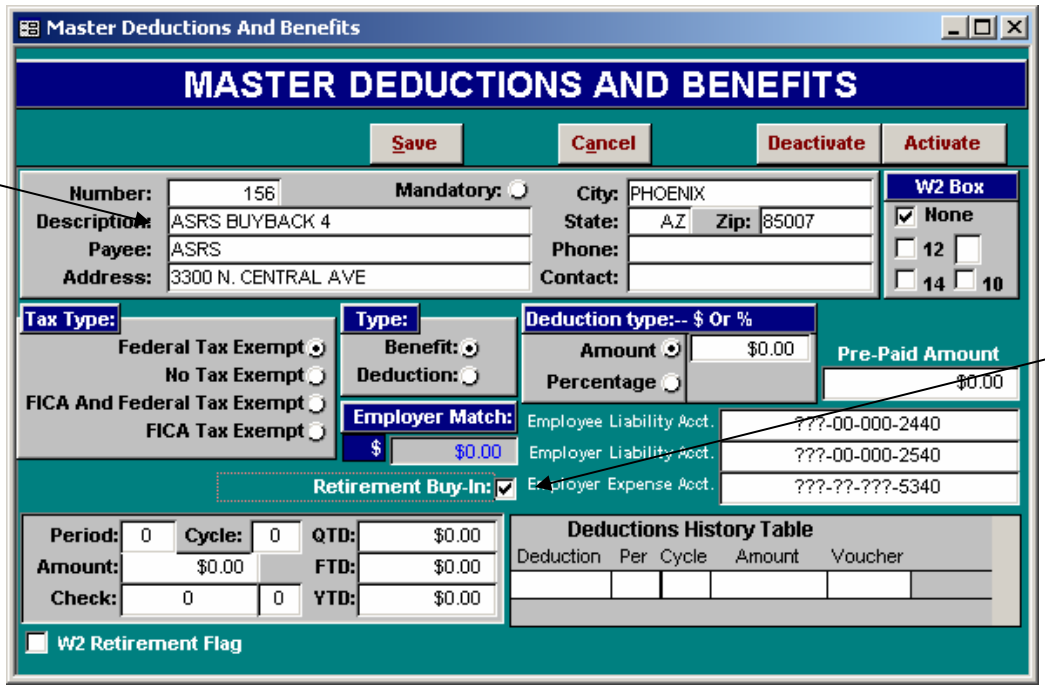
Changes to Maricopa County Retirement Reporting
2.X Users

The first step is to create new **benefits** for your retirement buybacks. These were originally created as deductions in the system and had a special description and payee (ARBB1 DIRECT DEPOSIT DEDUCTION). You will now need to set up new master records equal to the most buybacks that one employee currently has. When you create these records you will mark them as benefits, which will display a Retirement Buy-In checkbox. Below is an example of a new buyback.

Go to Payroll | Maintenance and Utilities | Master Deductions and Benefits

New Description Payee, and Address Info

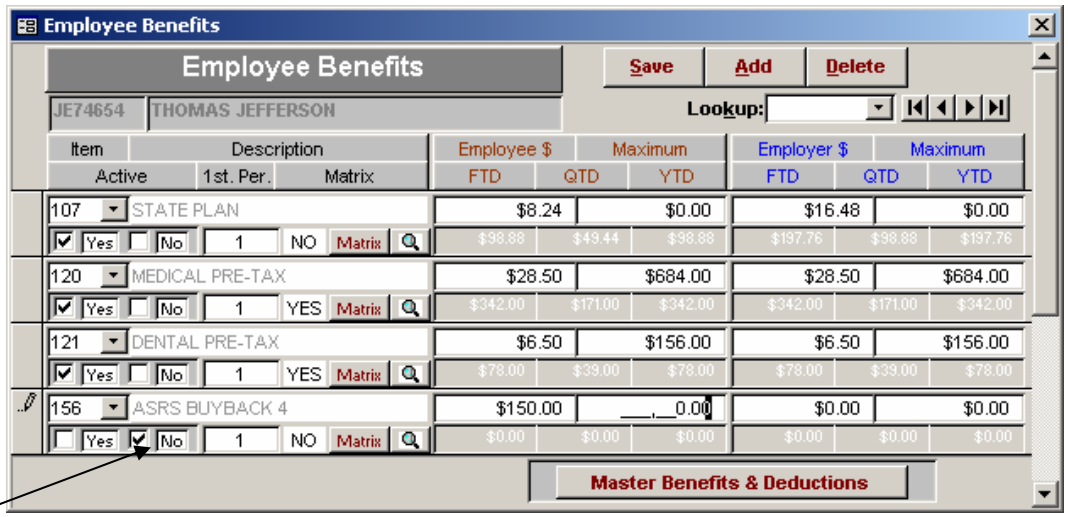


Check box for Retirement Buy-In

These new benefits can be created and assigned to employees now. Just be sure to keep them “inactive” until the county has advised you to turn them on.

Assign the new buyback benefits to employees but keep them inactive until notified by the county schools office.

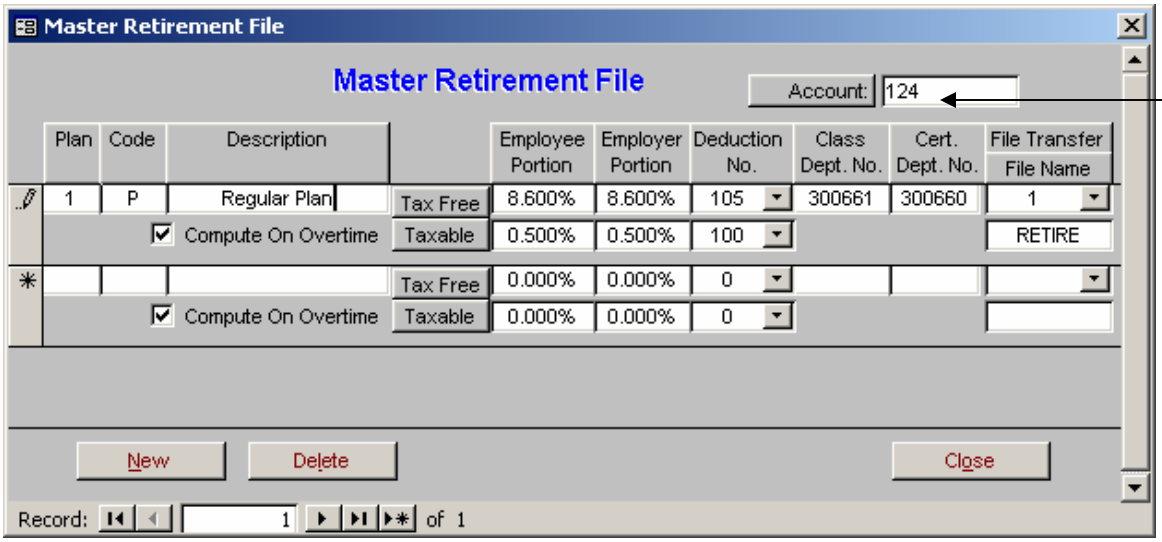
Go to Employee Master | Benefits



Active "No"

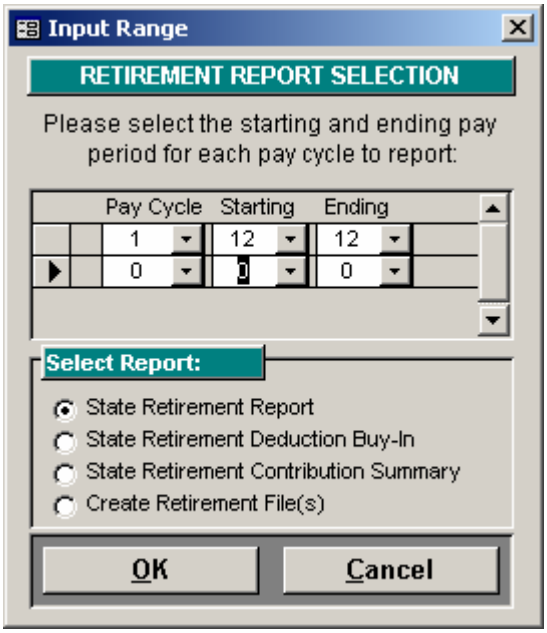
Input new retirement account number. If you don't have this number you can get it by contacting the county schools office.

Payroll | Maintenance and Utilities | Retirement

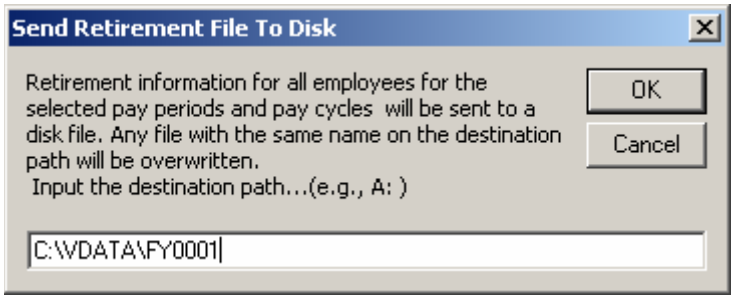


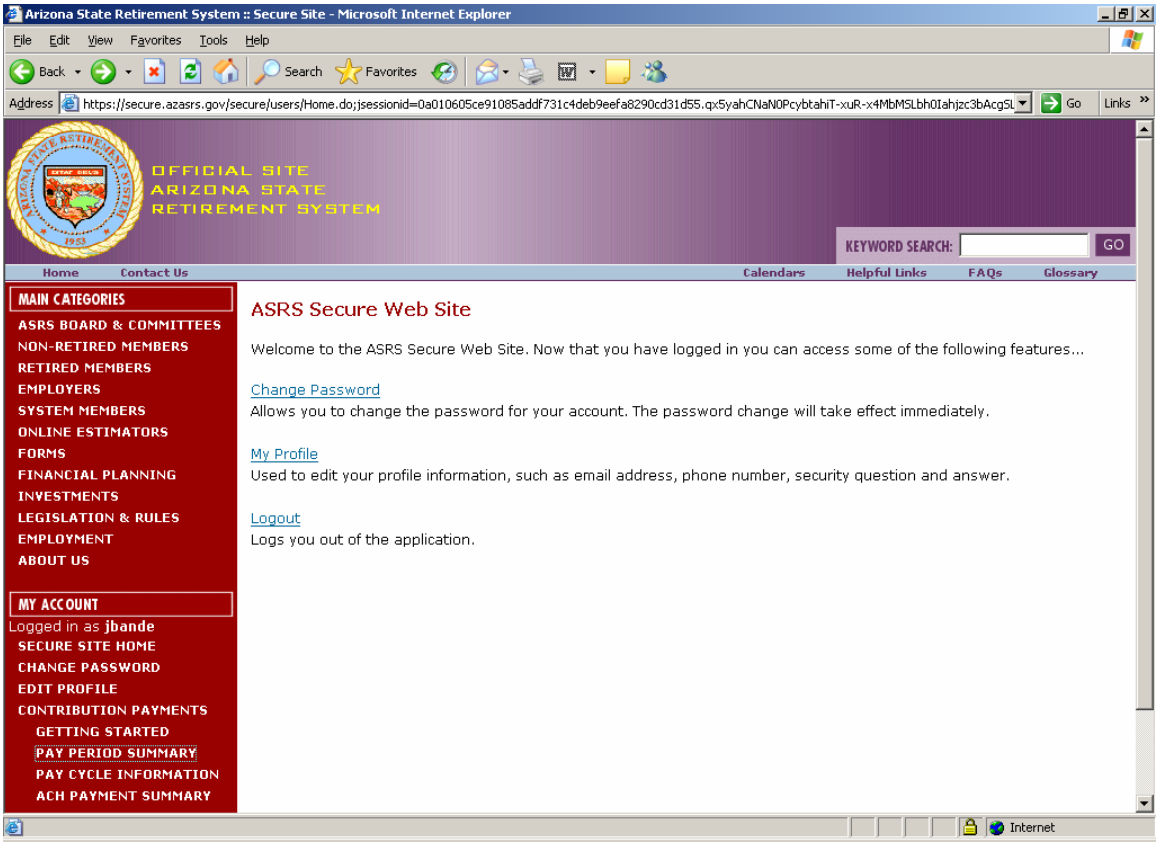
Input account number

After you have completed normal payroll processing, open the Arizona Report Generator and click on State Retirement Reports. Select the appropriate pay cycles and pay periods that you wish to include in the retirement reporting for the period. Run all three reports: State Retirement Report, State Retirement Deduction Buy-In, and State Retirement Contribution Summary.



When you have finished running the reports, select the fourth option and create the retirement file. The default drive is (A:\) but you can change this to whatever local or network path you wish to use.

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Address https://secure.azasrs.gov/secure/users/Home.do;jsessionid=0a010605ce91085addf731c4deb9eefa8290cd31d55.qx5yahCNaN0PcybtahiT-xuR-x4MbMSLbh0Iahjzc3bAcgSL
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FINANCIAL PLANNING
INVESTMENTS
LEGISLATION & RULES
EMPLOYMENT
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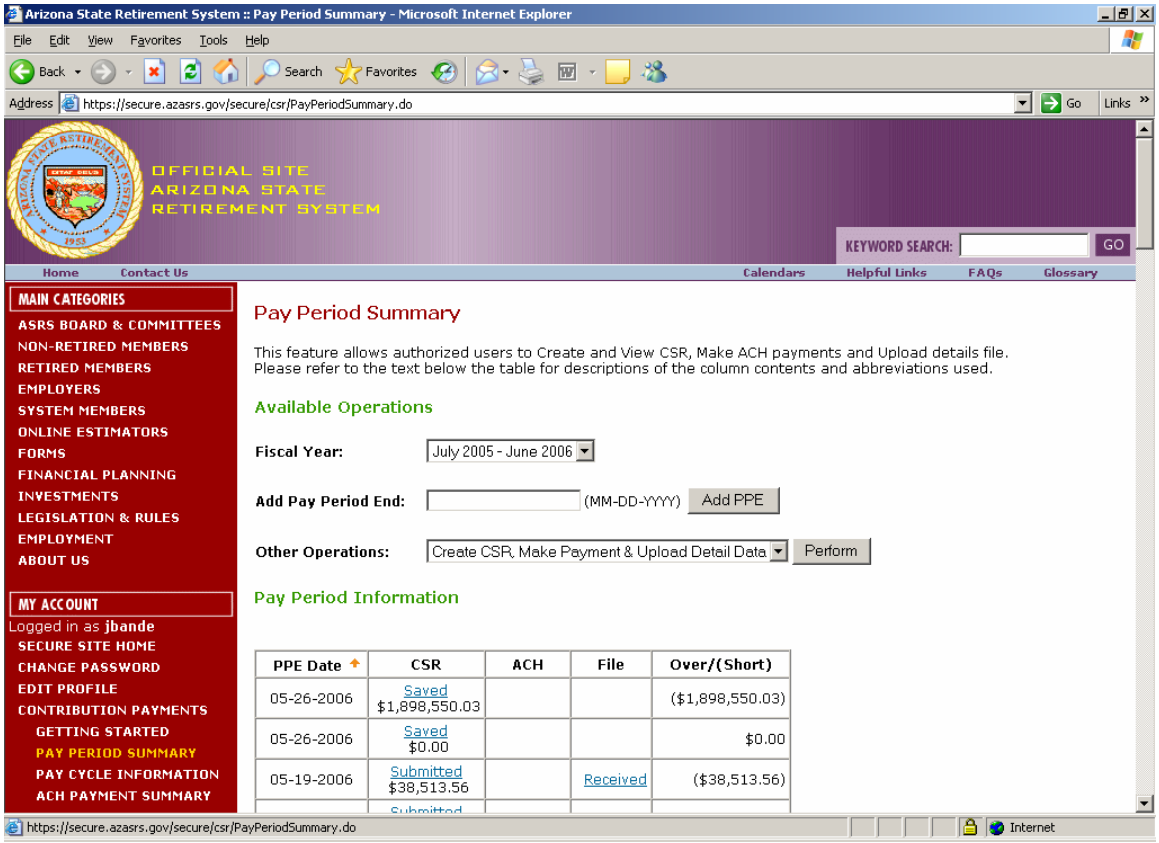
MY ACCOUNT
Logged in as jbande
SECURE SITE HOME
CHANGE PASSWORD
EDIT PROFILE
CONTRIBUTION PAYMENTS
GETTING STARTED
PAY PERIOD SUMMARY
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
ASRS Secure Web Site
Welcome to the ASRS Secure Web Site. Now that you have logged in you can access some of the following features...
Change Password
Allows you to change the password for your account. The password change will take effect immediately.
My Profile
Used to edit your profile information, such as email address, phone number, security question and answer.
Logout
Logs you out of the application.
Internet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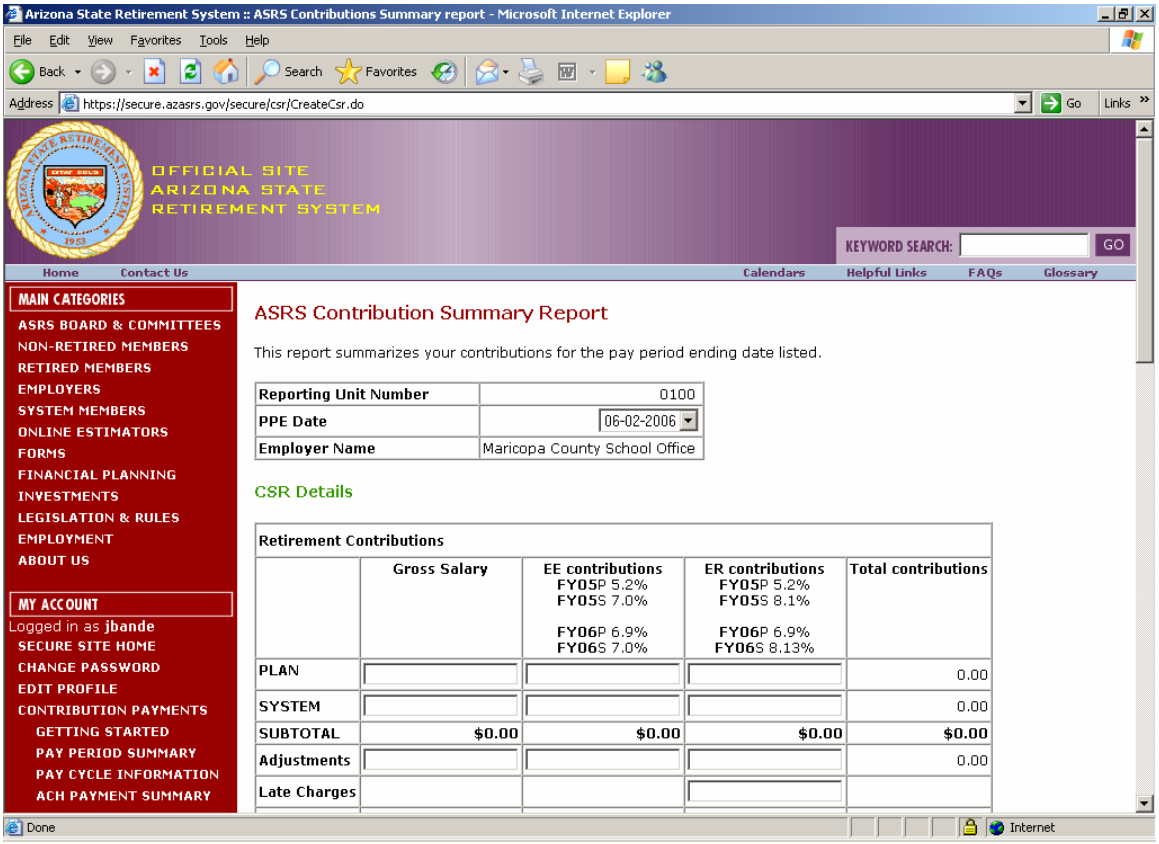
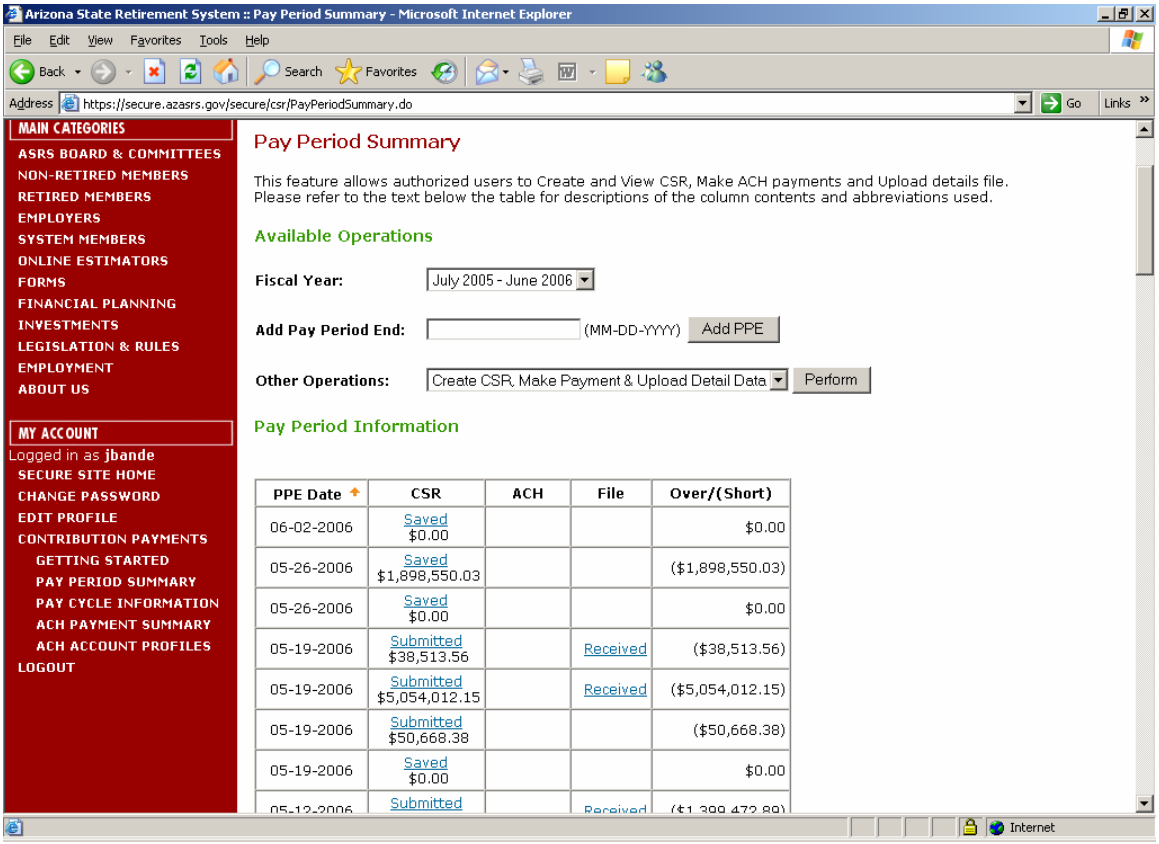
NON-RETIRED MEMBERS
RETIRED MEMBERS
EMPLOYERS
SYSTEM MEMBERS
ONLINE ESTIMATORS
FORMS
FINANCIAL PLANNING
INVESTMENTS
LEGISLATION & RULES
EMPLOYMENT
ABOUT US
MY ACCOUNT
Logged in as jbande
SECURE SITE HOME
CHANGE PASSWORD
EDIT PROFILE
CONTRIBUTION PAYMENTS
GETTING STARTED
PAY PERIOD SUMMARY
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
Pay Period Summary
This feature allows authorized users to Create and View CSR, Make ACH payments and Upload details file.
Please refer to the text below the table for descriptions of the column contents and abbreviations used.
Available Operations
Fiscal Year: July 2005 - June 2006
Add Pay Period End: (MM-DD-YYYY) Add PPE
Other Operations: Create CSR, Make Payment & Upload Detail Data Perform
Pay Period Information
PPE Date CSR ACH File Over/(Short)
05-26-2006 Saved $1,898,550.03 ($1,898,550.03)
05-26-2006 Saved $0.00 $0.00
05-19-2006 Submitted $38,513.56 Received ($38,513.56)
https://secure.azasrs.gov/secure/csr/PayPeriodSummary.do
Internet



after the save/recalculate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INVESTMENTS
LEGISLATION & RULES
EMPLOYMENT
ABOUT US
MY ACCOUNT
Logged in as jbande
SECURE SITE HOME
CHANGE PASSWORD
EDIT PROFILE
CONTRIBUTION PAYMENTS
GETTING STARTED
PAY PERIOD SUMMARY
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
ACH ACCOUNT PROFILES
LOGOUT
Pay Period Summary
This feature allows authorized users to Create and View CSR, Make ACH payments and Upload details file.
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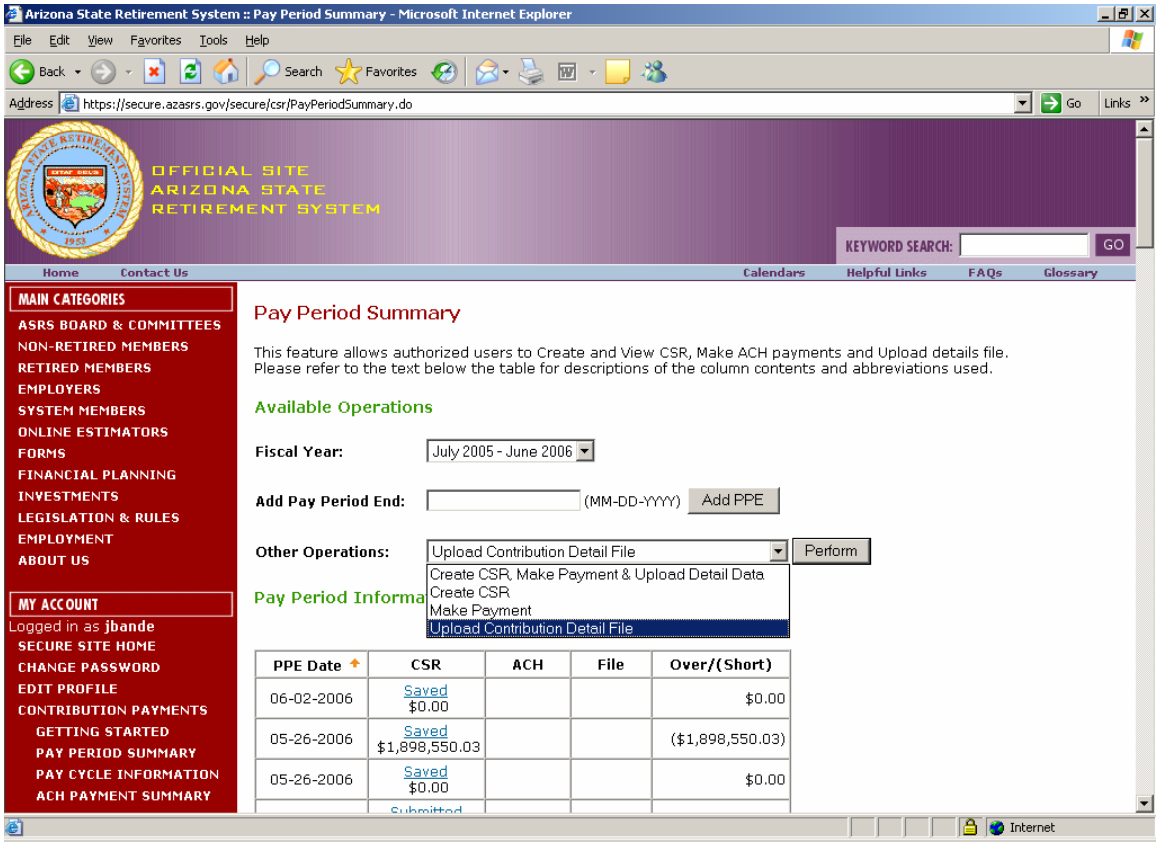
Available Operations
Fiscal Year: July 2005 - June 2006
Add Pay Period End: (MM-DD-YYYY) Add PPE
Other Operations: Create CSR, Make Payment & Upload Detail Data Perform
Pay Period Information
PPE Date CSR ACH File Over/(Short)
06-02-2006 Saved $0.00 $0.00
05-26-2006 Saved $1,898,550.03 ($1,898,550.03)
05-26-2006 Saved $0.00 $0.00
05-19-2006 Submitted $38,513.56 Received ($38,513.56)
05-19-2006 Submitted $5,054,012.15 Received ($5,054,012.15)
05-19-2006 Submitted $50,668.38 ($50,668.38)
05-19-2006 Saved $0.00 $0.00
Internet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LEGISLATION & RULES
EMPLOYMENT
ABOUT US
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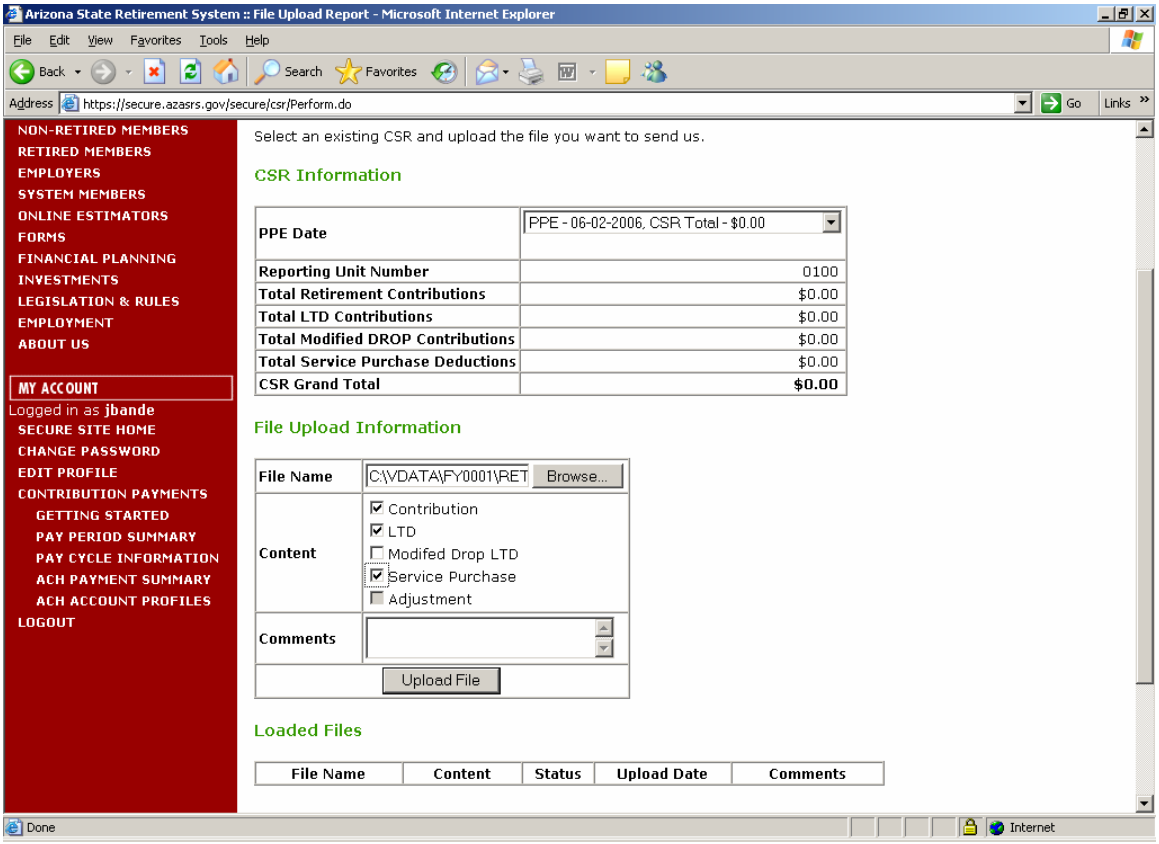
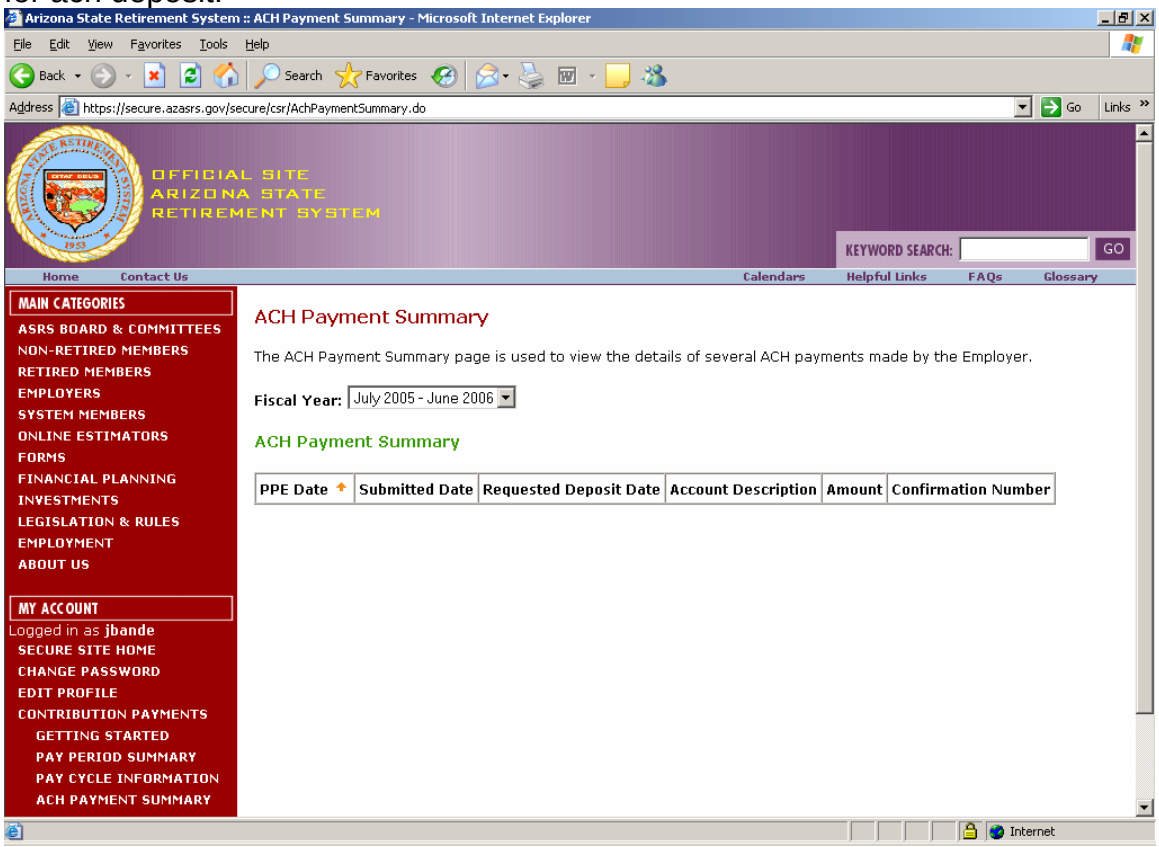
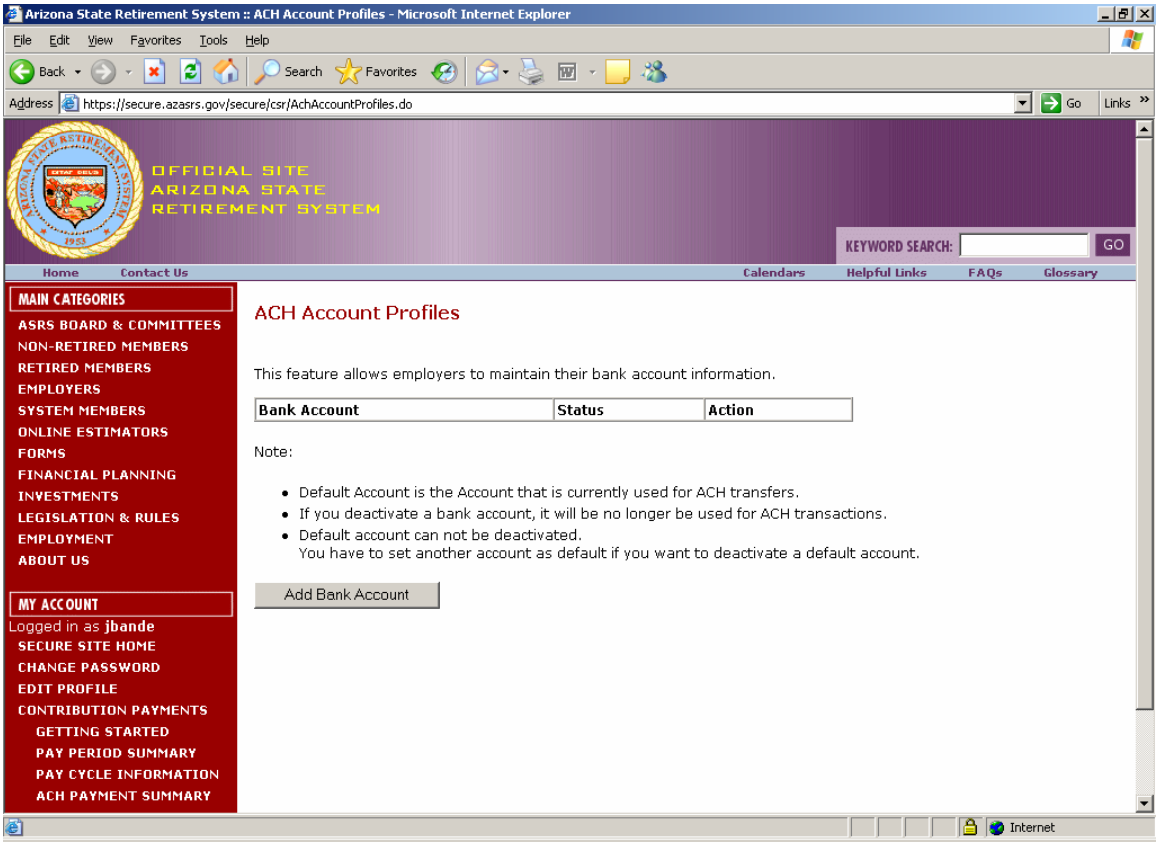
Logged in as jbande
SECURE SITE HOME
CHANGE PASSWORD
EDIT PROFILE
CONTRIBUTION PAYMENTS
GETTING STARTED
PAY PERIOD SUMMARY
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
Pay Period Summary
This feature allows authorized users to Create and View CSR, Make ACH payments and Upload details file.
Please refer to the text below the table for descriptions of the column contents and abbreviations used.
Available Operations
Fiscal Year: July 2005 - June 2006
Add Pay Period End: (MM-DD-YYYY) Add PPE
Other Operations: Upload Contribution Detail File Perform
Create CSR, Make Payment & Upload Detail Data
Create CSR
Make Payment
Upload Contribution Detail File
Pay Period Informa
PPE Date CSR ACH File Over/(Short)
06-02-2006 Saved $0.00 $0.00
05-26-2006 Saved $1,898,550.03 ($1,898,550.03)
05-26-2006 Saved $0.00 $0.00
Internet



for ach deposit:

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KEYWORD SEARCH: GO
Home Contact Us Calendars Helpful Links FAQs Glossary
MAIN CATEGORIES
ASRS BOARD & COMMITTEES
NON-RETIRED MEMBERS
RETIRED MEMBERS
EMPLOYERS
SYSTEM MEMBERS
ONLINE ESTIMATORS
FORMS
FINANCIAL PLANNING
INVESTMENTS
LEGISLATION & RULES
EMPLOYMENT
ABOUT US
MY ACCOUNT
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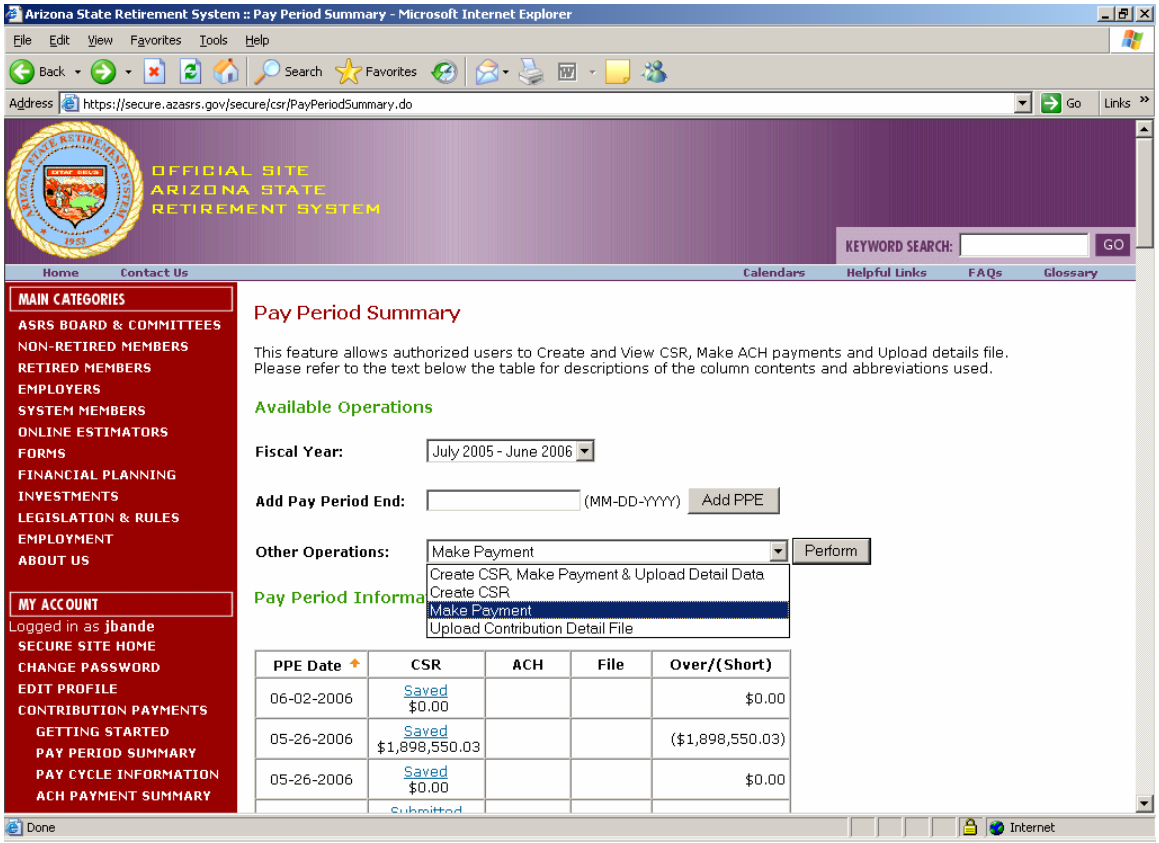
SECURE SITE HOME
CHANGE PASSWORD
EDIT PROFILE
CONTRIBUTION PAYMENTS
GETTING STARTED
PAY PERIOD SUMMARY
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
ACH Account Profiles
This feature allows employers to maintain their bank account information.
Bank Account
Status
Action
Note:
Default Account is the Account 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 have to set another account as default if you want to deactivate a default account.
Add Bank Account
Internet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Back Search Favorites
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Go Links
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RETIREMENT SYSTEM
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Home Contact Us Calendars Helpful Links FAQs Glossary
MAIN CATEGORIES
ASRS BOARD & COMMITTEES
NON-RETIRED MEMBERS
RETIRED MEMBERS
EMPLOYERS
SYSTEM MEMBERS
ONLINE ESTIMATORS
FORMS
FINANCIAL PLANNING
INVESTMENTS
LEGISLATION & RULES
EMPLOYMENT
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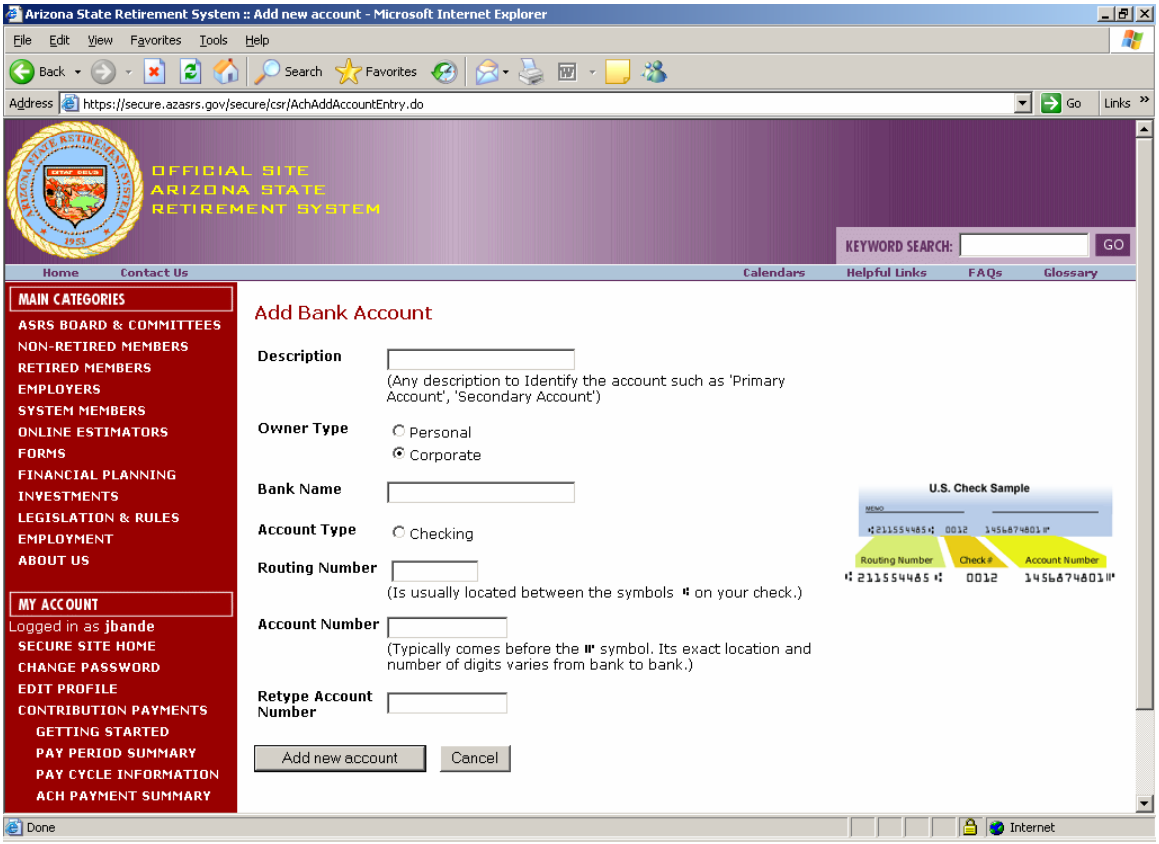
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
Pay Period Summary
This feature allows authorized users to Create and View CSR, Make ACH payments and Upload details file.
Please refer to the text below the table for descriptions of the column contents and abbreviations used.
Available Operations
Fiscal Year:
July 2005 - June 2006
Add Pay Period End:
(MM-DD-YYYY)
Add PPE
Other Operations:
Make Payment
Perform
Create CSR, Make Payment & Upload Detail Data
Create CSR
Make Payment
Upload Contribution Detail File
Pay Period Informa
PPE Date
CSR
ACH
File
Over/(Short)
06-02-2006
Saved
$0.00
$0.00
05-26-2006
Saved
$1,898,550.03
($1,898,550.03)
05-26-2006
Saved
$0.00
$0.00
Done
Internet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MAIN CATEGORIES
ASRS BOARD & COMMITTEES
NON-RETIRED MEMBERS
RETIRED MEMBERS
EMPLOYERS
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SECURE SITE HOME
CHANGE PASSWORD
EDIT PROFILE
CONTRIBUTION PAYMENTS
GETTING STARTED
PAY PERIOD SUMMARY
PAY CYCLE INFORMATION
ACH PAYMENT SUMMARY
Add Bank Account
Description
(Any description to Identify the account such as 'Primary Account', 'Secondary Account')
Owner Type
Personal
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
Add new account
Cancel
U.S. Check Sample
Routing Number
Check #
Account Number
Done
Internet