





REMINDERS & REFRESHERS

Employer Administrators

- Have at least 2
- Can make demographic updates for other admin
- Keep contact info update
- Deactivate former web users
- If only 1 admin, authorize new administrator before departure

ARIZONA STATE RETIREMENT SYSTEM **EMPLOYER CONFERENCE 2022** Slide 3

REMINDERS & REFRESHERS

Advise New Employees of Mandatory ASRS Contributions

- New employees who meet 20/20 Membership Criteria
- New Member Guide
 - [New Employee Information](#)
 - [New & Prospective Members](#)
 - [New Member Guide](#)

Enrollment

- New employee but already an ASRS member
- Enrollment vs. Registration
- Employee Online Instructions or New Member Guide or both

REMINDERS & REFRESHERS

Age 65+ Waiver

- Remember to provide form to all new employees who may be eligible, even if not in a 20/20 position
- Submit within 30 days of employment date.

Hiring Retirees

- Make sure RTW forms are submitted by retiree within 30 days of start date.
- New retirees won't have RTW form option until retirement is finalized.
- If a correction/change has to be made to a RTW form you already approved, send ESM.
- Alternate Contribution Rate

Re-Retirees & Multiple EPVs

- Advise re-retirees to submit application no earlier than a month before re-retirement date.
- If re-retirement date is in the future, do not submit EPV until employee has terminated.

REMINDERS & REFRESHERS

Best way to get a hold of Employer Relations

- Via Secure Messaging through your ASRS employer account.
- ESM should be detailed & specific
 - Provide employee name and last 4 of SSN
- Email to EmployerRelations@azasrs.gov
 - Unsecure - general inquiries only, no PII.
- By phone: 602-240-2000 *

EMPLOYER RELATIONS TEAM

Aaron Bernardino
Retirement Specialist
(602) 308-5302

Valerie Melton
Quality Analyst
(602) 240-2097

Nichole Fuller
Quality Analyst
(602) 240-2112

William Roberts
Quality Analyst
(602) 240-2149

Employer Relations Supervisor
Genevieve McBride
(602) 240-2080

Employer Relations Program Manager
Jeniffer Gomez - Pabon
(602) 240-2022

Any
questions?

Thank You!

Thank you for your interest in this year's conference. For additional information, contact us at EmployerRelations@AzASRS.gov
