and cents format</li> <li>3. Not null / not blank / no spaces</li> <li>4. Amount must be between .01 and 9999999.99</li> <li>5. May be blank/zeros only if termination date field exists</li> </ol>
Employer Alternate Contribution Amount	Y/N	Numeric (9)	<ol style="list-style-type: none"> <li>1. Lead sign may be negative</li> <li>2. Use dollars and cents format</li> <li>3. Not null / not blank / no spaces</li> <li>4. Amount must be between .01 and 999999.99</li> <li>5. May be blank/zeros only if termination date exists</li> </ol>
Reporting Unit Number	Y	Numeric (4)	<ol style="list-style-type: none"> <li>1. Four digits, beginning with a zero; supplied to the employer by the ASRS</li> <li>2. Not null / not blank / no spaces</li> <li>3. Cannot = '9999' or &lt;= '0000'</li> <li>4. Must be an active ASRS RU</li> <li>5. Must be associated with ER number provided on transaction</li> </ol>

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	<b>Required</b> only on receipt of 1 <sup>st</sup> contribution record received from an employer. <b>Optional</b> 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	<b>NOTE:</b> Should <b>ONLY</b> be provided upon <b>FINAL ACR</b> contribution record, or submitted with zero dollars for Gross Pay & ACR after the final ACR is reported. <b>This is not relevant to the retiree's original termination date prior to retirement.</b> 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, .xlsm, 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

This feature allows employers to maintain their bank account information.

Bank Account	Account Type	Action
ASRS Account <a href="#">Edit</a> WELLS FARGO	Contribution Reporting / <b>Default</b> / ACTIVE	

Note:

- Default Account is the Account that is currently used for ACH transfers.
- If you deactivate a bank account, it will no longer be used for ACH transactions.
- Default account can not be deactivated.  
You must set another account as default if you want to deactivate a default account.
- For Contribution Accounting (CA) the ACH ASRS Company ID is # 0000000000
- For Alternative Contribution Rate (ACR) the ACH ASRS Company ID is # 0000000000

Add Bank Account

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**

## Add Bank Account

Select the Type of Account to add.  Alternate Contribution Rate Account  
 Contribution Accounting

Description  (Any description to Identify the account such as 'Primary Account', 'Secondary Account')

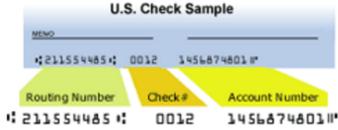
Bank Name

Account Type

Routing Number  (Is usually located between the symbols **⦿** on your check.)

Account Number  (Typically comes before the **⦿** symbol. Its exact location and number of digits varies from bank to bank.)

Retype Account Number



**U.S. Check Sample**

MEMO

⦿211554485⦿ 0012 1456874801 ⦿

Routing Number      Check #      Account Number

⦿ 211554485 ⦿      0012      1456874801 ⦿

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.

### Add Bank Account

This feature allows employers to maintain their bank account information.

Bank Account	Account Type	Action
Secondary Active <a href="#">Edit</a> Wells Fargo	Contribution Reporting / ACTIVE	<a href="#">Deactivate</a> <a href="#">Make Default</a>
Secondary <a href="#">Edit</a> Wells Fargo	Alternate Contributions Reporting / <b>Default</b> / ACTIVE	
ASRS Account <a href="#">Edit</a> WELLS FARGO	Contribution Reporting / <b>Default</b> / ACTIVE	

Note:

- Default Account is the Account that is currently used for ACH transfers.
- If you deactivate a bank account, it will be no longer be used for ACH transactions.
- Default account can not be deactivated.  
You must set another account as default if you want to deactivate a default account.
- For Contribution Accounting (CA) the ACH ASRS Company ID is #0000000000
- For Alternative Contribution Rate (ACR) the ACH ASRS Company ID is #0000000000

[Add Bank 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**.

Bank Account	Account Type	Action
Secondary Active <a href="#">Edit</a> Wells Fargo	Contribution Reporting / INACTIVE	<a href="#">Activate</a>
Secondary <a href="#">Edit</a> Wells Fargo	Alternate Contributions Reporting / <b>Default</b> / ACTIVE	
ASRS Account <a href="#">Edit</a> WELLS FARGO	Contribution Reporting / <b>Default</b> / ACTIVE	

