ARIZONA STATE
RETIREMENT SYSTEM

2017 EMPLOYER USER GUIDE

ONLINE ENDING PAYROLL VERIFICATION

Ending Payroll Verification

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Introduction & Purpose

The ASRS requires verification of termination and final payrolls from an employer when a member requests retirement benefits, applies for a refund of contributions, or dies prior to retirement within certain time frames of contributing to the ASRS. This is the purpose of the Ending Payroll Verification (EPV), which is an online form. This guide will walk you through the process of completing and submitting EPV forms for the ASRS as well as provide supporting information about the meaning of components of these forms. As an employer user of the ASRS Secure Employer Website, you must have the **EPV Specialist role** to access the EPV application. This role can be assigned to your employer account by anyone with the Employer Administrator role.

The EPV form for a new retiree is required when a member has requested retirement benefits and contributions have been remitted through your employer within the last 36 months. The EPV form for members who apply for a refund or the EPV for survivor benefits requests is required if contributions have been remitted through your employer within the last 6 months.

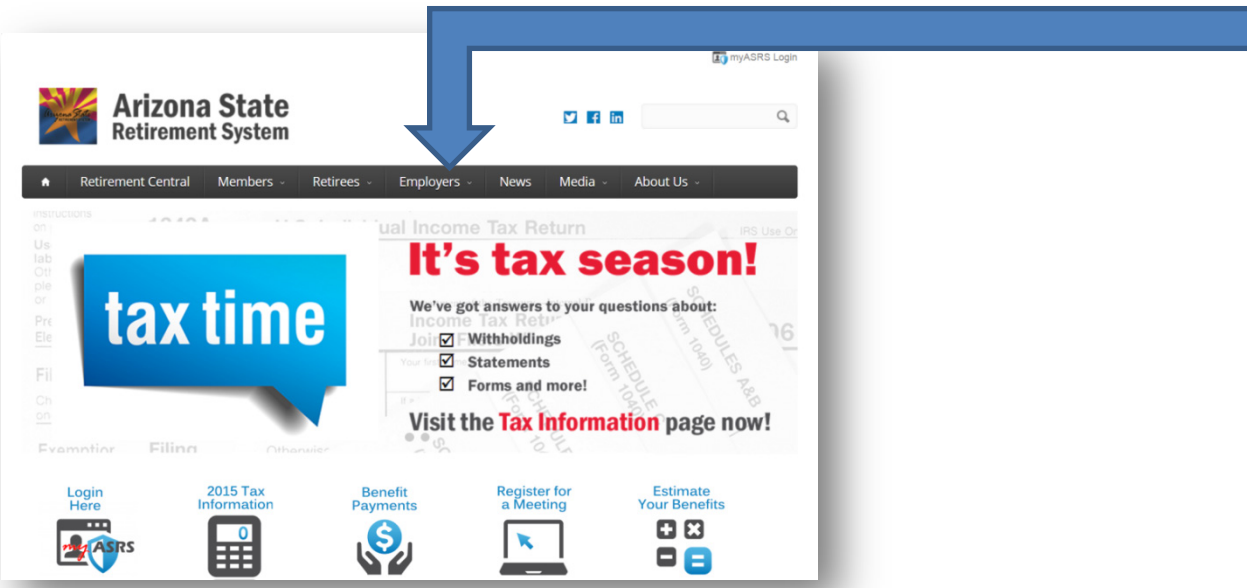
Once generated, the EPV cannot be deleted. If the member has changed their mind or submitted a disbursement application in error, then please check the Not Applicable box on the form and explain in the comments why the form is not applicable.

The ASRS will not begin processing most disbursement requests until the required EPV has been submitted. If the EPV for a member who has applied for retirement has not been received by the ASRS within 10 days after their requested retirement date, the ASRS will mail a letter to the member to alert them that the EPV has not been received.

Reviewing Current Ending Payroll Verification Requests

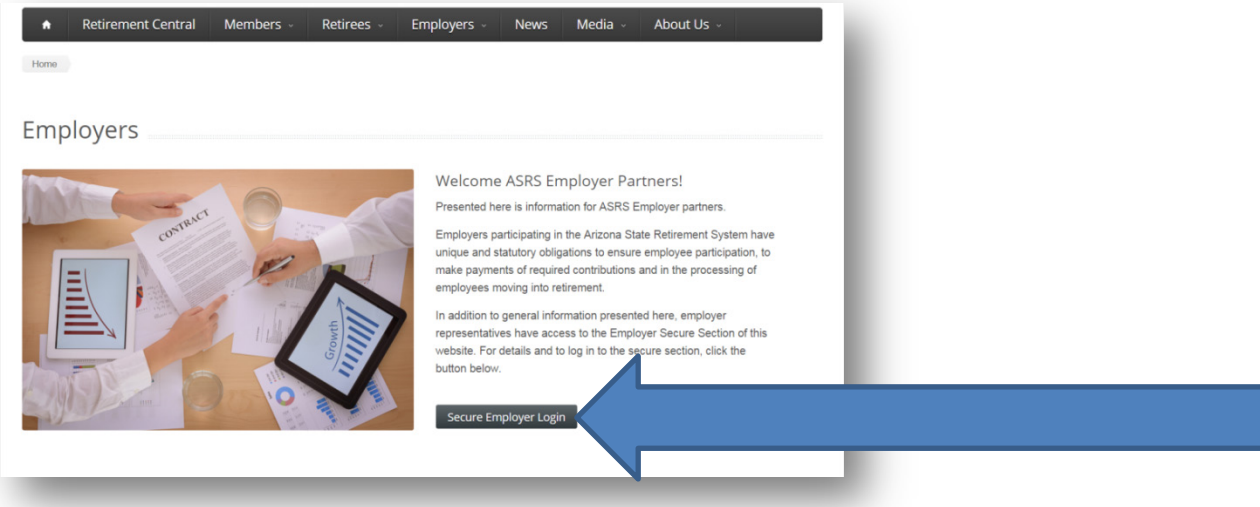
Step 1

To review and process the EPV forms that have not been submitted, visit the ASRS website at www.azasrs.gov and click on the **Employers tab** at the top of the page.



Step 2

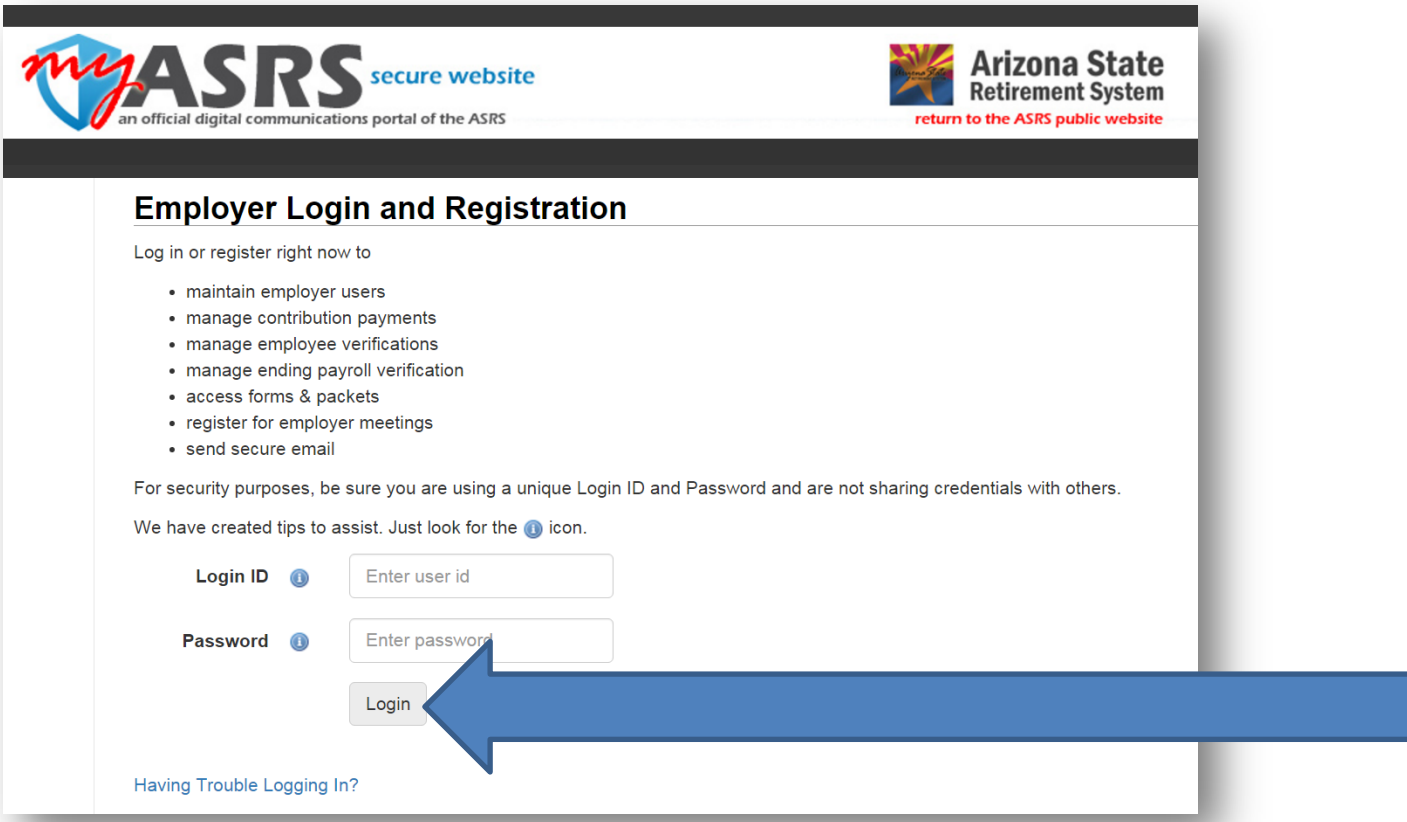
Click on: **Secure Employer Login**



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 **Ending Payroll Verification** on the left navigation menu under Other Operations.

Step 5

Current EPVs that have not been submitted will appear. The current EPVs will be automatically sorted by EPV Type and then by date requested within each type. There are three types of EPVs:

- **SVRBEN** for requests of a survivor benefit after a non-retired member has passed away
- **REFUND** for members who have requested a withdrawal of contributions and forfeiture of their ASRS membership
- **NEWRET** for members who have requested retirement benefits

The list of forms that have not been submitted also contains a Status column. The status applies to that particular EPV form.

- **NEW** means no EPV Specialist has clicked on it to open it
- **OPENED** means the form has been viewed by an EPV Specialist but no changes have been saved
- **EDITED** means the form has been viewed, information was entered and the changes have been saved, but the form has not been submitted to the ASRS. The last date the EPV was saved will appear to the right of the status column as Date Modified.

Process Ending Payroll Verification Requests

This page will allow you to verify the termination of employment for the member who requested to either Refund, is a New Retiree or a Survivor Benefit.

The Ending Payroll Verification User Guide contains additional information on this process.

Show submitted last 12 months

Current and Unsubmitted Ending Payroll Verifications:

Date Requested	EPV Type	SSN	First Name	Last Name	Status	Date Modified
06/15/2015	SVRBEN	000000000	Employee	One	EDITED	06/15/2015
09/04/2015	SVRBEN	000000000	Employee	Two	OPENED	
02/05/2016	SVRBEN	000000000	Employee	Three	NEW	
08/14/2015	REFUND	000000000	Employee	Four	OPENED	
01/08/2016	REFUND	000000000	Employee	Five	EDITED	01/08/2016
01/11/2016	REFUND	000000000	Employee	Six	EDITED	01/11/2016
01/11/2016	REFUND	000000000	Employee	Seven	EDITED	01/15/2016
01/12/2016	REFUND	000000000	Employee	Eight	EDITED	01/13/2016
01/14/2016	REFUND	000000000	Employee	Nine	EDITED	01/15/2016
01/14/2016	NEWRET	000000000	Employee	Ten	EDITED	01/15/2016
01/19/2016	NEWRET	000000000	Employee	Eleven	OPENED	
01/19/2016	NEWRET	000000000	Employee	Twelve	EDITED	01/19/2016

Step 6

Click on any text in the row to open a pending EPV.

Reviewing Submitted Ending Payroll Verification Requests

Submitted EPV forms will remain available for 12 months after their most recent submission. This allows EPV Specialists to view, modify and resubmit EPVs when changes or corrections must be reported to the ASRS.

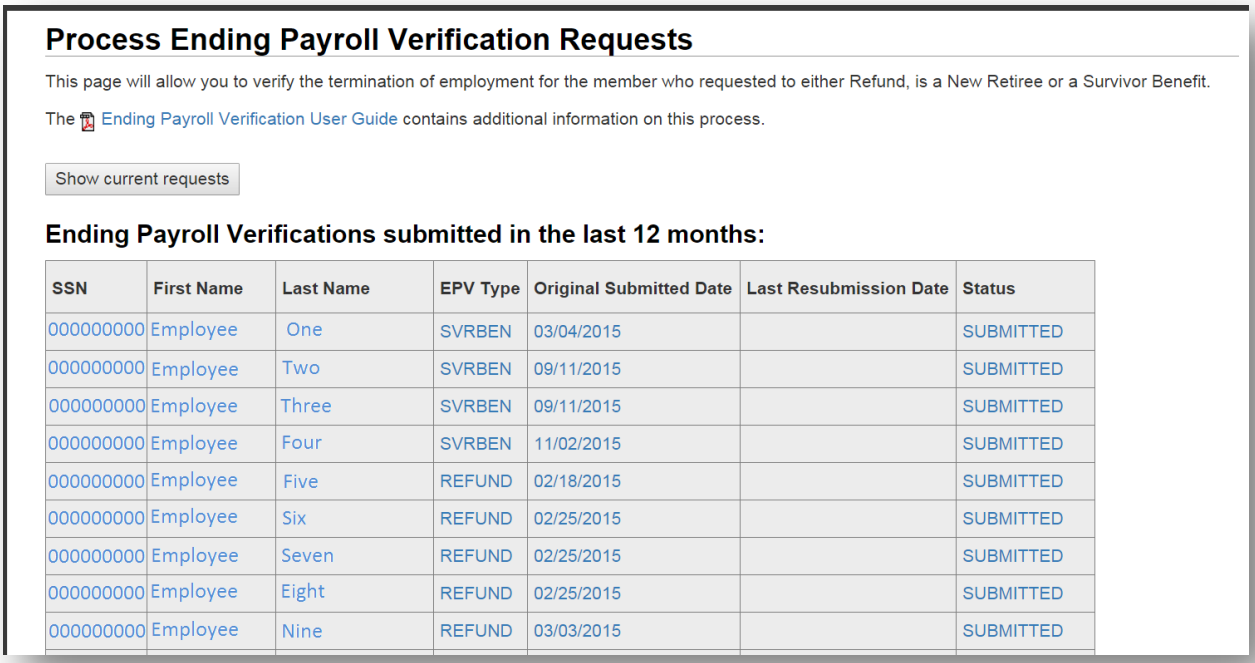
Step 1

After logging in to your employer user account on the ASRS Secure Employer Website, select the **Ending Payroll Verification** link on the left navigation menu under Other Operations.

Step 2

Click on the button labeled **Show submitted last 12 months**. You will see the list of submitted EPV forms.

Click on any text in the row to open a submitted EPV.



Process Ending Payroll Verification Requests

This page will allow you to verify the termination of employment for the member who requested to either Refund, is a New Retiree or a Survivor Benefit.

The Ending Payroll Verification User Guide contains additional information on this process.

Show current requests

Ending Payroll Verifications submitted in the last 12 months:

SSN	First Name	Last Name	EPV Type	Original Submitted Date	Last Resubmission Date	Status
000000000	Employee	One	SVRBEN	03/04/2015		SUBMITTED
000000000	Employee	Two	SVRBEN	09/11/2015		SUBMITTED
000000000	Employee	Three	SVRBEN	09/11/2015		SUBMITTED
000000000	Employee	Four	SVRBEN	11/02/2015		SUBMITTED
000000000	Employee	Five	REFUND	02/18/2015		SUBMITTED
000000000	Employee	Six	REFUND	02/25/2015		SUBMITTED
000000000	Employee	Seven	REFUND	02/25/2015		SUBMITTED
000000000	Employee	Eight	REFUND	02/25/2015		SUBMITTED
000000000	Employee	Nine	REFUND	03/03/2015		SUBMITTED

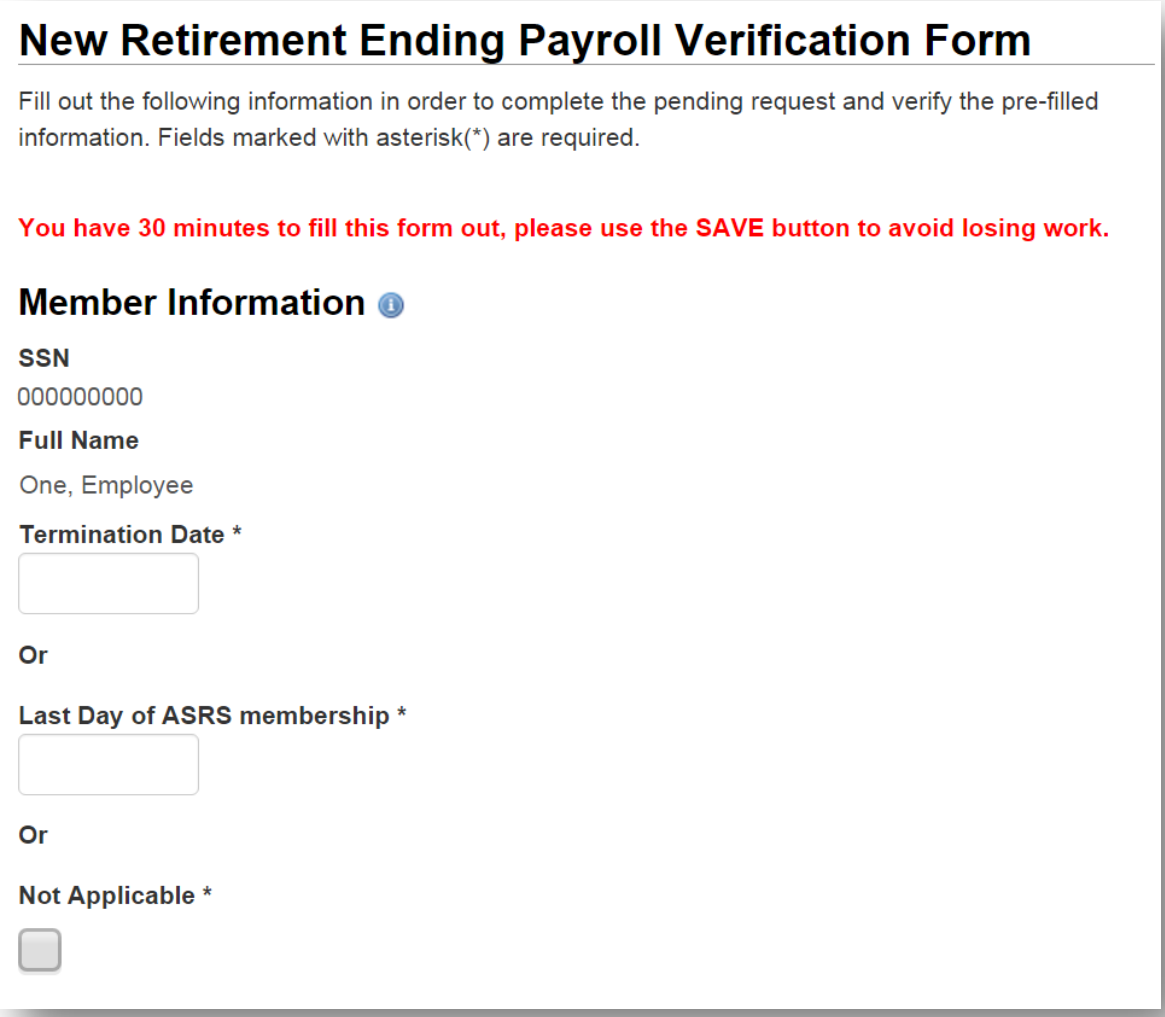
Ending Payroll Verification for New Retirees

Step 1

After logging in to your employer user account on the ASRS Secure Employer Website, select the **Ending Payroll Verification** link on the left navigation menu under Other Operations.

Step 2

Click on any text in the row of an EPV with the type **NEWRET** to open it. If you need 30 or more minutes to complete the form, be sure to save the changes periodically.



New Retirement Ending Payroll Verification Form

Fill out the following information in order to complete the pending request and verify the pre-filled information. Fields marked with asterisk(*) are required.

You have 30 minutes to fill this form out, please use the SAVE button to avoid losing work.

Member Information

SSN

000000000

Full Name

One, Employee

Termination Date *

Or

Last Day of ASRS membership *

Or

Not Applicable *

Step 3

The SSN and full name of the new retiree will appear under Member Information. Enter the **Termination Date**, which is the last day the employee worked or received paid leave.

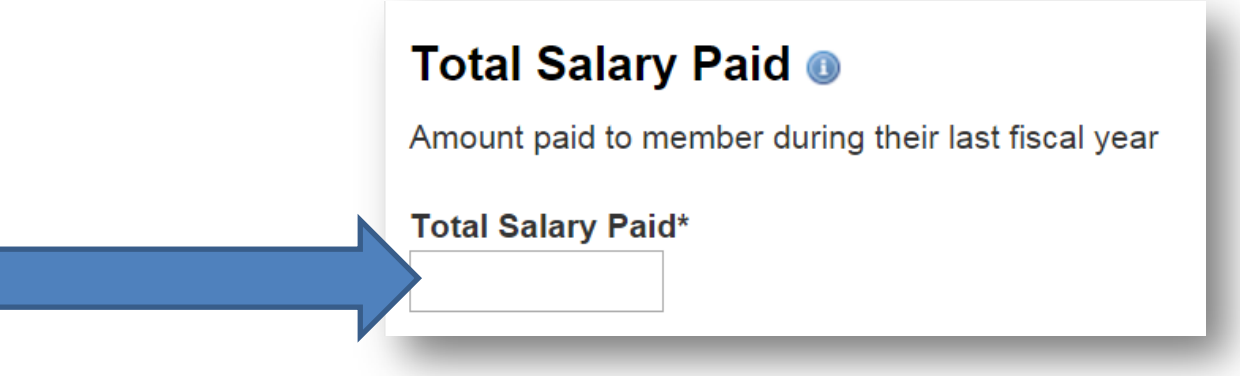
If the employee did not terminate their employment at all, then you would enter a Last Day of ASRS membership.

Note: DO NOT enter a Last Day of ASRS membership if the employee terminated employment. This field is only used to demonstrate the last day an employee worked in a 20/20 status because they are not terminating but will work below 20/20 for the rest of their employment with your employer. Per A.R.S. § 38-764 (I), the option to begin retirement without terminating employment is only available to members who have reached normal retirement criteria and are permanently reducing their work hours to below the 20/20 criteria.

Check the **Not Applicable** box if the employee did not terminate or change their employment to a status that is no longer eligible for active ASRS membership. Comments are **required** in the Notes and Comments box to explain.

Step 4

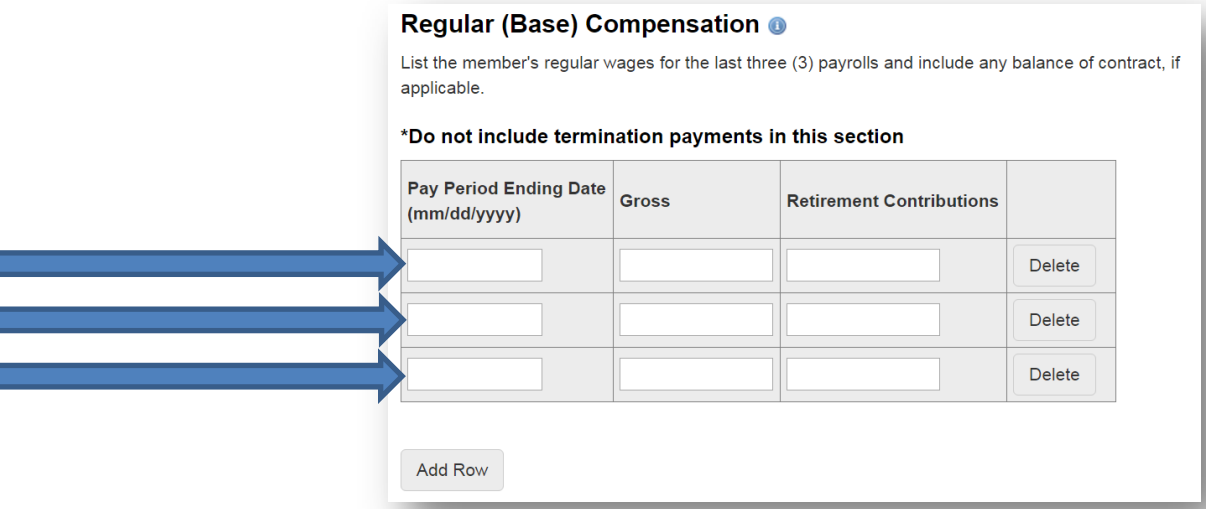
Enter the **total salary paid** in the last fiscal year, from the most recent July 1 through their termination date. This may be a partial year total, depending on when the employee terminated.



Step 5

Enter the PPE (Pay Period Ending) Date, gross wages, and retirement contributions for the employee's last three pay periods. Do not include employer contributions or LTD. Regular/base compensation does not include any amounts paid contingent upon termination of employment.

Note: The last three pay periods should only reflect those in which the employee contributed to the ASRS. If the employee was not contributing to ASRS during their final three pay periods, you should enter the final three pay periods in which the employee was contributing to ASRS. This is not a common scenario but could occur with employees who continued working or returned to employment in a later fiscal year but did not meet ASRS membership eligibility criteria in their final fiscal year of employment.



Step 6

List all lump sum and periodic payments made in the last five years that were in addition to regular or base compensation. Enter the appropriate PPE, gross wages on which ASRS contributions were withheld, select a payment type, and enter the amount of retirement contributions that were withheld from the payment. Do not include employer contributions or LTD. See the **Payment Types** section of this guide for definitions, or click on the Payment Types Document link on the page.

Note: Do not include payments from which no ASRS contributions were withheld.

Other Compensation

List all lump sum and periodic payments paid in the last five(5) years that were not regular wages. Identify the payment type (annual, sick, early retirement incentive, termination pay).
For detailed information on the payment types click on the following link Payment Types Document .

***Do not include amounts withheld for Long Term Disability**

Pay Period Ending Date (mm/dd/yyyy)	Gross	Payment Type	Retirement Contributions	
		---SELECT ONE---		Delete
		---SELECT ONE---		Delete
		---SELECT ONE---		Delete
		---SELECT ONE---		Delete
		---SELECT ONE---		Delete

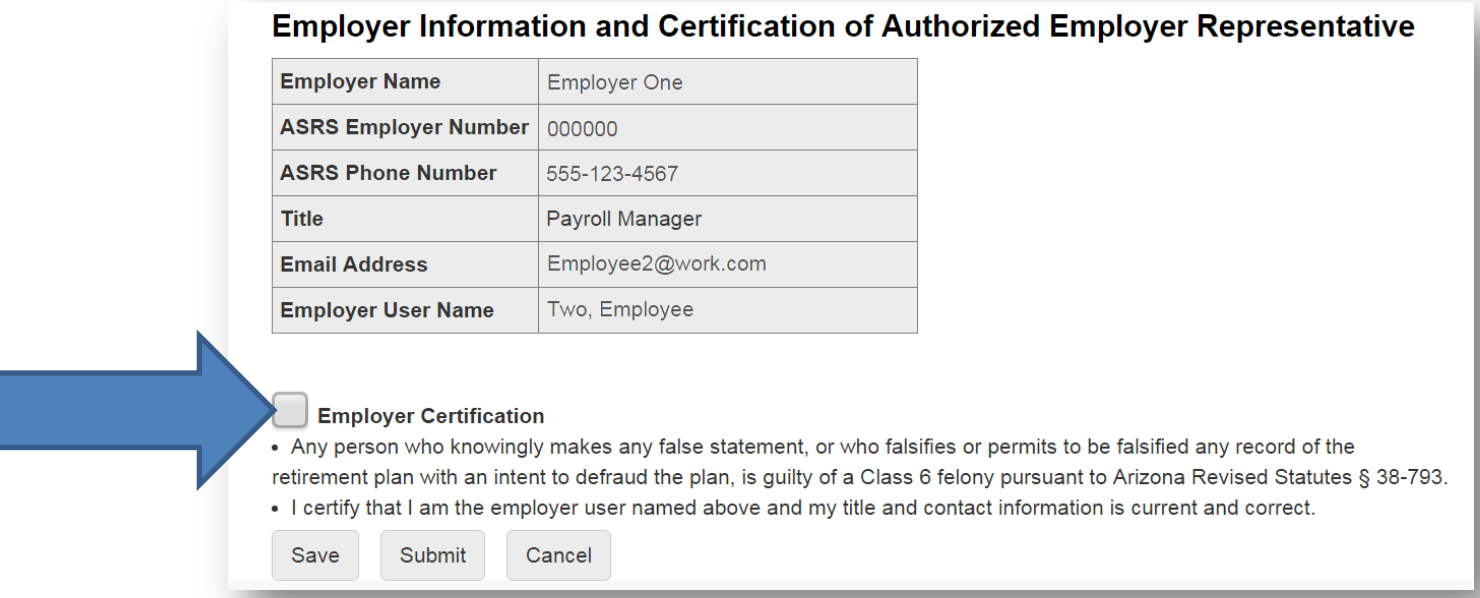
Add Row

Step 7

In the **Notes** box, enter any applicable notes or comments to ASRS that may assist the ASRS in processing this information. An explanation is required if "Not Applicable" is checked under Member Information.

Step 8

Review the Employer Information and verify all information is current and valid. Check the Employer Certification box, verifying that you have not falsified any of the information on the EPV and that you are the employer user submitting this form.



Employer Information and Certification of Authorized Employer Representative

Employer Name	Employer One
ASRS Employer Number	000000
ASRS Phone Number	555-123-4567
Title	Payroll Manager
Email Address	Employee2@work.com
Employer User Name	Two, Employee

☐ **Employer Certification**

- Any person who knowingly makes any false statement, or who falsifies or permits to be falsified any record of the retirement plan with an intent to defraud the plan, is guilty of a Class 6 felony pursuant to Arizona Revised Statutes § 38-793.
- I certify that I am the employer user named above and my title and contact information is current and correct.

Save Submit Cancel

Step 9

Click on the appropriate button:

- **SAVE** will keep changes you have made
- **SUBMIT** will send the information to the ASRS
- **CANCEL** will not keep changes you have made and will return you to the list of current and unsubmitted EPV forms

Ending Payroll Verification for Refunds

Step 1

After logging in to your employer user account on the **ASRS Secure Employer Website**, select the **Ending Payroll Verification** link on the left navigation menu under Other Operations.

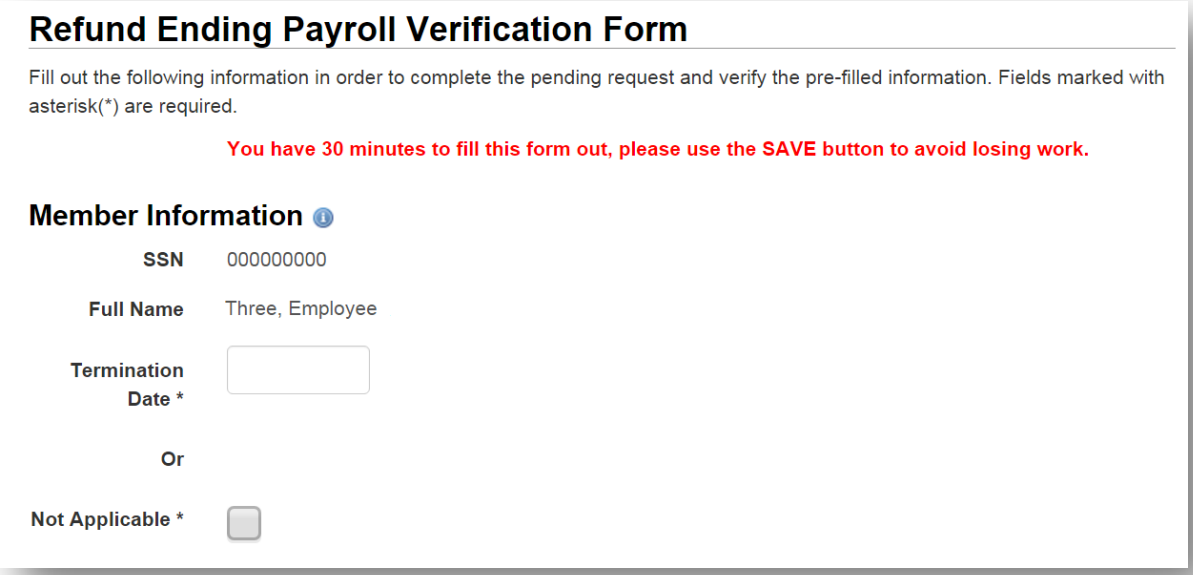
Step 2

Click on any text in the row of an EPV with the type REFUND to open it. If you need 30 or more minutes to complete the form, be sure to save the changes periodically.

Step 3

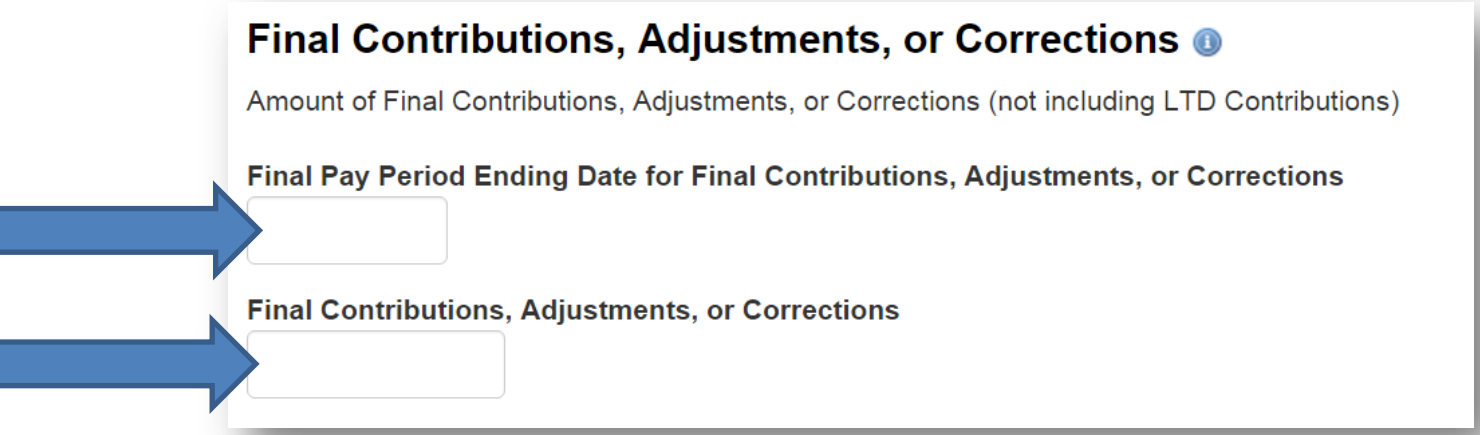
The SSN and full name of the employee will appear under Member Information. Enter the Termination Date, which is the last day the employee worked or received paid leave. Termination of employment is a requirement for an ASRS member to receive a refund of their ASRS contributions.

If the employee did not terminate their employment, then you must check the Not Applicable box and enter an explanation in the Notes field.



Step 4

Enter the pay period end date of the employee's final contributions, adjustments, or corrections. Then enter the amount of the employee's contribution, adjustment, or correction for that pay period.

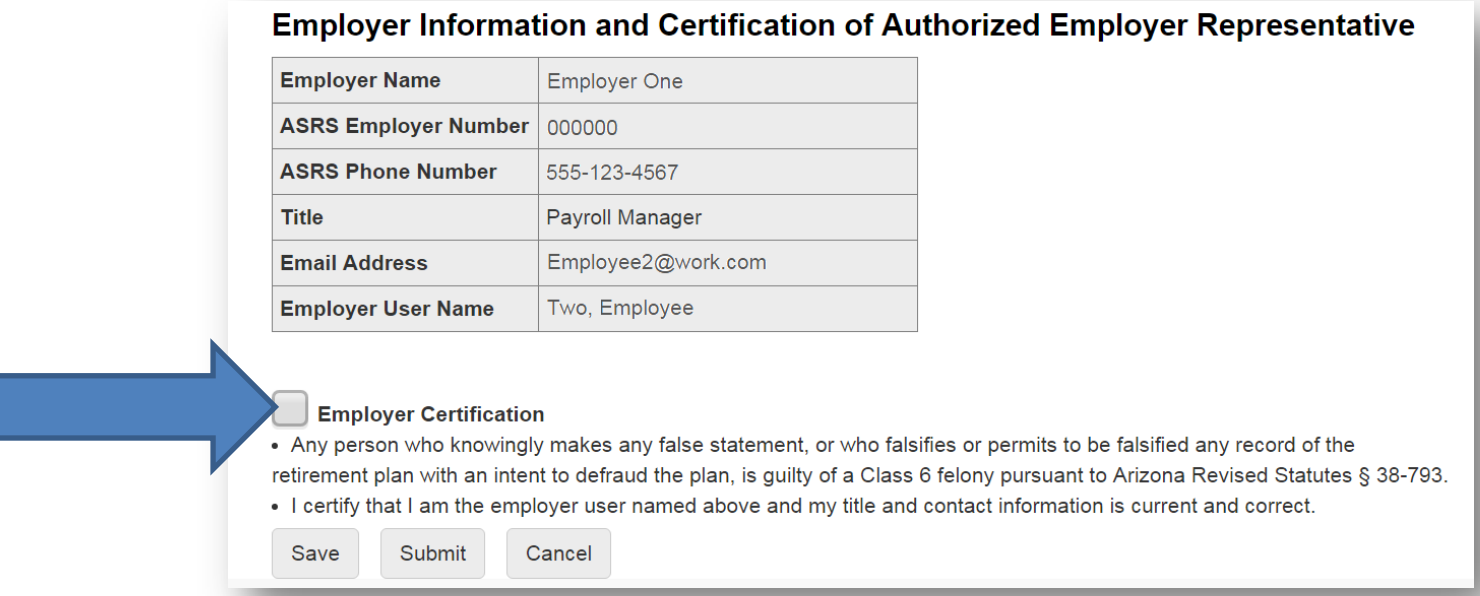


Step 5

In the **Notes** box, enter any applicable notes or comments to ASRS that may assist the ASRS in processing this information. An explanation is required if "Not Applicable" is selected in lieu of a termination date under the Member Information section.

Step 6

Review the Employer Information and verify all information is current and valid. Check the **Employer Certification box**, verifying that you have not falsified any of the information on the EPV and that you are the employer user submitting this form.



Employer Information and Certification of Authorized Employer Representative

Employer Name	Employer One
ASRS Employer Number	000000
ASRS Phone Number	555-123-4567
Title	Payroll Manager
Email Address	Employee2@work.com
Employer User Name	Two, Employee

☐ **Employer Certification**

- Any person who knowingly makes any false statement, or who falsifies or permits to be falsified any record of the retirement plan with an intent to defraud the plan, is guilty of a Class 6 felony pursuant to Arizona Revised Statutes § 38-793.
- I certify that I am the employer user named above and my title and contact information is current and correct.

Save Submit Cancel

Step 7

Click on the appropriate button:

- **SAVE** will keep changes you have made
- **SUBMIT** will send the information to the ASRS
- **CANCEL** will not keep changes you have made and will return you to the list of current and unsubmitted EPV forms

Ending Payroll Verification for Survivor Benefits

Step 1

After logging in to your employer user account on the ASRS Secure Employer Website, select the **Ending Payroll Verification** link on the left navigation menu under **Other Operations**.

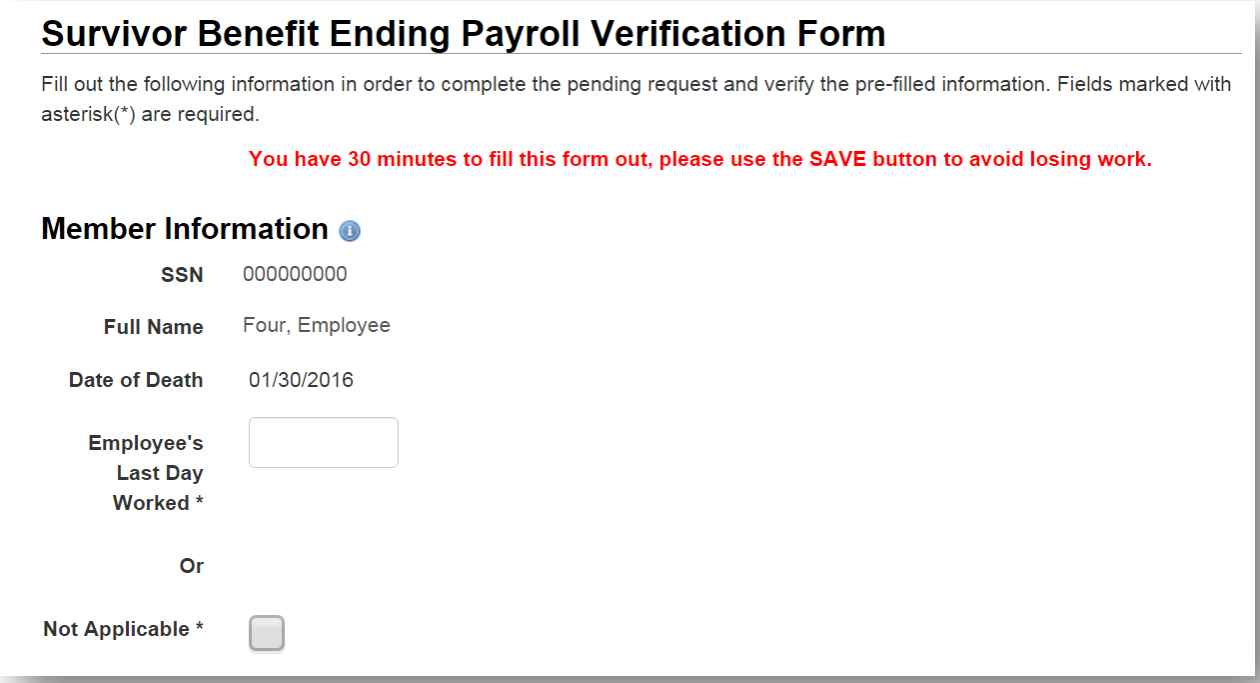
Step 2

Click on any text in the row of an EPV with the type SVRBEN to open it. If you need 30 or more minutes to complete the form, be sure to save the changes periodically.

Step 3

The employee's SSN, full name and date of death will appear under Member Information. Enter the last day the employee worked.

In the event that the EPV was generated in error (meaning the employee did not pass away), check the Not Applicable box and enter an explanation in the Notes field.



Survivor Benefit Ending Payroll Verification Form

Fill out the following information in order to complete the pending request and verify the pre-filled information. Fields marked with asterisk(*) are required.

You have 30 minutes to fill this form out, please use the SAVE button to avoid losing work.

Member Information

SSN	000000000
Full Name	Four, Employee
Date of Death	01/30/2016
Employee's Last Day Worked *	
Or	
Not Applicable *	☐

Step 4

Enter the PPE (Pay Period Ending) Date, gross wages, and retirement contributions for the employee's last three pay periods. Do not include employer contributions or LTD. Regular/base compensation does not include any amounts paid contingent upon termination of employment.

Regular (Base) Compensation

List the member's regular wages for the last three (3) payrolls and include any balance of contract, if applicable.

***Do not include termination payments in this section**

Pay Period Ending Date (mm/dd/yyyy)	Gross	Retirement Contributions	
			Delete
			Delete
			Delete

Add Row

Step 5

List all lump sum and periodic payments made in the last five years that were in addition to regular or base compensation. Enter the appropriate PPE, gross wages on which ASRS contributions were withheld, select a payment type, and enter the amount of retirement contributions that were withheld from the payment. Do not include employer contributions or LTD. See the **Payment Types** section of this guide for definitions, or click on the Payment Types Document link on the page.

Note: Do not include payments from which no ASRS contributions were withheld.

Other Compensation

List all lump sum and periodic payments paid in the last five(5) years that were not regular wages. Identify the payment type (annual, sick, early retirement incentive, termination pay).
For detailed information on the payment types click on the following link Payment Types Document .

***Do not include amounts withheld for Long Term Disability**

Pay Period Ending Date (mm/dd/yyyy)	Gross	Payment Type	Retirement Contributions	
		---SELECT ONE---		Delete
		---SELECT ONE---		Delete
		---SELECT ONE---		Delete
		---SELECT ONE---		Delete
		---SELECT ONE---		Delete

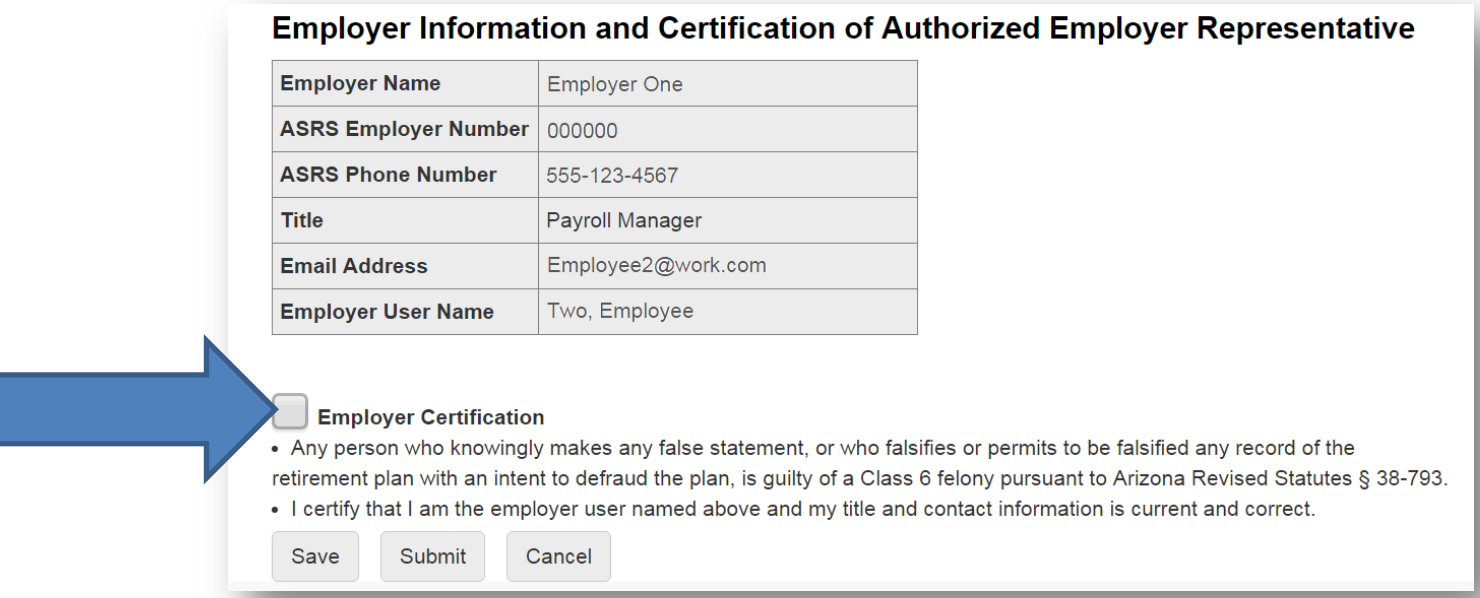
Add Row

Step 6

In the **Notes** box, enter any applicable notes or comments to ASRS that may assist the ASRS in processing this information. An explanation is required if "Not Applicable" is selected in lieu of "Employee's Last Day Worked" under the Member Information section.

Step 7

Review the Employer Information and verify all information is current and valid. Check the **Employer Certification** box, verifying that you have not falsified any of the information on the EPV and that you are the employer user submitting this form.



Employer Information and Certification of Authorized Employer Representative

Employer Name	Employer One
ASRS Employer Number	000000
ASRS Phone Number	555-123-4567
Title	Payroll Manager
Email Address	Employee2@work.com
Employer User Name	Two, Employee

☐ **Employer Certification**

- Any person who knowingly makes any false statement, or who falsifies or permits to be falsified any record of the retirement plan with an intent to defraud the plan, is guilty of a Class 6 felony pursuant to Arizona Revised Statutes § 38-793.
- I certify that I am the employer user named above and my title and contact information is current and correct.

Save Submit Cancel

Step 8

Click on the appropriate button:

- **SAVE** will keep changes you have made
- **SUBMIT** will send the information to the ASRS
- **CANCEL** will not keep changes you have made and will return you to the list of current and unsubmitted EPV forms

Ending Payroll Verification with Service Purchase Payroll Deduction Agreements

EPVs for employees with an open Payroll Deduction Agreement that has a balance will display additional fields. Please see Chapter 6 of the ASRS Employer Manual for more information on Service Purchase Payroll Deduction Agreements.

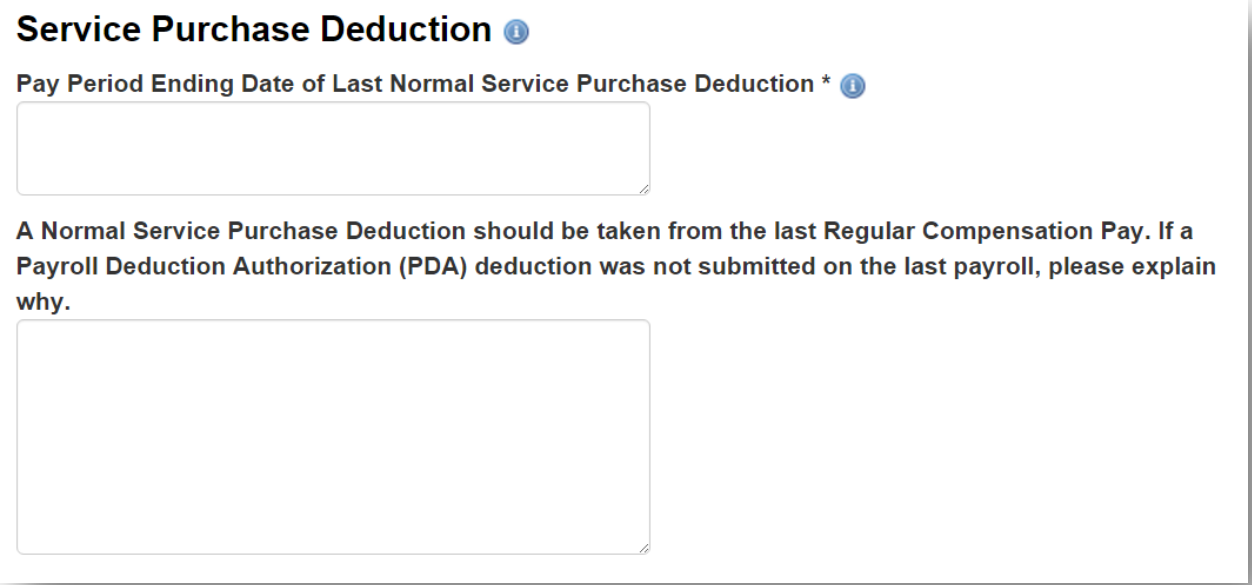
These steps will walk you through the process to complete an EPV that contains these additional fields.

Step 1

Enter the pay period ending date of the last normal service purchase payroll deduction.

Step 2

Enter an explanation if the last service purchase payroll deduction was not withheld from the final pay period.



Step 3

In cases where the employee elected to use termination pay toward the balance of their PDA, the EPV will have additional fields to complete regarding that termination pay.

First, indicate whether the member is eligible to receive a payout of termination pay. This could include payments for unused sick, annual leave or vacation payouts. If the answer is "**No**" proceed to Step 5.

Note: if you select "**No**" and need to revise the EPV after submission to change the answer to "**Yes**," you will not be able to do so. Once you select "**No**" and submit the EPV, that option will not be available for revision.

Step 4

If the answer in Step 3 is **Yes**, and the member elected the Termination Pay Addendum on their original Payroll Deduction Agreement, then you must provide information in three additional fields:

- Indicate which payment method is used to remit the termination pay to ASRS
- If the termination pay is being remitted with the contribution payroll reporting, then indicate which PPE contains the termination pay
- Indicate the amount of termination pay to be submitted. The original payroll deduction agreement will either specify an amount or indicate all termination pay is to be submitted. Any excess termination pay, after the PDA has been paid off, will be returned to the employer once all processing is complete.

ASRS Compensation Types

Accountable Reimbursement - Payments made to offset expenses incurred by employee on behalf of employer for which the employee must provide receipts or documentation to the employer. This is not eligible ASRS compensation.

Claim Resolution Pay - Damages, costs, attorney fees, interest or other penalties paid pursuant to a court order or agreement to satisfy a grievance or claim. Claim resolution pay is not eligible ASRS compensation even though the payment may be based in whole or in part on previous salary or wage levels. Amounts paid with a court order that directs compensation to be paid for a specific time period can be eligible. Contact your Employer Liaison for instructions.

Contract Termination Payment - This would include a buy-out of contract payoff for an employee. Such payments are considered to be payments to forfeit a property right and are not eligible ASRS compensation.

Indirect Benefits - These are payments made by an employer to a third party or to the employee for the benefit of the employee. Examples include employer payments for health insurance premiums, employer payments for pension contributions, tuition reimbursements and moving expenses. This includes any amount that is imputed to a member as taxable income under the IRC and IRS regulations. Indirect benefits are generally not eligible ASRS compensation.

Leave Balance Purchase - Payment, at the employee's option, for accrued leave hours. Leave balance purchase is only applicable to a 60 month salary average for ASRS members who began participating prior to January 1, 1984.

Longevity Pay - In general these are payments made to employees dependent on the length of service. This category applies to payments not dependent on termination of employment and is eligible ASRS compensation.

Military Differential Pay - These are amounts paid to employees who are on military leave and represent the difference between their civilian pay and their military pay. This is not eligible ASRS compensation.

Non-Accountable Reimbursement - Includes payments made by an employer to an employee to reimburse the employee for costs incurred by the employee, incidental to the employee's job, and for which the employee is not required to provide proof of actual expenditures. This is eligible ASRS compensation.

Non-Monetary Benefits - Benefits that are not, or cannot be, directly measured in terms of monetary units. This is not eligible ASRS compensation.

On Call Pay/Standby Pay - Includes compensation for employees who are under the control of the employer or in an on call and standby status. This is eligible ASRS compensation.

Pay Withheld By Employee Election - Payments that would have otherwise been paid to an employee but was not, due to a voluntary election by the employee. Examples include compensation withheld for elections such as insurance premiums, supplemental retirement plans. This is eligible ASRS compensation.

Pay Withheld By Requirements Of Law - Includes contributions made to mandatory retirement plans, taxes and garnishments or levies. This is eligible ASRS compensation.

Performance Pay - Includes payments above base salary based on performance measures. This includes Proposition 301 money and is eligible ASRS compensation.

Retroactive Pay - Payments made for past services. The time period for which the retroactivity applies must be detailed in the "Notes and comments to ASRS" section of the online ending payroll verification form. This is eligible ASRS compensation.

***Stability Pay** - Is a form of longevity pay and is eligible ASRS compensation.
*Use this compensation type when listing ASRS contributions that were paid on employer payments into the employee's **deferred compensation** plan pursuant to the Arizona Supreme Court ruling on March 23, 2017. Then enter Comments on the EPV to explain that the contributions were actually for deferred compensation payments and not stability pay. In the future the ASRS will enhance the online EPV to add a compensation type for employer payments to deferred compensation plans. Until that time, use Stability Pay to report this information.

Termination Pay - Any payments made as a result of termination of employment, whether made in a lump sum or in installments before, at, or after termination. This includes the payment of accrued vacation, annual, sick, compensatory or other leave balances, and any form of pay designated as severance, special performance, stability, continuing service, longevity, or an incentive to terminate or retired, and other forms of pay that would not have been paid if the employee were not terminating. Termination pay is only applicable to a 60 month salary average for ASRS members who began participating prior to January 1, 1984.

Unidentifiable Pay - Payments that cannot be identified in nature. Any contributions that cannot be identified will likely be returned to the employer.

Voluntary Separation Pay - Includes incentive payments made in exchange for an agreement to terminate on behalf of the employee. Voluntary separation pay is only applicable to a 60 month salary average for ASRS members who began participating prior to January 1, 1984.