



Web Based Contribution Reporting

Employer User Guide



2016

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Section One:

Introduction

Introduction to the Web Based Contribution Reporting Guide

Purpose

The ASRS Web Based Contribution Reporting System is a web-based application specifically for use by ASRS employers whose payroll software does not generate a file that is compatible with the ASRS File Upload Contribution Reporting application. Its purpose is to manage required contribution reporting, including the ability to process payroll changes that impact employee(s) records such as pay period updates and adjustments in the areas of contributions and Service Purchase. In addition, the application allows the user to generate and view detailed reports, such as the ASRS Contribution Summary Report (CSR), that provide useful information for accomplishing the various processes.

This guide will walk you through the process of reporting contributions using the web-based application, providing instructions on the initial set up of a new employer, the contribution reporting process, maintaining employees, contribution adjustments, and troubleshooting.

Section Two:

Getting Started

Getting Started

Employers may use one of two contribution reporting applications. This guide is for the Web Based Contribution Reporting application.

Definitions

ACH: Automated Clearing House. This is the only method by which the ASRS can receive contributions.

Base / Leave Pay Information: This pay type includes Critical Retention Pay, Leave Pay not due to termination, Holiday Pay, Sick Leave, Annual Leave, Administrative Leave, Donated Leave, Sabbatical Pay and Compensatory time.

CSR: Contribution Summary Report

EE: Employee

ER: Employer

Non-Standard Pay Information: This pay type includes Hazardous Duty Pay, Standby Pay, Shift Differential and On Call Pay.

Performance, Bonuses, Longevity and Stability Pay Information: Do not report this Pay Type if it is due to termination.

PPE: Pay Period Ending. This is the last day of a pay period and is the date used to identify the pay period with the ASRS. Contributions are due to the ASRS within 14 calendar days of the PPE date.

Termination Incentive Pay Information: Report this Pay Type only for employees whose ASRS membership date is prior to 01/01/1984.

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Roles

Employers must have at least one employer user with the Employer Administrator role. The Employer Administrator is responsible for managing which employer users are assigned roles within the Contribution Reporting application. The employer administrator can create new employer user accounts and can assign or remove contribution reporting roles.

The roles that can be assigned are Maintain Payroll and Maintain Payroll Payment. The employer administrator can assign any combination of these roles to employer users and themselves.

- Maintain Payroll role is required to create, save and submit a CSR.
- Maintain Payroll Payment role is required to set up an ACH payment.

Initial Setup for a New Employer

Set Pay Cycle Indicator

Prior to initiating any transactions, the Pay Cycle Indicator must be set. An employer user with any Contribution Reporting role is able to set the Pay Cycle Indicator. If the employer's pay cycle changes, this is also the way to change the pay cycle within the contribution reporting application.

Log in to your employer user account.

Click on ***Pay Cycle Information*** under the Contribution Process heading within Contribution Reporting on the left side navigation menu.

Click on the drop-down arrow to select Bi-Weekly, Semi-Monthly, Weekly, or Monthly as the pay cycle.

Click ***Submit***.

Add ACH Bank Account

In order to submit payment for contributions to the ASRS, click on **ACH Account Profiles** under the Contribution Reporting heading in the left side navigation menu. Click on **Add Bank Account** and enter the details to set up the bank account. Employers can use one bank account for active employee contribution reporting and set up a separate account for alternate contribution rate reporting, or a single account can be used for both.

Add Bank Account

Select the Type of Account to add.

Alternate Contribution Rate Account

Contribution Accounting

Description (Any description to Identify the account such as 'Primary Account', 'Secondary Account')

Bank Name

Account Type: Checking

Routing Number (Is usually located between the symbols **⦿** on your check.)

Account Number (Typically comes before the **⦿** symbol. Its exact location and number of digits varies from bank to bank.)

Retype Account Number

U.S. Check Sample

Routing Number: 211554485 Check #: 0012 Account Number: 145674601

Section Three:

Contribution Reporting

Contribution Reporting Process

To begin, log in to your account. We'll look at the overview of the steps and then look at each step individually.

1. Quick Overview: Submitting Contributions

These are the general steps to take when submitting contributions for a pay period to the ASRS.

1. Visit Maintain Employee (if applicable)
2. Visit Pay Period Summary
 - a. Add PPE
 - b. Generate CSR
 - c. Calculate & Save CSR
 - d. Edit Adjustments (if applicable)
 - e. Submit CSR
 - f. Add ACH Payment and submit payment

2. Maintain Employee

If there are any changes that you need to make to the employees since the last pay period reported, click on **Maintain Employee** under the Contribution Process heading. There are three primary functions of the Maintain Employee page. Through this page you can add new employees, view and update existing employees, and deactivate employees. You can also make changes to multiple employees at a time using Bulk Operations.

Maintain Employee

Employer and Reporting Unit Details

| | |
|-------------------------|---|
| Reporting Unit Name: | Employer One |
| Employer Name: | Employer One |
| Reporting Unit Number: | 0000 |
| Employer Number: | 000000 |
| Applied Fiscal Year: | 2016 |
| Available Fiscal Years: | 2016 ▾ <input type="button" value="Apply Rates"/> |
| Employee Plan Rate: | 11.35% |
| Employer Plan Rate: | 11.35% |
| Employee System Rate: | 7.0% |
| Employer System Rate: | 7.5% |
| Employee LTD Rate: | 0.12% |
| Employer LTD Rate: | 0.12% |

Employee List

[Show All Employees](#) [Show Active Employees Only](#) [Bulk Operations](#)

Show employee last name starting with:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ALL](#)

Add New Employee

The Add New Employee page details the employee data that must be entered before an employee is added to the Employee List on the Maintain Employee page.

In the Demographic Details section, the following 4 data fields have pull-down menus from which a selection is required. If you are a non-school employer, you will not complete the Employee Classification field.

- **Employee Type** identifies the annual employment term of the employee as 9, 10, 11, or 12 months. For non-school employers, the Employee Type will automatically default to 12 months.
- **Member Type** automatically defaults to Plan member (Defined Benefit plan). The only other option is System, which refers to the original plan design of the ASRS and is closed to new members.
- **Employee Status** indicates whether the employee is currently Active (contributing) or Inactive (non-contributing).
- **Employee Classification** (used only by school district or charter school employers) identifies whether the employee is certified or classified. The Classified term would include administrators and classified supervisors.

Add New Employee

All fields are required.

Demographic Details

Last Name: SSN:

Middle Name: Member Type:

First Name: Employee Status:

Employee Type: Employee Classification:

Contribution Details

Pay Period Hours Worked:

| Pay Type | Gross Salary | Employee Contribution | Employer Contribution |
|---|----------------------|-----------------------|-----------------------|
| <input type="text" value="Base / Leave"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

IRC Cap Limit reached

Service Purchase Details

| Agreement Number | Deduction Amount | Deductions Remaining | Outstanding Balance | Total Cost | Effective Date | Action |
|--|------------------|----------------------|---------------------|------------|----------------|--------|
| <input type="button" value="New Agreement"/> | | | | | | |

[Return to Maintain Employee Page](#)

In the Contributions Details section, the “Pay Period Hours Worked” field must be completed. Usually this is accomplished by entering 40 (for a weekly payroll), 80 (for a bi-weekly payroll), or the number of hours the employee actually works if different from 40 or 80 hours. The per pay period base compensation is also entered. Hover your mouse over the blue “I” information icon next to Base/Leave to view a definition of this term.

After entering the Gross Salary amount, you can click on the *Calculate Contribution Amount* button to have the application automatically enter the Employee Contribution and Employer Contribution amounts. Selecting the *Create Employee* button at the bottom of the Add New Employee page automatically saves the demographic and contribution details data just entered.

Bulk Operations

Selecting the ***Bulk Operations*** link on the Maintain Employee page allows all active and inactive employees you have entered to be seen. With this function, you may select certain employees whom you may wish to activate, deactivate, or update.

Click the right facing arrow between the boxes to move employees, whom you have highlighted, into the Selected Employees box. Once completed, select the ***Bulk Activate*** button to activate inactive members, the ***Bulk Deactivate*** button to inactivate active members, or use the ***View/Update Employees*** link to update demographic and contribution details for each employee.

View and Update Employee

The View and Update Employee page allows you to update demographic and contribution details and any service purchase details for each employee. Much of this data represents one-time input. However, the Pay Types field may require periodic updating depending on the hours worked during the pay period and/or the timing of the payment of other pensionable compensation. If you scroll your cursor to each blue “i” information circle, a definition of that Pay Type appears. Those definitions also appear in the Definitions section of this guide.

Once the Gross Salary and applicable hours worked for each Pay Type has been entered, click the ***Calculate Contribution Amount*** button to automatically calculate the Employee and Employer Contribution amounts in the Contribution Details section. Be sure to click the ***Save Changes*** button on the bottom right of the page to save your update(s).

Once you have updated and saved an employee’s data, simply select the ***Next*** button on the bottom right of the page to take you to the “next” employee whom you selected in the Bulk Operations function. Once completed, be sure to click the ***Save Changes*** button.

On the View and Update Employee page, you may input the details of an employee’s service purchase(s). Clicking the ***New Agreement*** button in the Service Purchase Details section allows you to input data associated with one or more service purchase agreements on a secondary Maintain Employee page.

Entering the Agreement Details in the spaces provided will affect the amounts of employee and employer contributions shown on the View and Update Employee page.

Be sure to click the ***Add Agreement*** button below the Agreement Details section to ensure that the employee's service purchase details become part of the employee's Contribution Details data on the View and Update Employee page.

3. Pay Period Summary

Once you have completed changes to the Maintain Employees page (or if there were no changes to be made), click on *Pay Period Summary*. The Pay Period Summary link is found in the left side navigation menu under Contribution Process. The Pay Period Summary page allows authorized users to generate a Contribution Summary Report (CSR), view a CSR report, view adjustments, and make an ACH payment. The summary also lists all previous CSRs, detailing their statuses and allowing you to view reports and adjustments.

Pay Period Summary

This page allows authorized users to Generate, View CSR and Make ACH Payment.

Please refer to the text below the table for descriptions of the column contents and abbreviations used.

Available Operations

Fiscal Year

Add Pay Period End Date (MM-DD-YYYY)

Pay Period Information

| PPE Date  | CSR Status | ACH Status | File Status | Over/(Short) | Operations Available |
|--|-------------------------|-------------------------|-------------|--------------|--|
| 03/25/2016 | Submitted \$3,752.76 | Deposited \$3,752.76 | Received | \$0.00 | View Report View Adjustments Add ACH Payment |
| 03/05/2016 | Submitted \$3,630.26 | | Received | (\$3,630.26) | View Report View Adjustments Add ACH Payment |

Add PPE

To begin the process, the authorized user must add the most recent Pay Period End Date in the box provided. By clicking the *Add PPE* button, a new line for that pay period end date appears in the Pay Period Information section.

Generate CSR

Clicking the ***Generate CSR*** link under the Operations Available column opens the ASRS Contribution Summary Report Page. This page summarizes the Employee and Employer Contributions for the pay period ending date listed.

The CSR Details section shows retirement contributions for members of the Plan (and System, if applicable) who are identified as active in the Maintain Employee page (see page 10 of this guide for more information). The contributions will automatically populate based on those employees you identified as active.

LTD Contributions need to be determined as a separate function. **Input the LTD amounts** for gross salary, EE contributions, and ER contributions into the appropriate boxes in the LTD Contributions section. You can obtain these values from your own internal payroll reports.

Employee (EE) deductions and Employer (ER) deductions, if applicable, in the Service Purchase Deductions section will automatically populate based on the service purchase details previously entered in the Maintain Employee application.

Notice the employer certification on the lower part of the page. The authorized user is certifying as to the accuracy of the contribution data submitted on the CSR and to the ASRS eligibility of those employees for whom contributions are being reported. This **certification must be checked** or the Contribution Summary Report cannot be submitted.

Lastly, click the ***Calculate & Save*** button on the lower left of the page. If the application detects an error, an error message will appear that will identify the reason for the error. There are edit and adjustment screens that will appear and allow you to correct the error before proceeding.

Edit Adjustments

When *more* than the appropriate contributions have been submitted in error, an adjustment should be performed by the employer to take a credit for the overpayment to the ASRS, regardless of whether the error occurred in the current or a prior fiscal year. When less than the appropriate contributions have been submitted for a pay period in the current fiscal year, an adjustment may be performed to submit the payment and detail to the ASRS. Discuss the

amount with the employee, and if the employee prefers to be billed for their portion of the contributions, use the Contributions Not Withheld (CNW) process instead of performing an adjustment. (If this error occurred in a prior fiscal year, you must use the CNW process instead of performing an adjustment.)

From the Pay Period Summary screen, click ***Edit Adjustments*** for the current PPE. If you have already submitted the CSR, make the adjustments on the next PPE.

Select the **employee** for whom the adjustment applies and click ***Add New***. Enter the **PPE** that requires adjusting. Note that after you enter the PPE date, you can click ***View payroll details*** to see what was previously submitted for that PPE.

Select the appropriate **pay type**, enter the **gross amount** for that adjustment, and complete the employee and employer **contribution amounts**. To take a credit, use the minus sign (-) to indicate negative amounts. Depending on the pay type, you may need to enter the hours worked. Adjustments to LTD are performed on the CSR in the LTD Contributions section.

Enter comments if necessary, and click ***Save***. Make sure to then click ***Regenerate CSR***. You can then enter additional adjustments, Save, and Regenerate CSR, or return to the Pay Period Summary page. To revisit the adjustments before submitting the CSR, click ***Edit Adjustments*** from the Pay Period Summary page.

Submit CSR

Once the pay period is ready to submit, click on the ***Saved*** link for the CSR from the CSR Status column on the Pay Period Summary page. If you have made changes, click ***Regenerate CSR*** before submitting it. This will refresh all data tables to ensure the information you have entered is reflected in the final report.

Enter any **comments**, if applicable, and check the box to **certify** your report is accurate. Then click ***Submit CSR*** to complete the process.

Add ACH Payment

After submitting your CSR, you will need to set up a payment to remit the contributions to the ASRS. From the Pay Period Summary page, click ***Add ACH Payment***.

You will see the CSR information. Double check the PPE date and amounts.

If you have more than one ACH account profile, make sure the Account to Debit is the correct one. Enter the requested payment deposit date and the amount. Enter comments, if necessary. Then you can save the payment if you are not ready to submit it, or click ***Submit ACH*** to complete the payment. Once the payment has been submitted, it must be authorized. The Authorize screen will appear immediately following submission.

Some employers require two different users to make the payment. If that is the method your employer uses, then the first user would save the payment and the second would submit and authorize the payment. Here are the actual steps:

User 1: Click ***Add ACH Payment*** from the Pay Period Summary screen and complete the details as described above. Click ***Save ACH***.

User 2: Log in and visit the Pay Period Summary screen. Click on the ***Saved*** link under the ACH Status for the appropriate PPE date. On the ACH Payment screen, click ***Submit ACH***. The Authorize ACH Payment screen will appear. Confirm the information and click ***Authorize Payment***.

4. Troubleshooting

- Complete and submit a pay period before creating a new pay period. If you create and save more than one pay period, when you submit one it may remove any others that have not been submitted.
- This application will not allow you to submit more than one CSR for the same PPE date. If you need to submit more than one CSR for the same PPE date, add a new PPE date on the Pay Period Summary screen. Then, enter a comment to have the ASRS change the PPE Date to the correct one.
- If you find that your numbers don't match, click **View Report** from the Pay Period Summary screen. Compare the CSR to your payroll to locate the discrepancy.
- If you need to remove someone from your CSR, visit the Maintain Employee link, click **View/Update** for the employee, and change the Employee Status to **inactive**. Do not change the employee salary to \$0.
- Make sure to enter LTD adjustments on the CSR, not in Edit Adjustments.
- After making changes, refresh the pay period by clicking **Regenerate CSR**. When in doubt, regenerate your CSR.