Check Member Eligibility

Employer User Guide

Arizona State Retirement System

2014

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Section One:

Purpose of Checking Member Eligibility

Purpose

The Check Member Eligibility application allows authorized ASRS employer users to search by social security number (SSN) and date of birth to find the ASRS status of a new employee.

The Check Member Eligibility application has two primary purposes. First, employers can identify ASRS retirees for ACR purposes. See the ASRS Employer Manual, Chapter 6: Reporting Contributions – Reporting Rehired ASRS Retirees for more information.

Second, State Agencies and Universities, whose new employees may be subject to a 6 month waiting period, can identify new employees with existing ASRS accounts. See the ASRS Employer Manual, Chapter 4: Membership – When Membership Begins for more information.

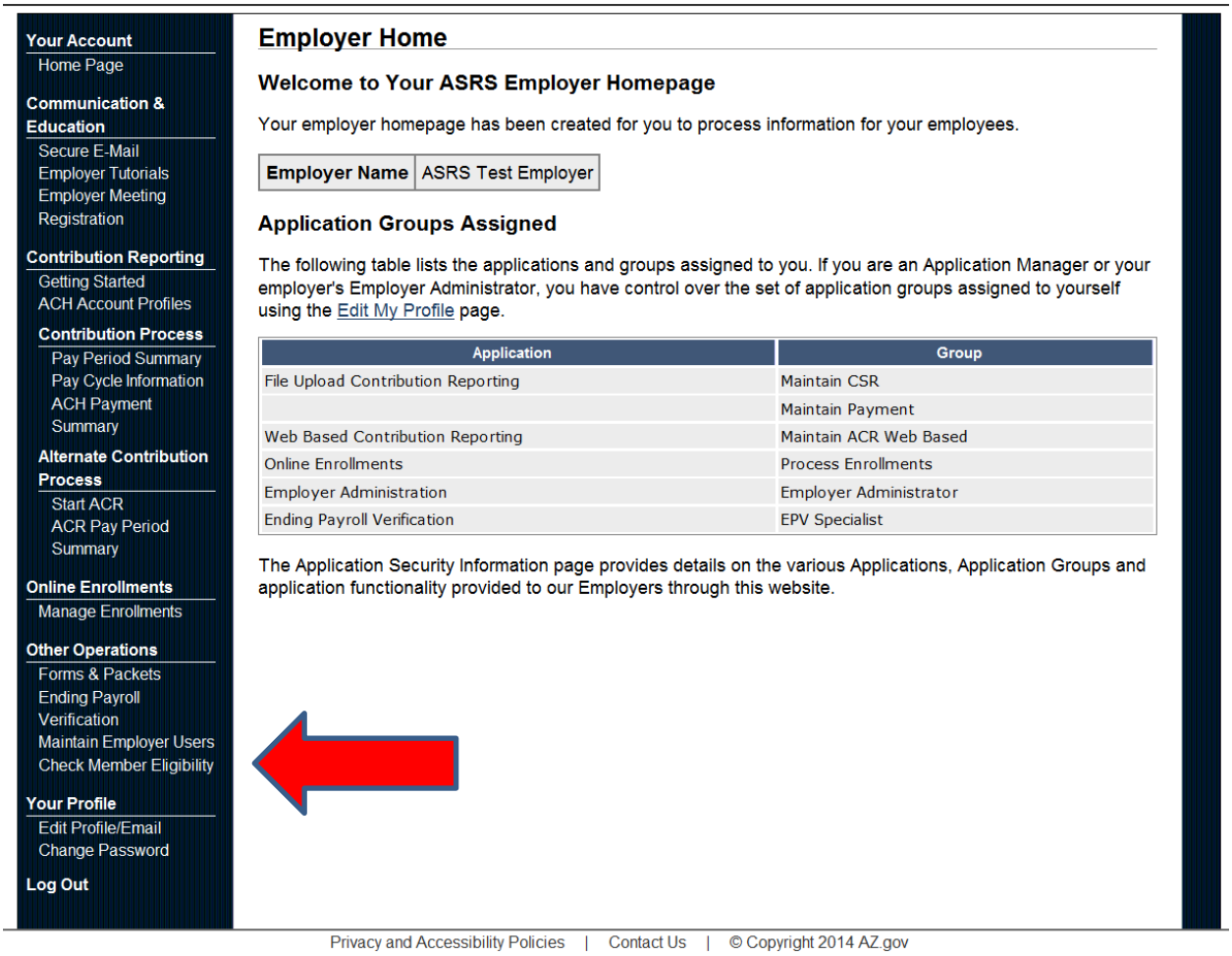
Section Two:

Getting Started

Getting Started

Each registered employer user for the ASRS secure employer website has access to the Check Member Eligibility application. To become registered, please contact your ASRS Employer Administrator. If you are uncertain of who has this role, contact your ASRS Employer Liaison.

Once registered and logged in, click on the Check Member Eligibility link from the left hand navigation menu under Other Operations.

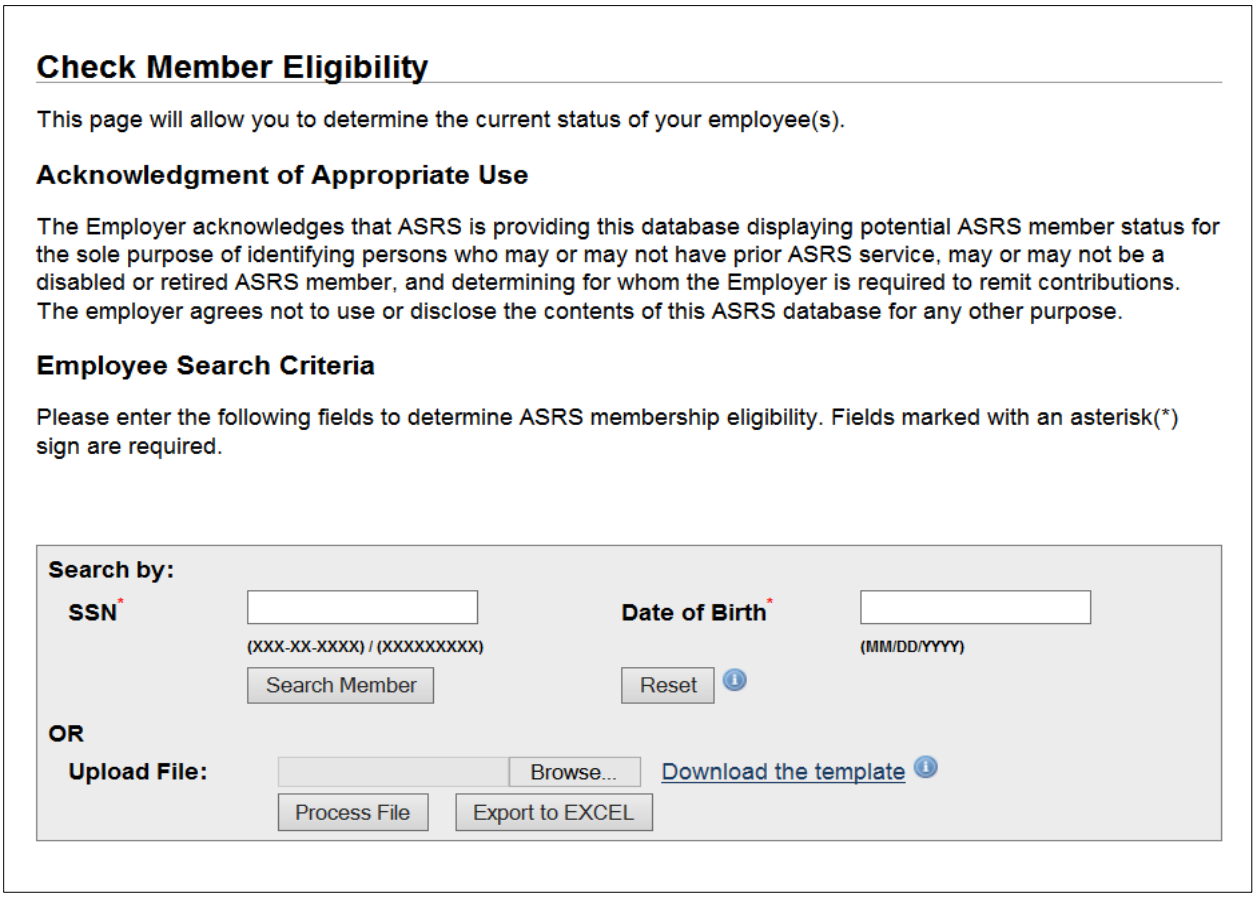


Section Three:

Individual Lookup

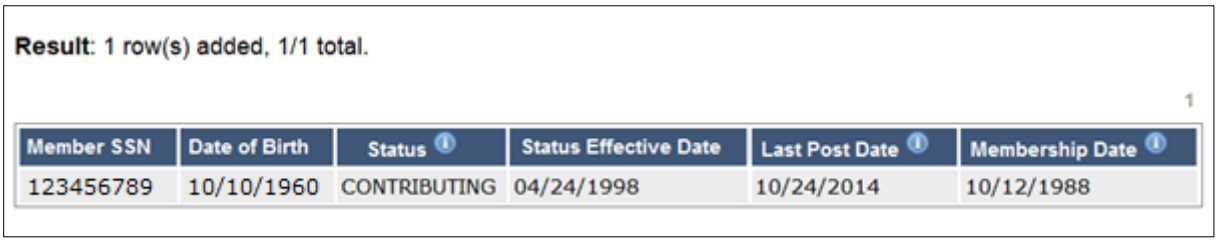
Individual Lookup

From the initial page, enter an SSN and Date of Birth. Both fields are required to begin the search.



After the SSN and Date of Birth are entered, click "Search Member"

The search results will be displayed at the bottom of the page.



Result: 1 row(s) added, 1/1 total.

1

Member SSN	Date of Birth	Status	Status Effective Date	Last Post Date	Membership Date
123456789	10/10/1960	CONTRIBUTING	04/24/1998	10/24/2014	10/12/1988

The result line includes the SSN and date of birth initially entered by the employer user.

The ASRS status is displayed and an explanation of each status is available by hovering over the "**i**" icon.

1. **Contributing**: ASRS member actively contributing in the last 30 days.
2. **Contributed**: ASRS member not actively contributing in the last 30 days.
3. **Deceased**: ASRS member has a death date in our system.
4. **DOB Error**: The SSN is in our system but the DOB provided does not match.
5. **DOB Missing**: The SSN is in our system but the DOB is missing.
6. **Forfeited**: Not an ASRS member due to forfeiture.
7. **No Match**: The SSN and DOB do not match anyone in our system.
8. **Not a Member**: Not an ASRS member.
9. **Retired**: ASRS member is retired.
10. **Transferred Out**: Not an ASRS member due to transfer.
11. **Undetermined**: Status cannot be determined.
12. **Retirement In Progress**: Retirement application is being processed.

Status Effective Date is the date associated with the ASRS status displayed.

Last Post Date is the most recent ASRS contribution posting date.

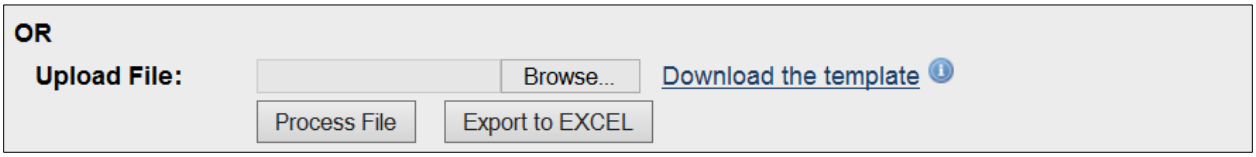
Membership Date is the date ASRS currently has for the person's ASRS start date. This is unaudited data.

Section Four:

Upload File

Upload File

To look up multiple employees simultaneously, use the file upload option.

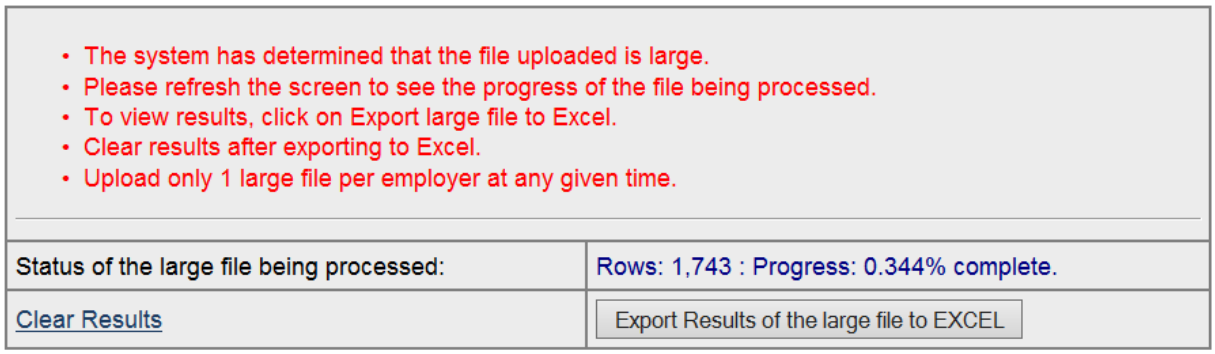


You can download the file template from this screen or create a compatible file in Excel by opening a new worksheet and listing each employee's information on a separate row. The file only requires the SSN in column A and the Date of Birth in column B.

Once the file is created and saved as a Comma Separated Values (.csv) on your computer, click the Browse button to find the file and begin the process.

The file maximum is 40,000 lines.

A file uploaded with over 300 lines will display the message below.



To update the progress of the large file processing, click on the browser refresh button. Once complete, you may export the results to an Excel file.