

# Arizona State Retirement System (ASRS) Changes Effective July 1, 2015

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## *Infinite Visions - Accounting*

### OVERVIEW

AZ ASRS has changed substantially effective July 1, 2015.

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NOTE All Arizona infinite Visions clients must update their programs to version 2015.2 prior to running their first July payroll.

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The following changes to Arizona Retirement are in the 2015.2 version of Infinite Visions.

1. Added Employee Type – This is a new required field in Payroll > Employees > Employee Maintenance > State Data tab.
  - a. This is a dropdown field with values 09, 10, 11, 12. Months worked mandated by ASRS.
2. Added AZ Employee Type to Actions > Shortcuts > Mass Update Records Data Field options.
3. Added Employee Pay Type – This is a new required field in Payroll > Employees > Employee Positions and Pay > State Data tab.
  - a. This is a dropdown field with values 01 through 09 (mandated by ASRS).
  - b. This results in multiple records now being sent to ASRS as opposed to one.
4. Added AZ Employee Pay Type to Actions > Shortcuts > Mass Update Records field options.

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NOTE The AZ Employee Type and AZ Employee Pay Type fields MUST be populated when editing existing records or entering a new Employee record or new Position or Supplemental Pay record.

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5. New file format for the ASRS Regular Retirement file.
6. New file format for the ASRS Service Purchase file. This is now a separate file.
7. New format for editing ASRS Retirement records.
8. New format for making ASRS Service Purchase file.
9. The following new fields added to AZ ASRS Retirement grid:
  - a. AZ Employee Type
  - b. AZ Employee Pay Type
  - c. Hours Worked (by Employee Pay Type)
10. No changes to the AZ ACR file.

## SETTING UP NEW AZ RETIREMENT

1. Update Infinite Visions to version 2015.2.
2. Mass Update **AZ Employee Type** in Employee Maintenance (Actions > Shortcuts > Mass Update Records). Months worked mandated by ASRS.

New Value	Description
09	
10	
11	
12	

3. Mass Update **AZ Employee Pay Type** in Employee Positions and Pay (Actions > Shortcuts > Mass Update Records).

New Value	Description
01=Base Pay/Leave Pay	
02=Overtime Pay	
03=Leave of Absence Partial Pay	
04=Non-Standard Pay	
05=Balance of Contract Pay	
06=Retroactive and Claim Resolution Pay	
07=Performance, Bonuses, Longevity & Stability Pay	
08=Termination Incentive	
09=Termination Pay	

4. Verify the **New FY1516 Format** checkbox (Payroll > Reports > AZ – ASRS Retirement Reporting > Actions > Create Retirement Records) is checked when making the July files. The new format creates two files: Regular Retirement file and Service Purchase file. The FY1516 checkbox will automatically be checked if the Pay Date is greater than 6/30/2015.

Selected	Pay Cycle	Pay Period	Start Date	End Date	Pay Date
<input type="checkbox"/>	Biweekly	1.00	07/01/2011	07/09/2011	07/15/2011
<input type="checkbox"/>	Biweekly	2.00	07/10/2011	07/23/2011	07/29/2011
<input type="checkbox"/>	Biweekly	3.00	07/24/2011	08/06/2011	08/12/2011
<input type="checkbox"/>	Biweekly	4.00	08/07/2011	08/20/2011	08/26/2011
<input type="checkbox"/>	Biweekly	5.00	08/21/2011	09/03/2011	09/09/2011
<input type="checkbox"/>	Biweekly	6.00	09/04/2011	09/17/2011	09/23/2011
<input type="checkbox"/>	Biweekly	7.00	09/18/2011	10/01/2011	10/07/2011
<input type="checkbox"/>	Biweekly	8.00	10/02/2011	10/15/2011	10/21/2011
<input type="checkbox"/>	Biweekly	9.00	10/16/2011	10/29/2011	11/04/2011
<input type="checkbox"/>	Biweekly	10.00	10/30/2011	11/12/2011	11/18/2011
<input type="checkbox"/>	Biweekly	11.00	11/13/2011	11/26/2011	12/02/2011
<input type="checkbox"/>	Biweekly	12.00	11/27/2011	12/10/2011	12/16/2011
<input checked="" type="checkbox"/>	Biweekly	13.00	12/11/2011	12/24/2011	12/30/2011
<input type="checkbox"/>	Biweekly	14.00	12/25/2011	01/07/2012	01/13/2012
<input type="checkbox"/>	Biweekly	15.00	01/08/2012	01/21/2012	01/27/2012

Report Information  
Report Name:   New FY1516 Format

- Review Position and Pay records for the proper **Hours Worked** to be reported to ASRS (Double-click record in the grid to review).

- Navigate to or type the destination for the saved file in the **Svc Pur Destination** field (Payroll > Reports > AZ – ASRS Retirement Reporting > Actions > Create File for State). The new FY1516 files will be made automatically if the Pay Date is greater than 6/30/2015.

Cosmetic changes to the Summary Report

**ARIZONA STATE RETIREMENT SYSTEM**

**CONTRIBUTION SUMMARY REPORT**

Account No. 123

Pay Period Ending 07/01/2015

Pay Date 07/01/2015

Employer Name Capital City School District #1

**CREDIT ALLOCATION**

**Total Submitted \$ 35,567.95**

RETIREMENT CONTRIBUTIONS					CHECKS / WARRANTS SUBMITTED	
Employer No.	Gross Salary	Contributions		Total Contributions	Check No.	Amount
		EE S-P-11.13 %	ER S-P-9.87 %			
123456	51,700.63	5,754.30	5,102.83	10,857.13		
654321	111,491.07	12,408.97	11,004.18	23,413.15		
666666						
<i>Late Chrgs</i>						
<b>SUBTOTAL</b>	163,191.70	18,163.27	16,107.01	34,270.28		
LTD C CONTRIBUTIONS					TOTAL CHECKS	
Employer No.	Gross Salary	Contributions		Total Contributions	Diff cks & total credits s/b 0	
		EE 26 %	ER 23 %			
123456	51,700.63	134.44	118.91	253.35		
654321	111,491.07	289.86	256.46	546.32		
666666						
<i>Late Chrgs</i>						
<b>SUBTOTAL</b>	163,191.70	424.30	375.37	799.67		
SERVICE PURCHASE CONTRIBUTIONS					TOTAL CREDITS	
Employer No.	Not applicable	EE (All)	ER (7% only)	Total Contributions		
123456		498.00		498.00		
654321					RETIREMENT	34,270.28
666666					LTD	799.67
					SVC PURCH	498.00
<i>Late Chrgs</i>					<b>Over/Short</b>	
					<b>GRAND TOTAL</b>	<b>35,567.95</b>
<b>SUBTOTAL</b>		498.00		498.00		

Difference between credits & totals submitted - s/b 0

List adjustments details for tape/diskette data on the adjustment form or on a separate memo.

Authorized Signature / Date

Phone No.

I hereby certify the accuracy of this report

Fields added to the Detail Retirement Report

Capital City School District #1													
ASRS - Retirement Report										Report Name: PP 13 New Format			
Fiscal Year: 2011-2012										Pay Period Ending: 07/01/2015		Pay Date: 07/01/2015	
SSN	Name	Pay Type Hours			Wages	Tax Ex.	Tax Ex. ER	LTD	LTD ER	PDA	PDA ER	ACR ER	ACR Wages
Employer Number: 123456													
111-44-7897	Asday, Claire	10	1	168	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.85	\$0.00	\$0.00	\$0.00
111-44-7897	Asday, Claire	10	1	168	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$99.39	\$0.00	\$0.00	\$0.00
111-44-7897	Asday, Claire	10	7	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.15	\$0.00	\$0.00	\$0.00
111-44-7897	Asday, Claire	10	7	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.61	\$0.00	\$0.00	\$0.00
258-74-1369	August, June July	12	1	80	\$2,213.61	\$246.37	\$218.48	\$5.76	\$5.09	\$0.00	\$0.00	\$0.00	\$0.00
741-47-8520	Baum, Adam	12	1	56	\$956.03	\$106.41	\$94.36	\$2.49	\$2.20	\$0.00	\$0.00	\$0.00	\$0.00
123-96-3852	Birthday, Abby	10	1	224	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.65	\$0.00	\$0.00	\$0.00
123-96-3852	Birthday, Abby	10	1	224	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.78	\$0.00	\$0.00	\$0.00
123-96-3852	Birthday, Abby	10	7	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.35	\$0.00	\$0.00	\$0.00
123-96-3852	Birthday, Abby	10	7	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.22	\$0.00	\$0.00	\$0.00
156-48-9789	Board, Bill	12	1	80	\$880.00	\$97.94	\$86.86	\$2.29	\$2.02	\$0.00	\$0.00	\$0.00	\$0.00
455-65-4658	Book, Reed A	12	1	56	\$860.43	\$95.77	\$84.92	\$2.24	\$1.98	\$0.00	\$0.00	\$0.00	\$0.00
321-95-8592	Book, Rita	10	1	178	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86.23	\$0.00	\$0.00	\$0.00
321-95-8592	Book, Rita	10	1	178	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.34	\$0.00	\$0.00	\$0.00
321-95-8592	Book, Rita	10	7	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.77	\$0.00	\$0.00	\$0.00
321-95-8592	Book, Rita	10	7	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.66	\$0.00	\$0.00	\$0.00
520-15-0121	Boye, Ada	12	1	80	\$630.00	\$70.12	\$62.18	\$1.64	\$1.45	\$0.00	\$0.00	\$0.00	\$0.00
556-64-4123	Braker, Wynn	12	1	80	\$1,554.81	\$173.05	\$153.46	\$4.04	\$3.58	\$0.00	\$0.00	\$0.00	\$0.00
112-42-0004	Bus, Misty	12	1	80	\$630.00	\$70.12	\$62.18	\$1.64	\$1.45	\$0.00	\$0.00	\$0.00	\$0.00
777-45-6456	Byke, Rhoda	12	1	80	\$1,020.00	\$113.53	\$100.67	\$2.65	\$2.35	\$0.00	\$0.00	\$0.00	\$0.00

Retirement File in Notepad

```

RETIRE071715 - Notepad
File Edit Format View Help
#5678915565432189155warren      Peace      0000202535000022542000019990012300168      010717201500P
45678915565432189155warren      Peace      0000001252000000139000000124012300000      070717201500P
58731357565432113575Bobby       Pinn      0000157313000017509000015526012300168      010717201500P
58731357565432113575Bobby       Pinn      0000001252000000139000000124012300000      070717201500P
88845645612345656456Holly       wood      0000102000000011353000010067012300080      010717201500P
95431520565432115205Tad         Pohl      0000177868000019797000017555012300168      010717201500P
    
```

Service Purchase file in Notepad

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RETIRESvcPur071715 - Notepad
File Edit Format View Help
587313575123456678900 BOBBY      PINN      000007540      010717201540P00
587313575123456678900 BOBBY      PINN      000000060      010717201540P00
321958592123456345666 RITA      BOOK      000008623      010717201540P00
321958592123456345678 RITA      BOOK      000007434      010717201540P00
321958592123456345666 RITA      BOOK      000000077      010717201540P00
    
```

New FY1516 ASRS Retirement File Specification - Page 1

Retirement Contributions: 152 Characters						
Column Beg	Column End	Field Name	REQ	Field Type	Min/ Max	Data Layout Specification
1	9	Social Security Number	Y	N	9/9	Numeric Integer Value >0<999999999 Do not allow SSN that starts with "000"
10	6	Employer Number	Y	N	6/6	Numeric Integer Assigned by ASRS First five digits: Value >0<99999 Sixth digit valid values are one of the following for educational institutions only : <ul style="list-style-type: none"> <li>• 0= Certified Plan Member</li> <li>• 1= Non-certified Plan Member</li> <li>• 8= Certified System Member</li> <li>• 9= Non-certified System Member</li> </ul> All non-educational institutions default the value as mentioned below: <ul style="list-style-type: none"> <li>• 0=Plan Members</li> <li>• 8=System Members</li> </ul>
16	5	Employee number	N	AN	0/5	For use by employer. Not used by ASRS. Trailing spaces
21	20	First Name	Y	A	/20	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required
41	30	Last Name	Y	A	/30	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required
71	20	Middle Name	N	A	/20	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required
91	10	Gross Pay Amount	Y	N	/10	Lead sign separate in first character Lead sign can be negative. Dollars and cents, no decimal. Leading zeroes.
101	9	Employee Contribution Amount	Y	N	/9	Lead sign separate in first character Lead sign can be negative.

New FY1516 ASRS Retirement File Specification - Page 2

						Dollars and cents, no decimal. Leading zeroes.
110	9	Employer Contribution Amount	Y	N	/9	Lead sign separate in first character Lead sign can be negative. Dollars and cents, no decimal. Leading zeroes.
119	4	Reporting Unit Number	Y	N	4/4	Numeric Integer Leading zeroes Value >0<9999
123	5	Hours Worked during Pay Period	Y	N	/5	Numeric Integer Leading zeroes Value must be between 0 to 350 No decimal.
128	10	Not used	N	N	10/10	Spaces
138	2	Employee Pay Type	Y	N	2/2	Numeric Integer Employee Pay Type codes accepted are:  01=Base Pay/ Leave Pay 02=Overtime Pay 03=Leave of Absence Partial Pay 04=Non-Standard Pay 05=Balance of Contract Pay 06=Retroactive and Claim Resolution Pay 07=Performance, Bonuses, Longevity and Stability Pay 08=Termination Incentive 09=Termination Pay
140	2	Pay Period Ending Date: Month	Y	N	2/2	MM 01 – 12
142	2	Pay Period Ending Date: Day	Y	N	2/2	DD 01 - 31
144	4	Pay Period Ending Date: Year	Y	N	4/4	YYYY Value >2010< “System year plus one”
148	2	Transaction Code	Y	N	2/2	00 = Retirement
150	1	Member Type	Y	A	1/1	P: Plan (Defined Benefit) S: System (Defined Contribution)

Column Beg	End	Field Name	RE Q	Field Type	Min/ Max	Data Layout Specification
151	2	Employee Type	Y	N	2/2	Numeric Integer Leading zeroes For an educational institution, the valid values in months are: <ul style="list-style-type: none"> <li>• 09,10,11 or 12</li> </ul> For a non-educational institution, the valid value in months is: <ul style="list-style-type: none"> <li>• 12</li> </ul>
	<b>152</b>	<b>TOTAL</b>				



New FY1516 ASRS Service Purchase File Specification - Page 1

Service Purchase Payroll Deductions: 152 Characters						
Column Beg Len	Field Name	REQ	Field Type	Min/ Max	Data Layout Specification	
1 9	Social Security Number	Y	N	9/9	Numeric Integer Value >0<999999999 Do not allow SSN that starts with "000"	
10 6	Employer Number	Y	N	6/6	Numeric Integer Assigned by ASRS First five digits: Value >0 < 99999 Sixth digit valid values are one of the following for educational institutions only : <ul style="list-style-type: none"> <li>• 0= Certified Plan Member</li> <li>• 1= Non-certified Plan Member</li> <li>• 8= Certified System Member</li> <li>• 9= Non-certified System Member</li> </ul> All non-educational institutions default the value as mentioned below: <ul style="list-style-type: none"> <li>• 0=Plan Members</li> <li>• 8=System Members</li> </ul>	
16 8	Contract/Control Number	Y	AN	8/8	If Contract Number assigned by the ASRS cannot be used, use the deduction number from employer payroll system. Left-justified. Trailing spaces	
24 20	First Name	Y	A	/20	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required	
44 30	Last Name	Y	A	/30	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required	
74 20	Middle Name	N	A	/20	Field is left justified -Trailing spaces -Spaces allowed. -Hyphen allowed. -Omit apostrophes, commas, periods, or any other punctuation. -Upper case is required	

New FY1516 ASRS Service Purchase File Specification - Page 2

Service Purchase Payroll Deductions: 152 Characters

Column Beg Len	Field Name	REQ	Field Type	Min/ Max	Data Layout Specification
94 9	Employee Payment Amount	Y	N	/9	Lead sign separate in first character Lead sign can be negative. Dollars and cents, no decimal. Leading zeroes.
103 35	<i>Not Used</i>			35/ 35	Spaces
138 2	Employee Pay Type	Y	N	2/2	Employee Pay Type  01=Base Pay/ Leave Pay  <b>Note:</b> IF reporting Balance of Contract Pay use pay type "01" for Service Purchase transaction.
140 2	Pay Period Ending Date: Month	Y	N	2/2	MM 01 - 12
142 2	Pay Period Ending Date: Day	Y	N	2/2	DD 01 - 31
144 4	Pay Period Ending Date: Year	Y	N	4/4	YYYY Value >2010< "System date plus one year"
148 2	Transaction Code	Y	N	2/2	40 = Service Purchase under eligible PLAN categories 41 = SYSTEM members only  Only 40 or 41 allowed. If 40, then Member Type = P If 41, then Member Type = S
150 1	Member Type	Y	A	1/1	P: Plan (Defined Benefit) S: System (Defined Contribution)
151 2	Employee Type	Y	N	2/2	Numeric Integer Value must be 00
<b>152</b>	<b>TOTAL</b>				