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**.

**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**.
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.

![Image](image_url)

**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.
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.
**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.