



ARIZONA STATE
RETIREMENT SYSTEM

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Employer User Guide

Service Verification Applications

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Section One:
Introduction & Purpose

Introduction & Purpose

The Arizona State Retirement System (ASRS) has been working toward paperless processes for its member and employer programs. Effective August 29, 2018, the ASRS released new functionality on its secure member and employer website to enable members and employers to manage and complete transactions relating to the Service Purchase program.

Although Service Purchase is a member program, it does involve employers in the following ways:

- When a member elects to use a Payroll Deduction Authorization (PDA) or a Termination Pay Authorization as a payment method for purchasing service credit, the employer must implement that PDA or termination pay authorization.
- When a member applies to the ASRS to purchase service credit for an approved Leave of Absence (LOA), the employer must verify the LOA information.

There are also programs that are not Service Purchase, but are related because they involve the process of adding to a member's service credit and/or compensation history with information provided by the employer. These two programs are:

- Contributions Not Withheld (CNW): This is the method used to correct an error where less than the correct amount of contributions has been paid.
- Military Call Up: When a member volunteers or is ordered into active military service, the employer must pay the cost of the contributions for both the member and the employer during the period of active duty if the member meets specific conditions.

You will find more information about these processes including the relevant state statutes and employer responsibilities in the ASRS Employer Manual, which can be downloaded from the Employer Reference Materials page of the Employers section of the ASRS website. This guide will walk you through the steps involved in the various applications categorized as Service Verification. In order to access these applications, employer users must have the appropriate role(s), which can be assigned to employer users by an Employer Administrator through the Maintain Employer Users page.

Section Two:

Secure Employer Website
Login

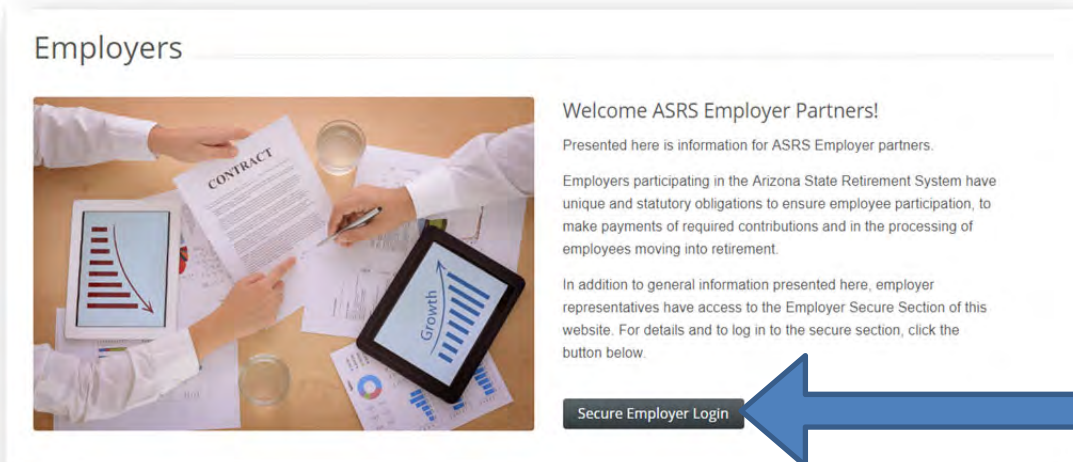
Secure Employer Website Login

To access the applications detailed in this guide, you will need to log in to your secure employer account on the ASRS website. Visit the ASRS website at www.AzASRS.gov and click on the **Employers** tab at the top of the page.



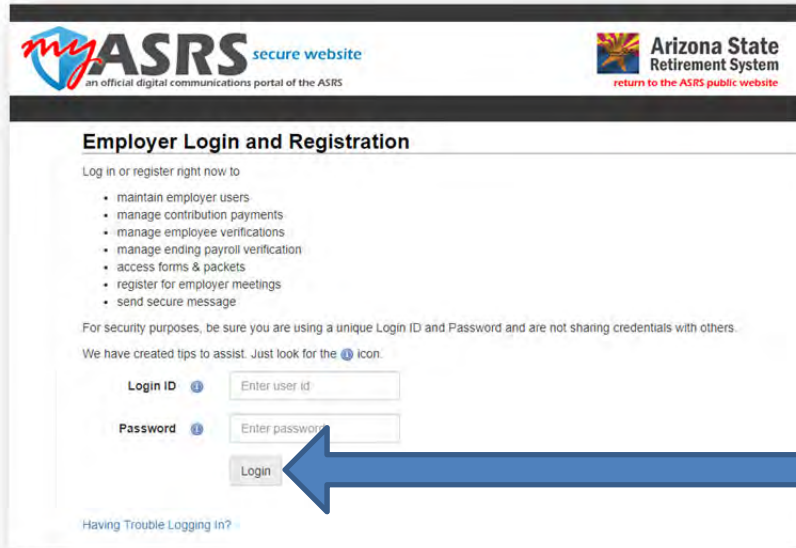
Click on

Secure Employer Login

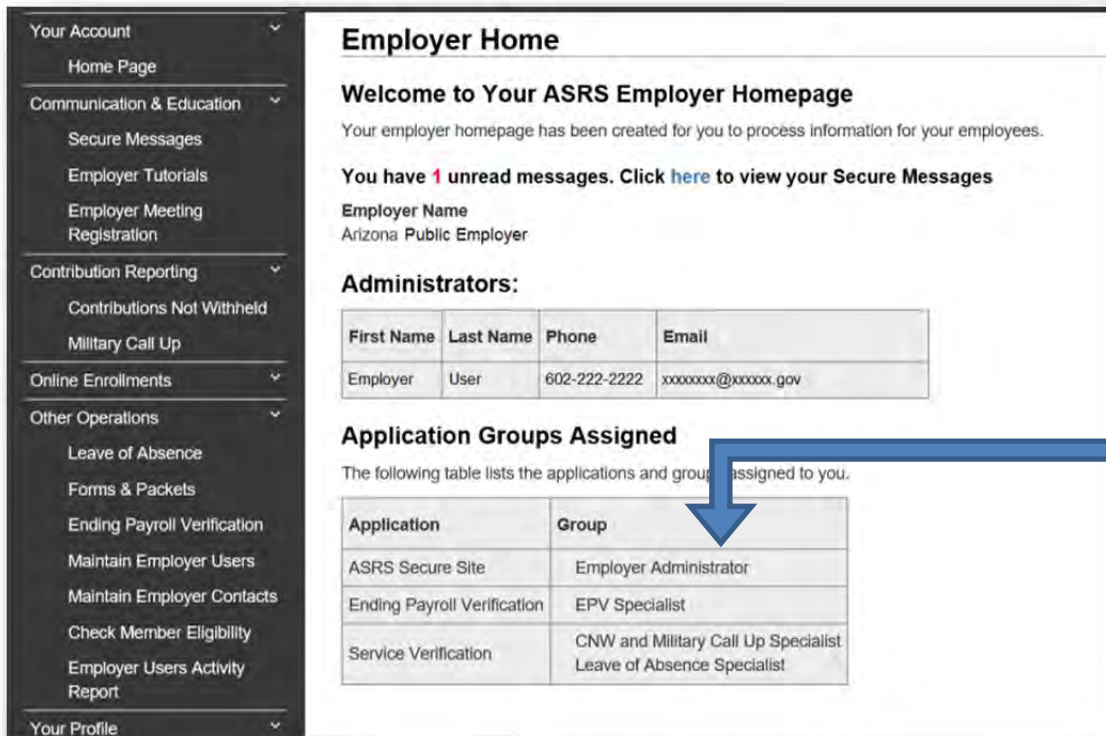


On the **Employer Login and Registration** page, type in your Login ID and password.

Then click **Login**



From the **Employer Home** page you will see the roles assigned to you listed in the **Group** column of **Application Groups Assigned**.



Section Three:
Contributions Not Withheld

Contributions Not Withheld

In this guide we will refer to Contributions Not Withheld by the abbreviation **CNW** except where it is spelled out on screen. To access this application, an Employer Administrator must have assigned the **CNW and Military Call Up Specialist** role to your account. The CNW process can be initiated by either the employer or the member. The steps for both scenarios are detailed below.

Employer-Initiated CNW

To begin the process of initiating a CNW, log in to your secure employer account. Click on **Contributions Not Withheld** from the left navigation menu under Contribution Reporting.

Date Requested	Initiated By	SSN	First Name	Last Name	Status
06/17/2018	EMPLOYER	999999999	Employee	Name	Unsubmitted
04/23/2018	EMPLOYER	999999999	Employee	Name	Employer Paid
05/22/2018	EMPLOYER	999999999	Employee	Name	Make Employer Payment
05/02/2018	EMPLOYER	999999999	Employee	Name	Unsubmitted
04/23/2018	MEMBER	999999999	Employee	Name	Make Employer Payment
04/23/2018	MEMBER	999999999	Employee	Name	New
04/23/2018	EMPLOYER	999999999	Employee	Name	Unsubmitted
04/23/2018	MEMBER	999999999	Employee	Name	Unsubmitted

Click on **Make a Contributions Not Withheld Request** Complete the information about the employee/member.

- **SSN**
- **First Name**
- **Middle Name**
- **Last Name**
- **Date of Birth** (use MM/DD/YYYY format)
- **Gender**
- **Marital Status**
- **Employee Hire Date**

- **CNW Start Date** (the first day of the period for which contributions were not withheld)
- **CNW End Date** (the last day of the period for which contributions were not withheld)
- **Position Title during CNW period**
- **Employee last known Email address**
- **Employee last known address** (mailing)

Click **Continue** This will bring you to the **CNW New Request Data** page.

CNW New Request Data

On the **CNW New Request Data** screen, enter the data for each fiscal year that the CNW period includes. The ASRS fiscal year is July 1 through June 30.

- **Was your intent for the employee to work enough hours to meet ASRS membership within this fiscal year?** (Did the employee meet the 20/20 criteria for this fiscal year?)
- **Was this position covered by Arizona’s Social Security 218 agreement?** (This is relevant for periods of employment that occurred prior to 7/24/2014, when this coverage was a requirement for ASRS eligibility.)

CNW New Request Data

Click on each Fiscal Year to provide required information.

Add a Fiscal Year -

+ Fiscal Year 2006 [\$0.00] Delete

Fiscal Year from 07/01/2005 to 06/30/2006

Was your intent for the employee to work enough hours to meet ASRS membership within this fiscal year?
 Yes No

Was this position covered by Arizona's Social Security 218 agreement?
 Yes No

For each pay period in the fiscal year which has CNW, provide the following data:

- **Pay Period Ending Date** (This is the last day of the pay period. You must use MM/DD/YYYY format.)
- **Eligible unreported wages** (If no contributions have been reported for the member for this pay period, then enter their gross wages for the pay period. If there have been some contributions reported for the member for this pay period, only include the gross wages that have not been reported to the ASRS.)

- **Payment Type** (These correspond to pay types that meet the definition of ASRS compensation.)
- **Hours** (This is the number of hours worked during that pay period.)

Add rows for additional pay periods as needed, using the **Add Pay Period Row(s)** button on the bottom right corner.

Pay Period Ending Date	Eligible unreported wages	Payment Type	Hours	Actions
08/14/2005	\$901.60	1-Base Pay/ Leave Pay	40.00	Delete
08/28/2005	\$901.60	1-Base Pay/ Leave Pay	40.00	Delete
09/11/2005	\$901.60	1-Base Pay/ Leave Pay	40.00	Delete
09/25/2005	\$901.60	1-Base Pay/ Leave Pay	40.00	Delete
10/09/2005	\$901.60	1-Base Pay/ Leave Pay	40.00	Delete
10/23/2005	\$901.60	1-Base Pay/ Leave Pay	40.00	Delete
				Add Pay Period Row(s) ▾

Save Fiscal Year Changes Cancel Fiscal Year Changes

Prior to submitting the information, you may delete rows as needed by clicking the **Delete** button at the far right of the row.

Click **Save Fiscal Year Changes** after completing the information for the fiscal year, and if you need to save the information to continue with the request at a later time. **Please note the countdown timer on this screen.** If you enter any information on the page and do not save the changes, once the countdown ends the page will refresh and your changes will be lost.

Click **Cancel Fiscal Year Changes** to discard the information entered since the last time you saved it.

To return to the prior screen click

Back to Contributions Not Withheld Request Eligibility

To cancel working on this request click

Cancel

When finished entering the data for all fiscal years included in the request, click

Continue

Back to Contributions Not Withheld Request Eligibility

Continue

Cancel

Submitting a CNW Request

On the **CNW Salary Summary** screen you will see the total salary from which contributions were not withheld. Below the salary summary is your employer and contact information.

CNW Salary Summary

Fiscal Year 2006 (07/01/2005 to 06/30/2006)	\$5,409.60
Total	\$5,409.60

Employer Name	Arizona Public Employer
ASRS Employer Number	999999
Phone Number	602-222-2222
Title	Payroll Manager
Email Address	xxxxxxx@xxxxxx.gov
Employer User Name	Employer User

Please notify the member that they must have registered their myASRS account to receive information about this CNW request and to set up their payment.

I certify that:

- I have verified all the dates and salary information and it is correct.
- I have the legal power to bind the employer in transactions with the ASRS.
- By submitting to ASRS below, the employer will receive an invoice for the contributions owed for eligible time only, as well as the accumulated interest on the CNW for both the member and employer contributions. The member will receive an invoice for their contributions owed.

I agree.

Submit Contributions Not Withheld Request

Back

Cancel

Read the certification information and check the box to agree.

Then click

Submit Contributions Not Withheld Request

If you are not ready to submit the request, you can navigate to the prior screen by clicking **Back** or click **Cancel** to return to the CNW home page.

Back

After submitting the CNW request, you will see a confirmation that the request was submitted.

You may print a copy of the request by clicking **Print Contributions Not Withheld Request** on this screen, or at a later time by returning to the request from the CNW home page.

You will also receive a Secure Message containing a copy of the request as an attachment.

CNW Request Completed

Date Requested	Initiated By	SSN	First Name	Last Name	Hire Date	Position Title
08/17/2018	MEMBER	***-**-9999	Firstname	Lastname	08/03/2005	Specialist

CNW Start Date	08/14/2005
CNW End Date	10/23/2005

The CNW request has been successfully created.

[Print Contributions Not Withheld Request](#)

[Home Page](#)

[Contributions Not Withheld Home Page](#)

On the CNW home page you will see the existing CNW requests and their status. After submitting a new CNW request, the status will display **Pending ASRS Review**.

Contributions Not Withheld

[Make a Contributions Not Withheld Request](#)

[Export to File](#)

Date Requested	Initiated By	SSN	First Name	Last Name	Status	Status date ▼	Payment Due date	Actions
08/17/2018	MEMBER	999999999	Firstname	Lastname	Pending ASRS Review	08/17/2018		

Member-Initiated CNW

If a member believes there is a CNW during their employment with your employer, they can initiate a CNW request from their myASRS account. As an employer, you will receive notification of the CNW request through a Secure Message.

Type	Subject	Last Modified...	Last Modified	Status	
Private	Service Purchase	ASRS	2 Mi	COMPLETED	

View/Edit Secure Message

Subject: Service Purchase

ASRS / 08/17/2018 04:48 PM

[ServicePurchaseApplication.pdf](#)

A Contribution Not Withheld service purchase request has been initiated by one of your current or former employees. Click on the Contribution Not Withheld link on the left hand navigation menu to review and process the request.

The Secure Message will contain a PDF attachment detailing the request.

Click on **Contributions Not Withheld** from the left navigation menu under Contribution Reporting. Find the member's request in the table on the page, and click on the status to open the request.

Contributions Not Withheld

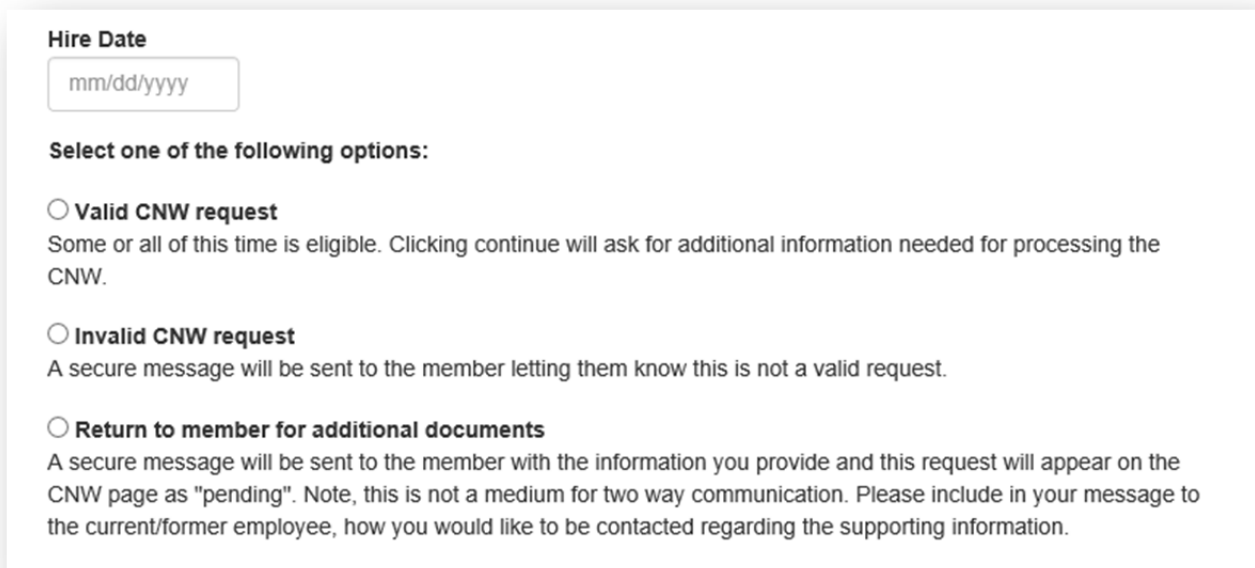
Make a Contributions Not Withheld Request Export to File

Date Requested	Initiated By	SSN	First Name	Last Name	Status	Status date ▼	Payment Due date	Actions
04/22/2019	MEMBER	999999999	Firstname	Lastname	New	04/22/2019		

CNW Request Eligibility

As you open the new CNW request, you will see the basic information provided by the member, including the start and end date of the CNW period. From this screen you must enter a Hire Date, and then choose one of three options.

- If you have confirmed that some or all of the time within the CNW period is a valid CNW request, then click the radio button for **Valid CNW request**.
- If you have determined that there is no CNW for the time included in the request, then click the radio button for **Invalid CNW request**. A comment field will appear on the page. Enter an explanation for the member and your contact information in case the member has additional questions.
- If you need the member to provide additional information, click the radio button **Return to member for additional documents**. A comment field will appear on the page. Enter information explaining what documentation you need the member to provide to you, as well as how the member should submit the documentation and your contact information in case the member has additional questions.



The screenshot shows a form titled "Hire Date" with a text input field containing the placeholder "mm/dd/yyyy". Below the input field, the text "Select one of the following options:" is displayed. There are three radio button options, each with a brief description:

- Valid CNW request**
Some or all of this time is eligible. Clicking continue will ask for additional information needed for processing the CNW.
- Invalid CNW request**
A secure message will be sent to the member letting them know this is not a valid request.
- Return to member for additional documents**
A secure message will be sent to the member with the information you provide and this request will appear on the CNW page as "pending". Note, this is not a medium for two way communication. Please include in your message to the current/former employee, how you would like to be contacted regarding the supporting information.

Then click **Continue**

If you indicated the request is valid and clicked the **Continue** button, you will move to the CNW New Request Data page, where you will provide data for the request.

If you indicated the request is invalid, provided detailed notes in the comment field, and clicked the **Continue** button, you will see a warning box asking you to confirm you want to invalidate

the request. Clicking **No** will close the warning box. Clicking **Yes** will cancel the CNW request, send your message to the member, and return you to the Contributions Not Withheld page, where the request will have a cancelled status.

And if you selected the option to return to the member for additional documents, provided detailed notes in the comment field, and clicked the **Continue** button, your message will be sent to the member and you will return to the Contributions Not Withheld page, where the request will have a pending status.

Returning to a Pending Request

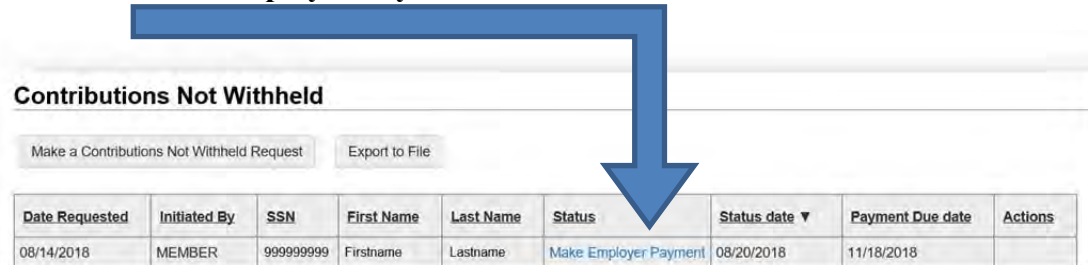
If you indicated additional documentation is needed, the request will be pending. Once you are ready either to continue with the CNW or cancel the request, log in and click on **Contributions Not Withheld** from the left navigation menu under Contribution Reporting. Find the member's request in the table on the page, and click on the status (Pending Employee Documents) to open the request.

On the CNW Request Information page, you can choose to click a button to go Back, Continue, or Cancel. Choosing either Back or Cancel will take you to the Contributions Not Withheld page. Click **Continue** if you are ready to validate or invalidate the CNW request and you will move to the CNW New Request Data page. If you have determined the pending CNW request is valid, then proceed to enter data for the first fiscal year included in the request.

If you have determined that the pending request is invalid, scroll to the bottom of the page and click **Back to Contributions Not Withheld Request Eligibility**. Click the radio button for **Invalid CNW request**. A comment field will appear on the page. Enter an explanation for the member along with your contact information and click **Continue**. You will see a warning box asking you to confirm you want to invalidate the request. Clicking **No** will close the warning box. Clicking **Yes** will cancel the CNW request, send your message to the member, and return you to the Contributions Not Withheld page, where the request will have a cancelled status.

Make Employer Payment

When the ASRS has processed a CNW request, you will receive a Secure Message notifying you that the ASRS has generated a cost invoice and it is time to send payment for the employer invoice. The message will direct you to the CNW home page, where the CNW request will have a new status: **Make Employer Payment**.



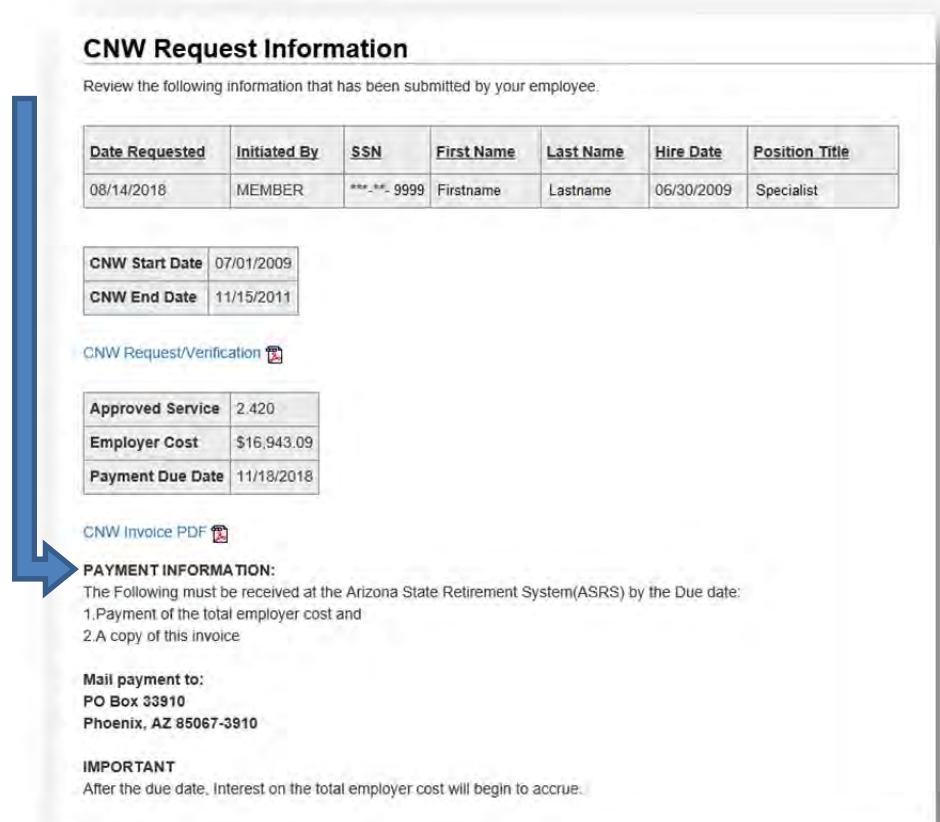
Contributions Not Withheld

Make a Contributions Not Withheld Request Export to File

Date Requested	Initiated By	SSN	First Name	Last Name	Status	Status date ▼	Payment Due date	Actions
08/14/2018	MEMBER	999999999	Firstname	Lastname	Make Employer Payment	08/20/2018	11/18/2018	

Click on **Make Employer Payment** to see a summary of the CNW request information, a link to open the request/verification, a link containing the CNW employer invoice, and the employer payment instructions.

Follow the instructions listed under **PAYMENT INFORMATION** on the **CNW Request Information** page.



CNW Request Information

Review the following information that has been submitted by your employee.

Date Requested	Initiated By	SSN	First Name	Last Name	Hire Date	Position Title
08/14/2018	MEMBER	***-**-9999	Firstname	Lastname	06/30/2009	Specialist

CNW Start Date: 07/01/2009
CNW End Date: 11/15/2011

[CNW Request/Verification](#)

Approved Service	2.420
Employer Cost	\$16,943.09
Payment Due Date	11/18/2018

[CNW Invoice PDF](#)

PAYMENT INFORMATION:
The Following must be received at the Arizona State Retirement System(ASRS) by the Due date:
1.Payment of the total employer cost and
2.A copy of this invoice

Mail payment to:
PO Box 33910
Phoenix, AZ 85067-3910

IMPORTANT
After the due date, interest on the total employer cost will begin to accrue.

After the ASRS has received and processed the employer CNW payment, the CNW home page and the CNW Request Information page will display updated information indicating the employer payment was received.

CNW Status

Once a CNW request has been initiated it will appear on the CNW home page. Each CNW request may have one of nine possible statuses. These are:

- **New** (request initiated by the member and not yet opened by employer)
- **Unsubmitted** (opened by employer but not yet submitted to the ASRS for processing)
- **Pending Employee Documents** (message has been sent to member requesting information)
- **Pending ASRS Review** (request received by the ASRS and awaiting review)
- **Make Employer Payment** (ASRS has processed CNW and generated employer invoice)
- **Employer Paid** (ASRS has received payment from the employer)
- **Canceled by Employer** (employer user has canceled the CNW request)
- **Canceled** (ASRS has canceled the CNW request)
- **Invoice Expired** (ASRS did not receive employer payment by due date; additional interest will be due and invoice will need to be recalculated)

Section Four:
Military Call Up

Military Call Up

When an employee is eligible for service credit for a period of active military duty, rather than completing a paper Military Call Up form, the employer submits this information to the ASRS using the Military Call Up application within Service Verification. To access this application, an Employer Administrator must have assigned the **CNW and Military Call Up Specialist** role to your account.

Initiating a Military Call Up Request

To begin the process of initiating a Military Call Up request, log in to your secure employer account. Click on **Military Call Up** from the left navigation menu under Contribution Reporting.

Click on **Make a Military Call Up Request**

The screenshot shows the myASRS secure website interface. The top header includes the myASRS logo and the Arizona State Retirement System logo. The left navigation menu is expanded to show 'Contribution Reporting', with 'Military Call Up' highlighted. A blue arrow points to this menu item. Below the navigation menu, the 'Military Call Up' page is displayed. It contains a description of the program, a list of requirements, and a button labeled 'Make a Military Call Up Request'. A second blue arrow points to this button. Below the button is a table with columns: Date Requested, SSN, First Name, Last Name, Status, Status date, Payment Due date, and Actions. The table currently shows 'No Military Call Up requests.'

Complete the information about the member on the **Military Call Up Request** page.

- **SSN**
- **First Name**
- **Middle Name**
- **Last Name**

- **Date of Birth** (use MM/DD/YYYY format)
- **Employee Last Known Address** (mailing)
- **Start Date of Call-Up Service** (use MM/DD/YYYY format)
- **End Date of Call-Up Service** (use MM/DD/YYYY format)

Click **Continue** You can quit the request by clicking **Cancel**

Military Call Up Eligibility

To assess the eligibility of the request, the **Military Call Up Request** page will present questions regarding whether the employee returned to work within 90 days of either discharge from active duty or release from service-related hospitalization. Enter the appropriate information and click

Continue

Military Call Up Request

Did the employee return to work within 90 days of either discharge from active duty or release from service-related hospitalization?

Yes No

Return to work date

Back Continue Cancel

Note that if the member is not eligible to receive military call-up service, the application will not allow you to continue with the request. Click **Cancel** to cancel the request. You can also return to the previous screen by clicking **Back**

Back

Military Call Up Request

Did the employee return to work within 90 days of either discharge from active duty or release from service-related hospitalization?

Yes No

Did the employee become disabled and unable to return to work or die during active military service?

Yes No

Member is not eligible to receive Military Call-up Service.

Back Cancel

Completing a Military Call Up Request

If the member is eligible to receive the service, on the next page enter the data for each fiscal year that the military call up period includes. The ASRS fiscal year is July 1 through June 30.

For each pay period in the fiscal year which has military call up service, provide the following data:

- **Pay Period Ending Date** (This is the last day of the pay period. You must use MM/DD/YYYY format.)
- **Gross Salary** (This is what the member's gross wages would have been if they had not been called up to active military service. If the member used paid leave during this period and contributions were submitted on that compensation, do not substitute that for the gross salary here. If there were overlapping contributions during the same period, the member's ASRS account will be adjusted appropriately during this process.)
- **Payment Type** (These correspond to pay types that meet the definition of ASRS compensation.)

Military Call Up Request

List each Pay Period Ending and Gross Salary the member would have earned starting with the Military Call Up start date to the day prior to returning to work.

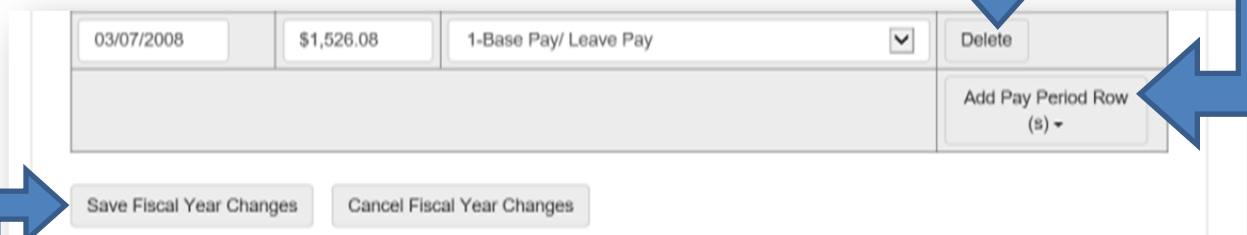
[Add a Fiscal Year](#) ▾

- + [Fiscal Year 2006](#) [\$33,573.76] [Delete](#)
- + [Fiscal Year 2007](#) [\$39,678.08] [Delete](#)
- + [Fiscal Year 2008](#) [\$27,469.44] [Delete](#)

Fiscal Year from 07/01/2007 to 06/30/2008

Pay Period Ending Date	Gross Salary	Payment Type	Actions
07/13/2007	\$1,526.08	1-Base Pay/ Leave Pay ▾	Delete
07/27/2007	\$1,526.08	1-Base Pay/ Leave Pay ▾	Delete


Add rows for additional pay periods as needed, using the **Add Pay Period Row(s)** button on the bottom right corner. Prior to submitting the information, you may delete rows as needed by clicking the **Delete** button at the far right of the row.



The screenshot shows a table with one row containing the following data: '03/07/2008', '\$1,526.08', and '1-Base Pay/ Leave Pay'. To the right of the table is a 'Delete' button. Below the table is an 'Add Pay Period Row(s)' button. At the bottom of the form are two buttons: 'Save Fiscal Year Changes' and 'Cancel Fiscal Year Changes'. Blue arrows point from the text above to the 'Delete' and 'Add Pay Period Row(s)' buttons, and from the 'Save Fiscal Year Changes' button to the text below.

Click **Save Fiscal Year Changes** after completing the information for the fiscal year, and if you need to save the information to continue with the request at a later time.

Click **Cancel Fiscal Year Changes** to discard the information entered since the last time you saved it.



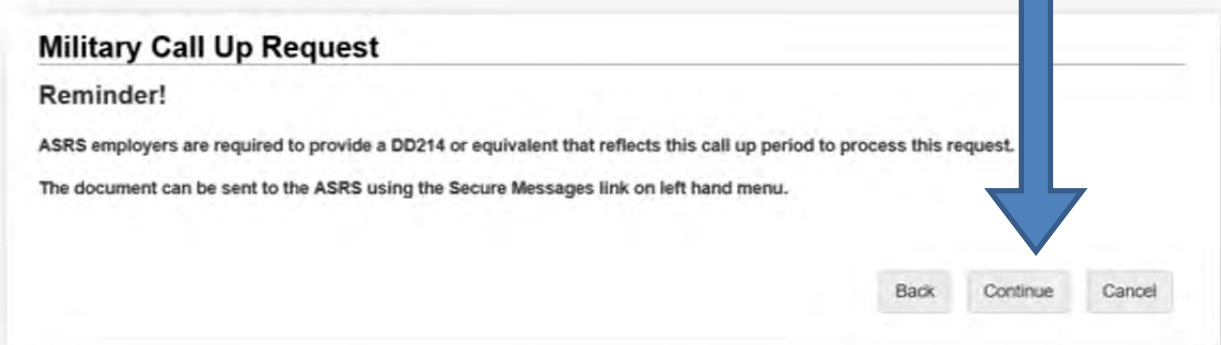
The screenshot shows three buttons: 'Back', 'Continue', and 'Cancel' arranged horizontally.

To return to the prior screen click **Back**

To cancel working on this request click **Cancel**

When finished entering the data for all fiscal years included in the request, click **Continue**

After clicking **Continue** you will see a reminder message to submit the member's DD214 or equivalent document to the ASRS by creating a new Secure Message and attaching the document to the message. Click **Continue** again to proceed.



The screenshot shows a message box titled 'Military Call Up Request' with a 'Reminder!' header. The text reads: 'ASRS employers are required to provide a DD214 or equivalent that reflects this call up period to process this request. The document can be sent to the ASRS using the Secure Messages link on left hand menu.' At the bottom right are three buttons: 'Back', 'Continue', and 'Cancel'. A blue arrow points from the text above to the 'Continue' button.

Submitting a Military Call Up Request

On the final Military Call Up Request screen you will see your employer and contact information.

Military Call Up Request

Employer Name	Arizona Public Employer
ASRS Employer Number	999999
Phone Number	602-222-2222
Title	HR Manager
Email Address	xxxx@xxxxx.gov
Employer User Name	Employer User

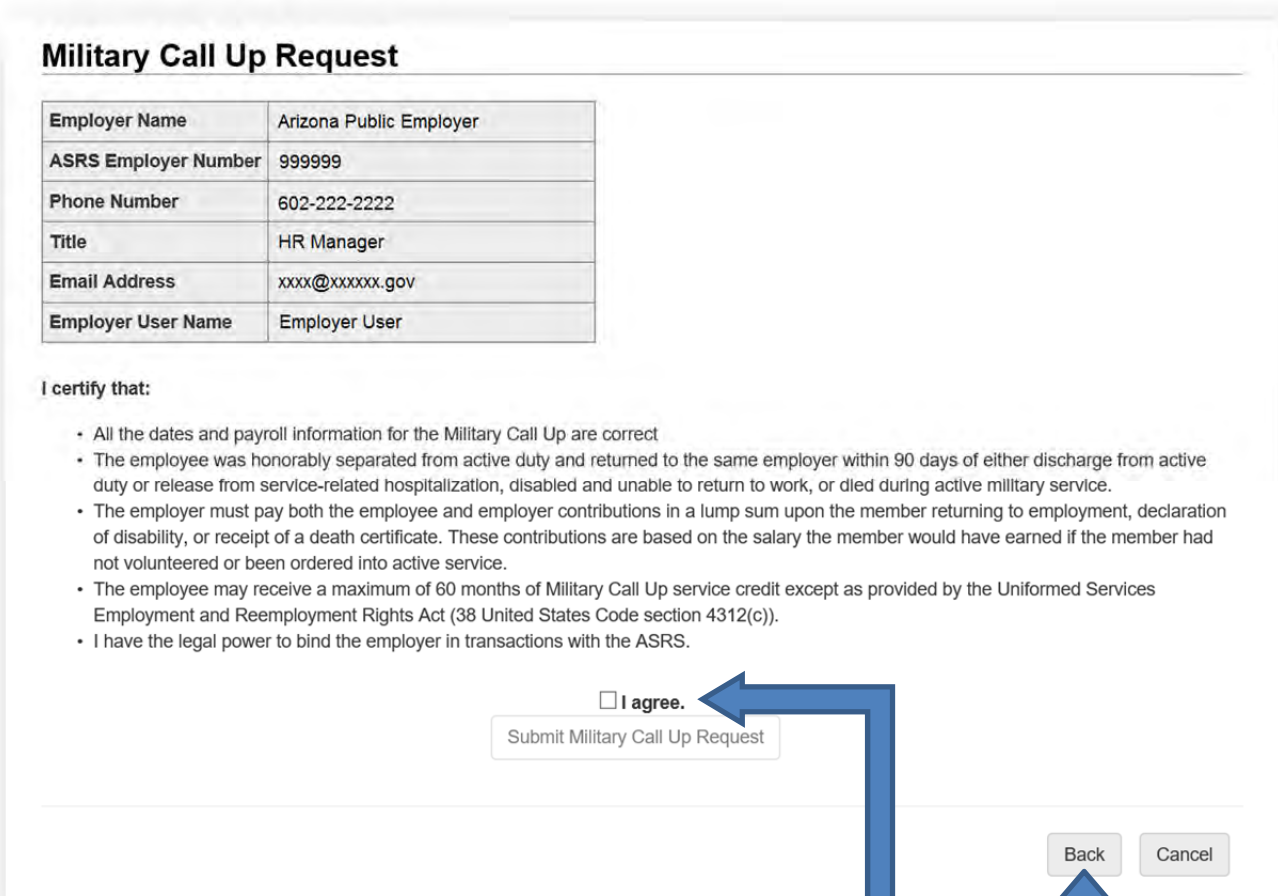
I certify that:

- All the dates and payroll information for the Military Call Up are correct
- The employee was honorably separated from active duty and returned to the same employer within 90 days of either discharge from active duty or release from service-related hospitalization, disabled and unable to return to work, or died during active military service.
- The employer must pay both the employee and employer contributions in a lump sum upon the member returning to employment, declaration of disability, or receipt of a death certificate. These contributions are based on the salary the member would have earned if the member had not volunteered or been ordered into active service.
- The employee may receive a maximum of 60 months of Military Call Up service credit except as provided by the Uniformed Services Employment and Reemployment Rights Act (38 United States Code section 4312(c)).
- I have the legal power to bind the employer in transactions with the ASRS.

I agree.

Submit Military Call Up Request

Back Cancel



Read the certification information and check the box to agree.

Then click **Submit Military Call Up Request**

If you are not ready to submit the request, you can navigate to the prior screen by clicking **Back**

or click **Cancel** to return to the Military Call Up home page.

After submitting the Military Call Up request, you will see a confirmation that the request was submitted.

You may print a copy of the request by clicking **Print Military Call Up** on this screen, or at a later time by returning to the request from the Military Call Up home page.

Military Call Up Request Completed

Employer Name	Arizona Public Employer
ASRS Employer Number	999999
Phone Number	602-222-2222
Title	HR Manager
Email Address	xxxx@xxxxxx.gov
Employer User Name	Employer User

The Military Call Up request has been successfully created.

[Print Military Call Up](#)

[Military Call Up Home Page](#)

You will also receive a Secure Message containing a copy of the request as an attachment.

On the Military Call Up home page you will see the existing Military Call Up requests and their status. After submitting a new Military Call Up request, the status will display **Pending ASRS Review**.

Military Call Up

An active ASRS member who is also a member of the Arizona National Guard or the United States military reserves and volunteers or is ordered into active military service as part of a federal military call-up is eligible to receive ASRS credited service time while on active duty.

Requirements

- The employee must be honorably separated from active duty and return to the same employer within 90 days of either discharge from active duty or release from service-related hospitalization, be disabled and unable to return to work, or have died during active military service.
- The employer must pay both the employee and employer contributions in a lump sum upon the member returning to employment, declaration of disability, or receipt of a death certificate. These contributions are based on the salary the member would have earned if the member had not volunteered or been ordered into active service.
- The employee may receive a maximum of 60 months of military call-up service credit except as provided by the Uniformed Services Employment and Reemployment Rights Act (38 United States Code section 4312(c)).
- If any contributions were received by the ASRS during the call up period, you will be contacted by Contribution Accounting to take a credit.

[Make a Military Call Up Request](#)

[Export to File](#)

Date Requested	SSN	First Name	Last Name	Status	Status date ▼	Payment Due date	Actions
08/17/2018	999999999	Firstname	Lastname	Pending ASRS Review	08/17/2018		

Military Call Up Status

Once a Military Call Up request has been initiated it will appear on the Military Call Up home page. Each Military Call Up request may have one of six possible statuses. These are:

- **Unsubmitted** (not yet submitted to the ASRS for processing)
- **Pending ASRS Review** (request received by the ASRS and awaiting review)
- **Make Employer Payment** (ASRS has processed Military Call Up request and generated employer invoice)
- **Employer Paid** (ASRS has received payment from the employer)
- **Canceled** (ASRS has canceled the Military Call Up request)
- **Invoice Expired** (ASRS did not receive employer payment by due date; additional interest will be due and invoice will need to be recalculated)

Make Employer Payment

When the ASRS has processed a Military Call Up request, you will receive a Secure Message notifying you that the ASRS has generated a cost invoice and it is time to send payment for the employer invoice. The message will direct you to the Military Call Up home page, where the Military Call Up request will have a new status: **Make Employer Payment**.

Date Requested	Initiated By	SSN	First Name	Last Name	Status	Status date ▼	Payment Due date	Actions
08/14/2018	MEMBER	999999999	Firstname	Lastname	Make Employer Payment	08/20/2018	11/18/2018	



Click on **Make Employer Payment** to see a summary of the Military Call Up request information, a link to open the request/verification, a link containing the Military Call Up employer invoice, and the employer payment instructions.

Follow the instructions listed under **PAYMENT INFORMATION** on the **Military Call Up Request Information**.

After the ASRS has received and processed the employer payment, the Military Call Up home page and the Military Call Up Request Information page will display updated information indicating the employer payment was received.

Section Five:

Leave of Absence Verification
for Service Purchase

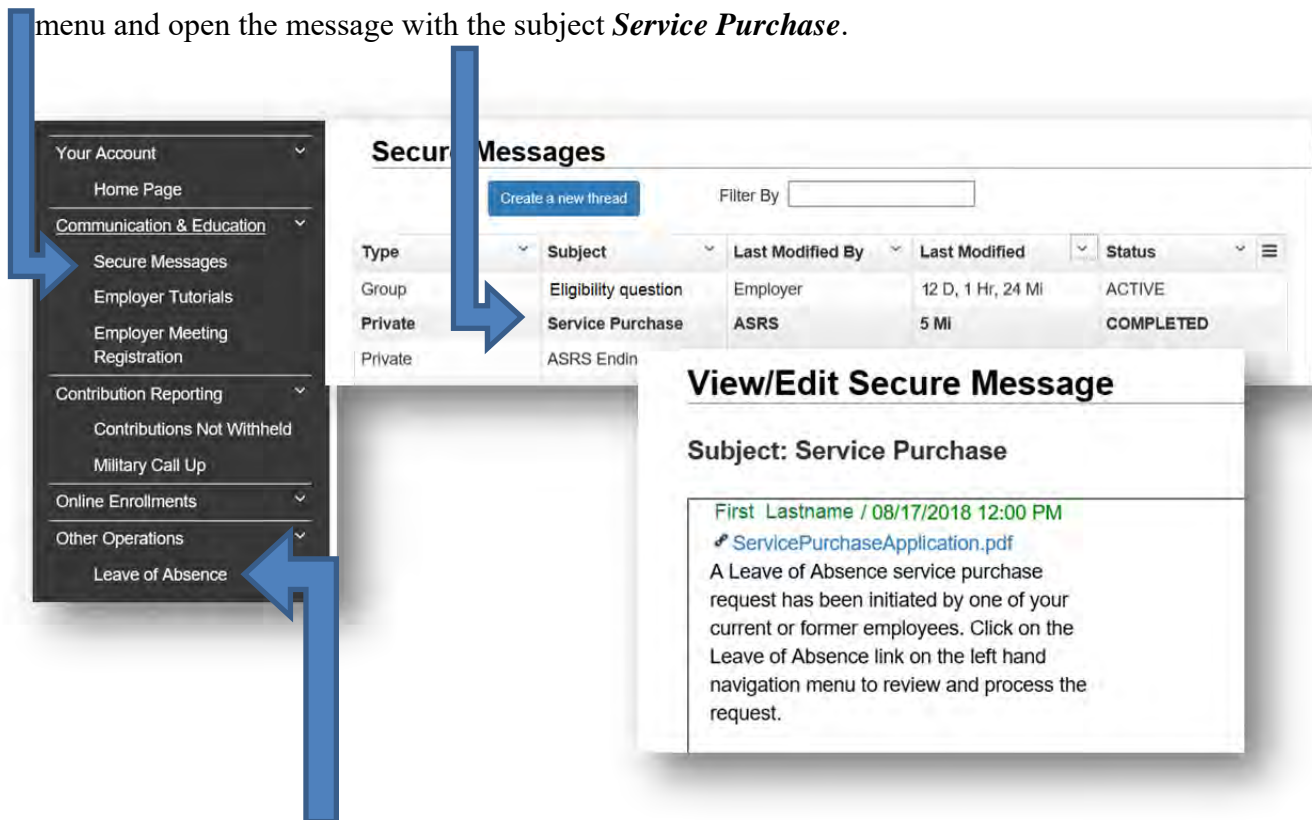
Leave of Absence (LOA) Service Purchase

Members who take an unpaid leave of absence (LOA) may choose to purchase service credit for the LOA if they are eligible to do so. Part of the eligibility criteria involves the employer verifying that the LOA was approved and that the employee returned to work after the LOA ended.

When a member wishes to purchase LOA service, rather than having the employer complete a paper Approved Leave of Absence form, the member initiates their request within their myASRS account. Then the employer provides information to the ASRS using the Leave of Absence application within Service Verification. To access this application, an Employer Administrator must have assigned the **Leave of Absence Specialist** role to your account.

Initiating a Leave of Absence Request

The process of initiating a LOA request begins with the member. As a Leave of Absence Specialist, you will be notified by Secure Message when an employee has initiated a request. Log in to your secure employer account. Click on **Secure Messages** from the left navigation menu and open the message with the subject **Service Purchase**.



The Secure Message will contain a copy of the member’s request. To review and process the request, click on **Leave of Absence** from the left navigation menu under Other Operations.

After clicking on **Leave of Absence** from the left navigation menu, you will see the new request on the Leave of Absence home page. Click on the status to open request.

Leave of Absence(LOA)

This page allows the employer to review Leave of Absence requests

Export to File

<u>Date Requested</u>	<u>SSN</u>	<u>First Name</u>	<u>Last Name</u>	<u>Status</u>	<u>Status Date</u>
08/17/2018	999999999	Firstname	Lastname	New	08/17/2018

Review the information on the New Leave of Absence Request. If the request is not valid, click on the **Unapproved Leave of Absence** radio button, and then enter text in the box on the screen to explain why the request was not approved. The member will receive a secure message containing the information you enter in the box after you click **Continue**

New Leave of Absence Request

Review the following information that has been submitted by your employee.

SSN	999999999
First name	Firstname
Middle name	M
Last name	Lastname
Start Date of approved leave	12/01/2011
End Date of approved leave	10/31/2012
Return to work date	11/02/2012

The dates are prefilled based on the members request.
Review the information submitted by your employee. You must verify whether or not this time is a valid Leave of Absence and select one of the options below.

Approved Leave of Absence

Unapproved Leave of Absence

A secure message will be sent to the member letting them know this is not a valid request

Provide detailed notes for the member and your contact information for questions.

These are incorrect dates - your leave was approved beginning January 1, 2012.
HR Manager Name 602-000-0000

Limit the comments to a maximum of 9,996 characters. 9,889 characters left

Back Continue Cancel

If the request is valid, select the radio button for **Approved Leave of Absence** and click **Continue**

New Leave of Absence Request

Review the following information that has been submitted by your employee.

SSN	999999999
First name	Firstname
Middle name	M
Last name	Lastname
Start Date of approved leave	12/01/2014
End Date of approved leave	09/11/2015
Return to work date	09/14/2015

The dates are prefilled based on the members request.
Review the information submitted by your employee. You must verify whether or not this time is a valid Leave of Absence and select one of the options below.

Approved Leave of Absence

Unapproved Leave of Absence
A secure message will be sent to the member letting them know this is not a valid request

Provide the information needed. Then click **Continue**

If you are not ready to submit the information, you can navigate to the prior screen by clicking **Back** or click **Cancel** to return to the Leave of Absence home page.

If the information supplied does not match your records update the fields below. If the member did not return to work, the Return to work date can be left blank. Include a reason why the employee did not return to work.

Start Date

End Date

Did employee return to work?
 Yes **No**

Return to work date

Submitting a Leave of Absence Request

On the final New Leave of Absence Request screen you will see your employer and contact information.

Field	Value
Employer Name	Arizona Public Employer
ASRS Employer Number	999999
Phone Number	602-222-2222
Title	HR Manager
Email Address	xxxx@xxxxxx.gov
Employer User Name	Employer User

I certify that:

- I have verified all the dates for the approved leave of absence period are correct.
- I have the legal power to bind the employer in transactions with the ASRS.

I agree.

Submit Leave of Absence Request

Back Cancel

Read the certification information and check the box to agree.

Then click **Submit Leave of Absence Request**

If you are not ready to submit the request, you can navigate to the prior screen by clicking **Back**

or click **Cancel** to return to the Leave of Absence home page.

Leave of Absence Status

Once a LOA request has been initiated it will appear on the Leave of Absence home page. Each LOA request may have one of four possible statuses. These are:

- **New** (request initiated by the member and not yet opened by employer)
- **Submitted** (request submitted by the employer)
- **Canceled by Employer** (employer user has canceled the LOA request)
- **Canceled** (ASRS has canceled the LOA request)

Section Six:

Payroll Deduction
Authorization and
Termination Pay
Authorization for Service
Purchase

Payroll Deduction Authorization and Termination Pay Authorization

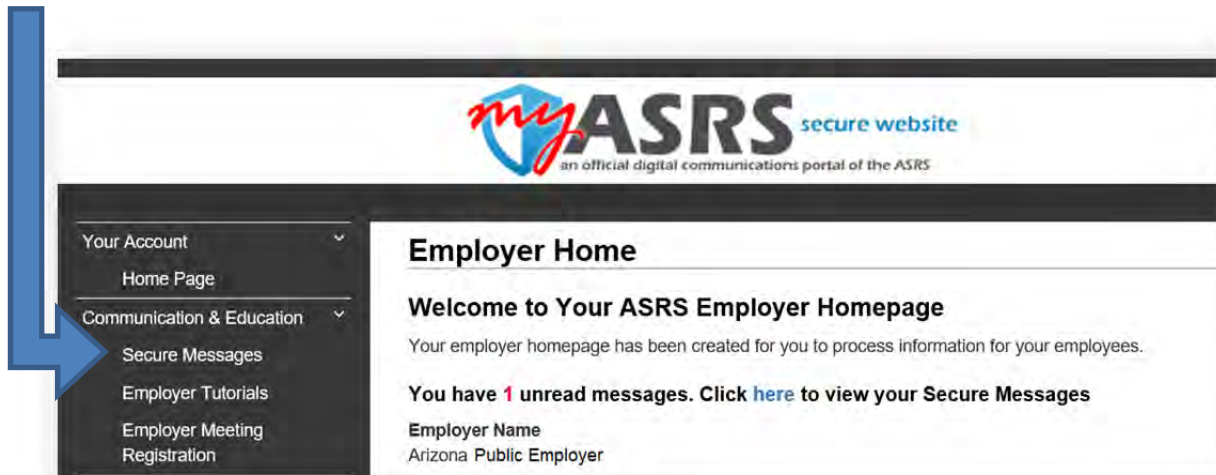
When a member elects to use an irrevocable Payroll Deduction Authorization (PDA) or an irrevocable Termination Pay Authorization as a payment method for purchasing service credit, the member’s employer is required to implement the PDA or Termination Pay Authorization. The ASRS used to send PDA agreements to employers through USPS mail. As of August 29, 2018, the details of the PDA or Termination Pay Authorization are sent to the employer in a Secure Message and are not mailed.

To receive the PDA or Termination Pay Authorization, an Employer Administrator must have assigned the **PDA and Term Pay Specialist** role to your account. As of August 29, 2018, the role was automatically assigned to all existing employer users. Going forward, Employer Administrators can remove this role from existing employer user accounts, or assign the role to new employer user accounts.

Because the purpose of this role is to enable the employer to receive PDAs and Termination Pay Authorizations securely and timely, there are no tasks on the secure employer website associated with the role.

Receiving a PDA or Termination Pay Authorization

As a **PDA and Term Pay Specialist**, you will receive a Secure Message when a new PDA or Termination Pay Authorization needs to be implemented. Log in to your secure employer account and click on **Secure Messages** from the left navigation menu.



The message will appear in your list of Secure Messages as a completed message.



Private	PDA Request	ASRS	5 D, 1 Hr, 4 Mi	COMPLETED	
---------	-------------	------	-----------------	-----------	--

When you open the message, you will be able to click on the attached PDF document to view the details of the PDA or Termination Pay Authorization.



View/Edit Secure Message

Subject: PDA Request

ASRS / 08/15/2018 03:38 PM

[PdaElection.pdf](#)

Attached is an irrevocable Payroll Deduction Authorization contract for one of your employees. You should begin deducting payments pursuant to this contract on the next available payroll period ending after receipt of this contract.

[Back](#)

[PdaElection.pdf](#)

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.

Section Seven:

Sample Service Verification
Documents

Sample CNW Application

Arizona State Retirement System (ASRS)

Service Purchase Request

Source: Online Web Submission

Date Received: 12/17/2018 at 16:48:45 PM

Member Information	
Last Name	Lastname
First Name	Firstname
Date Of Birth	01/15/1975
Gender	Male
Street Address	123 E West Ln
Secondary Address	
City, State, ZIP	City, AZ 88888
Marital Status	Married
Daytime Telephone Number	(602) 222-2222
Email Address	xxxx@xxxxxx.gov

Service Requested	
Type of Service	Contributions Not Withheld
Employer	Arizona Public Employer
Time Period Requested	08/14/2005 through 10/23/2005 *
* Time period requested may include breaks in service and may not directly correlate to service.	
· The ASRS will be providing my social security number to the employer for verification.	
· If my employer cannot verify this request, it is my responsibility to provide proof of time worked.	

Sample CNW Verification

Arizona State Retirement System (ASRS)

Service Purchase Request

Source: Online Web Submission

Date Received: 12/12/2018 at 15:02:39 PM

Member Information	
SSN	XXX-XX-9999
Last Name	Lastname
Middle Initial	Middlename
First Name	Firstname
Date of Birth	10/15/1970
Gender	M
Marital Status	M
Last known Email Address	xxxx@xxxxxx.gov
Last known Street Address	1234 N First Dr
Secondary Address	
City, State, ZIP	Town, AZ 88888
Type of Service Request	Contributions Not Withheld
Employer Name	Arizona Public Employer
Position Title	Specialist
Employee Hire Date	08/03/2005
CNW Start Date	08/14/2005
CNW End Date	10/23/2005

Contributions Not Withheld Request Details

Fiscal Year 2006			Total FY Salary: \$5,409.60
Was the intent of employment to work enough hours to meet ASRS membership within this fiscal year?			Yes
Was this position covered by Social Security 218 Agreement?			Yes
Pay Period Ending	Eligible Unreported Wages	Payment Type	Hours
08/14/2005	\$901.60	01 = Base Pay/ Leave Pay	40.00
08/28/2005	\$901.60	01 = Base Pay/ Leave Pay	40.00
09/11/2005	\$901.60	01 = Base Pay/ Leave Pay	40.00
09/25/2005	\$901.60	01 = Base Pay/ Leave Pay	40.00
10/09/2005	\$901.60	01 = Base Pay/ Leave Pay	40.00
10/23/2005	\$901.60	01 = Base Pay/ Leave Pay	40.00

Employer Information	
Employer Name	Arizona Public Employer
ASRS Employer Number	999999
Phone Number	602-222-2222
Title	HR Manager
Email Address	xxxx@xxxxxx.gov
Employer User Name	Employer User

- I have verified all the dates and salary information and it is correct.
- I have the legal power to bind the employer in transactions with the ASRS.
- By submitting to ASRS below, the employer will receive an invoice for the contributions owed for eligible time only as well as the accumulated interest on the CNW for both the member and employer contributions. The member will receive an invoice for their contributions owed.

Sample Military Call Up Verification

Arizona State Retirement System (ASRS)

Service Purchase Request

Source: Online Web Submission

Date Received: 08/17/2018 at 15:42:40 PM

Member Information	
SSN	XXX-XX-9999
Last Name	Lastname
Middle Initial	Middlename
First Name	Firstname
Type of Service Request	Military Call Up
Type of Service Request	Arizona Public Employer
Military Call Up Start Date	08/29/2005
Military Call Up End Date	02/15/2008
Address	9999 W East Ave
Secondary Address	
City, State, ZIP	City, AZ 88888
Return To Work Date	03/10/2008

Military Call Up Request Details

Fiscal Year 2006		Total FY Salary: \$33,573.76
Pay Period Ending	Gross Salary	Payment Type
09/09/2005	\$1,526.08	01 = Base Pay/ Leave Pay
09/23/2005	\$1,526.08	01 = Base Pay/ Leave Pay
10/07/2005	\$1,526.08	01 = Base Pay/ Leave Pay
10/21/2005	\$1,526.08	01 = Base Pay/ Leave Pay
11/04/2005	\$1,526.08	01 = Base Pay/ Leave Pay
11/18/2005	\$1,526.08	01 = Base Pay/ Leave Pay
12/02/2005	\$1,526.08	01 = Base Pay/ Leave Pay
12/16/2005	\$1,526.08	01 = Base Pay/ Leave Pay
12/30/2005	\$1,526.08	01 = Base Pay/ Leave Pay
01/13/2006	\$1,526.08	01 = Base Pay/ Leave Pay
01/27/2006	\$1,526.08	01 = Base Pay/ Leave Pay
02/10/2006	\$1,526.08	01 = Base Pay/ Leave Pay
02/24/2006	\$1,526.08	01 = Base Pay/ Leave Pay
03/10/2006	\$1,526.08	01 = Base Pay/ Leave Pay
03/24/2006	\$1,526.08	01 = Base Pay/ Leave Pay
04/07/2006	\$1,526.08	01 = Base Pay/ Leave Pay
04/21/2006	\$1,526.08	01 = Base Pay/ Leave Pay
05/05/2006	\$1,526.08	01 = Base Pay/ Leave Pay

05/19/2006	\$1,526.08	01 = Base Pay/ Leave Pay
06/02/2006	\$1,526.08	01 = Base Pay/ Leave Pay
06/16/2006	\$1,526.08	01 = Base Pay/ Leave Pay
06/30/2006	\$1,526.08	01 = Base Pay/ Leave Pay

Fiscal Year 2007	Total FY Salary: \$39,678.08
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Pay Period Ending	Gross Salary	Payment Type
07/14/2006	\$1,526.08	01 = Base Pay/ Leave Pay
07/28/2006	\$1,526.08	01 = Base Pay/ Leave Pay
08/11/2006	\$1,526.08	01 = Base Pay/ Leave Pay
08/25/2006	\$1,526.08	01 = Base Pay/ Leave Pay
09/08/2006	\$1,526.08	01 = Base Pay/ Leave Pay
09/22/2006	\$1,526.08	01 = Base Pay/ Leave Pay
10/06/2006	\$1,526.08	01 = Base Pay/ Leave Pay
10/20/2006	\$1,526.08	01 = Base Pay/ Leave Pay
11/03/2006	\$1,526.08	01 = Base Pay/ Leave Pay
11/17/2006	\$1,526.08	01 = Base Pay/ Leave Pay
12/01/2006	\$1,526.08	01 = Base Pay/ Leave Pay
12/15/2006	\$1,526.08	01 = Base Pay/ Leave Pay
12/29/2006	\$1,526.08	01 = Base Pay/ Leave Pay
01/12/2007	\$1,526.08	01 = Base Pay/ Leave Pay
01/26/2007	\$1,526.08	01 = Base Pay/ Leave Pay
02/09/2007	\$1,526.08	01 = Base Pay/ Leave Pay
02/23/2007	\$1,526.08	01 = Base Pay/ Leave Pay
03/09/2007	\$1,526.08	01 = Base Pay/ Leave Pay
03/23/2007	\$1,526.08	01 = Base Pay/ Leave Pay
04/06/2007	\$1,526.08	01 = Base Pay/ Leave Pay
04/20/2007	\$1,526.08	01 = Base Pay/ Leave Pay
05/04/2007	\$1,526.08	01 = Base Pay/ Leave Pay
05/18/2007	\$1,526.08	01 = Base Pay/ Leave Pay
06/01/2007	\$1,526.08	01 = Base Pay/ Leave Pay
06/15/2007	\$1,526.08	01 = Base Pay/ Leave Pay
06/29/2007	\$1,526.08	01 = Base Pay/ Leave Pay

Fiscal Year 2008	Total FY Salary: \$27,469.44
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Pay Period Ending	Gross Salary	Payment Type
07/13/2007	\$1,526.08	01 = Base Pay/ Leave Pay
07/27/2007	\$1,526.08	01 = Base Pay/ Leave Pay
08/10/2007	\$1,526.08	01 = Base Pay/ Leave Pay
08/24/2007	\$1,526.08	01 = Base Pay/ Leave Pay
09/07/2007	\$1,526.08	01 = Base Pay/ Leave Pay

09/21/2007	\$1,526.08	01 = Base Pay/ Leave Pay
10/05/2007	\$1,526.08	01 = Base Pay/ Leave Pay
10/19/2007	\$1,526.08	01 = Base Pay/ Leave Pay
11/02/2007	\$1,526.08	01 = Base Pay/ Leave Pay
11/16/2007	\$1,526.08	01 = Base Pay/ Leave Pay
11/30/2007	\$1,526.08	01 = Base Pay/ Leave Pay
12/14/2007	\$1,526.08	01 = Base Pay/ Leave Pay
12/28/2007	\$1,526.08	01 = Base Pay/ Leave Pay
01/11/2008	\$1,526.08	01 = Base Pay/ Leave Pay
01/25/2008	\$1,526.08	01 = Base Pay/ Leave Pay
02/08/2008	\$1,526.08	01 = Base Pay/ Leave Pay
02/22/2008	\$1,526.08	01 = Base Pay/ Leave Pay
03/07/2008	\$1,526.08	01 = Base Pay/ Leave Pay

Employer Information	
Employer Name	Arizona Public Employer
ASRS Employer Number	999999
Phone Number	602-222-2222
Title	HR Manager
Email Address	xxxx@xxxxxx.gov
Employer User Name	Employer User

- All the dates and payroll information for the Military Call Up are correct.
- The employee was honorably separated from active duty and returned to the same employer within 90 days of either discharge from active duty or release from service-related hospitalization, disabled and unable to return to work, or died during active military service.
- The employer must pay both the employee and employer contributions in a lump sum upon the member returning to employment, declaration of disability, or receipt of a death certificate. These contributions are based on the salary the member would have earned if the member had not volunteered or been ordered into active service.
- The employee may receive a maximum of 60 months of Military Call Up service credit except as provided by the Uniformed Services Employment and Reemployment Rights Act (38 United States Code section 4312(c)).
- I have the legal power to bind the employer in transactions with the ASRS.

Sample Leave of Absence Verification

Arizona State Retirement System (ASRS)

Service Purchase Request

Source: Online Web Submission

Date Received: 11/17/2018 at 14:26:04 PM

Member Information	
Last Name	Lastname
First Name	Firstname
Date of Birth	01/01/1960
Gender	Female
Street Address	123 S North Ln
Secondary Address	
City, State, ZIP	City, AZ 88888
Daytime Telephone Number	(602) 222-2222
Email Address	xxxxxxx@xxxxxxxxxxx.gov

Verification by Employer	
Start Date	12/01/2014
End Date	09/11/2015
Return to Work Date	09/14/2015
Comments from Employer	N/A

Employer Information	
Employer Name	Arizona Public Employer
ASRS Employer Number	999999
Phone Number	602-222-2222
Title	
Email Address	xxxx@xxxxxx.gov
Employer User Name	Employer User

- I have verified all the dates for the approved leave of absence period are correct.
- I have the legal power to bind the employer in transactions with the ASRS.

Sample Payroll Deduction Authorization

ARIZONA STATE RETIREMENT SYSTEM

Payroll Deduction Authorization for the Purchase of Service Credit

Source: Online Web Submission

Date Received: 12/15/2018 at 15:38:44 PM

Service Requested	
SSN	xxxxx9999
Last Name	Lastname
Middle Initial	M
First Name	Firstname
Type of Service	Leave Of Absence
Prior Plan Refund/Proof of Refund Needed	No
Name of Plan To Be Refunded	
Request ID	999999
Years Requested	0.072
Amount Of Invoice Elected To Purchase	\$3,000.00

Payroll Deduction Information	
Name of Employer Sending Payroll	Arizona Public Employer
Employer Number	999999
Amount of Deduction Per Pay Period	\$42.05
Total Number Of Deductions	80
Agreement Number	999999
Principal	\$3,000.00
Interest	\$364.00
Total Cost	\$3,364.00
Termination Pay Elected	No
Termination Pay Allowed If Term Date On Or After	
Termination Payment Amount	

Acknowledgements
General
<ul style="list-style-type: none"> • This Payroll Deduction Authorization (PDA) is binding and irrevocable. • This agreement shall remain in effect until (a) the authorized payroll deductions are completed, or (b) my employment is terminated, whichever occurs first. • There is no provision for termination of this Payroll Deduction Agreement due to financial hardship. • The amount of Payroll Deduction Agreement payments I may make is subject to federal laws. • The cost to purchase this service includes an administrative interest charge at the assumed actuarial investment earnings rate approved by the Board in effect at the time of the authorization. • Payments specified in this Payroll Deduction Agreement are in addition to the regular, required contributions I make to the ASRS. • Service will be credited only upon the receipt of payments authorized by me under this Payroll Deduction Agreement. • The administrative interest that is charged in this payroll deduction agreement is not transferable or refundable to the member whether the member completes or terminates this payroll deduction agreement.
Understanding Between You and Your Employer
<ul style="list-style-type: none"> • It is my responsibility to ensure that my employer properly deducts payments as provided by the terms of this Payroll Deduction Authorization. • Payments specified in this Payroll Deduction Authorization must be made directly to the ASRS from my employer, and I do not have the option of receiving such funds directly from my employer. • My employer is obligated to make payments pursuant to this Payroll Deduction Authorization after other mandatory deductions are made. • My employer cannot accept an election to change Payroll Deduction Authorization. For example: Voluntary changes to Federal and State Income Tax withholding. Voluntary changes to medical or dental insurance
Terminating Employment
<ul style="list-style-type: none"> • You have up to 14 days after the termination of employment, LTD or my effective ASRS retirement, to request the ASRS calculate the amount you still owe for this Payroll Deduction Authorization. • You further understand you must complete any such purchase within (a) 30 days from the date of your Payroll Deduction Authorization pay-off letter if your payment consists of after-tax money (subject to state and federal laws), or (b) 90 days from the date of my Payroll Deduction Authorization pay-off letter if your payment consists of a trustee-to-trustee transfer or rollover.
Transferring Employment
<ul style="list-style-type: none"> • It is my responsibility to notify the ASRS of any changes in my employment that will affect the status of my Payroll Deduction Authorization. • If I leave employment and return to work for ANY ASRS employer in less than 120 days from my initial separation of employment, I understand that this Payroll Deduction Authorization MUST continue with my new employer. • If I leave my employment from ANY ASRS employer, and a period of more than 120 days elapses without re-employment with another ASRS employer, I understand that this Payroll Deduction Authorization will be terminated.
I Agree X