



Check Member Eligibility

Employer User Guide



2014

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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 [ASRS Employer Manual, Chapter 6: 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 [ASRS 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.

Your Account
Home Page

Communication & Education
Secure E-Mail
Employer Tutorials
Employer Meeting
Registration

Contribution Reporting
Getting Started
ACH Account Profiles

Contribution Process
Pay Period Summary
Pay Cycle Information
ACH Payment
Summary

Alternate Contribution Process
Start ACR
ACR Pay Period
Summary

Online Enrollments
Manage Enrollments

Other Operations
Forms & Packets
Ending Payroll
Verification
Maintain Employer Users
Check Member Eligibility

Your Profile
Edit Profile/Email
Change Password

Log Out

Employer Home

Welcome to Your ASRS Employer Homepage

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


Employer Name ASRS Test Employer

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
File Upload Contribution Reporting	Maintain CSR
	Maintain Payment
Web Based Contribution Reporting	Maintain ACR Web Based
Online Enrollments	Process Enrollments
Employer Administration	Employer Administrator
Ending Payroll Verification	EPV 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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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.

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***

(XXX-XX-XXXX) / (XXXXXXXXXX) (MM/DD/YYYY)

OR

Upload File: [Download the template](#)

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

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

Result: 1 row(s) added, 1/1 total.

Member SSN	Date of Birth	Status	Status Effective Date	Last Post Date	Membership Date
123456789	10/10/1960	CONTRIBUTING	04/24/1998	10/24/2014	10/12/1988

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.
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.

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.

OR

Upload File: [Download the template](#) 

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.

<ul style="list-style-type: none">• 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	<input type="button" value="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.