







LATE CHARGES

ASRS Contribution Summary Report

This report summarizes your contributions for the pay period ending date listed.

Reporting Unit Number: [REDACTED]
 PPE Date: [REDACTED]
 Employer Name: [REDACTED]

CSR Details

RETIREMENT CONTRIBUTIONS

	Gross Salary	EE contributions PLAN 12.22% SYSTEM 7.4%	ER contributions PLAN 12.22% SYSTEM 7.2%	Total contributions
PLAN	15000	1833	1833	0.00
SYSTEM				0.00
SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00
Adjustments				0.00
Late Charges			8.50	0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

SERVICE PURCHASE PDA PAYMENTS

- Be aware of payment processing time when submitted through CSR
- Be aware of number of payments due
- Each PDA for a member needs a separate payment
- PDA Pay type: 01

ALTERNATE CONTRIBUTION RATE

Retirement Contribution Correction

- Retirement contributions can be fixed through the adjustment template
- ACR will need to be completed for any pay periods that were affected.
- Correcting current fiscal year: add them to the next payroll, using the correct PPE date
- Correcting prior fiscal year: Contributions Accounting Team will provide the instructions & calculations.
 - ER must provide need the Gross Salary and PPE dates submitted and expected Pay Date for the ACR submission.*

ALTERNATE CONTRIBUTION RATE

Duplicate Payments

- Take credit on your next payroll
- Enter duplicate amount on the next ACR file submission in a negative format (i.e., - \$99.00)

There should be 2 lines in the file:

- 1) current payroll amount line for employee
- 2) negative amount for prior PPE

NOTE: the total of the ACR must be a positive amount

RETIREMENT CONTRIBUTIONS

Before submitting the CSR

- Check the rate
- The matching EE and ER
- It won't match if you have included late charges.
- Check the calculations are correct.

An Example of File Upload to go over what to look for.

RETIREMENT CONTRIBUTIONS

Adjustments for Prior Year - Template vs CNW

Example 1: The contribution **was** deducted from the member check in the prior FY, but it was not sent to ASRS: Use the adjustment template

Example 2: The contribution **was not** deducted from the member check in the prior FY nor sent to ASRS: select "Contributions Not Withheld" on left side navigation pane

RETIREMENT CONTRIBUTIONS

Adjustments for Current Year - Template vs CNW

Example 1: The contribution **was** deducted from the member check in the current FY, but it was not sent to ASRS: Use the adjustment template

Example 2: The contribution **was not** deducted in the current FY nor sent to ASRS: Use the adjustment template with consent from member, otherwise use "Contributions Not Withheld" process.


