



Retiree Return to Work Smart Form

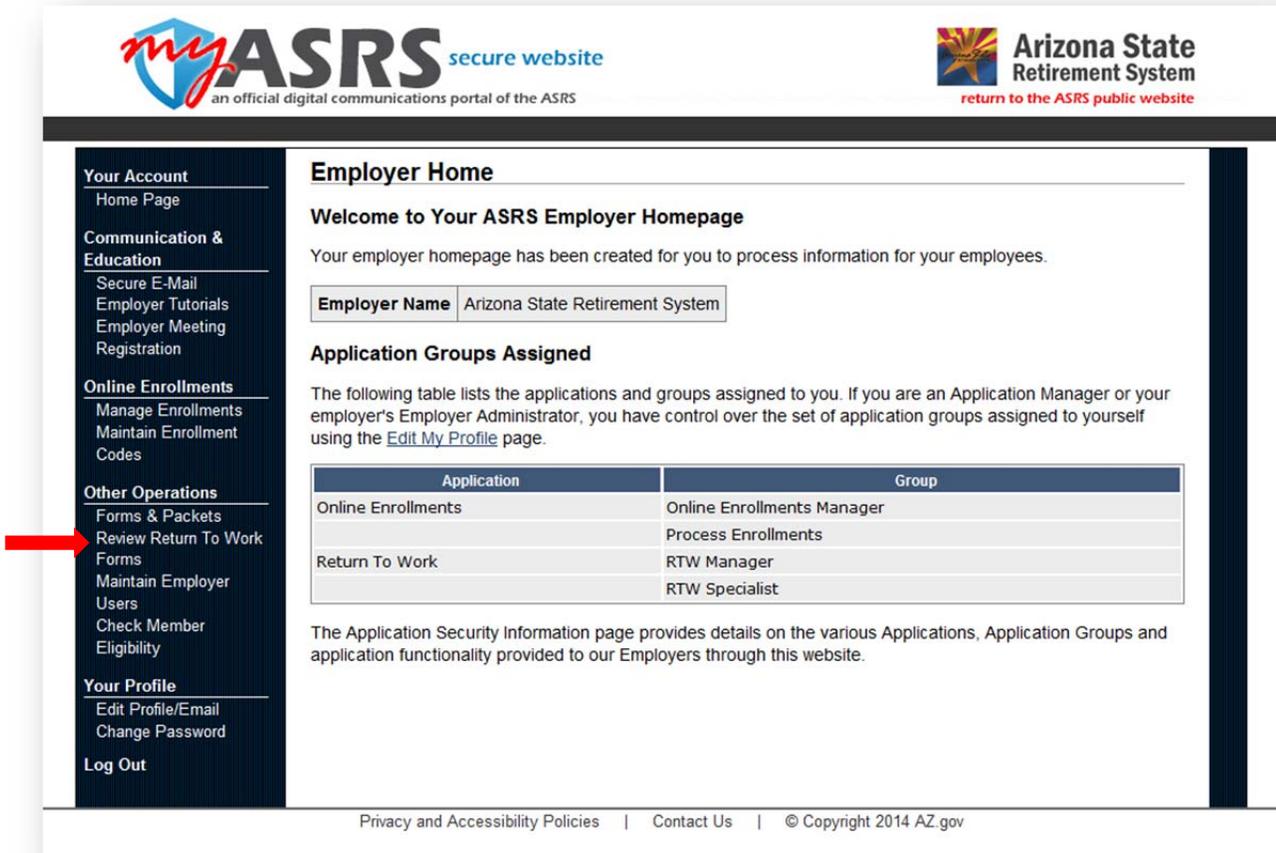
Employer User Guide



2014

Step One:

Log in to your secure employer account and access the return to work forms by clicking on the “Review Return to Work Forms” link



The screenshot shows the myASRS secure website interface. The header includes the myASRS logo and the Arizona State Retirement System logo. The main content area is titled "Employer Home" and contains a welcome message, a field for the employer name (Arizona State Retirement System), and a table of assigned application groups. A red arrow points to the "Review Return To Work Forms" link in the left-hand navigation menu.

myASRS secure website
an official digital communications portal of the ASRS

Arizona State Retirement System
return to the ASRS public website

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Home Page

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Employer Home

Welcome to Your ASRS Employer Homepage

Your employer homepage has been created for you to process information for your employees.

Employer Name Arizona State Retirement System

Application Groups Assigned

The following table lists the applications and groups assigned to you. If you are an Application Manager or your employer's Employer Administrator, you have control over the set of application groups assigned to yourself using the [Edit My Profile](#) page.

Application	Group
Online Enrollments	Online Enrollments Manager
	Process Enrollments
Return To Work	RTW Manager
	RTW Specialist

The Application Security Information page provides details on the various Applications, Application Groups and application functionality provided to our Employers through this website.

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Step Two:

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

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.

The screenshot shows the myASRS secure website interface. The header includes the myASRS logo and the Arizona State Retirement System logo. The main content area is titled "Working after Retirement" and contains instructions and two buttons: "Show Pending Forms" and "Show Rejected Forms". Below this is a section titled "Return to work Forms" with a table listing submitted forms.

Submitted Date	First Name	Last Name	Status
05/12/2014	Jane	ASRSretiree	Employer Review Pending
05/08/2014	John	ASRSretiree	Employer Review Pending
04/15/2014	John	ASRSretiree	Employer Review Pending
04/15/2014	Jane	ASRSretiree	Employer Review Pending
04/15/2014	Jane	ASRSretiree	Employer Review Pending
04/15/2014	Jane	ASRSretiree	Employer Review Pending
04/11/2014	John	ASRSretiree	Employer Review Pending

Step 3:

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.

The “Action Required” field will tell you if alternate or active contributions are required depending on if the employee elected to keep or suspend their pension.

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”.

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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	000-00-0000
Full Name	John ASRSretiree
Date of Retirement	06/05/2009
Termination Date [?]	06/30/2009 <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?	05/12/2014
How Many hours will member be working per week?	More than 20 hours
How many weeks will member be working per fiscal year?	More than 20 weeks

Action Required

Action	ACR is required, employee is eligible to and has elected to keep their pension
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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.

Notes and comments to the Employee [?]

(Please limit the comments to a maximum of 10,000 characters) 10000 characters left

Step 4:

The data used to determine the employee's status is displayed here for informational purposes. Review your information and check the "Employer Certification" box. Then 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 or print a copy for your records.

Here is what we used to determine your employee status	
Did you terminate employment? ⓘ • Termination on 06/30/2009	Yes
Did you terminate at least 365 days before returning to work? ⓘ • You have been terminated for 1777 day(s) before returning to work	Yes
Did you reach Normal Retirement before returning to work? ⓘ • You were 63.080 years old when you went back to work • You have 21.530 years of service	Yes

Employer Information and Certification of Authorized Employer Representative

Employer Name	Arizona State Retirement System
ASRS Employer Number	101770
ASRS Phone Number	
Title	
Email Address	emplerrelations@azasrs.gov
Employer User Name	Employer, Jane

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.

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

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