

**Arizona State
Retirement System**



Alternate Contribution Rate Reporting

Employer User Guide

Release Date: June 2012

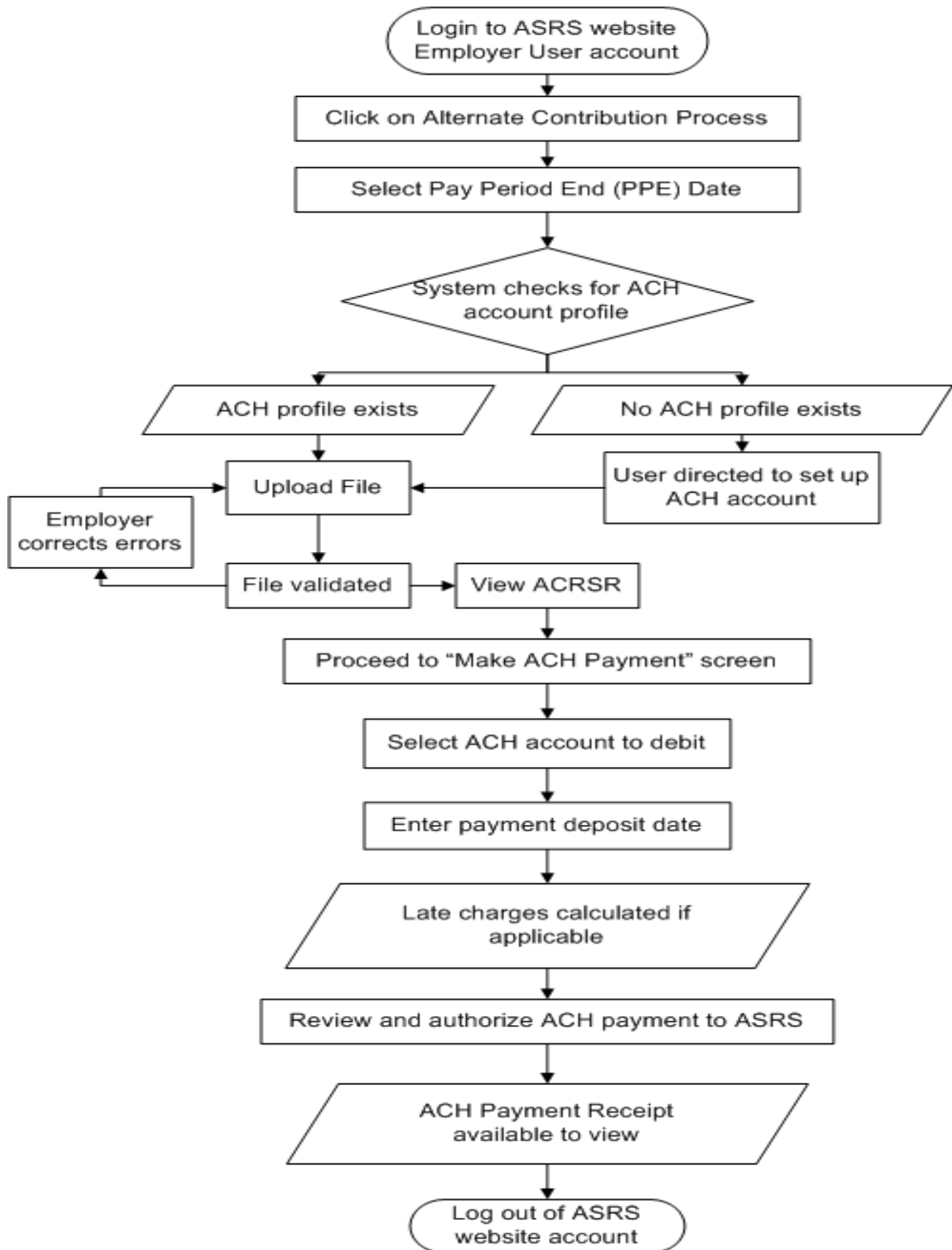
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Section One:

The ACR Reporting Process

THE ACR REPORTING PROCESS



Section Two:

**Getting Started With ASRS
Alternate Contribution Reporting**

GETTING STARTED WITH ALTERNATE CONTRIBUTION REPORTING (ACR)

LOGIN

A registered User will be permitted to login to their account by providing their Login ID and password. When the Alternate Contribution Reporting function is released to the ASRS website, the ASRS will automatically assign roles for employers to access this new function initially (see below).

The existing Contribution Reporting Application Manager will gain the permission to assign or remove access to the Maintain Alternate Contribution Reporting role. There will not be a separate application and application manager for Alternate Contribution reporting.

SETTING UP WEB USERS

The Contribution Reporting Application Manager can set up employer web users and assign or remove the Maintain Alternate Contribution Reporting role within Maintain Employer Users.

Initially, the Maintain Alternate Contribution Reporting role will be automatically assigned to existing users with the following Contribution Reporting roles:

- Maintain Payroll (for File Upload employers)
- Maintain Payroll Payment (for Web Based Reporting employers)

The Contribution Reporting Application Manager may make changes to user access for Maintain Alternate Contribution Reporting as soon as the new process is released.

Section Three:

The ACR Reporting Process

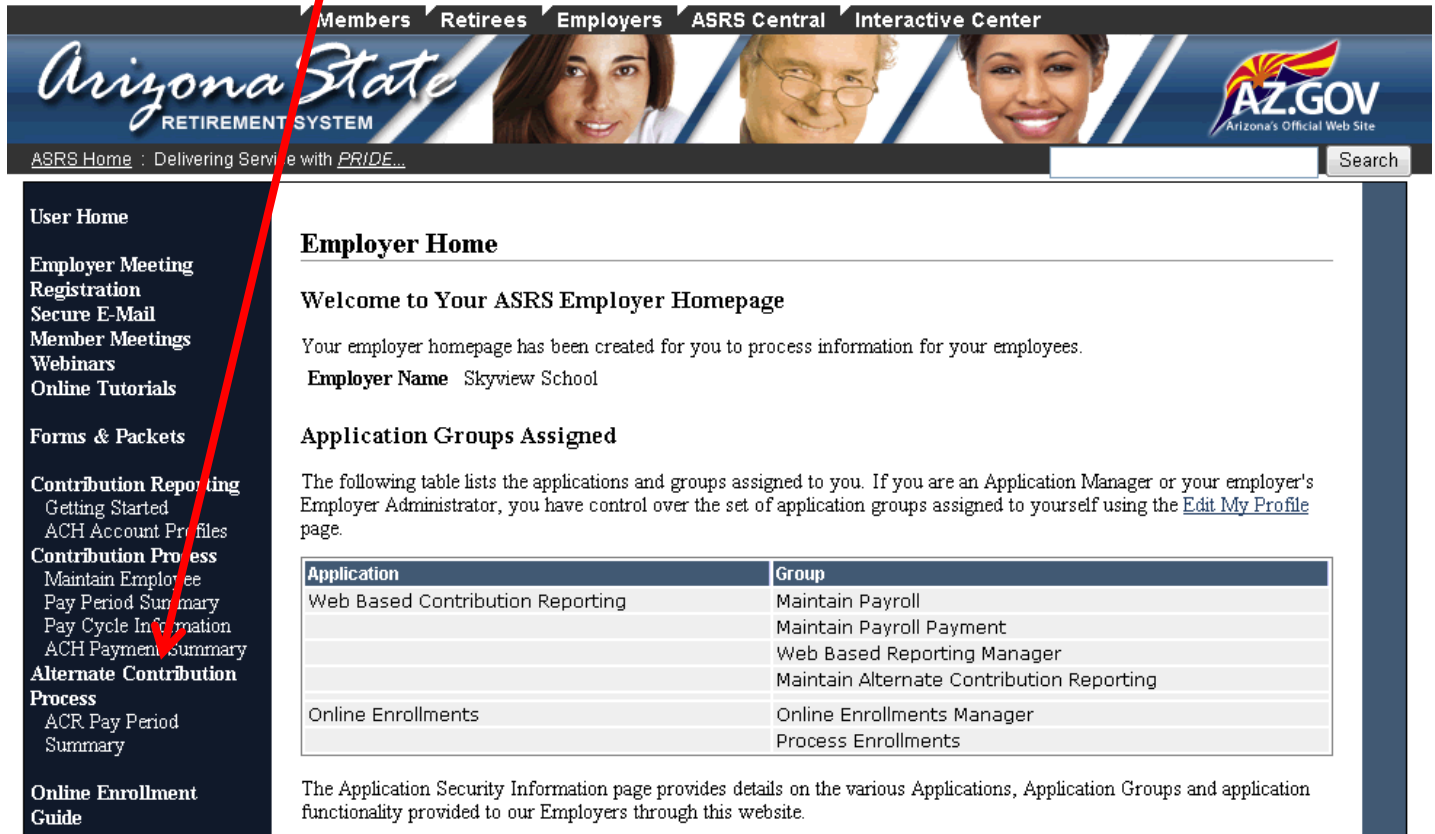
Step 1 – Login to the ASRS Secure Employer Website

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

Click **Login to Secure Home**

Step 2 – Alternate Contribution Processing

After you've arrived at the **Employer Home** page, select "Alternate Contribution Process" from the left-hand navigation menu (shown below):



The screenshot shows the ASRS Employer Home page. The top navigation bar includes links for Members, Retirees, Employers, ASRS Central, and Interactive Center. The main header features the Arizona State Retirement System logo and the AZ.GOV logo. The left-hand navigation menu is dark blue with white text, listing various options. The main content area is white with a dark blue sidebar on the right. The page title is "Employer Home". The main content area includes a welcome message, the employer name "Skyview School", and a section for "Application Groups Assigned". A table lists the application groups. A red arrow points from the "Alternate Contribution Process" link in the left-hand navigation menu to the "Alternate Contribution Process" link in the main content area.

User Home

- Employer Meeting Registration
- Secure E-Mail
- Member Meetings
- Webinars
- Online Tutorials

Forms & Packets

Contribution Reporting

- Getting Started
- ACH Account Profiles

Contribution Process

- Maintain Employee
- Pay Period Summary
- Pay Cycle Information
- ACH Payment Summary

Alternate Contribution Process

- ACR Pay Period Summary

Online Enrollment Guide

Employer Home

Welcome to Your ASRS Employer Homepage

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

Employer Name Skyview School

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
Web Based Contribution Reporting	Maintain Payroll
	Maintain Payroll Payment
	Web Based Reporting Manager
	Maintain Alternate Contribution Reporting
Online Enrollments	Online Enrollments Manager
	Process Enrollments

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

Step 3 – Enter Pay Period Ending Date

Enter the Pay Period Ending Date (PPE Date) in the box shown:

The screenshot shows the Arizona State Retirement System website. The top navigation bar includes links for Members, Retirees, Employers, ASRS Central, and Interactive Center. The main header features the Arizona State Retirement System logo and the AZ.GOV logo. Below the header, there is a search bar and a navigation menu on the left with links like User Home, Employer Meeting Registration, Secure E-Mail, Member Meetings, Webinars, and Online Tutorials. The main content area is titled 'Alternate Contributions: Select a PPE date' and contains a form with a 'PPE Date:' label, a text input field, a calendar icon, and a '(MM/DD/YYYY)' format hint. A 'Next >' link is located below the form.

After entering the PPE Date, click the “Next” link to proceed to the next step.

Step 4 – Upload Data File

On the **File Upload** page you will see your PPE Date and Reporting Unit Number pre-populated in the table shown.

In the Upload File box, click the **Browse** button to locate your data file.

Click “Next” to proceed to the next step.

The screenshot shows the 'File Upload' page. On the left is a navigation menu with links like User Home, Employer Meeting Registration, Secure E-Mail, Employer Tutorials, Forms & Packets, and Contribution Reporting. The main content area is titled 'File Upload' and contains a table with pre-populated data:

Selected PPE Date	06/28/2012
Reporting Unit Number	9999

Below the table, there is a text prompt: 'Please browse to the file you would like to upload.' This is followed by an 'Upload File:' label, a text input field, and a 'Browse...' button. A link 'Download the template' is also present. Below this, there is a reference to the 'ACR Guide (pdf)' for template and/or format specific information. At the bottom right, there are three buttons: 'Back', 'Next', and 'Cancel'.

NOTES:

1. Data files should be in CSV Format. To see an example of a CSV formatted table, click on the “Download the Template” link (as shown above).
2. For a complete detailed description of required data fields, please see the “Alternate Contribution Rate File Format” in **Addendum #1** of this guide.

TROUBLESHOOTING DATA FILE ERRORS

If there are errors in your data file upload, you will receive a detailed explanation of what data fields are in error and an explanation of the error. An example error report is shown below:

User Home

- Employer Meeting Registration
- Secure E-Mail
- Employer Tutorials

Forms & Packets

Contribution Reporting

- Getting Started
- ACH Account Profiles

Contribution Process

- Pay Period Summary
- Pay Cycle Information
- ACH Payment Summary

Alternate Contribution Process

- ACR Pay Period Summary

Online Enrollment Guide

- Enrollment Regions
- Manage Enrollments
- Check Member Eligibility
- Maintain Employer Users

Edit My Profile

- Change Password

File Upload

Selected PPE Date	06/28/2012
Reporting Unit Number	9999

Please browse to the file you would like to upload.

Upload File:

[Download the template](#)

Refer to the [ACR Guide \(pdf\)](#) for template and/or format specific information.

Please correct the specified CSV file errors below before moving forward.

Line Number	Column	Error
2	Last Name	Name mismatch-employee last name must match with the last name on record at the ASRS. Contact ASRS representative.
3	Employer Alternate Contribution Amount	Invalid ACR Amount. Wrong rate used to compute ER Amount.Contact ASRS representative.
4	Employer Alternate Contribution Amount	Invalid ACR Amount. Wrong rate used to compute ER Amount.Contact ASRS representative.
5	Employer Number	Employer number is not an active ASRS employer number.
7	RTW Employee Type	Invalid Employee Type, must be D, C, or L.
8	Retiree Return to Work Date	Return to work date cannot be greater than PPE date.
9	Pay Period Ending	The PPE Date is invalid or missing.
11	Reporting Unit Number	Reporting unit is not valid for the logged in user.

You will need to correct these errors in your original CSV formatted table and re-upload your corrected file.

After correcting your data file, click the button to locate your revised data file.

Click the button to import it to the ASRS reporting system and proceed to the next step.

Step 5 – Review File Upload Results

On the **File Upload Results** page, you will receive confirmation of how many records were successfully uploaded and you can review your data in a table. Example shown below:

User Home

Employer Meeting
Registration
Secure E-Mail
Employer Tutorials

Forms & Packets

Contribution
Reporting
Getting Started
ACH Account Profiles

Contribution Process
Pay Period Summary
Pay Cycle Information
ACH Payment
Summary

Alternate
Contribution Process
ACR Pay Period
Summary

Online Enrollment
Guide
Enrollment Regions
Manage Enrollments
Check Member

File Upload Results

Selected PPE Date	06/28/2012
Reporting Unit Number	9999

153 items found, displaying 1 to 100. [First] [Prev] 1 2 [Next] [Last]

SSN	Name	PPE Date	Gross Pay Amount	ER ACR Amount	RTW Type	Retiree Return to Work Date
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	08/29/1998
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	01/16/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/28/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/29/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/29/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/29/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/01/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/01/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/07/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/07/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/14/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/30/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	03/01/2000
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/20/2000

After reviewing your records, click the “Next” link at the bottom of the page (you may need to scroll down below your data table) to proceed to the next step.

Step 6 – Review Summary Report

The **Alternate Contribution Rate Summary Report (ACRSR)** summarizes your alternate contributions for the return to work pay period ending date listed. The table breaks out the contributions by “Return to Work (RTW) Type” – Direct Hire, Contracted or Leased. The Comments box allows you to send messages to ASRS staff members.

User Home Employer Meeting Registration Secure E-Mail Employer Tutorials Forms & Packets Contribution Reporting Getting Started ACH Account Profiles Contribution Process Pay Period Summary Pay Cycle Information ACH Payment Summary Alternate Contribution Process ACR Pay Period Summary Online Enrollment Guide Enrollment Regions Manage Enrollments Check Member	Alternate Contribution Rate (ACR) Summary Report		
	This report summarizes your alternate contributions for the return to work pay period ending date listed.		
	Reporting Unit Name	School District A	
	Reporting Unit Number	9999	
	Last PPE Date Submitted	07/06/2012	
	Current PPE Date	06/28/2012	
	Employer Name	School District A	
	Employer Number	999999	
	Total Alternate Contribution Rate Summary		
	Return To Work Type	Gross Pay Amount	Total ER Contributions
	Direct Hire	\$0.00	\$0.00
	Contracted	\$183,600.00	\$14,336.10
	Leased	\$0.00	\$0.00
	Contribution Total	\$183,600.00	\$14,336.10
	Back Next Cancel		

After reviewing your summary report, click the “Next” link to proceed to the next step.

Step 7 – Make ACH Payment

Under **ACRSR Information** you will see the contribution amount due based on the ACR data you uploaded.

Under **Payment Information**, please provide the following information to make your ACH payment:

1. **Account to Debit** – using the drop-down menu shown, indicate the appropriate bank account from which to debit the payment.
2. **Requested Deposit Date** – enter the preferred date for your debit transaction to occur. Dates in the past cannot be entered. **NOTE:** ACH payments must occur within 14 days of the PPE date in order to avoid incurring a late charge.

User Home Employer Meeting Registration Secure E-Mail Employer Tutorials Forms & Packets Contribution Reporting Getting Started ACH Account Profiles Contribution Process Pay Period Summary Pay Cycle Information ACH Payment Summary Alternate Contribution Process ACR Pay Period Summary Online Enrollment Guide Enrollment Regions Manage Enrollments Check Member	Make ACH Payment Choose the ACH account to be debited and enter the requested deposit date.												
	PPE/ACR Summary Report Information Payments shall be made for a submitted ACR Summary Report.												
	ACR Summary Report Information												
	<table border="1"><tr><td>PPE Date</td><td>06/28/2012</td></tr><tr><td>Reporting Unit Number</td><td>9999</td></tr><tr><td>Direct Hire Contributions</td><td>\$0.00</td></tr><tr><td>Contracted Contributions</td><td>\$14,336.10</td></tr><tr><td>Leased Contributions</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$14,336.10</td></tr></table>	PPE Date	06/28/2012	Reporting Unit Number	9999	Direct Hire Contributions	\$0.00	Contracted Contributions	\$14,336.10	Leased Contributions	\$0.00	Total	\$14,336.10
	PPE Date	06/28/2012											
	Reporting Unit Number	9999											
	Direct Hire Contributions	\$0.00											
	Contracted Contributions	\$14,336.10											
	Leased Contributions	\$0.00											
	Total	\$14,336.10											
	Payment Information												
	<table border="1"><tr><td>Account to Debit</td><td>Primary Account *****1234 ▾ Note: The bank account selected is for Contribution Accounting.</td></tr><tr><td>Requested Deposit Date</td><td><input type="text"/> (MM/DD/YYYY)</td></tr></table>	Account to Debit	Primary Account *****1234 ▾ Note: The bank account selected is for Contribution Accounting.	Requested Deposit Date	<input type="text"/> (MM/DD/YYYY)								
	Account to Debit	Primary Account *****1234 ▾ Note: The bank account selected is for Contribution Accounting.											
	Requested Deposit Date	<input type="text"/> (MM/DD/YYYY)											

After entering your payment information, click the “Next” link to proceed to the next step.

NOTE: if you need to update bank account information, please see “ACH Account Profile” in **Addendum #2** of this guide.

Step 8 – Authorize ACH Payment

On the **Authorize ACH Payment** page, you will have the opportunity to review your payment information.

Under **ACRSR Information**, you will see a detailed breakdown of your payment:

1. PPE Date
2. Reporting Unit Number
3. Total Direct Hire Contributions
4. Total Contracted Contributions
5. Total Lease Contributions
6. Late Charges (if applicable)
7. Grand Total

Under **Payment Information**, you can review:

- Requested Deposit Date
- Bank Account Routing Number
- Bank Account Number
- ACH Amount to be debited

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Registration
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Edit My Profile
Change Password

Log Out

Authorize ACH Payment

Confirm the Payment Information given below and Authorize Payment to complete the process.

ACR Summary Report Information

PPE Date	06/28/2012
Reporting Unit Number	9999
Total Direct Hire Contributions	\$0.00
Total Contracted Contributions	\$14,336.10
Total Leased Contributions	\$0.00
Late Charges	\$0.00
Grand Total	\$14,336.10

Payment Information

Requested Deposit Date	06/29/2012
Routing Number	123456789
Account Number	0123456789
ACH Amount	\$14,336.10

By checking this box you are authorizing the deduction of the payment amount from your designated ACH Account.

[Back](#) [Authorize Payment](#) [Cancel](#)

After reviewing your payment information, check the box to indicate you are authorizing payment. Then, click the “Authorize Payment” link to proceed to the next step.

Step 9 –ACH Payment Receipt

The **ACH Payment Receipt** page is acknowledgement of your payment submission. You may wish to print a copy for your records (although a record of your payments is always available from the Contributions Reporting page).

NOTE: If your payment was scheduled for a future date, the **Confirmation Number** table field will read “Unavailable until processed”. This number will be populated after your payment has debited and will be available for your records on the Contributions Reporting page.

User Home Employer Meeting Registration Secure E-Mail Employer Tutorials Forms & Packets Contribution Reporting Getting Started ACH Account Profiles Contribution Process Pay Period Summary Pay Cycle Information ACH Payment Summary Alternate Contribution Process ACR Pay Period Summary Online Enrollment	ACH Payment Receipt																				
	Thank you for using the ASRS online contribution payment system. Your payment request has been scheduled for 06/29/2012. You can print a copy of this page and keep it for your records.																				
	<table border="1"><tr><td>Confirmation Number</td><td>1122529</td></tr><tr><td>PPE Date</td><td>06/28/2012</td></tr><tr><td>Requested Deposit Date</td><td>06/29/2012</td></tr><tr><td>Reporting Unit</td><td>9999</td></tr><tr><td>Account Description</td><td>Primary Acct</td></tr><tr><td>Routing Number</td><td>123456789</td></tr><tr><td>Account Number</td><td>0123456789</td></tr><tr><td>ACR Amount</td><td>14336.10</td></tr><tr><td>Late Charges</td><td>0.00</td></tr><tr><td>Grand Total</td><td>14336.10</td></tr></table>	Confirmation Number	1122529	PPE Date	06/28/2012	Requested Deposit Date	06/29/2012	Reporting Unit	9999	Account Description	Primary Acct	Routing Number	123456789	Account Number	0123456789	ACR Amount	14336.10	Late Charges	0.00	Grand Total	14336.10
	Confirmation Number	1122529																			
	PPE Date	06/28/2012																			
	Requested Deposit Date	06/29/2012																			
	Reporting Unit	9999																			
	Account Description	Primary Acct																			
	Routing Number	123456789																			
	Account Number	0123456789																			
	ACR Amount	14336.10																			
	Late Charges	0.00																			
Grand Total	14336.10																				
Return to Employer Home page																					

Your ACR reporting and payment to the ASRS has been successfully completed!

Section Four:

**To Review Your
ACR Contribution Reports**

TO REVIEW YOUR ACR CONTRIBUTION REPORTS

To review past or current contributions, you can review the **ACR Pay Period Summary** at any time.

From anywhere in the secure Employer section of the ASRS website, using the left-hand navigation menu, click on the “ACR Pay Period Summary” link to load the summary page.

On the **ACR Pay Period Summary** page, use the drop-down menu after Fiscal Year to choose the year you wish to review. This will populate a table with a summary of contributions made during the fiscal year selected.

User Home

Employer Meeting Registration
Secure E-Mail
Employer Tutorials

Forms & Packets

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Getting Started
ACH Account Profiles

Contribution Process
Pay Period Summary
Pay Cycle Information
ACH Payment Summary

Alternate Contribution Process
ACR Pay Period Summary

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Manage Enrollments
Check Member

ACR Pay Period Summary

This page allows authorized users to view contribution history for an Alternate Contribution Rate PPE reported to ASRS.

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

Select Fiscal Year July 2011 - June 2012 ▾

Pay Period Information

PPE Date	ACR Summary Report Status	ACH Status	ACR Submit Date	Request Deposit Date	Confirmation Number	Operations Available
06/29/2012	Submitted \$138.63	Pending \$138.84	06/20/2012	07/20/2012		View Details Report
06/29/2012	Submitted \$99.58	Pending \$99.58	06/23/2012	06/29/2012		View Details Report
06/28/2012	Submitted \$216.73	Processed \$216.73	06/25/2012	06/28/2012	1122415	View Details Report
06/28/2012	Submitted \$216.73	Deposited \$216.73	06/26/2012	06/27/2012	1122064	View Details Report
06/28/2012	Submitted \$14,336.10	Processed \$14,336.10	06/28/2012	06/29/2012	1122528	View Details Report
06/28/2012	Submitted \$14,336.10	Processed \$14,336.10	06/28/2012	06/29/2012	1122529	View Details Report

For details on any contribution period, click on the “View Details Report” link.

By clicking the “View Details Report” link, you will load the **Details Report** for the selected pay period ending date. An example is shown below:

User Home

Employer Meeting
Registration
Secure E-Mail
Employer Tutorials

Forms & Packets

Contribution
Reporting
Getting Started
ACH Account Profiles

Contribution Process
Pay Period Summary
Pay Cycle Information
ACH Payment
Summary

Alternate
Contribution Process
ACR Pay Period
Summary

Online Enrollment
Guide
Enrollment Regions
Manage Enrollments
Check Member

Details Report

Employees

PPE Date	06/28/2012
Employer Name	School District A
Employer Number	999999
Reporting Unit Name	School District A
Reporting Unit Number	9999

153 items found, displaying 1 to 100.

[First] [Prev] 1 2 [Next] [Last]

SSN	Name	PPE Date	Gross Pay Amount	ER ACR Amount	RTW Type	Retiree Return to Work Date
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	08/29/1998
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	01/16/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/28/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/29/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/29/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	05/29/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/01/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/01/1999
.**_	Member, Name	06/01/2012	\$1,200.00	\$93.70	Contract	06/07/1999

When you have finished reviewing the Details Report, click the “Return to ACR Pay Period Summary” link to return to the summary page.

Addendum #1:
ACR File Format

Alternate Contribution Rate File Format

Data elements should be entered in the order shown below:

Field Name	Required	Length	Business Requirements
SSN	Y	Numeric (9)	<ol style="list-style-type: none"> 1. Not null / not blank / no spaces 2. SSN cannot start with "000" 3. SSN must match an ASRS Member participant with a current status of "retired". 4. Must exist in ASRS database
Employer Number	Y	Numeric (6)	<ol style="list-style-type: none"> 1. Not null / not blank / no spaces 2. Six digits, supplied to the employer by the ASRS 3. Cannot be all "9's" 4. Cannot be all "0's" 5. Must exist in ASRS database 6. Must be in an active status 7. PPE Date cannot be less than the Employer Effective date
First Name	Y	Alphanumeric (20)	<ol style="list-style-type: none"> 1. Not null / not blank / not all spaces 2. Spaces, hyphen, and apostrophes allowed
Last Name	Y	Alphanumeric (30)	<ol style="list-style-type: none"> 1. Not null / not blank / not all spaces 2. Last name must match what exists in the ASRS database
Gross Pay Amount	Y/N	Numeric (10)	<ol style="list-style-type: none"> 1. Lead sign may be negative 2. Use dollars and cents format 3. Not null / not blank / no spaces 4. Amount must be between .01 and 9999999.99 5. May be blank/zeros only if termination date field exists
Employer Alternate Contribution Amount	Y/N	Numeric (9)	<ol style="list-style-type: none"> 1. Lead sign may be negative 2. Use dollars and cents format 3. Not null / not blank / no spaces 4. Amount must be between .01 and 999999.99 5. May be blank/zeros only if termination date exists

Reporting Unit Number	Y	Numeric (4)	<ol style="list-style-type: none"> 1. Four digits, beginning with a zero; supplied to the employer by the ASRS 2. Not null / not blank / no spaces 3. Cannot = '9999' or <= '0000' 4. Must be an active ASRS RU 5. Must be associated with ER number provided on transaction
RTW Employee Type	Y	Alpha Character (1)	<ol style="list-style-type: none"> 1. Not null / not blank / no space 2. Must be one of 3 ACR types below D: Direct C: Contractor L: Leased
Pay Period Ending	Y	MM/DD/YYYY	<ol style="list-style-type: none"> 1. Must be in MM/DD/YYYY format 2. Cannot be prior to 07/01/2012. 3. No punctuation allowed. 4. PPE Date cannot less than the Employer Effective date
Retiree Return to Work Date	Y/N	MM/DD/YYYY	<p><u>Required only</u> on receipt of 1st contribution record we receive from an employer. <u>Optional on</u> subsequent records from the same employer.</p> <ol style="list-style-type: none"> 1. Must be in MM/DD/YYYY format. 2. Cannot be less than Retirement effective date. 3. No punctuation allowed. 4. Cannot be greater than PPE Date

Retiree Termination Date	N	MM/DD/YYYY	<p>NOTE: Should be provided upon final ACR contribution record, or submitted with zero dollars for Gross Pay & ACR after the final ACR is reported.</p> <ol style="list-style-type: none"> 1. Must be in MM/DD/YYYY format. 2. Cannot be less than Retirement effective date. 3. No punctuation allowed. 4. Retiree Termination Date cannot be less than Retiree Return to work Date
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The ASRS Alternate Contribution rate process will only allow files of .CSV type and all other file types will be rejected. Example of files that will be **rejected**: .doc, .docx, .rtf, .pdf, .dat, .xls, .xlsm, etc.

What is a CSV file format?

CSV stands for Comma Separated Values, sometimes also called Comma Delimited. A CSV file is a specially formatted plain text file which stores spreadsheet or basic database style information in a very simple format, with one record on each line, and each field within that record separated by a comma.

How data will look if viewed with Notepad:

123456789,123456,Jane,Doe,200.12,17.29,1234,D,08/01/2012,08/01/2012,08/01/2012

Creating a CSV file using Microsoft Excel

1. Open your spreadsheet template and go to the **File** pull-down menu and choose **Save As...**
2. Change the "Save as type" or "Format" field to read: "CSV (Comma delimited)".
3. Enter a name for the document and click **Save**.
4. To check the validity of your CSV file, open the new file from a plain-text reading program such as Notepad or Text Edit. Check to make sure there are no extra commas, other than between fields. Depending on what program you're going to use the CSV file with, you may need to also remove any extra quotation marks or other formatting which Excel may have inserted.

CSV Header Format

Required header labels which need to be included in the *.CSV file upload:

- SSN
- Employer Number
- First Name
- Last Name
- Gross Pay Amount
- Employer Alternate Contribution Amount
- Reporting Unit Number
- RTW Employee Type
- Pay Period Ending
- Retiree Return to Work Date
- Retiree Termination Date

Addendum #2:
ACH Account Profiles

TO UPDATE YOUR ACH ACCOUNT PROFILES

This feature allows employers to maintain their bank account information.

NOTE: User permission to use the ACR application does not automatically authorize a user to access the ACH Account Profile page. This is a separate permission which must be assigned to a user by the employer Contribution Reporting Manager.

UPDATING YOUR ACH ACCOUNT PROFILES

To access the **ACH Account Profiles** page, click on the link of the same name on the left-hand navigation menu.

From this page, you can review your current bank account information.

- To deactivate an account, click the “Deactivate” link.
- To make an account the default account, click the “Make Default” link.

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ACH Account Profiles

This feature allows employers to maintain their bank account information.

Bank Account	Account Type	Action
Payroll Primary Compass Bank Edit	Contribution Reporting/ACTIVE (Default)	Deactivate Make Default
Bank Account #2 Edit	Alternate Cotribtuions Reporting/ ACTIVE	

Note:

- Default Account is the Account that is currently used for ACH transfers.
- If you deactivate a bank account, it will be no longer be used for ACH transactions.
- Default account can not be deactivated.
You must set another account as default if you want to deactivate a default account.

[Add Bank Account](#)

To add an additional account, click the **Add Bank Account** button.

ADDING A BANK ACCOUNT TO YOUR ACH ACCOUNT PROFILE

From the Add Bank Account page, complete the following information:

1. Select which type of account:
 - a. Alternate Contribution Rate Account
 - b. Contribution Accounting
2. Description (any descriptions that will help your administrator identify this account)
3. Select Owner Type
4. Add the Bank Name
5. Add the Account Routing Number
6. Add the Account Number
7. Retype the Account Number (for confirmation purposes)

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')

Owner Type Corporate

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	Check #	Account Number
211554485	0012	145674801

When finished, click the **Add Bank Account** button.

This will return you to the **ACH Account Profiles** page. You should now see your new account added to the table of accounts.