

## Check Member Eligibility

**Employer User Guide** 



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#### Section One:

### Purpose of Checking Member Eligibility

#### **Purpose**

The Check Member Eligibility application allows authorized ASRS employer users to search by social security number (SSN) and date of birth to find the ASRS status of a new employee.

The Check Member Eligibility application has two primary purposes. First, employers can identify ASRS retirees for ACR purposes. See the <u>ASRS Employer Manual, Chapter 6:</u>

Reporting Contributions – Reporting Rehired ASRS Retirees for more information.

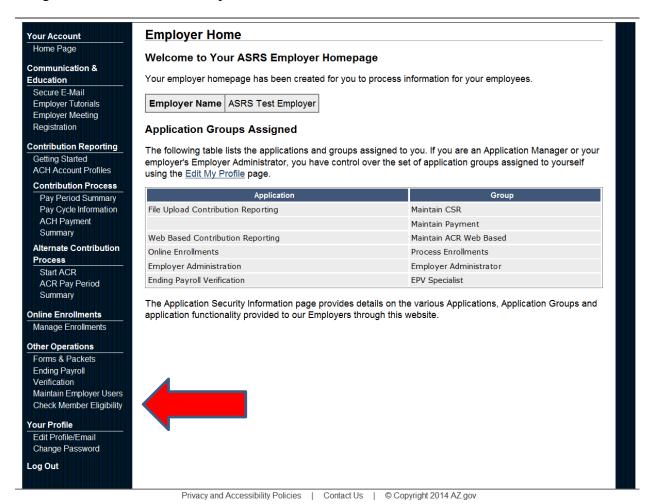
Second, State Agencies and Universities, whose new employees may be subject to a 6 month waiting period, can identify new employees with existing ASRS accounts. See the <u>ASRS</u> Employer Manual, Chapter 4: Membership – When Membership Begins for more information.

# Section Two: Getting Started

#### **Getting Started**

Each registered employer user for the ASRS secure employer website has access to the Check Member Eligibility application. To become registered, please contact your ASRS Employer Administrator. If you are uncertain of who has this role, contact your ASRS Employer Liaison.

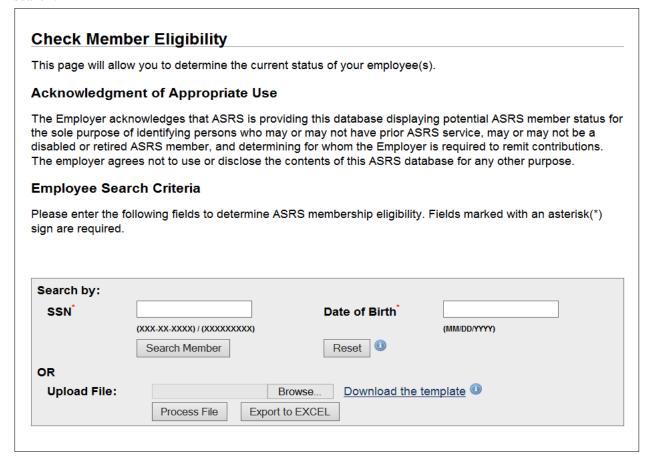
Once registered and logged in, click on the Check Member Eligibility link from the left hand navigation menu under Other Operations.



# Section Three: Individual Lookup

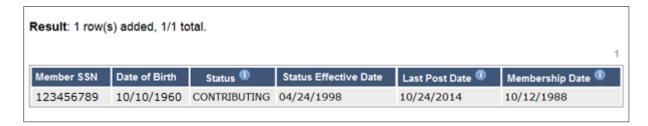
#### Individual Lookup

From the initial page, enter an SSN and Date of Birth. Both fields are required to begin the search.



After the SSN and Date of Birth are entered, click "Search Member"

The search results will be displayed at the bottom of the page.



The result line includes the SSN and date of birth initially entered by the employer user.

The ASRS status is displayed and an explanation of each status is available by hovering over the "i" icon.

- 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.
- Retired: ASRS member is retired.
- 10. Transferred Out: Not an ASRS member due to transfer.
- Undetermined: Status cannot be determined.
- 12. Retirement In Progress: Retirement application is being processed.

Status Effective Date is the date associated with the ASRS status displayed.

**Last Post Date** is the most recent ASRS contribution posting date.

**Membership Date** is the date ASRS currently has for the person's ASRS start date. This is unaudited data.

#### Section Four:

### **Upload File**

#### **Upload File**

To look up multiple employees simultaneously, use the file upload option.



You can download the file template from this screen or create a compatible file in Excel by opening a new worksheet and listing each employee's information on a separate row. The file only requires the SSN in column A and the Date of Birth in column B.

Once the file is created and saved as a Comma Separated Values (.csv) on your computer, click the Browse button to find the file and begin the process.

The file maximum is 40,000 lines.

A file uploaded with over 300 lines will display the message below.

The system has determined that the file uploaded is large.
 Please refresh the screen to see the progress of the file being processed.
 To view results, click on Export large file to Excel.
 Clear results after exporting to Excel.
 Upload only 1 large file per employer at any given time.

Status of the large file being processed:

Rows: 1,743 : Progress: 0.344% complete.

Clear Results

Export Results of the large file to EXCEL

To update the progress of the large file processing, click on the browser refresh button. Once complete, you may export the results to an Excel file.