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**NOTICE OF AGENCY GUIDANCE DOCUMENTS**

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The Administrative Procedure Act requires the publication of guidance documents and substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)).

Substantive policy statements and guidance documents are written expressions which inform the general public of an agency's current approach to rule or regulation practice.

Substantive policy statements and agency guidance documents do not include internal procedural documents which may only affect the internal procedures of the agency and do not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS  
STATE RETIREMENT SYSTEM**

[M16-224]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Employer Manual

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016

Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding various Employer responsibilities.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

Name: Jessica A.R. Thomas, Rules Writer

Address: State Retirement System  
3300 N. Central Ave., Suite 1400  
Phoenix, AZ 85012

Telephone: (602) 240-2039

E-mail: JessicaT@azasrs.gov

Website: www.azasrs.gov

**6. Information about where a person may obtain a copy of the guidance document and the costs for obtaining the guidance document:**

Copies of this guidance document may be obtained electronically for free at the website above.

**NOTICE OF AGENCY GUIDANCE DOCUMENTS  
STATE RETIREMENT SYSTEM**

[M16-225]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Alternate Contribution Reporting Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016

Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding various reporting requirements regarding the alternate contribution rate.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS****STATE RETIREMENT SYSTEM**

[M16-226]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Online Ending Payroll Verification—Employer User Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how to submit ending payroll verifications using the Employer's secure ASRS account

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS****STATE RETIREMENT SYSTEM**

[M16-227]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Retiree Return to Work Form—Employer User Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how to use and submit the online Return to Work form.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.



**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS**

**STATE RETIREMENT SYSTEM**

[M16-228]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Employer Secure Messaging—Employer User Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how to use secure messaging through the Employer's secure ASRS account.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS**

**STATE RETIREMENT SYSTEM**

[M16-229]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: ASRS Secure Employer Website Administrator Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how the Employer's administrator(s) may access the Employer's secure ASRS account.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS  
STATE RETIREMENT SYSTEM**

[M16-230]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Check Member Eligibility—Employer User Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how to check an employee's eligibility for ASRS membership.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS  
STATE RETIREMENT SYSTEM**

[M16-231]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Online Enrollment—Employer User Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how to enroll new members in the ASRS.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.



**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENT  
STATE RETIREMENT SYSTEM**

[M16-232]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: ASRS Long-Term Disability Plan—Employer Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how the ASRS Long-Term Disability program operates.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS  
STATE RETIREMENT SYSTEM**

[M16-233]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Web Based Contribution Reporting—Employer User Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: October 11, 2016  
Effective date: October 11, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how to use the ASRS Web Based Contribution Reporting System.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS****STATE RETIREMENT SYSTEM**

[M16-234]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: File Upload Contribution Reporting—Employer User Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: October 11, 2016  
Effective date: October 11, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to Employers regarding how to use the ASRS File Upload Reporting System.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS****STATE RETIREMENT SYSTEM**

[M16-235]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Retiree Group Health Insurance Initial Enrollment Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to retired members regarding how they may initially enroll for health insurance after retirement.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.



**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS**

**STATE RETIREMENT SYSTEM**

[M16-236]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Retiree Group Health Insurance Enrollment Guide for Non-Medicare

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to retired member regarding how to enroll in health insurance without Medicare coverage after retirement.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS**

**STATE RETIREMENT SYSTEM**

[M16-237]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Retiree Group Health Insurance Enrollment Guide for Medicare

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to retired member regarding how to enroll in health insurance with Medicare coverage after retirement.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS****STATE RETIREMENT SYSTEM**

[M16-238]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: The Affordable Care Act & the Arizona Health Insurance Marketplace—A Guide for Non-Medicare Members

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to retired members regarding the health care plans available through the Arizona Health Insurance Marketplace.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS****STATE RETIREMENT SYSTEM**

[M16-239]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: Long-Term Disability Program—Employee Guide

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to members regarding how the Long-Term Disability Program operates.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.





**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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**NOTICE OF AGENCY GUIDANCE DOCUMENTS**

**STATE RETIREMENT SYSTEM**

[M16-240]

**1. Title of the guidance document and the guidance document number by which the guidance document is referenced:**

Title: The Road to Retirement Guidebook

**2. Date of the publication of the guidance document and the effective date of the document if different from the publication date:**

Issue date: August 25, 2016  
Effective date: August 25, 2016

**3. Summary of the contents of the guidance document:**

This guidance document provides instruction to members regarding the various requirements for retirement.

**4. Statement as to whether the guidance document is a new document or a revision:**

This is a new document.

**5. The agency contact person who can answer questions about the Substantive Policy Statement:**

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