



# Retiree Return to Work Form

**Employer User Guide**



**2016**



# **Retiree Return to Work Form**

## **Introduction**

The ASRS Working after Retirement form, or Retiree Return to Work form, provides ASRS retirees who return to work for an ASRS employer an efficient way to notify the ASRS that they are returning to work. The Return to Work (RTW) form is an online “smart” form which also provides ASRS employers the important opportunity to review and verify the termination date, intent of employment, and certify the employment the retiree will have with the employer. The form also indicates which action the employer must take in terms of remitting contributions or alternate contributions.

This guide will cover the process employers should follow to review and process RTW forms that retired employees have submitted to the employer through their personal account on the ASRS website.

You must be a registered employer user on the ASRS secure employer website and have the Return to Work Specialist role assigned to you in order to review pending RTW forms. Anyone with the Employer Administrator role can create an employer user account if you do not have one and assign the Return to Work Specialist role to it.

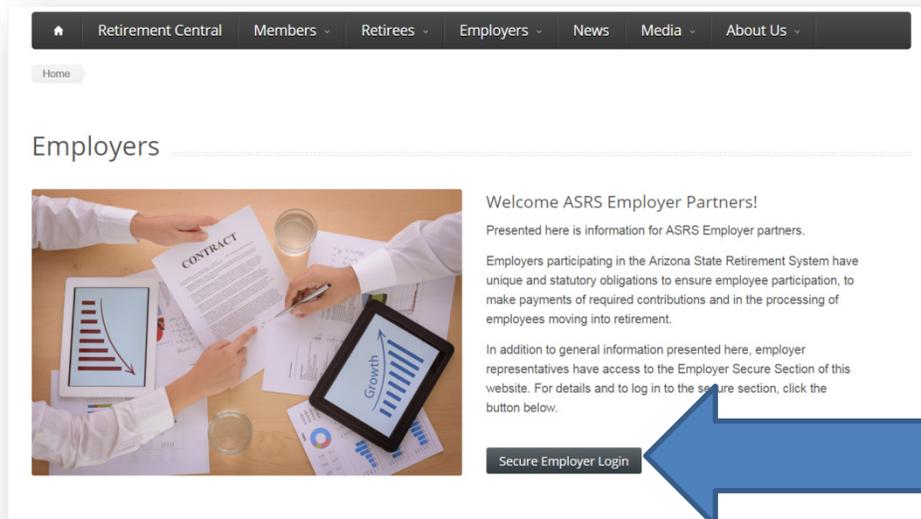
## Step 1

To review pending RTW forms, 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

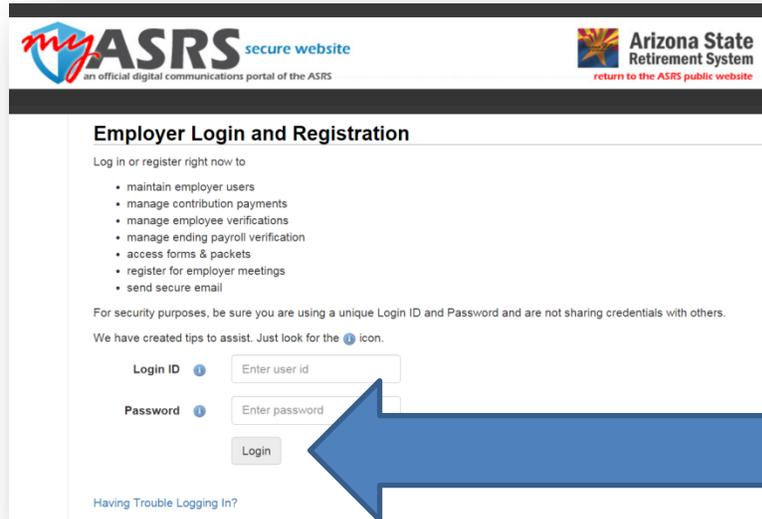
Click on **Secure Employer Login**.



### Step 3

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

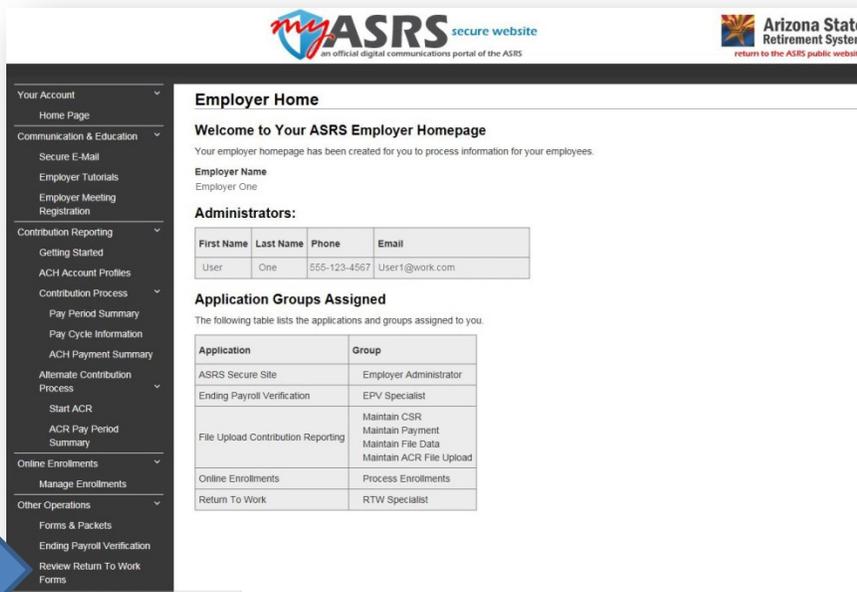
Click **Login**



The screenshot shows the 'myASRS secure website' header with the Arizona State Retirement System logo. The main heading is 'Employer Login and Registration'. Below it, there is a list of tasks: 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 states: 'For security purposes, be sure you are using a unique Login ID and Password and are not sharing credentials with others. We have created tips to assist. Just look for the icon.' The login form includes fields for 'Login ID' (with a tip icon) and 'Password' (with a tip icon), and a 'Login' button. A blue arrow points to the 'Login' button. A link for 'Having Trouble Logging In?' is at the bottom.

### Step 4

After you have arrived at the Employer Home page, select **Review Return To Work Forms** from the left-hand navigation menu under **Other Operations**.



The screenshot shows the 'myASRS secure website' header. The main heading is 'Employer Home'. Below it, there is a welcome message: 'Welcome to Your ASRS Employer Homepage. Your employer homepage has been created for you to process information for your employees.' The 'Employer Name' is 'Employer One'. The 'Administrators' section shows a table with columns: First Name, Last Name, Phone, and Email. The 'Application Groups Assigned' section shows a table with columns: Application and Group. A blue arrow points to the 'Review Return To Work Forms' option in the left-hand navigation menu.

| First Name | Last Name | Phone        | Email          |
|------------|-----------|--------------|----------------|
| User       | One       | 555-123-4567 | User1@work.com |

| Application                        | Group                    |
|------------------------------------|--------------------------|
| ASRS Secure Site                   | Employer Administrator   |
| Ending Payroll Verification        | EPV Specialist           |
| File Upload Contribution Reporting | Maintain CSR             |
|                                    | Maintain Payment         |
|                                    | Maintain File Data       |
| Online Enrollments                 | Maintain ACR File Upload |
|                                    | Process Enrollments      |
| Return To Work                     | RTW Specialist           |

From this page, you can view pending forms or those that you have rejected (and sent back to the employee for correction). Click the appropriate button to choose **Pending** or **Rejected** forms, and the records will display.

To view a specific employee's information, click on the date at the beginning of the row to select the record you wish to view.

**myASRS** secure website  
an official digital communications portal of the ASRS

Arizona State Retirement System  
return to the ASRS public website

### Working after Retirement

Manage your employees Return to Work forms here. All forms with the status "Employer Review Pending" require your immediate attention.

Show Pending Forms Show Rejected Forms

### Return to Work Forms

| Submitted Date | First Name | Last Name | Status                  |
|----------------|------------|-----------|-------------------------|
| 11/15/2015     | Employee   | One       | Employer Review Pending |
| 11/17/2015     | Employee   | Two       | Employer Review Pending |

## Step 5

Under Member Information, check the Termination Date. In some cases the termination date has been provided by the employee and may be modified by the employer if it requires correction.

Under "Intent of Employment," please review the employment start date, hours per week, length of employment, and verify that the retiree accurately reflects the intent of employment.

### Review Employee Return to Work Form

Review the following information that has been submitted by your employee because they wish to return to work after retiring.

#### Member Information

|  |  |
|--|--|
| SSN  | 000000000  |
| Full Name  | Employee One   |
| Date of Retirement   | 06/09/2015   |
| Termination Date  | 06/08/2015 <input type="checkbox"/> Check box to edit this date. |

#### Intent of Employment

This information must be reviewed by the Employer

|  |                    |
|--|--------------------|
| Has member terminated employment?                      | Yes                |
| When will this employment start?                       | 11/23/2015         |
| How many hours will member be working per week?        | Less than 20 hours |
| How many weeks will member be working per fiscal year? | More than 20 weeks |

Beneath the Intent of Employment, the “Action Required” field will tell you if alternate or active contributions are required depending on the election made by the employee to continue or suspend their pension.

## Step 6

Under “Employer Determination”:

- If the intent of employment is accurate, then select “I approve this RTW Form” and it will be sent to ASRS for review.
- If the intent of employment is not accurate, then select “I reject this RTW Form” and it will be sent back to the retiree for corrections. Please indicate your reasons for rejecting the form under “Notes and comments to the Employee”. This information will not be provided to the ASRS and will only be visible to the employee when they log into their personal account and review the information.

#### Action Required

Action: **ACR is required; employee is eligible and has elected to stay retired**

#### Employer Determination

- I approve this RTW Form  
Approved forms will be sent to the ASRS and processed immediately.
- I reject this RTW Form  
Rejected forms will be sent back to the employee's online ASRS account for modification. Use the notes box below to communicate to the employee what changes are required.

## Step 7

The data used to determine the employee's status is displayed here for informational purposes.

Review your information and check the "Employer Certification" box to verify that your information is current and valid, and that the information on the form has not been falsified.

In some cases you will see an additional question regarding elected officials. This will not appear on every RTW form. If it does appear, click on either "Yes" or "No" to answer the question.

Click "Submit" to send the form to ASRS for review and processing. Once the form is submitted to ASRS you will not have access to it, so please save the information or print a copy for your records if you need to retain the information.

| Here is what we used to determine your employee status  |     |
|---|-----|
| Did you terminate employment? ⓘ<br>• Termination on 06/08/2015  | Yes |
| Did you terminate at least 365 days before returning to work? ⓘ<br>• You have been terminated for 168 day(s) before returning to work | No  |
| Is your employment below the 20/20 criteria? ⓘ<br>• Less than 20 hours per week<br>• 20 or more weeks                                 | Yes |

| Employer Information and Certification of Authorized Employer Representative |                                  |
|--|----------------------------------|
| Employer Name  | Employer One                     |
| ASRS Employer Number   | 000000                           |
| ASRS Phone Number  | 555-987-6543                     |
| Title  | Payroll/Employee Records Manager |
| Email Address  | Employer1@work.com               |
| Employer User Name   | User One                         |

**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.

**Elected or Appointed after 01/01/2014**

Is the Employee a newly elected or appointed official?  Yes  No

Please ensure you have printed copies of this form prior to submission. Once it has been submitted it cannot be retrieved again.