



Retirement Eligibility Dashboard

An employee who works 20 hours or more per week for 20 or more weeks is required to contribute to the Arizona State Retirement Plan (ASRS). Once this threshold is met and ASRS contributions begin, the contributions continue for the remainder of the fiscal year regardless of the hours worked subsequently. Contributions may be applied retroactively to the date of hire or July 1, whichever is later.

Student workers and graduate assistants/associates must be enrolled in at least 6 credit hours at UA during the fall and spring semesters to be exempt from ASRS contributions. Qualifying credit hours are those that count toward the student's academic load as determined by the Office of the Registrar.

The Retirement Eligibility dashboard has been created to alert you when an employee is approaching retirement eligibility. The dashboard is located on the Business Manager Home Page in UAccess Analytics. Log into UAccess Analytics and select Dashboards > Employee > Business Manager Home Page > Retirement Eligibility.

The dashboard will track any employee who works more than 20 hours in any given week of the fiscal year and is either

- in a non-retirement-eligible ancillary staff position, or
- in a student worker or graduate assistant/associate position but not enrolled in at least six credit hours at UA.

Instructions

Located at the top of the Retirement Eligibility dashboard are the search criteria fields. The default is to search for all employees in the Job Department who are working more than 20 hours per week for 16 or more weeks (Job Department ID pre-populates). However, all fields can be changed by manually typing in new selections and clicking on the "Apply" button.

The screenshot shows a navigation bar with tabs: Personal Equity, UA Life & Work Connections, Vice President's Office, Development Testing Area, Testing, Manager Self Service, QTR, HRDV Business Office, New Hire ADOA/ASRS Reporting, and Retirement Eligibility. Below the navigation bar is a search criteria form with the following fields:

College ID	Job Department Id	Home Department Id	Emplid	Number of Weeks Above 20 Hours	ABOR Code
<input type="text"/>	<input type="text" value="7101"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=">=16"/>	<input type="text" value="--Select Value--"/>
College Name	Job Department Name	Home Department Name	Employee Name	Paygroup	* Fiscal Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select Value--"/>	<input type="text" value="2014"/>

Buttons: Apply, Reset

Detailed View

The "Detailed View" encompasses all jobs held at UA, and therefore includes employees who work in your department but whose primary job may be in another department. The following information is included in the "Detailed View":

- Hours by Position: These are the total hours worked by the employee in your department by week begin date and week end date.
- Hours by Employee: These are the total hours worked by the employee in all departments by week begin date and week end date. *Hours by Employee* will match *Hours by Position* unless the employee also worked in another department. In that case, you can review the individual employee

by entering the EmplID in the search criteria field and removing the Job Department ID.

- **Weeks with 20 Hours or Above:** This is the total number of weeks during the fiscal year to date during which the employee worked 20 or more hours. These weeks count toward retirement eligibility.
- **Credits Taken:** This field may show the following options:
 - **Not Available:** There is no student data to review. This applies to part-time non-retirement-eligible employees (PTE/PTP pay groups).
 - **'-':** A dash will appear if a student worker or graduate assistant/associate never enrolled for classes during the semester under review. This employee is not eligible for a student worker or graduate assistant/associate position unless the weeks reported are during winter or summer sessions *and* the student is expected to resume classes the following semester.
 - **Not Enrolled:** This option will appear for a student worker or graduate assistant/associate who enrolled for the semester but subsequently dropped all classes. This employee is not eligible for a student worker or graduate assistant/associate position unless the weeks reported are during winter or summer sessions *and* the student is expected to resume classes the following semester.
 - **< 6 credit hours:** This option will appear for a student worker or graduate assistant/associate enrolled in classes but taking fewer than the required 6 credit hours to be exempt from ASRS. These individuals will become eligible for retirement if they work more than 20 hours per week for 20 weeks or more in a fiscal year.

ASRS Time Reporting Detail																	
"Employee Id"	Name	"Home Title Department Id"	"Home Title Department Name"	"College Id for Job Department"	"College Name for Job Dept"	"Job Department Id"	"Job Department Name"	"Week Begin Date"	"Week End Date"	"ABOR Code"	"Position Number"	Paygroup	"Hours by Position"	"Hours by Employee"	"Weeks With 20 Hours or Above"	"Academic Career"	"Credits Taken"
[REDACTED]	[REDACTED]	7101	Human Resources	HRDV	Human Resources Division	7101	Human Resources	07/15/2013	07/21/2013	STU	[REDACTED]	STU	22.00	22.00	5	-	NOT ENROLLED
								07/22/2013	07/28/2013	STU	[REDACTED]	STU	20.00	20.00	5	-	NOT ENROLLED
								07/29/2013	08/04/2013	STU	[REDACTED]	STU	20.00	20.00	5	-	NOT ENROLLED
								08/12/2013	08/18/2013	STU	[REDACTED]	STU	20.00	20.00	5	-	NOT ENROLLED
								08/19/2013	08/25/2013	STU	[REDACTED]	STU	20.00	20.00	5	-	NOT ENROLLED
[REDACTED]	[REDACTED]	7101	Human Resources	HRDV	Human Resources Division	7101	Human Resources	07/01/2013	07/07/2013	STU	[REDACTED]	STU	22.00	22.00	6	-	NOT ENROLLED
								07/08/2013	07/14/2013	STU	[REDACTED]	STU	29.50	29.50	6	-	NOT ENROLLED
								07/15/2013	07/21/2013	STU	[REDACTED]	STU	30.00	30.00	6	-	NOT ENROLLED
								07/22/2013	07/28/2013	STU	[REDACTED]	STU	30.00	30.00	6	-	NOT ENROLLED
								08/05/2013	08/11/2013	STU	[REDACTED]	STU	24.00	24.00	6	-	NOT ENROLLED
[REDACTED]	[REDACTED]	7101	Human Resources	HRDV	Human Resources Division	7101	Human Resources	08/12/2013	08/18/2013	STU	[REDACTED]	STU	30.00	30.00	6	-	NOT ENROLLED
								08/05/2013	08/11/2013	STU	[REDACTED]	STU	37.00	37.00	5	-	NOT ENROLLED
								08/12/2013	08/18/2013	STU	[REDACTED]	STU	24.00	24.00	5	-	NOT ENROLLED
								08/19/2013	08/25/2013	STU	[REDACTED]	STU	29.00	29.00	5	-	NOT ENROLLED
[REDACTED]	[REDACTED]	7101	Human Resources	HRDV	Human Resources Division	7101	Human Resources	08/26/2013	09/01/2013	STU	[REDACTED]	STU	22.00	22.00	5	-	NOT ENROLLED
								09/09/2013	09/15/2013	STU	[REDACTED]	STU	25.00	25.00	5	-	NOT ENROLLED

Only 25 rows of data are available at one time. Select the blue arrow buttons at the bottom of the screen or export the data to an Excel file to view more data at one time.

Considerations

- The data are updated every Sunday but are subject to change if hours worked or class schedule credit hours are adjusted retroactively.
- Terminated and transferred employees will continue to appear for the entire fiscal year.

- You will see a difference between the number of “Weeks with 20 Hours or Above” and the number of weeks listed in the Detailed View for your department if the employee
 - transferred into or out of your department (only weeks with hours reported in your department will show in your department’s detail).
 - worked in another department but not your own during any given week.
- Employees with multiple jobs can be reviewed in more detail by entering the EmplID into the search criteria field and removing your Job Department ID. Click on “Apply” to update the search results.

Questions?

Contact the Division of Human Resources at <mailto:hrrsolutions@email.arizona.edu> or 520-621-3660.