



Your investment.
Your future.
Secure for your lifetime.

Introduction to ASRS Membership, Eligibility & Enrollment

Presenter: William Roberts

Intro to ASRS

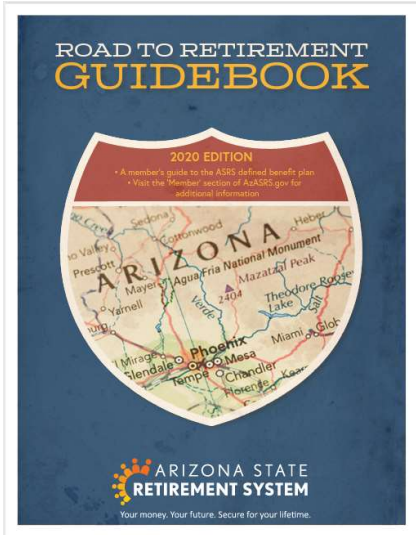
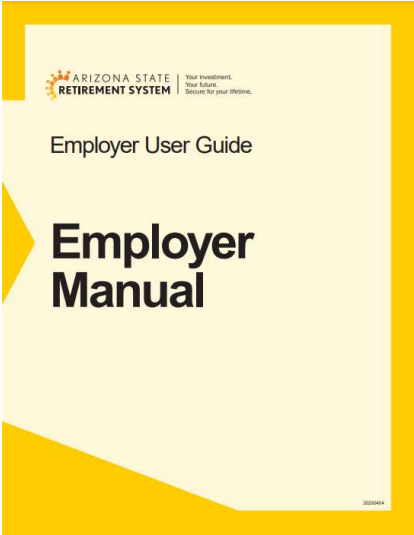
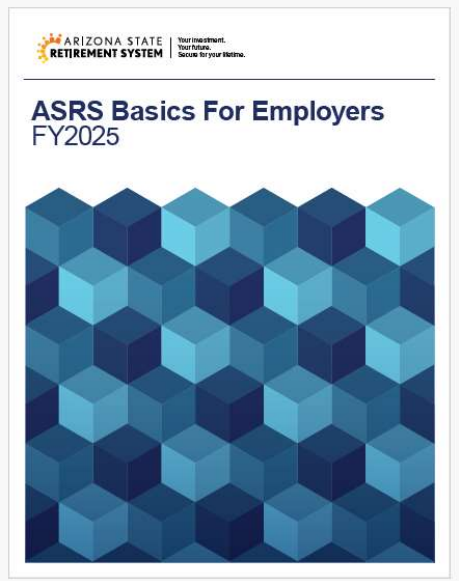
- History of ASRS
- Rules & Code
- Executive Structure
- Facts & Figures

Benefits of Membership

- Pension Benefit
- *Health Insurance Premium Benefit*
- Supplemental Savings Plans
- Survivor Benefit
- *Long Term Disability*

Eligibility & Enrollment

- 20/20 Membership Criteria
- Enrollment Process
- Check Member Eligibility Tool
- How to Contact the ASRS Employer Relations Team

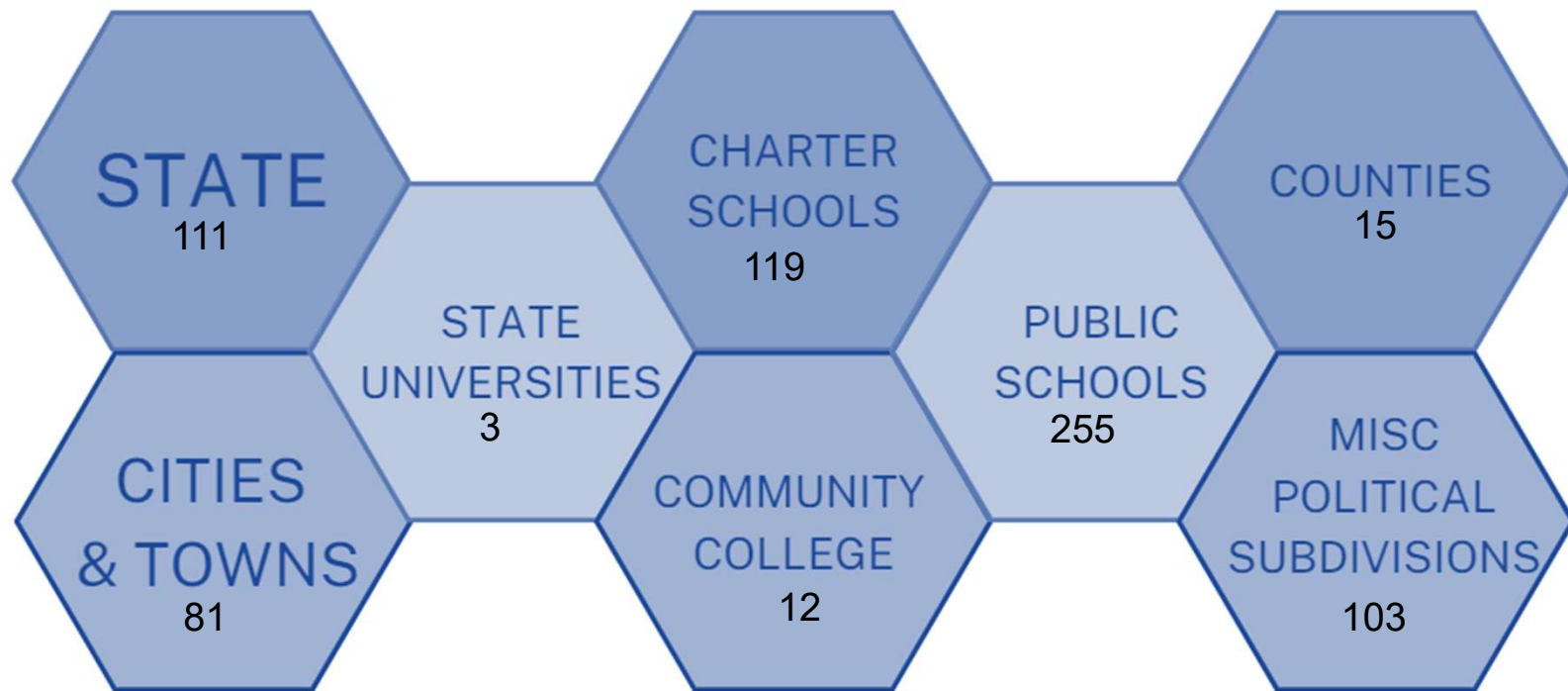


Introduction to ASRS

- History of ASRS
- Executive Structure
- Rules & Code
- Facts & Figures

A Brief History

Founded in 1953



ASRS Board of Trustees

Meet Our Board Of Trustees

Click on a member below to learn more about an individual ASRS trustee. An overview of board committee memberships [can be found here.](#)



Rene Guillen, Chair
Political Subdivisions



Michael Miller, Vice Chair
Educators



Diane Landis
Public



Temporarily Vacant
Public



Kevin McCarthy
Public



Temporarily Vacant
Retirees



Jay Petkunas
Public



Ashley Retsinas
State Employees



Sarah Webber
Member-at-Large

ASRS Executive Team



Paul Matson
Executive Director



Jeremiah Scott
Deputy Director / COO



Michael Viteri
Chief Investment Officer



Martha Rozen
Chief of Administrative Services



Trent Kendall
Chief Information Officer



Katie Daigneault
Chief Strategy Officer



Erica Syring
Chief Financial Officer



Jenna Golab
Chief Benefits Officer

Rules & Codes

<p>U.S. CODE</p> <p>Title 26 – Internal Revenue Code</p> <p>Subsection 401 Qualified pension, profit-sharing, and stock bonus plans</p>	<p>ARIZONA STATE CONSTITUTION</p> <p>Article 29</p> <p>Public Retirement Systems</p>	<p>ARIZONA REVISED STATUTES (A.R.S.)</p> <p>Title 38 Public Officers & Employees</p> <p>Chapter 5 Social Security & Retirement</p> <p>Article 2 Arizona State Retirement System</p>	<p>ARIZONA ADMINISTRATIVE CODE (A.A.C)</p> <p>Title 2 Administration</p> <p>Chapter 8 State Retirement System Board</p>
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FY2024 At – a – Glance

Total Fund

(Actuarial value as of June 30, 2023)

\$52.09 billion (Market Value)

Funded Status: 73.1%



Demographics

Active Members: **219,830**

Average Age: **45.3**

Average Annual Salary: **\$60,063**

Retirees and Beneficiaries: **176,444**

LTD Members: **2,530**

Inactive Members: **254,060**



Returns

(Fiscal year end June 30, 2023)

Total Fund Net Rate of Return:
8.2%

10-Year Rate of Return:
8.5%

Rate of Return Since Inception:
9.6%



Members

Total Membership: **652,864**

Employer Participants: **660**
(Including state agencies)



Contributions

(Includes pension, retiree health insurance, and LTD)

FY2023-24 Contribution Rate:
12.29% (Effective July 1, 2023)

FY2024-25 Contribution Rate:
12.27% (Effective July 1, 2024)



Benefit Recipients

Average Monthly Retirement Benefit: **\$1,776**

Average Annual Retirement: **\$21,312**

Average Age: **72.5**



The Value of Your Membership

The Value of Your Membership



A Pension for Your Lifetime

With the ASRS, your monthly pension payments will last for your lifetime.



A Pension that is Secure

Your pension is not impacted by stock market volatility. Your contributions are matched by your employer.



Retiree Medical and Dental Plans

Competitively priced retiree medical and dental insurance plans.



Retiree Medical & Dental Plan Subsidies

Medical and dental subsidies provided based on years of service.



Long Term Disability Insurance

Cost-effective group long term disability coverage is paid 50% by your employer.



A Pension with Options for Beneficiaries

Your beneficiary can receive up to 100% of your adjusted monthly pension



Survivor Benefits

Survivor benefits are payable upon your death whether you are an active, inactive, or retired member.



Flexibility

If you leave your ASRS employer, you have the choice to withdraw your savings immediately or in the future, roll over your savings to another retirement plan, or take a future pension.



Additional Tax-Advantaged Savings Plans

You have the opportunity to participate in additional tax-advantaged savings plans which have professional oversight and low costs.



Social Security Coverage

Most employees also obtain full social security coverage.

Benefits of ASRS Membership

- **Pension Benefit**
- **Survivor Benefit**
- **Supplemental Savings Plans**

- **Long Term Disability**
- **Health Insurance Premium Benefit**

Defined Benefit Pension Plan

Lifelong Monthly Benefit

Retirement Options:

Early Retirement

- Reduced benefit
- At least age 50 & at least 5 years service credit

Normal Retirement

- The earliest you may retire with a full benefit

Late Retirement

- Working past your normal retirement date to increase benefit



Defined Benefit vs. Defined Contribution

	YOUR ASRS PLAN <i>A 401(a) Defined Benefit Plan</i>	OTHER RETIREMENT SAVINGS <i>Defined Contribution Plans, Examples: 401(k), 457(b), IRA</i>
PARTICIPATION	MANDATORY <i>For all employees of ASRS employers who meet membership criteria.</i>	OPTIONAL <i>Encouraged as a supplemental source of income in retirement.</i>
CONTRIBUTION AMOUNTS	ASRS DETERMINES <i>The ASRS sets a mandatory contribution rate for members each fiscal year.</i>	EMPLOYEE CHOOSES <i>The employee decides how much they wish to contribute.</i>
EMPLOYER CONTRIBUTIONS	MANDATORY <i>All ASRS employers pay contributions on behalf of their ASRS member employees.</i>	OPTIONAL <i>Some employers match an employee's contributions, up to a certain amount.</i>
INVESTMENT MANAGEMENT	ASRS MANAGED <i>Employee and employer contributions are pooled together, invested, and managed by the ASRS investment team.</i>	EMPLOYEE MANAGED <i>Employee decides how the funds are managed.</i>

Defined Benefit vs. Defined Contribution

	YOUR ASRS PLAN <i>A 401(a) Defined Benefit Plan</i>	OTHER RETIREMENT SAVINGS <i>Defined Contribution Plans, Examples: 401(k), 457(b), IRA</i>
RETIREMENT BENEFIT AMOUNT	BASED ON ASRS FORMULA <i>Pension benefits are calculated using number of service years, average final salary, and a graded multiplier; not determined by employee account balance.</i>	BASED ON ACCOUNT BALANCE <i>The benefit amount varies based solely on the performance of the selected investments.</i>
RETIREMENT BENEFIT LENGTH	LIFETIME BENEFIT <i>Once eligible and you retire, your pension benefit is guaranteed for life, and will never be reduced.</i>	BASED ON ACCOUNT BALANCE <i>Employee must manage withdrawal amounts to ensure the funds last as long as they are needed.</i>
LOANS OR WITHDRAWAL	NOT PERMITTED <i>Loans or withdrawals are not permitted from an active member's account due to IRS regulations.</i>	PERMITTED <i>Loans or withdrawals are typically permitted, and subject to an IRS penalty if prior to 59 1/2 years old.</i>

Retirement Eligibility

Membership Date	Prior to 1/1/1984	1/1/1984 through 6/30/2011	7/1/2011 or later
Normal Retirement Age 65 with any number of years of service	80 points (age + years of service)	80 points (age + years of service)	55 + 30 years 60 + 25 years
	62 + 10 years of service	62 + 10 years of service	62 + 10 years of service
Early Retirement	50 + 5 years of service	50 + 5 years of service	50 + 5 years of service
Average Monthly Compensation (AMC) used	AMC = 36 or 60 months, whichever is highest	AMC = 36 months	AMC = 60 months
	Note: 60 month calculation includes termination pay	Note: 36 month calculation excludes termination pay	Note: 60 month calculation excludes termination pay

Benefit Formula

Example

<p>Total Service Credit</p> <p>The period of your employment during which you are a member making contributions to the ASRS – plus any service purchased and credited to your account.</p>	<p>20 Years</p>
<p><i>Multiplied By</i></p>	<p>X</p>
<p>Graded Multiplier</p> <p>A percentage set by statute and based upon your total years of service at retirement.</p>	<p>2.15%</p>
<p><i>Multiplied By</i></p>	<p>X</p>
<p>Average Monthly Compensation</p> <p>Determined by one of two calculation methods: the 36 month or 60 month calculation.</p>	<p>\$3600</p>
<p>=</p>	<p>=</p>
<p>Straight Life Annuity <i>(Maximum Monthly Gross Benefit)</i></p>	<p>\$1,548</p>



Graded Multiplier

Years of Service	Percentage
0.00 – 19.99	2.10%
20.00 – 24.99	2.15%
25.00 – 29.99	2.20%
30.00 – or more	2.30%

Pension Calculation

21 Years of Service

\$2,800 average monthly compensation

Graded Multiplier: 2.15%

Monthly_Pension = \$1,264.20

Employer Responsibility

Accurately & timely:

- Ensure only eligible employees enroll and register for an ASRS account
- Apply the contribution rate only to eligible compensation
- Complete requested Ending Payroll Verification

Our employee, Joe, wants to retire as soon as he reaches normal retirement criteria. I checked my own information and I know I'll reach normal retirement next year when I have 20 years of service and turn 60. This should be the same for Joe, right?

- A. Yes, because that's 80 points
- B. No, you have to be 62 with 10 or more years of service
- C. Maybe, it depends on whether Joe was a member before 2011
- D. Joe needs to check his own account



Estimate your benefits

How much will you get from ASRS in retirement? This generic calculator shows you how it works. Then you can log in to your custom, secure myASRS account to get YOUR benefit estimate.



Can you afford to retire?

Health insurance and taxes can be expensive. Take a look at the potential impact on your net retirement benefit.



Supplement your ASRS pension

Your ASRS benefit does not include cost of living increases and was never meant to be your only income in retirement. Consider Social Security and personal savings, including ASRS supplemental savings plans, that will help you build a solid retirement plan.



Download a timeline

Need a quick timeline to make sure you're on track? Download this handy checklist for your personal records.



Retirement Annuity Options

When are you eligible? How much can you get? Can you get an advance (PLS)? What can you leave to a beneficiary? Check on all those and other important factors before deciding on a retirement date.



Sign up to attend a group meeting

Our group meetings are focused on retirement and health insurance. Check out all the Member Education opportunities available to you.



Ready, Set, Retire!

You did the homework. Now, here's how to actually file for retirement and begin your pension benefits!



You're retired. Now what?

Learn about the payments schedule, taxes, special handling of System Members and other considerations for



Return to work

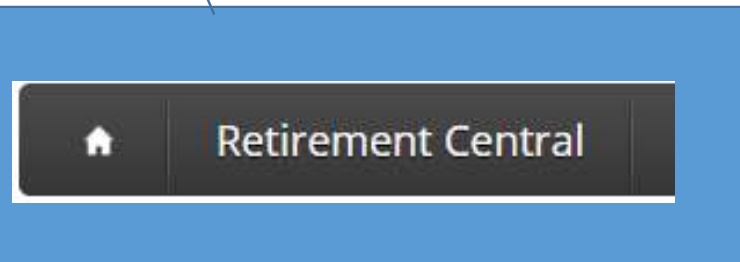
Many retirees want to continue working after taking their ASRS benefit. Be sure to review the rules and statutes for

-kit



Your investment.
Your future.
Secure for your lifetime.

- Retirement Central
- Members
- Retirees
- Employers



<https://www.azasrs.gov/content/retirement-central>

Survivor Benefit

Death prior to retirement:

Beneficiary receives all employee & employer matching contributions, service purchase payments, plus interest

Death after retirement

Survivor benefit depends on annuity option elected at retirement.

Survivor Benefit

Employer Responsibility

- Anyone can report the employee's death to the ASRS
- To report a member's death by secure message please include:
 - Member's Social Security number
 - Member's date of death
 - Contact information of the person who reported the death in the event additional information is needed.
- Complete Ending Payroll Verification
 - EPV required when contributions received within 6 months prior to member's date of death, or
 - If member died after RMD age without retiring.
 - If you are not able to locate info on a former employee, you can indicate N/A on the EPV and comment that you no longer have record of the employee

More Online Resources



Retirement Central | Members | Retirees

- New and Prospective Members
- Retirement Annuity Options
- Member Education
- Member Videos**
- Member Tool Kit
- Retirement Timeline
- Estimate Your Benefits
- Retirement Eligibility
- Refund/Forfeiture
- Choosing Beneficiaries
- Long Term Disability
- Survivor Benefits
- Contribution Rates
- Service Purchase
- Supplemental Savings Plans

Featured Video:



Videos for Active ASRS Members

The ASRS offers recorded videos on a variety of topics. They are interspersed throughout our website where the content most applies. If you're curious, you can see them all right here.

Click any video to begin playing it. To view a video in full-screen mode, use the icon in the lower right corner of the video screen. To return to normal viewing mode, click the icon again.

Check back often as we regularly update our content offerings!

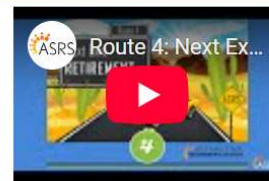
NOTE: All our videos are produced in-house by ASRS employees, using ASRS resources.

Jump to a Section: [General Videos](#) | [Top Call Center Questions Answered](#) | [Retiree Stories](#)

General Videos



Route 3: Destination in Sight
Pre-recorded version of the meeting for members within three years of retirement.



Route 4: Next Exit Retirement
Pre-recorded version of the meeting for members within six months of retirement.



Unlocking Your Secure Account
Locked out of myASRS? Now you can reset your access anytime!



Your ASRS Benefits Explained
You see the deduction but what is it for? Your benefits are many - learn more!

Supplemental Savings Plans

Supplemental Savings Plans Information for Employers

	457(b) Plan	401(a) Plan	403(b) Plan
Who can sign up for this supplemental savings plan?	Any ASRS Members	ASRS Members with Government Employers	ASRS Members with Education Employers
Are contributions pre-tax or post-tax?	The 457(b) has both pre- & post-tax plan options: Traditional Pre-Tax option or Roth Post-Tax option	401(a) Contributions are Pre-Tax	The 403(b) has both pre- & post-tax plan options: Traditional Pre-Tax option or Roth Post-Tax option
Can members take a loan from their savings plan?	Yes	Yes	Yes
Can members manage how their money is invested?	Yes	Yes	Yes
How do I get more information and enroll my organization?	Nationwide Retirement Solutions is the administrative services provider for each of these plans. Contact Matt Gayman of Nationwide at (602) 316-4329 or gaymanm@nationwide.com.		
Does this replace contributions to the ASRS pension plan?	No: Contributing to the above plans is voluntary and would supplement a member's retirement, not replace their future ASRS retirement benefit.		

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Supplemental Savings Plans

Employer Responsibility:

- Share the opportunity with employees.
- Facilitate employee's ability to enroll in the supplemental savings plan
- Work with Nationwide to submit the enrollment forms.


Supplemental Savings Plans

Supplemental Savings Plans

The ASRS and Nationwide Retirement Solutions is an advocate of additional retirement savings to supplement members' ASRS benefits in retirement. Partnering with Nationwide Retirement Solutions, the ASRS oversees a selection of supplemental savings plans that employers can participate in and offer to their employees. Employees can learn about these opportunities on the [Supplemental Savings](#) page in the Member section, or through materials provided to you by Nationwide.

Employers interested in enrolling their organization should contact:

Jim Keeler, Nationwide Retirement Solutions
 (602) 293-1153
Keeler.J@Nationwide.com

 Nationwide
 >> [View an overview of available savings plans](#)

	401(a) Plan	403(b) Plan	457(b) Plan
Who can contribute?	All ASRS members	All ASRS members	All ASRS members
Are contributions pre-tax or post-tax?	Pre-tax	Pre-tax or post-tax	Pre-tax or post-tax
Are contributions based on a percentage of pay?	Yes	Yes	Yes
Are contributions based on a fixed dollar amount?	No	Yes	Yes
Are contributions based on a fixed percentage of a fixed dollar amount?	No	No	Yes

An Overview of Available Plans

457(b) Savings Plan

The 457(b) plan offered through Nationwide allows members to contribute either pre-tax or post-tax money into an account that can be drawn upon in retirement.

- Available to: **All ASRS Members**
- Contributions Options: **Traditional Pre-Tax or Roth Post-Tax**

403(b) Savings Plan

The 403(b) plan offered through Nationwide allows education employees members to contribute either pre-tax or post-tax money into an account to be drawn upon in retirement.

- Available to: **Only EDUCATION employees ASRS members**
- Contributions Options: **Traditional Pre-Tax or Roth Post-Tax**

401(a) Savings Plan

The 401(a) plan offered through Nationwide allows government members to contribute pre-tax money into an account that in retirement. Due to the distinctive features and benefit restrictions that are unique to other tax-deferred restrictions include an irrevocable election to participate to contribute either a) a percentage of pay, a scheduled contribution over time.

Supplement Your Retirement

Opening a secondary but separate retirement account from your ASRS benefit is an effective way to help provide for a more secure retirement. Even if you can only contribute a small amount now, opening such a plan early in your career will help set a more solid foundation for a well-diversified retirement portfolio.

It is important to remember that there are no provisions within the ASRS Defined Benefit plan for automatic benefit increases, such as cost of living adjustments. This is one reason we advocate for supplemental retirement savings.

The ASRS sponsors several voluntary savings plans that may be available to members, depending on who their employer is. All are managed by Nationwide Retirement Solutions, an independent financial services company, and overseen by the ASRS. In each of these plans, participants have access to high-quality, low-fee investment options that allow for individual management of accounts along with professional customer service and financial planning.

To see plans that may be available to you, browse the information below or view our simple comparison chart. If, upon trying to enroll in a plan, you find your employer is not yet participating in the Nationwide savings plan you're interested in, speak to your HR department. They can enroll your organization which will allow you to enroll.

Note: your employer may offer additional supplemental savings plans! Check with your Human Resources department to find out.



Available Nationwide Savings Plans

Important: Your employer type determines which supplemental savings plans you're able to join. Pay close attention to who each plan is designated for, and the appropriate website to visit in order to enroll.

Plans for State Agency & University Employees

The primary plan available to employees of state agencies and universities is the **457(b) Deferred Compensation plan**, managed by Nationwide and overseen by the ASRS.

The 457(b) Deferred Compensation Plan

- For employees of **Arizona state agencies and Arizona universities.**
- Contributions can be either pre- or post-tax
- To enroll, or for additional information, visit ArizonaDC.com

Plans for Non-State Agency & Non-University Employees

There are primarily two different plans available to ASRS members who work for employers that are not a state agency or state university: a 457(b) Plan, and a 403(b) plan.

The 457(b) SSDP Plan

- Considered a **Supplemental Salary Deferral Plan**, or SSDP
- For employees of **educational entities** (except university employees), **local municipalities, counties, fire districts, etc.**
- Contributions can be either pre- or post-tax
- To enroll, or for additional information, visit AzSSDP.com

The 403(b) Plan SSDP

- Considered a **Supplemental Salary Deferral Plan**, or SSDP
- For employees of **educational entities** (except university employees)
- Contributions can be either pre- or post-tax

MEMBERSHIP ELIGIBILITY

- Coverage is determined solely by the ASRS statutory provisions, NOT employer personnel rules
- Situations that can affect eligibility
 - 218 coverage
 - State employees waiting period
 - 65+ waiver

SOCIAL SECURITY § 218 AGREEMENT

- Most ASRS employers have their own Social Security Section 218 Agreement
- Defines which employees pay into Social Security
- Prior to 7/24/2014, § 218 coverage was also a requirement for ASRS membership criteria
- No longer required for ASRS participation on and after 7/24/2014 but some individuals are excluded from ASRS membership

STATE EMPLOYEE WAITING PERIOD

26-week (6-month) waiting period for ASRS for new employees if not already ASRS members

ONLY APPLICABLE TO STATE:

- Agency
- Department
- Board
- Commission
- University
- Judicial Branch
- Corporation Commission
- Legislature

STATE EMPLOYEE WAITING PERIOD

Employer Responsibility

- ONLY IF your employer is the State of Arizona, use Check Member Eligibility to determine if new hires are ASRS members
- If not ASRS members, apply the waiting period before starting ASRS membership/contributions
- ADOA has the final authority on the waiting period

ADOA ADJUSTED HIRE DATE

- Applied when Employee returns to state service within 2 years of separation
- Previously earned service is applied to waiting period
- When in doubt, contact ADOA

Which of these employers does not need to apply the 6-month waiting period?

- A. Northern Arizona University
- B. Washington Elementary School District
- C. Arizona Department of Transportation
- D. Arizona Corporation Commission

CHECK MEMBER ELIGIBILITY

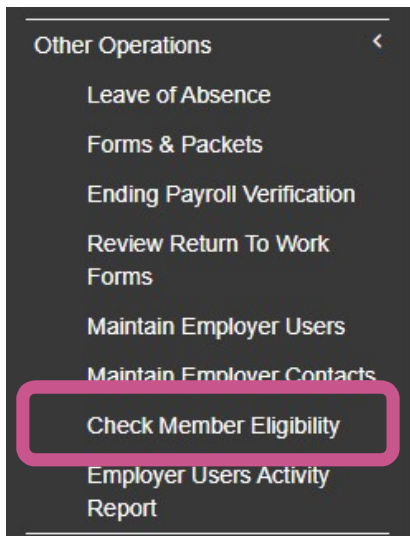
Employer online application that enables you to:

State Employers: determine if new hire is subject to state waiting period

Verify eligibility for 65 + Membership

Waiver requests

Find out if new hires are ASRS retirees



CHECK MEMBER ELIGIBILITY

Check Member Eligibility

This page will allow you to determine the current status of your employee(s).

Acknowledgment of Appropriate Use

The Employer acknowledges that ASRS is providing this database displaying potential ASRS member status for the sole purpose of identifying persons who may or may not have prior ASRS service, may or may not be a disabled or retired ASRS member, and determining for whom the Employer is required to remit contributions. The employer agrees not to use or disclose the contents of this ASRS database for any other purpose.

Employee Search Criteria

Please enter the following fields to determine ASRS membership eligibility. Fields marked with an asterisk(*) sign are required.

Search by:

SSN*

Date of Birth*

ⓘ

OR

Upload File: No file chosen

[Download the template ⓘ](#)

CHECK MEMBER ELIGIBILITY

Enter SSN & DOB to view current status and effective date of current status in the ASRS database

Member SSN	Date of
123-45-6789	03/06/1

1. **Contributing:** ASRS member actively contributing in the last 30 days.
2. **Contributed:** ASRS member not actively contributing in the last 30 days.
3. **Deceased:** ASRS member has a death date in our system.
4. **DOB Error:** The SSN is in our system but the DOB provided does not match.
5. **DOB Missing:** The SSN is in our system but the DOB is missing.
6. **Forfeited:** Not an ASRS member due to forfeiture.
7. **No Match:** The SSN and DOB do not match anyone in our system.
8. **Not a Member:** Not an ASRS member.
9. **Retired:** ASRS member is retired.
10. **Transferred Out:** Not an ASRS member due to transfer.
11. **Undetermined:** Status cannot be determined.
12. **Retirement In Progress:** Retirement application is being processed.

Membership Date ⓘ

Exclusions from Membership Eligibility

Independent Contractor	Limited Appointment
Leased Employee	Legislative Employee: Temporary
Medical Resident	Postdoctoral Scholar
State Elected Official Subject to Term Limits	Superior Court Commissioner: Full Time
Employees with Work Visas	

Exclusions from Membership Eligibility

Employees with Work Visas

“As a nonresident alien temporarily residing in the United States and who holds an F-1, J-1, M-1 or Q-1 visa when services are performed”

65+ MEMBERSHIP WAIVER

New employees may opt out of ASRS participation if **all** of the following criteria are met:

- 65 years of age or older on the first day of employment
- Not an existing ASRS member
- 65+ Membership Waiver form received by the ASRS **within 30 days** after employment starts

65+ MEMBERSHIP WAIVER

Employer Responsibility

- Provide the 65+ Membership Waiver form to new employees if they meet criteria to opt out
- Waiver can be downloaded from Forms & Packets in your employer secure account
- Submit the completed Waiver through Secure Messages within 30 days of hire date.

In December 2023 you hired Lenora to work part time, less than 20 hours per week. She was 66 when she started working for you but because she didn't meet membership criteria you did not offer her the 65+ Waiver form. You've just now offered her a full-time position but she doesn't want to participate in ASRS. What should you do?

- A. Tell Lenora that ASRS participation is required for all membership-eligible positions and start contributions
- B. Give her the 65+ Membership Waiver to fill out
- C. Tell her she doesn't have to participate because she was already 65+ when she started working for you
- D. Start paying alternate contributions because Lenora has already reached normal retirement eligibility

MEMBERSHIP ELIGIBILITY

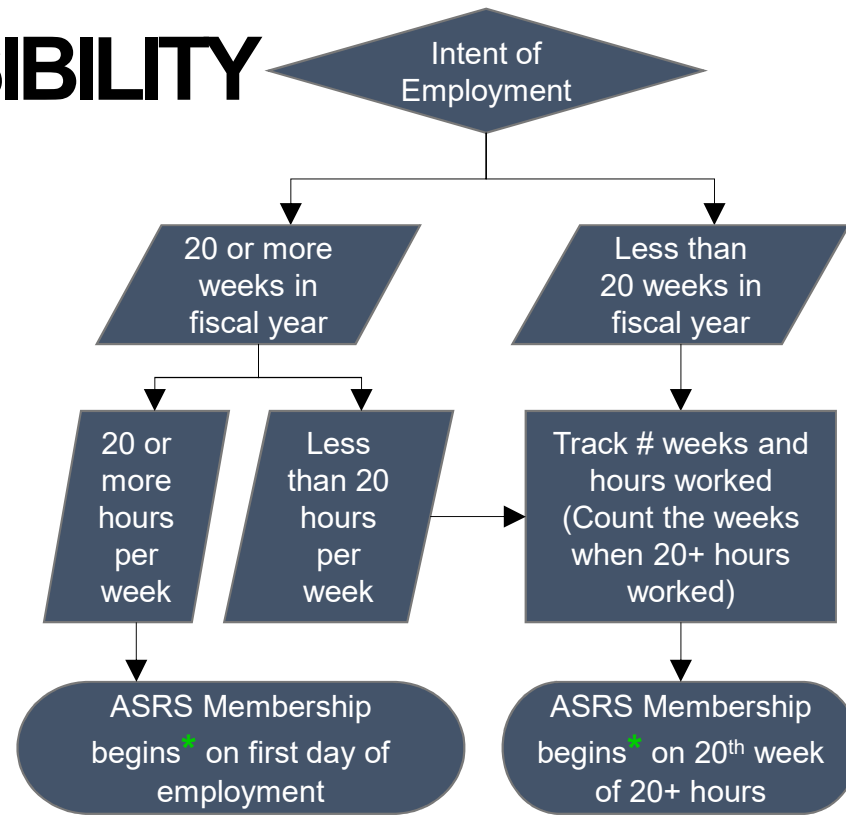
Definition of a Member is also known as the “20/20” Membership Criteria:

A.R.S. § 38-711(23)(b) “Means all employees of an employer who are eligible for membership pursuant to § 38-727 and who are engaged to work at least twenty weeks in each fiscal year and at least twenty hours each week”

EMPLOYER RESPONSIBILITY

Apply 20/20 Test to determine ASRS eligibility

*State employers must assess if new employee is subject to the waiting period



Once begun, membership (contributions) continues through the end of the fiscal year, even if 20/20 status changes.

MEMBERSHIP ELIGIBILITY: REDUCED HOURS

- Employee hired with “20/20” intent
- Membership is mandatory, contributions remitted
- Member’s hours are reduced
- Contributions are required through the current fiscal year
- Eligibility re-evaluated June 30th

ONLINE ENROLLMENT/REGISTRATION

Employer Responsibility

- Provide Instructions & Enrollment Code to all eligible employees
- After employee visits ASRS website, completes information & submits to employer, review & validate demographic information
- Submit enrollment to ASRS

You must have the Process Enrollments role to manage enrollments.

Welcome

Welcome to the Arizona State Retirement System! We are a top performing pension system amongst our peers with the goal of providing members a lifetime monthly benefit in retirement. Please explore the following pages to learn more about who we are, what it means to be a member of the ASRS, and answers to some commonly asked questions.

Additionally, it's important to take a moment and complete your registration with the ASRS, if you haven't already. This keeps your account secure, and allows online access to your account where you can estimate retirement benefits, keep your contact information up-to-date, and register for educational webinars.

Note: If you are already an ASRS member but are now working for a new ASRS employer, you still need to complete the registration process again, using your new employer's enrollment code.

Registering is quick and easy:

Step 1: Scan the QR code or visit Secure.AzASRS.gov, and click on the "First Time Registering?" link near the bottom of the page.



Step 2: Follow the registration process using the information below, provided by your employer.

Employer Name:

Enrollment Code:

ASRS NEW EMPLOYEE FOLDERS

- Member Benefits brochure
- Member Education Brochure
- Road to Retirement Guide
- Member Guide with PDF edited to include Enrollment Code & Employer Name
- Member Savings Plans Comparison Chart

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Registering is quick and easy:

Step 1: Scan the QR code or visit [Secure.AzASRS.gov](#) and click on the "First Time Registering?" link near the bottom of the page.

Step 2: Follow the registration process using the information below, provided by your employer.



Employer Name:

Enrollment Code:

ONLINE ENROLLMENT/REGISTRATION

Manage Enrollments

We have created tips to assist you. Just look for the  icon.

Instructions: 

[Employee Online Instructions](#)

Enrollments Pending Employer Verification 

View Pending



Enrollment Name

New Employees

Enrollment Code

99Z99999

Enrollments Required 

View Report



Enrollments With No Contributions 

View Report



ENROLLMENT AND REGISTRATION

Two processes in one:

- Enrollment verifies current demographic information relative to employment period
- Registration provides online account access after
 - Member's enrollment is submitted by Employer, **AND**
 - Initial contributions have posted to their account

Ricardo used to work for your employer and completed his online registration/enrollment. He terminated and went to work elsewhere for 2 years, and now has been rehired by you. What should you do?

- A. Give Ricardo the instructions and have him complete a new enrollment for this employment period
- B. Tell Ricardo to make sure he enrolled with his other former employer
- C. Don't bother with enrollment because Ricardo already completed it during his first employment
- D. Advise Ricardo to contact the ASRS

Employer Administrator Reminders

- Have at least 2 Employer Administrators
- Can make demographic updates for other Employer Administrator
- Keep contact information updated
- Deactivate former web users
- If only 1 ASRS Employer Administrator, authorize new administrator before departure

How to Contact the Employer Relations Team

BEST WAY TO CONTACT ERT

- Via Live Chat
- Secure Messaging through your ASRS employer account.
- Email to EmployerRelations@azasrs.gov
- By phone:
 - 602-240-2000 from within metropolitan Phoenix
 - 520-239-3100 from within metropolitan Tucson
 - 800-621-3778 from outside the Tucson and Phoenix areas

Employer Live Chat

The screenshot shows the ASRS Employer Home page. At the top left, there is a link to "Return to ASRS public website". The main header features the "ARIZONA STATE RETIREMENT SYSTEM" logo and the "myASRS Secure Account" logo. On the left side, there is a navigation menu with options: "Your Account", "Home Page", "Communication & Education", and "Secure Messages". The main content area is titled "Employer Home" and includes a welcome message: "Welcome to Your ASRS Employer Homepage" and "Your employer homepage has been created for you to process information for your employees." A blue "Live Chat" button is located in the top right corner, circled in red.

Mon -Wed
6 a.m. to 5 p.m.

Thur – Fri
6 a.m. to 4 p.m.

- Initiate with your name and employer.
- Use mainly for quick questions.
- If your question is complex, create a secure message thread.
- If unable to complete chat, initiate a new one when you have more time.

Employer Live Chat & Co-Browsing

Return to ASRS public website

ARIZONA STATE RETIREMENT SYSTEM | myASRS Secure Account

Your Account <
Home Page
Communication & Education <
Secure Messages

Employer Home

Welcome to Your ASRS Employer Homepage

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

Live Chat

Message Us

your name?

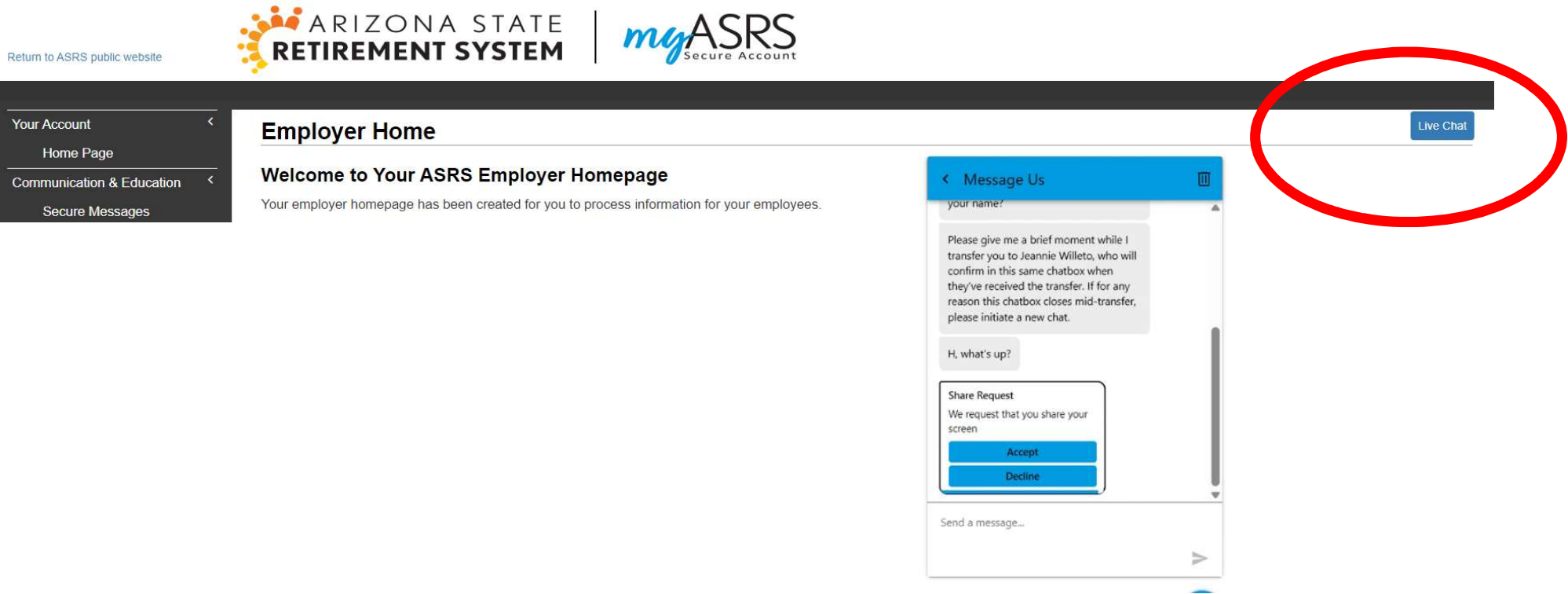
Please give me a brief moment while I transfer you to Jeannie Willeto, who will confirm in this same chatbox when they've received the transfer. If for any reason this chatbox closes mid-transfer, please initiate a new chat.

H, what's up?

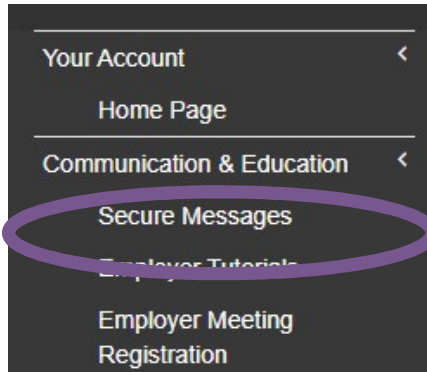
Share Request
We request that you share your screen

Accept
Decline

Send a message...



Employer Secure Messages (ESM)



Employer Home

Welcome to Your ASRS Employer Homepage

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

you have 97 unread messages. Click [here](#) to view your Secure Messages



ESM – Enhanced Interface

Secure Messages

Live Chat

Unarchived Archived

Create a new thread

Archive Thread(s)

Show 15 entries per page

Search: All

You can search the subject line, content and category, or all.

<input type="checkbox"/> Archive	Type	Subject	Category	Last Modified By	Date Modified	Status
<input type="checkbox"/>	Private	██████████ rejected enrollment	Enrollments	ASRS	2024-02-28 12:31:09 PM	ACTIVE
<input type="checkbox"/>	Group	PPE 01/19/2024 verification needed	Contribution Accounting	ASRS	2024-02-28 11:45:46 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ note on epv for adj no credit taken	Ending Payroll Verification	ASRS	2024-02-28 10:03:52 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ xxx-xx- 4290	Ending Payroll Verification	ASRS	2024-02-28 08:44:22 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ large ppe not on epv	Ending Payroll Verification	ASRS	2024-02-28 06:51:22 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ large ppe not on epv	Ending Payroll Verification	ASRS	2024-02-27 03:30:03 PM	ACTIVE

ESM – Archiving Completed Messages

Secure Messages

Live Chat

Unarchived Archived

Create a new thread

Archive Thread(s)

Show 15 entries per page

Search: All

<input type="checkbox"/> Archive	Type	Subject	Category	Last Modified By	Date Modified	Status
<input type="checkbox"/>	Private	██████████ rejected enrollment	Enrollments	ASRS	2024-02-28 12:31:09 PM	ACTIVE
<input type="checkbox"/>	Group	PPE 01/19/2024 verification needed	Contribution Accounting	ASRS	2024-02-28 11:45:46 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ note on epv for adj no credit taken	Ending Payroll Verification	ASRS	2024-02-28 10:03:52 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ xxx-xx- 4290	Ending Payroll Verification	ASRS	2024-02-28 08:44:22 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ large ppe not on epv	Ending Payroll Verification	ASRS	2024-02-28 06:51:22 AM	ACTIVE
<input type="checkbox"/>	Group	██████████ large ppe not on epv	Ending Payroll Verification	ASRS	2024-02-27 03:30:03 PM	ACTIVE

Create Secure Thread

Subject

Enter a subject...

Subject should identify member by full name and last 4 of SSN when necessary.

Select Category


Select

You must select a category to be able to send a message.

B *I* U ☰ ▾ ☷ ▾

Type your message here

Specifics help.
What resolution is needed?
Attach supporting documents.

p 0 words 

Send **Choose File** No file chosen Send LTD Documents Cancel

This secure messaging application is authorized for use by registered ASRS employer users. As a registered employer user of the ASRS secure website, you are responsible for the display and use of any personal identifiable information contained within.

The Employer Relations Team

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Your investment.
Your future.
Secure for your lifetime.

Please keep an eye out for an email with a survey we will send out shortly after the last session of the series on March 15.

Thank You!