



Retirement Basics Plus

Website Navigation

2024



Trust • Commitment
Value • Innovation • Excellence



Manage Your Benefits at myURS

Stay up-to-date with your benefits by creating a myURS account. View pension information, manage your savings plans, and more.

- » [VIDEO: How to Create a myURS Account](#)



NEW MEMBERS

Learn about your Tier 2 options.



MEMBERS

Learn about your benefits.



RETIRED MEMBERS

Learn about and manage your benefits.



EMPLOYERS

Register new hires and manage your group.



URS.org: New Members

New Member Checklist

NEW MEMBERS

If you're new to URS as of July 1, 2011, you have two retirement options. This section will help you choose.

New Member Checklist

As a new Tier 2 member, you have one year from your URS enrollment date to choose either the [Hybrid Option](#) (pension) or the [401\(k\) Option](#). Here are some simple first steps to make your Tier 2 Choice.

1 Create a myURS Account

This is how you access and manage your URS benefits.

- » [Create your account](#) [here](#)
- » [This video](#) shows how to create an account
- » [This video](#) shows how to add beneficiaries (a critical first step)

2 Learn About Your Tier 2 Choice

Videos:

- » [Hybrid \(401\(k\)\) A Quick Overview](#)
- » [Hybrid or 401\(k\)? A Detailed Discussion](#) | [Tier 2 Public Employees](#) | [Tier 2 Public Safety and Firefighter](#)

Publications:

- » [Make Your Choice Brochure](#) | [Tier 2 Public Employees](#) | [Tier 2 Public Safety and Firefighter](#)
- » [Comparing Tier 2 Plans](#)

Webinar:

- » [Join a live presentation and ask questions to get a deeper understanding of your two retirement choices](#)
- » [See webinar schedule](#)

URS.org: New Members

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New Member Checklist

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Your Decision, Your Way
Online Enrollment
Savings Plans
Education
Retirement Calculators

3 Learn About Savings Plans and Enroll

Save more of your own income and boost your retirement in any of our four [URS Savings Plans](#) (availability may vary by employer).

- » Be sure to take advantage of any matching contribution your employer offers
- » The Roth IRA is often a good option for employees early in their careers. Pay taxes now and get tax-free withdrawals in the future.
- » See [this video](#) for more details about URS Savings Plans and investments
- » Consider rolling over old retirement accounts to URS. [Learn More](#)

4 Schedule a One-on-One Consultation

Still have questions? Schedule a virtual or in-person individual Retirement Planning Session.

- » [Learn more](#) about Individual Retirement Planning sessions and how to register.

URS.org: New Members

Understanding Your Options

NEW MEMBERS

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Your Decision, Your Way
Online Enrollment
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Education
Retirement Calculators

Your Decision, Your Way





Your Tier 2 Choice

A Quick Overview

03:40



URS.org: New Members

Understanding Your Options

NEW MEMBERS

If you're new to URS as of July 1, 2011, you have two retirement options. This section will help you choose.

Whatever your style of learning, URS is here to help you understand your Tier 2 retirement options.

As a new URS member, you have a choice between two retirement options:

1. [Hybrid Option](#) | pension and possible employer 401(k) contribution
2. [401\(k\) Option](#) | employer 401(k) contribution

- Your Decision, Your Way
- Online Enrollment
- Savings Plans
- Education
- Retirement Calculators

	Publications	Videos	Webinars
	<ul style="list-style-type: none">» Make Your Choice provides a brief overview.» Tier 2 Public Employees» Tier 2 Public Safety & Firefighters» Comparing Tier 2 Plans gives you a detailed comparison	<ul style="list-style-type: none">» Hybrid or 401(k)? A Quick Overview» Hybrid or 401(k)? A Detailed Discussion	<ul style="list-style-type: none">» Tier 2 Choice webinars explain your options. Archived webinars are also available.» See Schedule
	Presentations <p>We aren't currently offering in person presentations because of COVID-19. Check out our webinars to learn more about your Tier 2 benefits.</p>	One-on-One <p>A Retirement Planning Advisor will help you choose the right Tier 2 option for you. Schedule a free session at myURS.</p> <ul style="list-style-type: none">» Learn More	Via Phone <p>We look forward to answering your questions. Call weekdays between 8 a.m. and 5 p.m., 801-366-7770 or 800-695-4877.</p>

URS.org: New Members

Understanding Your Options

NEW MEMBERS

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- Your Decision, Your Way
- Online Enrollment
- Savings Plans
- Education
- Retirement Calculators

Quick Breakdown of the Two Plans

- » [Tier 2 Public Employee Hybrid Option](#)
- » [Tier 2 Public Employee 401\(k\) Option](#)
- » [Tier 2 Public Safety & Firefighter Hybrid Option](#)
- » [Tier 2 Public Safety & Firefighter 401\(k\) Option](#)

Highlights Brochures

- » [Tier 2 Public Employees' Retirement System Highlights](#)
- » [Tier 2 Public Safety & Firefighter Retirement System Highlights](#)
- » [Tier 2 Elected Officials Retirement System Highlights](#)

URS.org: New Members

Online Enrollment

NEW MEMBERS

If you're new to URS as of July 1, 2011, you have two retirement options. This section will help you choose.

Your Decision, Your Way

- Online Enrollment
- Savings Plans
- Education
- Retirement Calculators

Online Enrollment



Use [online enrollment](#) to open savings accounts, fund them with payroll deductions, and add or change beneficiaries. Sign into [myURS](#) or [create an account](#) if you don't already have one.

URS.org: New Members

Savings Plans

NEW MEMBERS

If you're new to URS as of July 1, 2011, you have two retirement options. This section will help you choose.

Your Decision, Your Way

- Online Enrollment
- Savings Plans
- Roll Over Old Accounts to URS
- Fund Fact Sheets
- Investment Options
- 401(k)
- 457(b)
- Traditional IRA
- Roth IRA
- 401(k) and 457(b) Loans
- Forms
- Rates of Return and Fees

URS Savings Plans

Make a Commitment to a Brighter Future

Enough time can turn even modest savers into millionaires. Make a commitment to start investing now in a URS Savings Plan. Enroll at [myURS](#). Contribute directly from your paycheck. If you're already contributing, consider saving more. Have old accounts from previous employers? Simplify your life and enjoy many benefits by rolling over old accounts to URS.

Learn About Your Savings Plan and Investment Options



- 401(k)**
Lower your tax bill now!
[Enrollment for public employees](#)
- Traditional IRA**
Versatility, tax-deferred growth
[Take your retirement income](#)
- Roth IRA**
[Take your retirement income](#)

Retirement & Savings Plans

Update Beneficiaries & Contact Information



URS.org: New Members

Education

NEW MEMBERS

If you're new to URS as of July 1, 2011, you have two retirement options. This section will help you choose.

Your Decision, Your Way

Online Enrollment

Savings Plans

Education

Publications

Videos

URS Early to Mid-Career Seminars

Individual Retirement Planning Sessions

URS Webinars

Tier 2 Presentations

Employee Wellness

Annual Check-Up

Publications

Questions About Your Benefits? Find answers at our online library.



URS.org: New Members

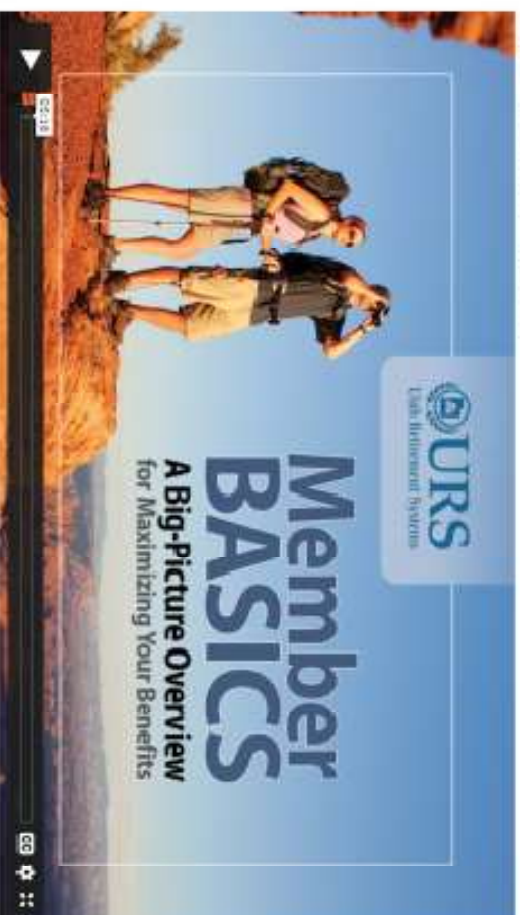
Education

NEW MEMBERS

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Retirement Calculators

URS Member Videos



URS.org: New Members

Education

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Your Decision, Your Way
Online Enrollment
Savings Plans
Education
Retirement Calculators

Understanding the URS Pension Fund

[BRIEF FOR ALL SGRS2011](#)

About URS

[URS Economic Impact on Utah](#)

[2010 Summary Annual Report](#)

[URS: Researching Utah](#)

How Do I?

[Quick instructions for important online tasks](#)

[Create a myURS Account](#)

[Increase my Savings Plan Contributions](#)

[Name Beneficiaries](#)

[Request for Individual Retirement Planning Session](#)

[Roll Over Old Retirement Savings Accounts to URS](#)

[Update my Contact Information](#)

[Email My URS Statements](#)

[Use my Message Center](#)

[Follow the Performance of my URS Investments](#)

URS.org: New Members

Education

NEW MEMBERS

If you're new to URS as of July 1, 2011, you have two retirement options. This section will help you choose.

Your Decision, Your Way

General Education

Online Enrollment

Member Basics

Savings Plans

Tier 2 New Hire

Education

Introduction to URS Information & Access

Payout Options at Retirement

Personal Transition to Retirement

Social Security Basics

Retirement Calculators

Understanding Your Employer

Understanding Your Investment Options

Understanding Company Incentives

Retirement Service Basics

URS.org: New Members

Education

NEW MEMBERS

If you're new to URS as of July 1, 2011, you have two retirement options. This section will help you choose.

Your Decision, Your Way

URS Webinars

Online Enrollment

Recordings from webinar presentations

Savings Plans

Tier 1 Benefits

Education

Tier 1 Payout Salary & Director

Retirement Calculators

Tier 2 Choice

Tier 2 Public, State, and Employees: Understanding Benefit Changes 2020

Understanding Social Security: What you need to know through life's journey

Understanding and Choosing the URS Savings Plans and Investment Options

Don't Leave Understanding Timelines, Investments, Strategies

Move To Be Consistent To Your Future: Set Retirement Savings Strategies

Reframing Retirement in Economic Times: For All Stages of the Journey

Retirement Payout Options: Is a Partial Lump-Sum Option Right for You?

401(k) Option

* See schedule of live webinars

URS.org: New Members

Retirement Calculators

NEW MEMBERS

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Your Decision, Your Way

Online Enrollment

Savings Plans

Education

Retirement Calculators



myURS

account access

Member Login

Username

Forgot Username?

Submit

Cancel

New user? [Create a new myURS account](#)

Savings

Core Funds (\$)

401(k)

Access

457

Enroll

Traditional IRA

Enroll

Roth IRA

Enroll

Schwab PCRA

401(k)

Enroll

What kind of investor are you? [Find out now.](#)

■ = Enrolled ■ = Not Enrolled

Beneficiaries

View all your beneficiaries in one place.

[View Summary](#)

Document Center

Pension annual statements	Current retirement benefit estimate
Savings quarterly statements	Purchase and Redeposit exact cost
Savings transaction activity report	Forms
Misc. electronic fund transfers	Contracts & Agreements
Tax documents	Verification of Income Letter
Investor profiles	

myURS

myURS

myURS

myURS

myURS

Financial Wellness Calculators



Debt Management Calculators

How to reduce credit card debt, calculate a loan payment, etc.

Insurance Calculators

Calculate how much life insurance you need, how much disability insurance, etc.



Mortgage Calculators

Calculate a monthly payment, does refinancing make sense, etc.



Personal Finance Calculators

Calculate a budget, how much do you need for an emergency fund, etc.

URS.org

Employers

[Home](#) [Forms](#) [Publications](#) [Calculators](#) [Education](#)

[Daily Unit Values](#)

Manage Your Benefits at myURS

Stay up-to-date with your benefits by creating a myURS account. View pension information, manage your savings plans, and more.

- ▶ [VIDEO: How to Create a myURS Account](#)



NEW MEMBERS
Learn about your Tier 2 options.

MEMBERS
Learn about your benefits.

RETIRED MEMBERS
Learn about and manage your benefits.

EMPLOYERS
Register new hires and manage your group.

URS.org

Employers

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

Employer Guide
Contribution Rates
Tier 2 Employment
Knowledge Corner
AUREUS
Feedback/Contact
Board Resolutions
Reporting a Death
Employer Training/Events

2024 Comprehensive Employer Training

URS is happy to announce the 2024 Comprehensive Employer Training schedule. This training will cover a range of topics important to administering retirement benefits, as outlined in the 49. It will also include legislative updates, board resolutions, administrative hot topics, retirement planning resigns and more. We encourage all staff members who participate in administering retirement benefits to attend this annual training!

▶ [See Full Schedule and Register](#)

URS Employer Event » Tuesday, March 12, 2024

Registration is available for our annual Employer Event on Tuesday, March 12, 2024, at the Vidman Event Center in West Jordan. This event is held yearly for executives, HR and benefits managers, and other decision-makers. It allows you to meet URS staff and news and updates, and learn more about high-level issues impacting retirement and healthcare. For your convenience, we offer a virtual option, but we urge you to consider coming in-person for a more social and interactive experience.

▶ [Register Now](#)

Learn About AUREUS Employment Files

We're preparing to launch AUREUS, our innovative record-keeping system, in about a year. Employers must have their programmers begin coding for the new AUREUS employment files.

▶ [See Videos of AUREUS Webinars](#)

▶ [AUREUS Employee Q&A](#)



▶ [Read Now](#)

URS Email Addresses

Add These to Your Safe List

INSIDE STORY NEWSLETTER & IN-PERSON TRAININGS:

URS_BENEFITS@LISTSERV.URS.ORG

EMPLOYER TRAINING WEBINARS (VIA MS TEAMS):

noreply@gcc-email.teams.microsoft.com

URS.org: Employers Employer Guide

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

Employer Guide
Contribution Rates
Tier 2 Employment
Knowledge Corner
AUREUS
Feedback/Contact
Board Resolutions
Reporting a Death
Employer Training/Events



The screenshot shows the URS Employer Guide website. The top navigation bar includes 'URS', 'Utah Retirement Systems', and a search bar. The main content area is titled 'Executive Summary of Updates' and includes a sub-header 'More:' followed by a list of links for amendments from 2017 to 2022. A sidebar on the left contains a table of contents with links to various sections like 'Using the Employer Guide', 'Adjustments', 'Contribution Reporting', 'Death Benefits', 'Disability Benefits', 'General Information', 'Membership', 'Post-Retirement Employment', 'Retirement Benefits', 'Retirement Planning', and 'Savings Plans'. The bottom of the page has 'Contents' and 'Favorites' buttons.

URS Employer Guide

Executive Summary of Updates

We are continually refining the web edition of the *Employer Guide* to the *Utah Retirement Systems (Guide)*. Below is a listing of the major updates we recently published to the *Guide*.

Information current as of February 8, 2022

More:

- 2022 Amendments
- 2021 Amendments
- 2020 Amendments
- 2019 Amendments
- 2018 Amendments
- 2017 Amendments

Using the Employer Guide	➤
Adjustments	➤
Contribution Reporting	➤
Death Benefits	➤
Disability Benefits	➤
General Information	➤
Membership	➤
Post-Retirement Employment	➤
Retirement Benefits	➤
Retirement Planning	➤
Savings Plans	➤

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- [2022 Amendments](#)
- [2021 Amendments](#)
- [2020 Amendments](#)
- [2019 Amendments](#)
- [2018 Amendments](#)
- [2017 Amendments](#)

QUARTERLY UPDATES

Search...	➤
Executive Summary of Upd...	➤
Using the Employer Guide	➤
Adjustments	➤
Contribution Reporting	➤
Death Benefits	➤
Disability Benefits	➤
General Information	➤
Membership	➤
Post-Retirement Employment	➤
Retirement Benefits	➤
Retirement Planning	➤
Savings Plans	➤



2022 Amendments

Expand All Collapse All

1st quarter

We made the following updates:

- Added information about **Social Security Exemptions**
- Updated the **minimum earnings requirements for elected officials**
- Other minor grammatical and technical updates made to Savings Plan documentation

2nd quarter

We will update this section when changes are made.

3rd quarter

We will update this section when changes are made.

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SEARCH FIELD

Information current as of February 8, 2022

More:

- 2022 Amendments
- 2021 Amendments
- 2020 Amendments
- 2019 Amendments
- 2018 Amendments
- 2017 Amendments

CHAPTERS

- Search...
- Executive Summary of Upd...
- Using the Employer Guide
- Adjustments
- Contribution Reporting
- Death Benefits
- Disability Benefits
- General Information
- Membership
- Post-Retirement Employment
- Retirement Benefits
- Retirement Planning
- Savings Plans

- Contents
- Favorites

Executive Summary of Updates

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SEARCHED TOPIC

Information current as of February 8, 2022

More:

- 2022 Amendments
- 2021 Amendments
- 2020 Amendments
- 2019 Amendments
- 2018 Amendments
- 2017 Amendments

SEARCHED CONTENT

- 401k
40 topics found.
- 2019 Amendments
- 401(k) Hardship Withdrawals (...)
- 401(k) Loans (Tier 1 and Tier 2)
- 401(k) Withdrawals (Tier 1)
- 401(k) Withdrawals (Tier 2)
- 457(b) Loans
- Adjustments
- Certification of Contribution R...
- Changes in Employment Status
- Clearing Account Statements
- Compensation Definition for U...
- Compensation Table

- Contents
- Favorites

URS Retirement Systems

URS Retirement Systems

Search...

Executive Summary of Upd...

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- 2019 Amendments
- 2018 Amendments
- 2017 Amendments

NAVIGATION ICONS

URS Employer Guide

Contents

Favorites

EXPAND/COLLAPSE

HOME PAGE

PAGE FORWARD/BACK

PRINT PAGE

EMAIL LINK

MARK AS FAVORITE

Executive Summary of Updates

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- 2019 Amendments
- 2018 Amendments
- 2017 Amendments

Search...	
Executive Summary of Upd...	➤
Using the Employer Guide	➤
Adjustments	➤
Contribution Reporting	➤
Death Benefits	➤
Disability Benefits	➤
General Information	➤
Membership	➤
Post-Retirement Employment	
Retirement Benefits	➤
Retirement Planning	➤
Savings Plans	➤
Contents	
Favorites	★

MARK AS FAVORITE

URS Employer Guide

Post-Retirement Employment

Restrictions for post-retirement employment are complex. Before hiring retirees who receive a monthly benefit from URS, employers should contact our Retirement Benefits Department to find out how returning to work may impact retirees' retirement benefits.

Reemployment includes work or service performed on a contract for a participating employer if the retiree is listed as the contractor, or an owner, partner, or principal of the contractor U.C.A. § 49-11-1202.

Please be aware of the following post-retirement employment restrictions:

- Reemployment within One Year
- Reemployment after One Year
- Separation Requirement
- Private Industry
- Service Credits
- Exclusion from Post-Retirement Rules
- Steps for Members
- Steps for Employers
- Reemployment within 60 days of retirement
- Reemployment after 60 days but within one year of retirement
- Reemployment after one year
- Retirees Hired and Reemployed Prior to July 1, 2010
- Need More Info? Watch the Video! 🎥
- References

Minimum Earnings Requirements for Elected and Appointed Officials in the Tier 1 Public Employees Retirement Systems

Eligibility for Tier 1 elected or appointed officials¹; exemptions is based upon minimum earnings requirements as listed below. Monthly earnings requirements apply each month during the term of office. This table is not applicable to Chapter 19, UCA, Utah Governors and Legislators Retirement Plan, or Tier 2 elected and appointed officials.

2020-2029

Beginning Date	Ending Date	Minimum Earning Requirement
February 1, 2024	January 31, 2025	\$1,291.00
February 1, 2023	January 31, 2024	\$1,240.00
February 1, 2022	January 31, 2023	\$1,148.00
February 1, 2021	January 31, 2022	\$1,096.00
February 1, 2020	January 31, 2021	\$1,083.00

URS Employer Guide

Contribution Reporting

Compensation Table

Use this table as a guide for determining which compensation to include in retirement contribution calculations. Call Employer Services at 801-366-7318 or 800-753-7318 with questions about specific types of payments or adjustments.

	Defined Benefit				Non-Elected Defined Contribution
System or Plan	Public Employees	Public Safety	Firefighters	Judges	401(k) Plan
Base or Contract Salary	Yes	Yes	Yes	Yes	Yes
Earnings Above Base Salary	Yes	No*	No*	N/A	Yes
Cash Equivalents	No**	No**	No**	No**	No**
Cost-of-Living Adjustment	Yes	Yes	Yes	Yes	Yes
Bonuses	Yes	Performance Bonus	Performance Bonus	Yes	Yes
Salary Deferral and Other Benefit Programs	Yes	Yes	Yes	Yes	Yes
Costs and Expenses	No	No	No	No	No
Discretionary Payments	No	No	No	No	No
Cashouts	See Cashouts	No	No	No	See Cashouts
Separation Payments	No	No	No	N/A	No***

*Performance-based bonuses and cost-of-living adjustments above the base salary are considered compensation subject to retirement.

** Gift cards, gift certificates, pre-paid debit cards (except when used for the regular distributions of wages), and other cash equivalents may not be included for retirement purposes. [Board Resolution 2013-06](#)

***See the Contribution Reporting section, for what may be considered compensation for the 401(k) and 457 plans related to separation payments such as lump-sum vacation pay, sick leave, early retirement incentives, and other payments.

Need More Info? Watch the Video!

References

URS.org: Employers

Contribution Rates

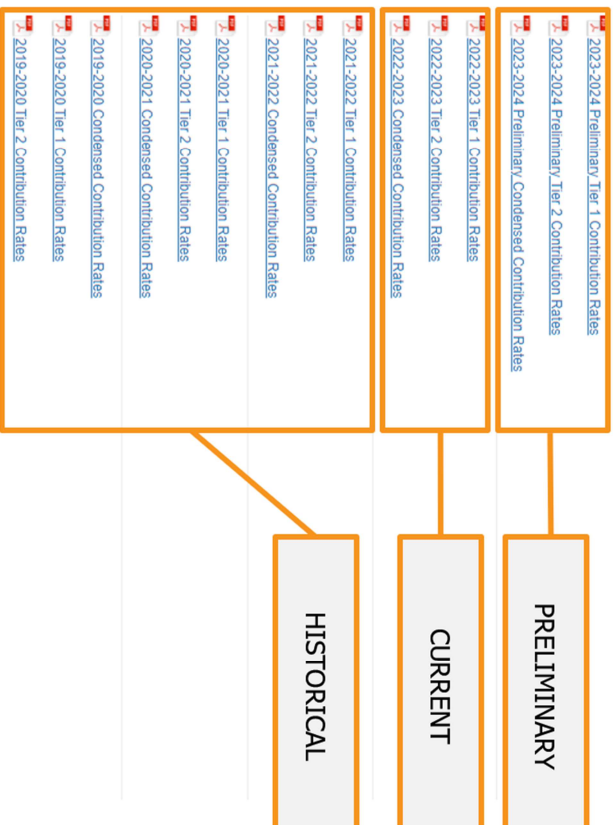
EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

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Contribution Reporting Rates

[URS Contribution File Developer's Certification](#)



Contribution Rates

Condensed Guide

UAMS Retirement Systems
Final Condensed Retirement Contribution Rate Guide
Revised Year July 1, 2023 - June 30, 2023

Employer	Tier 1 - 2019-2020 (NYS)		Tier 2 - 2019-2020 (NYS)		Tier 3 - 2019-2020 (NYS)	
	Employer	501%/	Employer	501%/	Employer	501%/
Public Employees						
Public Employees Retirement System	6.80	13.90	3.90	13.80	11.1	6.80
13 - State and County *	6.80	17.70	13.20	11.45	111	6.80
17 - Higher Education	6.80	13.70	12.20	11.45	111	6.80
Public Employees - Non-Union						
Public Employees Retirement System	6.80	13.90	3.90	13.80	11.1	6.80
25 - State and County *	6.80	17.70	13.20	11.45	111	6.80
36 - Higher Education	6.80	13.70	12.20	11.45	111	6.80
Public Employees - Union						
Public Employees Retirement System	6.80	13.90	3.90	13.80	11.1	6.80
21 - Union and County *	6.80	17.70	13.20	11.45	111	6.80
27 - Higher Education	6.80	13.70	12.20	11.45	111	6.80
Non-Union Public Employees						
Non-Union Public Employees Retirement System	6.80	13.90	3.90	13.80	11.1	6.80
25 - State and County *	6.80	17.70	13.20	11.45	111	6.80
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Non-Union Public Employees - Union						
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27 - Higher Education	6.80	13.70	12.20	11.45	111	6.80

* A detailed guide to the reporting of URS data is available at [URS.org/Reporting](#).
 ** For more information on the URS system, please visit [URS.org/Help](#).
 *** Public School Districts and County School Boards are not covered by this guide.

URS.org: Employers

Tier 2 Employment

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

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Employer Training/Events

Tier 2 Employment

- 1. Comparing Tier 2 Plans
- 2. Public Employees' Make Your Choice
- 3. Public Employees' Highlights
- 4. Public Safety & Firefighters' Make Your Choice
- 5. Public Safety & Firefighters' Highlights



Employers: Knowledge Corner

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

Employer Webinars

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Employer Webinars
Employer How-To Videos
Employer Publications
Employer Surveys
Employer Training/Events



Webinars help simplify complex subjects

Join our monthly webinars on the third Wednesday of the month at 10 a.m. Mountain Time. (We do not host webinars in February, May, and August, the months we provide in-person training.)

Knowledge Corner

Webinars

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

Employer Guide
Contribution Rates
Tier 2 Employment
Knowledge Corner
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Employer Training/Events

Spotlight: COVID-19

[Administering Retirement Benefits During the COVID-19 Pandemic \(14:30\)](#)

Adjustments

[Understanding Adjustments \(8:01\)](#)

[Contribution Adjustments and Clearing Accounts \(18:26\)](#)

[Statute of Limitations \(5:45\)](#)

Knowledge Corner

Webinars

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Employer Training/Events

Compliance

- [Use of a Temporary Hiring Agency Retirement Basics](#)
- [Tier 2 Public Safety & Firefighter Pick Ups 2020 \(18-43\)](#)
- [Independent Contractors \(10-44\)](#)
- [Back to School \(17-45\)](#)
- [Classified School Employees \(7-39\)](#)
- [Ineligible and Temporary Employees \(10-41\)](#)
- [Compliance Audit Document Request \(16-15\)](#)
- [How to be Compliance Audit Ready \(30-55\)](#)
- [Exemptions and Participation Elections \(11-50\)](#)
- [Leaves of Absence \(6-39\)](#)
- [Military Leave \(10-28\)](#)
- [Public Safety and Firefighters Retirement Systems \(25-58\)](#)
- [Retirement Forfeiture for Felonies \(5-02\)](#)
- [Public Employees Eligibility and Qualifying Benefits \(8-52\)](#)
- [Firefighters & Public Safety Eligibility & Reporting \(17-01\)](#)
- [Eligibility for Elected and Appointed Officials \(7-19\)](#)
- [Terminations and Record Retention \(6-45\)](#)
- [Visa and Exchange Employees \(3-20\)](#)
- [Employee DC Deferral Request \(8-02\)](#)

Knowledge Corner

Webinars

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Contribution Reporting

- [Cashouts vs. Discretionary Payments \(14-40\)](#)
- [Reportable Compensation for Public Employees \(11-49\)](#)
- [URS Contribution Rates \(9-53\)](#)
- [Understanding Service Accrual \(13-03\)](#)
- [Payroll Conversions \(32-41\)](#)

Net Pension Liability

- [Earnings Assumption and Net Pension Liability \(20-27\)](#)
- [Employers' Net Pension Liability \(32-02\)](#)
- [GASB 68 \(37-45\)](#)

Retirement and Post-Retirement

- [Phased Retirement \(8-08\)](#)
- [Post-Retired Employees \(17-29\)](#)

Savings Plans

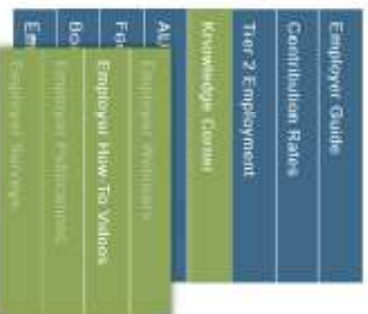
- [Savings Plans, Deferrals, and Payouts \(24-14\)](#)
- [URS IRA Savings Plans \(21-53\)](#)

Knowledge Corner

How-To Videos

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.



Employer How-to Videos

Short videos to help you in your daily tasks.

- | | |
|---|---|
| Annual Certifications | Employee Management |
| Annual Certification: Contact (4,03) | Batch Ineligible Certification (6,34) |
| Annual Certification: Contribution Rates (4,11) | Batch Terminations (6,09) |
| Annual Certification: Public Safety (4,24) | Public Safety |
| Authorized Contacts | Maintaining Public Safety Positions (3,36) |
| Designating Authorized Contacts (6,26) | Updating Job Descriptions (6,47) |
| Function Codes (6,44) | Reports |
| Authorized Web Users | Deferred Changes and Statements Report (6,49) |
| Website Viewing Rights (6,49) | Website Navigation |
| Contribution Reporting | Accessible FICLP Employer Portal (1,26) |
| Expense Transaction File (6,52) | Message Center Introduction (4,42) |
| Subscription An ACH Payment (6,17) | Navigating the URS Employer Portal (5,31) |

URS.org: Employers

Feedback/Contact

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

Feedback/Contact

We are here for you and your employees

Your Name

Your Email

Employer

Employer #

Subject

Comments

[Send Email](#)

URS Employer Line: 801-366-7318 | 800-753-7318

[→ Visit the contact page to see a complete list of options](#)

URS.org: Employers

AUREUS

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

AUREUS

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AUREUS
Feedback/Contact
Board Resolutions
Reporting a Death
Employer Training/Events



AUREUS webinars are available to view at anytime
Watch [AUREUS-specific training webinars](#)

URS.org: Employers

AUREUS

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

Spotlight: AUREUS

- [AUREUS Introduction \(1:19:39\)](#)
- [AUREUS Structure and Maintaining Addresses and Contacts \(21:47\)](#)
- [AUREUS Organization Management, Search, and Security \(28:45\)](#)
- [AUREUS Website Navigation: Finding a Record \(15:43\)](#)
- [AUREUS Employment Status Updates \(Employment Wizard\) \(16:54\)](#)
- [AUREUS Employment Status Updates \(Focused on Employment File\) \(25:07\)](#)
- [AUREUS Recurring Reports \(Deferral Changes/Installments and Tier 2 Changes\) \(23:36\)](#)
- [AUREUS Miscellaneous Reports \(27:05\)](#)
- [AUREUS Payroll Reporting Using Web Tools - Payroll Summary \(28:50\)](#)
- [AUREUS Payroll Reporting Using Web Tools - Payroll Header \(24:23\)](#)
- [AUREUS Payroll Reporting Using Web Tools - Payroll Detail \(17:51\)](#)
- [AUREUS Payroll Reporting Using File \(27:03\)](#)
- [AUREUS Adjustment Reporting Using Web Tools \(11:00\)](#)
- [AUREUS Banks, Payments, and Clearing Accounts \(9:46\)](#)
- [AUREUS Future Service Credit Purchases \(6:06\)](#)

URS.org: Employers

EMPLOYERS

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- Employer Guide
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- Tier 2 Employment
- Knowledge Corner
- AUREUS
- Feedback/Contact
- Board Resolutions**
- Reporting a Death
- Employer Training/Events

THE URS NEWSROOM: FOR POLICYMAKERS, MEDIA, AND THE PUBLIC

URS Utah Retirement Systems

News About For Media

Board Resolutions

Search: Clear Search

Use question marks to search a phrase e.g. "Life Insurance"
If multiple words are entered without the question marks, all of the records matching each term are returned.

Group by: **Category** Year

Adjudicative Hearing Procedures	Count: 2
Change in Structure	Count: 2
Compensation	Count: 3
Confidentiality (PEHP)	Count: 1
Confidentiality (URS)	Count: 2
Contribution Payments	Count: 1
Domestic Relations Orders (DROs)	Count: 1
Dual Employment	Count: 2
Employee Termination and Refunds	Count: 1
Employer Termination and Withdrawal	Count: 1
Exchange Employee	Count: 2
Exempt Employees	Count: 3
Firefighter and Public Safety Retirement Systems	Count: 3
Funding Retirement Benefits	Count: 1
Interest Formula, Calculations, Rates and Assumptions	Count: 3
Internal URS Operators	Count: 3
Legislation/Governor Pension Plans	Count: 2
Life Insurance Program	Count: 2
Long-Term Disability (LTD)	Count: 3
Minimum Distributions	Count: 1
PEHP Programs, Benefits and Processes	Count: 3
Plan to Plan Transfers	Count: 1
Retirement Effective Date	Count: 1
Service Credit Accrual	Count: 3
Service Credit Purchase	Count: 2
Spousal Benefits	Count: 1
Temporary Benefit for Emergency Health Concerns	Count: 1
Temporary Suspension of Certain Post-Retirement Reemployment Restrictions Pursuant to Executive Order	Count: 1
Termination of Employment, and Reemployment	Count: 1
Trading Limitations	Count: 1
Transfer of Leave	Count: 1
URS Monthly Retirement Benefits	Count: 1

URS.org: Employers

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

Reporting a Death

It's critical to notify URS immediately when a loved one dies. This helps avoid potential overpayments and ensures any death benefits are paid to a family member.

In the event of the death of a member or beneficiary, contact URS at 801-369-7700 or 800-365-8772 and provide the following information:

- Name of the deceased member or beneficiary
- Social Security Number or Member Number
- Date of death
- Your name and primary contact information

Once URS has received notification, we will provide correspondence regarding the next steps to be following, as applicable, including special beneficiary(ies), representative of the member's estate, or attorney.

Another way to provide information is online. URS will utilize this information solely to administer benefits.

Decedent's Information

*Name (first, middle, last)

Last Four Digits of SSN or Member #

*Marital Status at Time of Death

*Date of Birth (mm/dd/yyyy)

*Date of Death (mm/dd/yyyy)

Your Information

*Your Name (first, middle, last)

*Your Primary Phone Number

Your Relationship

Elaboration: This additional, useful and agreed to the following:

- I certify, under penalty and under the full disclosure provided on this notification is true, complete, and correct.
- I understand that any false, misleading, or fraudulent information will subject me to criminal and civil penalties, and
- I understand that URS is retaining the information above to administer benefits and additional correspondence will follow submission.

Submit

Employer Guide
Contribution Rates
Tier 2 Employment
Knowledge Corner
AUREUS
Feedback/Contact
Board Resolutions
Reporting a Death
Employer Training/Events

EMPLOYERS

Our online tools are your key to establishing and managing your employees' retirement benefits.

Employer Trainings and Events

Training/Event	When	Description	Who Should Attend
Comprehensive Employer Training	Several dates and locations in May 2023	Deep dive into retirement laws, including legislative updates, compliance matters, and administrative hot topics	Staff involved in day-to-day retirement administration operations and management
Retirement Basics Plus	Conducted semi-annually -- the next training will be on February 15, 2023	Basic retirement laws, general administrative matters, URS Employer Portal functions	Staff involved in day-to-day retirement administration operations and management
Employer Event	March, 14, 2023	News and trends in retirement and healthcare, updates from URS leadership	Executives, HR and benefits managers, and other decision-makers

Employer Training/Events
Comprehensive Employer Training
Retirement Basics Plus
Employer Event
On-Site Training

URS.org: Employers

URS Employer Portal

Employer Log-In

The screenshot shows the URS Employer Portal homepage. At the top, there is a navigation bar with links for Home, Forms, Publications, Calculators, and Education. The URS logo is prominently displayed. Below the navigation bar, there is a main heading "Manage Your Benefits at myURS" with a sub-heading "Stay up-to-date with your benefits by creating a myURS account. View pension information, manage your savings plans, and more." A "VIDEO: How to Create a myURS Account" link is provided. On the right side, there is a "LOGIN" button with a dropdown menu showing "MEMBER" (with a sub-link "Create myURS Account") and "EMPLOYER". Below the main heading, there are five featured sections: "NEW MEMBERS" (Learn about your Tier 2 options), "MEMBERS" (Learn about your benefits), "RETIRED MEMBERS" (Learn about and manage your benefits), and "EMPLOYERS" (Register new hires and manage your group). A "SELECT LANGUAGE" dropdown is also visible.

URS
URS Retirement Systems

Home Forms Publications Calculators Education

Select Language

Manage Your Benefits at myURS

Stay up-to-date with your benefits by creating a myURS account. View pension information, manage your savings plans, and more.

VIDEO: How to Create a myURS Account

NEW MEMBERS
Learn about your Tier 2 options.

MEMBERS
Learn about your benefits.

RETIRED MEMBERS
Learn about and manage your benefits.

EMPLOYERS
Register new hires and manage your group.

LOGIN
MEMBER
Create myURS Account
EMPLOYER

NAVIGATIONAL MENU

The screenshot shows the navigation menu of the URS Employer Portal. It includes links for Employees, Contribution Reporting, ACH, Forms, Publications, and Employer Tools. There is also a "Logout" button.

URS EMPLOYERS

Employees • Contribution Reporting • ACH • Forms • Publications • Employer Tools • Logout

INTERACTIVE BANNER

The screenshot shows the interactive banner of the URS Employer Portal. It features a background image of a cityscape and a laptop displaying the "myURS" logo. The text on the laptop says "Time to Review Your Rates".

Time to Review Your Rates

ICON MENU

The screenshot shows the icon menu of the URS Employer Portal. It includes icons for Employees, Contribution Reporting, and Reports.

Employees • Contribution Reporting • Reports •

UPDATES & REFERENCE LINKS

The screenshot shows the updates and reference links section of the URS Employer Portal. It includes links for Web Administrator Access, Inside Story, and Knowledge Corner.

Web Administrator Access

With the recent changes to the new Administrator process, web administrators should have access to new accounts within the URS for Employees. Check the new user number column and web administrator account if you are the web administrator and the only account you've accessed in the admin user account. Please see the How to Create Another Account for your regular email/psw link.

Inside Story

Take a look at the latest edition of Inside Story. You will find information on the contribution rate changes, online education opportunities, bond guide updates, and more.

Knowledge Corner

Have a question on a common topic? Visit the Knowledge Knowledge Center where you can access a growing collection of employee knowledge and how-to-tips. No registration required!

URS Employer Portal

Notifications for Action

- 1 You have a pending transaction for that has payment awaiting confirmation. Please go to Pending Transactions to address payment.

[Go to Pending Transactions](#)

- 2 There are 3 employees who have multiple active loans.

For each employee, please terminate the old loan in Employee Management Center by selecting the employee and then clicking Terminate Fund.

[Go to Employee Management Center](#)

- 3 We administer one of the best benefits you give your employees – a retirement! To help us do a great job, help your credit down, and ensure our records are in sync, please take a moment to verify the benefit plan code per advice.

Certification

- 1 Certification Items

[View & Certify Now](#)

- 1 Employee Loans

[View & Certify Now](#)

- 1 Public Safety

[View & Certify Now](#)

- 3 Your account does not have an email address.

Please contact your Web Administrator and ask them to enter your email address.

URS Employer Portal

Updates & Reference Links

Web Administrator Access

With the recent changes to the user authentication process, web administrators should have access to two accounts within the URS for Employers Portal: the service manager account and web administrator account. If you are the web administrator and the only account you've created is the service manager account, please take the time to create another account for your regular, everyday use.

Inside Story

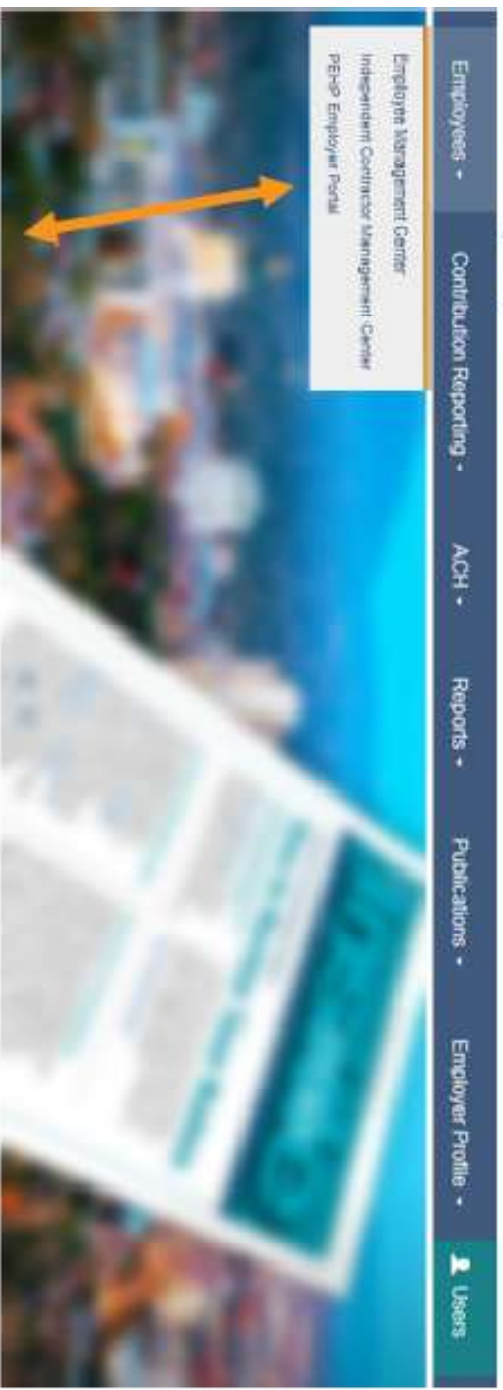
Take a look at the newest edition of [Inside Story](#). You will find information on the continuous site changes, some educational opportunities, focus groups outcomes, and more.

Knowledge Corner

Have a question on a common topic? Visit the [Employer Knowledge Center](#) where you can access a growing collection of webinar recordings and how-to videos. No registration required!

URS Employer Portal

Employees



Employees



Contribution Reporting



Reports



Employee Management Center

Download

Add Employee

Batch Ineligible Certification

Batch Termination

Check Status

ACTIVITY BUTTONS

Search



Account

SSN

Name

Fund Name (Num)

EMPLOYEE SEARCH FIELD

TIER 2 DC ONLY LOCAL GOVERNMENT (11)

ONLINE EMPLOYEE LIST

TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (75)

TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)

TIER 1 PUBLIC SAFETY NONCONTRIBUTORY (43)

TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)

TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)

TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)

TIER 2 DC ONLY LOC

Account	SSN	Name	Fund Name (Num)	Status
W			TIER 2 DC ONLY LOCAL GOVERNMENT (11)	Terminated
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (75)	Eligible
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Eligible
W			TIER 1 PUBLIC SAFETY NONCONTRIBUTORY (43)	Eligible
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Post Retired
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Terminated
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Terminated
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Eligible
W			TIER 2 DC ONLY LOC	

Support Contacts

Printing Tech

801-566-
801-566-
801-566-
801-566-

Adjustment Tech

801-566-
801-566-
801-566-
801-566-

Field Service Representative

801-566-
801-566-
801-566-
801-566-

New Hire Contact

801-566-
801-566-
801-566-
801-566-

WHO TO CONTACT FOR HELP

Employee Management Center

Download

+ Add Employee

Batch Ineligible Certification

Batch Termination

Check Status

Search

q

**DOWNLOAD EMPLOYEE LIST
IN SPREADSHEET FORMAT**

Account	SSN	Name	Status
W			Terminated
W			Eligible
W			Eligible
W			Eligible
W			Eligible
W			Eligible
W			Post Retired
W			Terminated
W			Terminated
W			Eligible
W			Ineligible

A	B	C	D	E	F	G	H	I	J
Account Number	SSN	First Name	Last Name	Fund Name	Fund Number	Hire Date	Certification Date	Termination Date	Status
W				TIER 2 DC ONLY STATE/SCHOOL	212	3/2/2015 0:00	3/5/2015 0:00		Ineligible
W				TIER 1 NONCONTRIBUTORY STATE AND SCHOOL	16	2/23/2015 0:00	2/25/2015 0:00		Eligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	1/30/2015 0:00	2/1/2015 0:00		Eligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	1/19/2015 0:00	1/21/2015 0:00		1/15/2016 0:00 Terminated
W				TIER 2 DC ONLY STATE/SCHOOL	212	1/19/2015 0:00	1/21/2015 0:00		Eligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	1/12/2015 0:00	1/21/2015 0:00		9/1/2015 0:00 Terminated
W				TIER 2 DB HYBRID STATE/SCHOOL	112	12/15/2014 0:00	12/17/2014 0:00		Eligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	11/17/2014 0:00	11/20/2014 0:00		10/29/2015 0:00 Terminated
W				TIER 2 DB HYBRID STATE/SCHOOL	112	11/17/2014 0:00	11/20/2014 0:00		Eligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	10/27/2014 0:00	10/28/2014 0:00		Eligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	9/29/2014 0:00	10/1/2014 0:00		Ineligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	9/15/2014 0:00	9/15/2014 0:00		Eligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	9/15/2014 0:00	9/15/2014 0:00		9/30/2015 0:00 Terminated
W				TIER 2 DB HYBRID STATE/SCHOOL	112	9/2/2014 0:00	9/4/2014 0:00		9/30/2015 0:00 Terminated
W				TIER 2 DB HYBRID STATE/SCHOOL	112	9/2/2014 0:00	9/4/2014 0:00		Eligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	9/2/2014 0:00	9/4/2014 0:00		9/30/2015 0:00 Terminated
W				TIER 2 DB HYBRID STATE/SCHOOL	112	9/2/2014 0:00	9/4/2014 0:00		Eligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	9/2/2014 0:00	9/4/2014 0:00		9/30/2015 0:00 Terminated
W				TIER 2 DB HYBRID STATE/SCHOOL	112	8/26/2014 0:00	9/4/2014 0:00		Ineligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	7/28/2014 0:00	7/30/2014 0:00		Eligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	7/17/2014 0:00	7/9/2014 0:00		Eligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	7/1/2014 0:00	7/9/2014 0:00		Eligible
W				TIER 1 NONCONTRIBUTORY STATE AND SCHOOL	16	6/30/2014 0:00	7/3/2014 0:00		Eligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	6/20/2014 0:00	6/23/2014 0:00		Eligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	6/16/2014 0:00	6/23/2014 0:00		Eligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	6/10/2014 0:00	6/13/2014 0:00		Ineligible
W				TIER 2 DB HYBRID STATE/SCHOOL	112	6/2/2014 0:00	6/5/2014 0:00		Eligible
W				TIER 1 NONCONTRIBUTORY STATE AND SCHOOL	16	6/2/2014 0:00	6/5/2014 0:00		Post Retired
W				TIER 2 DB HYBRID STATE/SCHOOL	112	5/19/2014 0:00	5/20/2014 0:00		Eligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	5/5/2014 0:00	5/16/2014 0:00		Eligible
W				TIER 2 DC ONLY STATE/SCHOOL	212	5/5/2014 0:00	6/24/2014 0:00		8/14/2015 0:00 Terminated

Ineligible for Benefits

Position

This employee is not eligible to accrue service credit with URS for the following reason:

- An employee without benefits normally provided
- An employee whose hours are below an average of 20 hours per week
- A temporary employee
- A volunteer firefighter
- An Appointive Officer working part time
- An elected official working part-time
- An employee working under a J-1 Visa or another exchange arrangement

Eligible for Benefits

Retirement System

Public Employees' Retirement System
Firefighters' Retirement System
Public Safety Retirement Systems

Position

Salary

Hourly

Hours Worked

Weekly

This employee is eligible to accrue service credit with URS for the following reason:

- This position normally requires an average of 20 hours or more per week and receives a benefit approved by the Retirement Board
- An Appointive Officer working full-time
- An Elected Official working full-time

Post Retired Options

Retirement System

Public Employees' Retirement System
Firefighters' Retirement System
Public Safety Retirement Systems

Position

This employee is post retired - Retirement Date is

- State of Utah (Employer #100) only A part-time, appointed board member who receives per diem ⓘ
- A post-retired employee who has been out of the system for at least 60 days but less than one year ⓘ
- A post-retired member who is paid through a 1099 or employment agency ⓘ

Employee Management Center

Download **+ Add Employee** Batch Ineligible Certification

Search

ALL POST-RETIRED EMPLOYEES ARE SUBJECT TO POST-RETIREMENT LAWS

Account	SSN	Name	Employee Number (Number)	Status
W				Terminated
W				Eligible
W				Eligible
W				Eligible
W				Eligible
W				Eligible
W				Post Retired
W				Terminated
W				Terminated
W				Eligible
W				Eligible
W				Ineligible

Post Retired Options

Retirement System
Public Employees' Retirement System

Position

This employee is post-retired - Retirement Date is

- State of Utah (Employer #100) only** A part-time, appointed board member who receives per diem
- A post-retired employee who has been out of the system for at least 60 days but less than one year
- A post-retired member who is paid through a 1099 or employment agency

SUPPORT CONTACTS
CHECK WITH THE URS RETIREMENT DEPARTMENT IF YOU HAVE QUESTIONS OR CONCERNS

Posting Tech 801-366-

Employee Certification

Start Date Previously Reported to URS

- Ineligible for Benefits
- Eligible for Benefits
- Post Retired Options

You have entered a URS coverage date that is prior to contribution reports already submitted to our office.

- 12/31/2022
- 01/15/2023

Please email a spreadsheet to your Adjustment Analyst at detailing this member's contribution salary by pay period from the start date until the current period or if you have additional questions. Thank you!

I acknowledge that I have been notified to update my contribution report.

Continue

Employee Certification

Confirmation of Certification

✔ Certification Complete
has been successfully certified.

The **CONFIRMATION LETTER** is ready for delivery to your employee.

Email Address

[Send](#)

- OR -

[Download](#)

CAN BE DELIVERED VIA EMAIL

CAN BE DOWNLOADED AND PRINTED

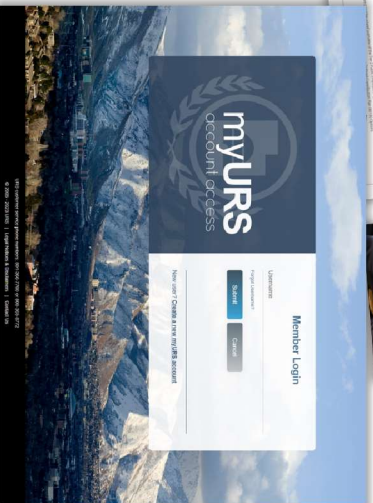
OPENS DOOR TO DISCUSS BENEFITS, SETTING UP A MYURS.ORG ACCOUNT, AND ADDING BENEFICIARIES

URS Participation

Help Employees Understand Benefits

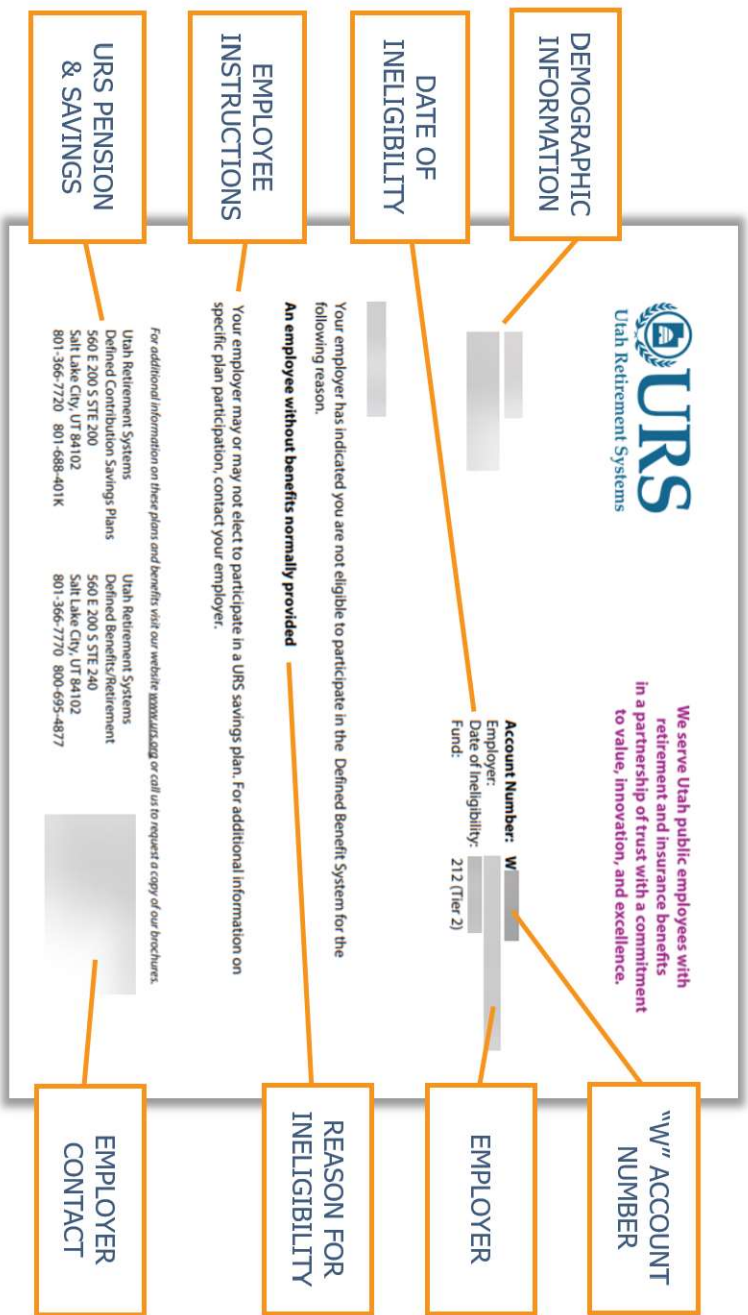


Update Beneficiaries & Contact Information



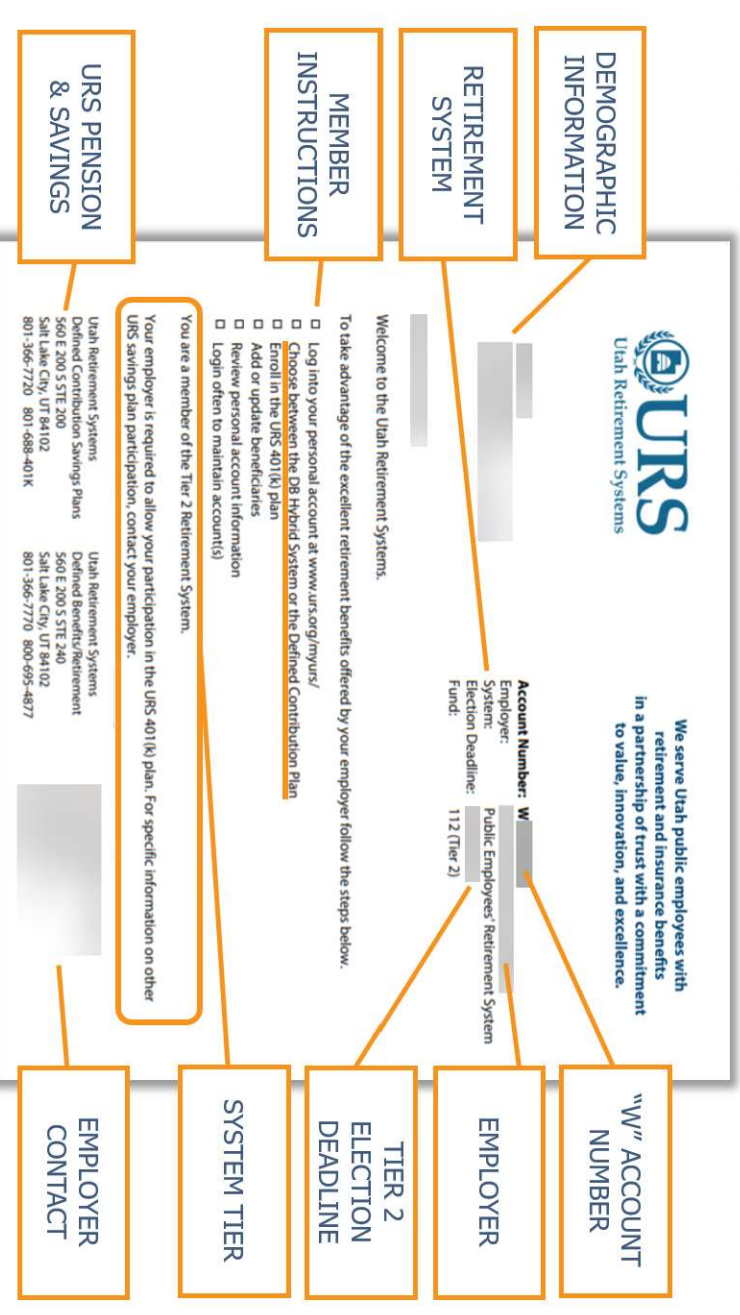
Confirmation Letter

Ineligible Employee



Confirmation Letter

Eligible Employee



Search for Employee Record

Employee Management Center

[Home](#) [All Systems](#) [New Employee Enrollment](#) [Auto Enrollment](#) [Self-Serve](#)

Search

Account	SSN	Name	Fund Name (Number)	Status
W			TIER 2 DC ONLY LOCAL GOVERNMENT (211)	Terminated
W			TIER 2 DC ONLY LOCAL GOVERNMENT (211)	Eligible
W			TIER 2 DC ONLY LOCAL GOVERNMENT (211)	Eligible
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Eligible
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Eligible
W			TIER 1 PUBLIC SAFETY NONCONTRIBUTORY (43)	Post Retired
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Terminated
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Terminated
W			TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT (15)	Eligible
W			TIER 2 DC ONLY LOCAL GOVERNMENT (211)	Ineligible

"W" ACCOUNT NUMBER OR SOCIAL SECURITY NUMBER

THE EMPLOYEE'S NAME - EVEN A PARTIAL NAME

CLICK LINE ITEM TO OPEN EMPLOYEE PROFILE

Employee Profile

DEMOGRAPHIC INFORMATION

SSN:
Account Number: W
Birth Date:

Address:

[Change Address](#)

FUND & STATUS

Funds	Fund Name	Fund Number	Status	Join Date	Certification Date	Termination Date
	TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT	15	Eligible	01/01/1991	04/07/2005	

[Change Status](#) [Transfer Fund](#)

YEARS IN SYSTEM (INCLUDES SERVICE FROM ALL PARTICIPATING EMPLOYERS)

Public Employee Informational Reference System
The years of service information has been updated and may not be added on for other purposes.

Total Service
26.425

DOCUMENTS (FROM YOUR ENTITY ONLY)

Documents

There are no documents available for this employee.

Employee Profile

Demographic Information Update

SSN:

Account Number: IV

Birth Date:

Address

Change Address

ENTER UP-TO-DATE INFORMATION

SSN:

Account Number: IV

Birth Date:

Address 1:

Address 2:

Address 3:

City:

State:

Zipcode:

Update **Cancel**

Employee Profile

Status Change

Funds

Fund Name	Fund Number	Status	Hire Date	Certification Date	Termination Date
TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT	15	Eligible	01/22/2002	07/15/2005	

Change Status **Terminate Fund**

CHANGE EMPLOYEE'S ELIGIBILITY STATUS

Change Status

You are changing the benefit status for: The employee will be listed from Tier 1 below to the address that we have on record. Please check that it is correct or make any changes necessary. If this is not the correct employee, you can choose a different employee or search by SSN.

Address

Change Address

Continue **Cancel**

Employee Profile Termination

SSN:

Account Number:

Birth Date:

[Change Address](#)

Address

Funds	Fund Number	Status	Hire Date	Certification Date	Termination Date
TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT	15	Eligible	01/01/1991	01/27/2005	

[Change Status](#) [Terminate Fund](#)

REPORT AN EMPLOYEE SEPARATION/TERMINATION

Employee Termination

After submitting the employee termination online, please complete the additional steps if the employment is ending for one of the following reasons:

- Retirement - Have the employee contact our office at 801-366-7770 or 800-695-4877
- Death - Contact our office at 801-366-7770 or 800-695-4877
- Long term disability - Send us a completed copy of the form below

ENTER LAST DAY OF EMPLOYMENT

SSN

Full Name

Address

Benefit Status

Fund

TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT

ENTER POSITION AND PAYROLL INFORMATION

Last Day Covered by UR's

Position

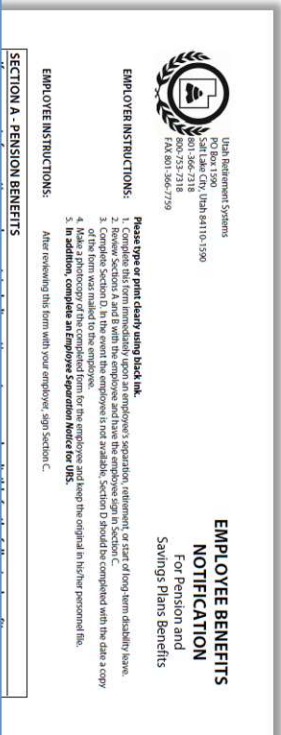
Terminating Hourly Rate

Rate

Hour

LTD Expiration or Benefits

[Start Over](#) [Success!](#)



FEDERALLY REQUIRED FORM IF EMPLOYEE IS ELIGIBLE FOR RETIREMENT BENEFITS OR PARTICIPATING IN SAVINGS PLAN

PRE-POPULATED WITH INFORMATION ENTERED DURING TERMINATION

ONLY AVAILABLE DURING TERMINATION PROCESS -- NOT HOUSED IN DOCUMENTS AREA OF EMPLOYEE PROFILE

NOT A RETIREMENT SYSTEM FORM ~ DO NOT SEND TO URS ~

Reason for leaving employment:

Given to the employee (month/day/year) _____

Name of Employer and Employer Number	Phone Number	Date
Authorized Signature (required)		

ADMIN 2 rev. 7/2011

Multiple Fund Records

1 There are 3 employees who have multiple active funds.
 For each employee, please terminate the old fund in Employee Management Center by selecting the employee and then clicking Terminate Fund.

[Go to Employee Management Center](#)

NOTIFICATION ON MAIN PAGE OF EMPLOYER PORTAL

NOTIFICATION AT TOP OF EMPLOYEE MANAGEMENT CENTER

Employee Management Center

[Download](#) [+ Add Employee](#) [Batch Ineligible Certification](#) [Batch Termination](#) [Check Status](#)

🔍

1 There are 3 employees who have multiple active funds.

For each employee, please terminate the old fund by selecting the employee and then clicking Terminate Fund.

✕

Multiple Fund Records

Correction Steps

SSN: [REDACTED]
Account Number: W [REDACTED]
Birth Date: [REDACTED]

Address [REDACTED]
Change Address

Funds

This employee has multiple active funds. Please check that these funds are correct.

Fund Name	Fund Number	Status	Hire Date	Certification Date	Termination Date
TIER 2 DB HYBRID LOCAL GOVERNMENT	111	Eligible	10/17/2016	10/21/2016	
TIER 2 DC ONLY LOCAL GOVERNMENT	211	Ineligible	06/01/2015	06/05/2015	

Change Status Terminate Fund

CHOOSE THIS OPTION TO TERMINATE EMPLOYMENT SEGMENT

Multiple Fund Records

Correction Steps

After submitting the employee termination online, please complete the additional steps if the employment is ending for one of the following reasons:

- Retirement – Have the employee contact our office at 801-366-7770 or 800-695-4677
- Death – Contact our office at 801-366-7770 or 800-695-4677
- Long term disability - Send us a completed copy of the form below

SELECT FROM THE PULL-DOWN THE FUND TO BE TERMINATED

SSN [REDACTED]

Full Name [REDACTED]
Address [REDACTED]

Benefit Status [REDACTED]
Fund [REDACTED]

Last Day Covered by URS [REDACTED]

Position [REDACTED]

Terminating Hourly Rate [REDACTED]
Rate [REDACTED]
Hour [REDACTED]

ELIGIBLE

Select
TIER 2 DB HYBRID LOCAL GOVERNMENT
TIER 2 DC ONLY LOCAL GOVERNMENT

MAKING A SELECTION UPDATES EMPLOYEE BENEFIT STATUS TO GUIDE YOUR CHOICE

Benefit Status [REDACTED] ELIGIBLE

Fund [REDACTED] TIER 2 DC ONLY LOCAL GOVERNMENT

Benefit Status [REDACTED] INELIGIBLE

Fund [REDACTED] TIER 2 DC ONLY LOCAL GOVERNMENT

LTD Explanation of Benefits

Start Over

Submit

Employees - Contribution Reporting - ACH - Reports - Publications - Employer Profile - Users

Employee Management Center

Batch Ineligible Certification

CERTIFY UP TO 500 EMPLOYEES AT ONCE

ONLY ALLOWS INELIGIBLE CERTIFICATIONS

Support Contacts

Phone: 713.440.1000 | Email: support@hr.com

Employees - Contribution Reporting - ACH - Reports - Publications - Employer Profile - Users

Employees : Certify Ineligible Employee (Batch)

Note: At this time, the Certify Ineligible Employee (Batch) process is only available for rehireable employees. Additionally, please note that employee certification may be 500 records or less.

Batch Ineligible File Format: Browse

Batch Ineligible Certification CSV File Format

First Name and Last Name	SSN	DOB	Employee Address	City	State	Zip	Gender	Ineligibility Code
Maximum number of characters: 9	Maximum: 9	Maximum: 8	Maximum: 40	Maximum: 20	Maximum: 20	Maximum: 10	Maximum: 1	Maximum: 1

Note: The batch file should not include a header row and should not include a blank header row. Non-required fields with no value should be displayed by per empty string rather than an empty cell.

CHSA

WHAT TO INCLUDE ON THE INELIGIBLE CERTIFICATION BATCH FILE YOU CREATE

Employees - Contribution Reporting - ACH - Reports - Publications - Employer Profile - Users

Employees : Certify Ineligible Employee (Batch)

The following employees could not be certified and require action from you.

First Name	Last Name	SSN	Reason for Failure
Georgia	Jelison	123456789	✗ Birthdate does not match our records.

The following employees were successfully certified:

First Name	Last Name	Social Security Number	✓
Scooby	Doorey	145678901	✓
Arnold	Fincelli	234567890	✓
Fresia	Craie	456789012	✓
Martina	VonTrapp	012345678	✓

NOTE: Ineligible employees, coming more than 90 days after their status start date, will be automatically reinvited by CHSA staff. This may result in delays re-establishing records for some employees while we contact you for more information. Thank you for your assistance.

Employee Management Center

Download

+ Add Employee

Batch Ineligible Certification

Batch Termination

Check Status

CHECK EMPLOYEE STATUS/TIER

Check Status

Social Security Number

Confirm Social Security Number

Birth Date

Check Status

Cancel

Check Status

The employee is in the system. [redacted] is in the system and will be hired into Tier 2.

Search Again

Close

Support Contacts

Posting Tech

801-366- [redacted]

[redacted]@urs.org

Employee Management Center

Support Contacts

Posting Tech

801-366- [redacted]

[redacted]@urs.org

Adjustment Tech

801-366- [redacted]

[redacted]@urs.org

Field Service Representative

801-366- [redacted]

[redacted]@urs.org

New Hire Contact

[redacted]

W

TIER 1 NONCONTRIBUTING LOCAL GOVERNMENT (15)

Eligible

EMPLOYER SUPPORT TECHNICIAN

"POSTING TECH"

POSTS THE CONTRIBUTIONS WHEN FILE AND MONEY HAVE BEEN RECEIVED

ACCOUNT ANALYST

"ADJUSTMENT TECH"

CALCULATES AND SENDS BILLS FOR ADJUSTMENTS TO INDIVIDUAL MEMBER OR GROUP ACCOUNTS

RETIREMENT PLANNING ADVISOR

"FIELD SERVICE REP"

VISITS EMPLOYER GROUPS TO SPEAK WITH MEMBERS ABOUT THEIR RETIREMENT AND SAVINGS PLAN OPTIONS

NEW-HIRE CONTACT

DESIGNATED BY EMPLOYER TO HANDLE BENEFIT-RELATED QUESTIONS
NAME APPEARS ON CONFIRMATION LETTER

@urs.org

Field

801-366- [redacted]

Contact

Employees ▾

- Employee Management Center
- Independent Contractor Management Center**
- PEHP Employer Portal

Independent Contractor Management Center

Check Status Batch Check Status

Check Status

Social Security Number

Confirm Social Security Number

Last Name

Check Status Cancel

PRINT THIS FORM FOR THE POST-RETIREE TO COMPLETE

IMMEDIATELY PROCEED TO THE EMPLOYEE MANAGEMENT CENTER TO CERTIFY THIS EMPLOYEE

Check Status

URS Employer: [REDACTED] has an existing record with URS. This individual is receiving a retirement benefit and is subject to post-retirement restrictions. Print form **RTRR121A**

This receipt is not retained by URS. Please keep a copy of this receipt for your records. Contact your Employer Support Technician at 801-566-7318 or 800-755-7319 if you have questions regarding this receipt.

7/29/2023, 3:36:04 PM

Continue to the Employee Management Center to certify member.

Print Receipt Close

PRINT RECEIPT OF THE CONTRACTOR STATUS CHECK

Employees ▾

- Employee Management Center
- Independent Contractor Management Center**
- PEHP Employer Portal

Independent Contractor Management Center

Check Status Batch Check Status

Contractors : Batch Check Status

Note:
Please limit batch check status files to 500 records or less.

Batch Check Status File Format

Batch Check Status File: Choose File No file chosen

Process Batch Check Status File

Batch Check Status CSV File Format

Maximum number of characters	SSN	Last Name
50	9	30

Note: The file should not include a header row and does not require a standardized name.

Close

The following individuals are receiving a retirement benefit and are subject to post-retirement restrictions

PRINT THIS FORM FOR THE POST-RETIREE TO COMPLETE

IMMEDIATELY PROCEED TO THE EMPLOYEE MANAGEMENT CENTER TO CERTIFY THIS EMPLOYEE

Print form **RTRR121A**

Continue to the Employee Management Center to certify member.

Continue to the **Employee Management Center** to certify member.

POST-RETIRED EMPLOYEE COMPLETES THIS FORM



URS Retirement Systems
Saratoga, CA, UT 84110-1590
801-366-7318 | 800-465-8477
www.urs.com

Retirement Reemployment Form

INSTRUCTIONS:

1. Verify, once to each URS, about your post-retirement employment and your election regarding your benefit as required by URS.
2. Complete Section A if you are currently employed by URS.
3. Complete Section C if reemployment is being filed and you are not currently employed by URS.
4. Complete Section B if reemployment is being filed and you are not currently employed by URS.

SECTION A - MEMBER INFORMATION

Name (First, Middle, Last) _____ Account ID or last four digits of Social Security # _____

Name of Employer _____

Employment Date _____

SECTION B - COMPLETE SECTION B IF REEMPLOYED WITHIN ONE YEAR OF YOUR RETIREMENT DATE WITH URS

Please check the appropriate box below.

- I am reemployed with a URS participating employer within 60 days of my retirement date. I understand that under Utah law my retirement benefit will be suspended.
- I am reemployed with a URS participating employer 60 days after the end of my retirement date. I understand under Utah law my retirement benefit will be suspended.
- I am subject to an employer's restriction of \$30,000 per year or one-half of my final average salary whichever is less.
- I cannot receive any employer-provided benefits. If I elect the employer's restriction or receive benefits, my retirement benefit will be suspended.

Have I had you pay any employee within one year of your retirement date, the one-year suspension period begins on the termination date of your reemployment.

Member's Signature _____

Date _____

SECTION C - COMPLETE SECTION C IF REEMPLOYED AFTER ONE YEAR FROM YOUR RETIREMENT DATE WITH URS

I am reemployed with a URS participating employer after one year from my retirement date. I understand under Utah law my retirement benefit will be suspended and I hereby elect to receive my retirement benefit as provided in the following table.

- I elect to continue to receive my retirement benefit and forgo any employer-provided contribution.
- I elect to discontinue my retirement benefit to an additional service credit, if eligible for service credit accrual. Limitations must be reemployed by another URS employer within 60 days of my retirement date. I understand that under Utah law my retirement benefit will be suspended.

SECTION D - SIGNATURE

Signature of Member: _____

- Have your name and address on the information contained in this notice.
- The information provided on this form is true, correct, and complete to the best of my knowledge.
- I hereby authorize representatives of URS to verify or alter the information submitted on this form.
- This receipt, understood by my employer, will be subject to my election above in Section C and according to the provisions of Utah Code Ann. § 34-1-10.

- The information provided in this form is provided for information purposes only and does not constitute an offer or an advice from URS. Accordingly, you should consult with your own legal counsel or tax advisor to determine how to best manage your assets and their consequences to your specific circumstances and to your retirement goals.
- This receipt is not retained by URS. Please keep a copy of this receipt for your records. Contact your Employer Support Technician at 801-366-7318 or 800-753-7318 if you have questions regarding this receipt.
- This receipt is not retained by URS. Please keep a copy of this receipt for your records. Contact your Employer Support Technician at 801-366-7318 or 800-753-7318 if you have questions regarding this receipt.
- This receipt is not retained by URS. Please keep a copy of this receipt for your records. Contact your Employer Support Technician at 801-366-7318 or 800-753-7318 if you have questions regarding this receipt.

Member's Signature _____

Date _____

ONLINE CERTIFICATION PROCESSED BY EMPLOYER GENERATES THIS FORM



URS Retirement Systems
Saratoga, CA, UT 84110-1590
801-366-7318 | 800-465-8477
www.urs.com

RETIREE RE-EMPLOYMENT NOTICE

SECTION A - EMPLOYEE INFORMATION

Employee Name (first, middle, last) _____

Social Security Number _____

Home Address _____

City _____ State _____ Zip _____

Position _____

Retirement Date _____ Re-employment Hire Date _____

SECTION B - SYSTEM

REEMPLOYER'S CONTRIBUTION SYSTEM _____

SECTION C - RETIREE'S EMPLOYMENT STATUS

A job-related employee who has _____

Employer Name _____

Employer Number _____

Agency (if applicable) _____

Authorized Signature (required) _____

Phone Number _____

Date _____

Member's Signature _____

Phone Number _____

Date _____

Check Status

URS Employee: **[REDACTED]** has an existing record with URS. This individual is receiving a retirement benefit and is subject to post-retirement restrictions.

Print form RTR-27A

This receipt is not retained by URS. Please keep a copy of this receipt for your records. Contact your Employer Support Technician at 801-366-7318 or 800-753-7318 if you have questions regarding this receipt.

7/26/2023, 3:36:04 PM

Continue to the **Employee Management Center** to certify member.

Print Receipt

PRINT RECEIPT OF THE CONTRACTOR STATUS CHECK

URS Employee: **[REDACTED]** has an existing record with URS. This individual is receiving a retirement benefit and is subject to post-retirement restrictions.

Print form RTR-27A

(mailto:pad@urs.com/rtr-27a.pdf)

This receipt is not retained by URS. Please keep a copy of this receipt for your records. Contact your Employer Support Technician at 801-366-7318 or 800-753-7318 if you have questions regarding this receipt.

8/1/2023, 6:02:22 PM

Continue to the **Employee Management Center** ([/Employer/ApproveEmploymentCenter](#)) to certify member.

Print

1 page

Destination

Save as PDF

Pages

All

Layout

Portrait

RECEIPT NOT RETAINED BY URS --
A COPY IS NOT AVAILABLE AFTER THIS STEP

Save

Cancel

Contribution Reporting



Contribution Reporting

Two Ways to Submit Files on Employer Portal

PREPARE TRANSACTION FILE

ENTER YOUR REPORTING DETAILS DIRECTLY INTO THE URS EMPLOYER PORTAL



UPLOAD TRANSACTION FILE

UPLOAD A COMPLETED THIRD-PARTY FILE VIA THE URS EMPLOYER PORTAL

Contribution Reporting

What to Include

GROSS SALARY

RETIREMENT ELIGIBLE SALARY

HOURLY RATE

HOURS WORKED

DEFINED CONTRIBUTIONS:
SAVINGS PLAN DEFERRALS, LOAN INSTALLMENTS



Contribution Reporting

Upload Transaction File

Transaction File
Choose File No file chosen

Upload Transaction File

LOCATE THE
CONTRIBUTION REPORTING
FILE ON YOUR COMPUTER

SUBMIT THE FILE TO URS

CLICK "OPEN" TO SELECT IT AS
THE FILE TO BE UPLOADED



Contribution Reporting

Prepare Transaction File

1 Load 2 Update 3 Review 4 Submit To URS

Select Pay Period

Pay Period 01/31/2023

VERIFY/ENTER THE REPORTING PERIOD

Tax Year 2023

Start Over

Prev

Next

IMPORTANT:
USE THE PAY PERIOD ENDING DATE, NOT THE PAY DATE.

Prepare Transaction File

1 Load 2 Update 3 Review 4 Submit To URS

All Funds

Sort Code

Fund

SSN

VIEW RECORDS BY RETIREMENT FUND

Retirement Salary

Gross Salary

Status

10 Items per page

DISPLAY IN MULTIPLES OF 10 TO 50, OR DISPLAY ALL

LIST CAN BE SORTED USING ARROWS AT TOP OF COLUMNS

TO ACCESS INDIVIDUAL REPORTING RECORDS FOR EDITING OR VERIFICATION, CLICK ON THE EMPLOYEE'S NAME

VIEW ELIGIBILITY STATUS CODE EXPLANATIONS

Sort Code	Fund	SSN	Retirement Salary	Gross Salary	Status
112			\$6,712.21	\$6,712.21	E
			\$6,835.49		
			\$7,044.63		
			\$0.00	\$0.00	I
16			\$5,354.50	\$5,354.50	E
212			\$5,356.01	\$5,356.01	E
112				\$5,129.49	E
212				\$0.00	I
16			\$0.00	\$0.00	I
16			\$5,945.42	\$5,945.42	E

Start Over

Prev

Next

Prepare Transaction File

1 Load 2 Update 3 Review 4 Submit To URS



Fund: 112 Status: Eligible

SALARY AND CONTRIBUTIONS

SAVINGS PLANS

Salary Information

Gross Salary	\$ 6712.21
Retirement Salary	\$ 6712.21
Hourly Rate	\$ 0.00
Hours Worked	0

Contributions

System Account	\$ 1266.59	% 18.87%
Taxed Employee Paid	\$ 0.00	% 0.00%
Untaxed Employer Paid	\$ 0.00	% 0.00%
Sort Code	Enter Sort Code	

Cancel

Save

Prepare Transaction File

1 Load 2 Update 3 Review 4 Submit To URS



Fund: 112 Status: Eligible

SALARY AND CONTRIBUTIONS

SAVINGS PLANS

Employee Paid

401(k)	\$ 0.00	% 0.00%
457	\$ 0.00	% 0.00%
Traditional IRA	\$ 0.00	
Roth IRA	\$ 200.00	
Installation	\$ 0.00	

Cancel

Save

Employer Paid

401(k) (Required)	\$ 77.19	% 1.15%
401(k) Additional	\$ 0.00	% 0.00%
457	\$ 0.00	% 0.00%

Prepare Transaction File

- 1 Load
- 2 Update
- 3 Review
- 4 Submit To URS

Summary

Pay Period 11/30/2021

Funds	Retirement Salaries	Retirement Contributions
16	\$105,920.14	\$21,704.38
212	\$13,505.14	\$1,353.22
112	\$34,012.52	\$6,418.16
Total	\$153,448.80	\$29,475.73

Defined Contributions

401 (K) - Employee Paid	\$5,831.66
401 (K) - Employer Paid	\$3,374.17
457 - Employee Paid	\$100.00
457 - Employer Paid	\$0.00
Roth IRA - Employee Paid	\$2000.00
Traditional IRA - Employee Paid	\$0.00

Total Defined Contributions:

Installation Payments:	\$9,502.83
Total Due For This Transmittal	\$0.00
Total Due For This Transmittal	\$38,978.56

Download GSV



Start Over

Print

Submit to URS



Employees -

Contribution Reporting -

ACH -

Reports -

Publications -

Employer Profile -

1 Users

You have a pending
Please go to Pending Tran

Prepare Transaction File

Upload Transaction File

Completed Transaction Files

Pending Transmittals

Waiting Approval

Go to Pending Transmittals



Employees -



Contribution Reporting -



Reports -

ACH / Electronic Payment : Pending Transmittals

Pay Period End Date	Amount		
01/15/2023	\$38,978.56	Details	Submit Payment

Employees -

Contribution Reporting -

ACH -

Reports -

Publications -

Employer Profile -

1 Users

ACH / Electronic Payment : Transmittal Details

Funds	Retirement Balances	Retirement Contributions
Fund 19	\$105,928.14	\$21,704.36
Fund 212	\$13,905.14	\$1,333.22
Fund 112	\$34,072.52	\$6,418.15
Total	\$153,445.80	\$29,455.73
Defined Contributions		
401(k) - Member Paid		\$5,881.66
401(k) - Employer Paid		\$3,371.17
457 - Member Paid		\$0.00
457 - Employer Paid		\$200.00
403b IRA - Member Paid		\$200.00
403b IRA - Employer Paid		\$0.00
Thrift/Savings IRA - Member Paid		\$200.00
Thrift/Savings IRA - Employer Paid		\$0.00
HSA - Member Paid		\$0.00
HSA - Employer Paid		\$0.00
Total Defined Contributions		\$9,502.83
Retirement Payments		
		\$200.00
Total Due For This Transmittal		\$38,978.56

Submit Payment

Cancel

ACH / Electronic Payment : Transmittal Details

Payment Information:	
Remittance Due this Report	
Apply Credit Balance Available	
Apply Another Credit Amount	<input type="radio"/> \$ <input type="text" value="\$1,96.27"/>
Payment Amount	<input type="radio"/> \$ <input type="text"/>
Date of Payment	
Pay Period End Date	

CREDIT BALANCES ARE AUTOMATICALLY APPLIED TOWARDS YOUR PAYMENT UNLESS YOU SPECIFY OTHERWISE

You Must Agree To The Following To Proceed:

Background

The Automated Clearing House (ACH) debit method allows you to transfer funds by authorizing Utah Retirement Systems to electronically debit (electronically withdraw funds from) your bank account for the amount you report via our online system. Your account will be debited ONLY upon your initiation. ONLY for the amount you specify, and ONLY on the date you authorize. Please make sure if you have an ACH Debit block on your account, you will need to notify Utah Retirement Systems as an authorized vendor with your financial institution. For help in this process, please call us at 801-366-7318.

Authorization and Agreement

I hereby authorize Utah Retirement Systems to initiate a debit entry to our checking or savings account. I acknowledge that the signature of ACH transactions is not required except with the approval of the United States Tax and Finance Service. I do not have enough money in our account to cover this transfer or if my financial institution for any other reason refuses to honor the transfer, we will temporarily pay for the bank charges incurred.

This authority is to remain in full force and effect until Utah Retirement Systems has received written notification of its termination in each time and manner to afford Utah Retirement Systems a reasonable opportunity to act on it.

ACH / Electronic Payment : Transmittal Details

Payment Information

Payment Information

You Must Agree To The Following To Proceed:

Background

The Automated Clearing House (ACH) debit method allows you to transfer funds by authorizing Utah Retirement Systems to electronically debit (electronically withdraw funds from) your bank account for the amount you report via our online system. Your account will be debited ONLY upon your initiation, ONLY for the amount you specify, and ONLY on the date you authorize. Please make sure that if you have an ACH Debit block on your account, you will need to notify Utah Retirement Systems as an authorized vendor with your financial institution. For help in this process, please call us at 801-366-7318.

Authorization and Agreement

I hereby authorize Utah Retirement Systems to initiate a debit entry to our checking or savings account. I acknowledge that the signature of ACH transactions is not required except with the provision of the United States law. I hereby certify under penalties of perjury that I am an authorized employee of the organization with delegated authority to remit payments to Utah Retirement Systems. If we do not have enough money in our account to cover the transfer or if my financial institution for any other reason refuses to honor the transfer, we will temporarily pay for the bank charges incurred.

This authority is to remain in full force and effect until Utah Retirement Systems has received written notification of its termination in each time and manner to afford Utah Retirement Systems a reasonable opportunity to act on it.



ACH CAN'T BE REVERSED

IF FILE IS CORRECT, SELECT "I AGREE (SUBMIT PAYMENT)"

IF FILE IS INCORRECT, SELECT "CANCEL" AND CALL EMPLOYER SERVICES TO DELETE INCORRECT FILE

Contribution Reporting : Completed Transactions

Period End Date	Received Date	Posted Date	Check Amount	Posted Amount	Variance	Reference Number	Contribution Report	Adjustment Transaction Report	Adjustment Summary Report
12/09/2017	12/27/2017	12/27/2017	\$62,357.72	\$62,357.72	\$0.00	1341077			
11/25/20	VIEW FILES IN ORDER OF SUBMISSION/POSTING								
11/11/20	VIEW FILES IN ORDER OF SUBMISSION/POSTING								
10/28/2017	11/02/2017	11/03/2017	\$62,354.54	\$62,354.54	\$0.00	1338528			
10/14/2017	10/20/2017	10/24/2017	\$59,481.71	\$59,481.71	\$0.00	1336648			
09/30/2017	10/05/2017	10/05/2017	\$59,632.23	\$59,632.23	\$0.00	1334420			
09/16/2017	09/22/2017	09/25/2017	\$62,702.95	\$62,702.95	\$0.00	1336648			
09/02/2017	09/07/2017	09/07/2017	\$59,645.85	\$59,645.85	\$0.00	1336648			
08/16/2017	08/24/2017	08/24/2017	\$59,906.80	\$59,906.80	\$0.00	1334420			
08/05/2017	08/10/2017	08/10/2017	\$62,238.24	\$62,238.24	\$0.00	1334697			
07/22/2017	08/02/2017	08/02/2017	\$59,674.51	\$59,674.51	\$0.00	1334260			
07/08/2017	07/14/2017	07/17/2017	\$81,738.37	\$81,738.37	\$0.00	1333420			
06/24/2017	06/30/2017	06/30/2017	\$59,540.36	\$59,540.36	\$0.00	1332731			

VIEW FILES IN ORDER OF SUBMISSION/POSTING

VIEW ADJUSTMENTS MADE

VIEW SUMMARY OF CHANGES

Contribution Reporting : Pay Adjustments

Please make sure that your ACH account information is current before making an adjustment payment.

Case Id	Invoice Date	Invoice Amount	Status	Invoice Document
5803498			Electronic Payment Pending	
5875070			Ready For Payment	
5871382	N/A	N/A	Not Ready For Payment	
5866993	N/A	N/A	Not Ready For Payment	
5866644	N/A	N/A	Not Ready For Payment	
5860114	N/A	N/A	Not Ready For Payment	
5860112	N/A	N/A	Not Ready For Payment	
5841461	N/A	N/A	Not Ready For Payment	
5835378	N/A	N/A	Not Ready For Payment	

ADJUSTMENT
READY FOR PAYMENT

ACH HAS
BEEN SUBMITTED

URS Employer Portal

ACH

Employees · Contribution Reporting · ACH · Reports · Publications · Employer Profile · Users

Account Information

Employees · Contribution Reporting · Reports

ACH / Electronic Payment : Account Information

Account Information	
Transit Number (ABA)	██████████
Account Number	*****
Name of Institution	██████████
Account Type	Checking

Edit Account

Delete Account

URS Employer Portal

Reports

Employees ▾ Contribution Reporting ▾ ACH ▾ Reports ▾ Publications ▾ Employer Profile ▾ Users

- DC Deferral Changes Report
- Tier 2 Election Report
- Batch Ineligible Certifications
- Batch Termination
- SOC 1 Type 2 Report
- GASB 68 Employer Pension Financial Disclosure
- Single Agent System Report
- SPARK Data File



Employees ▾



Contribution Reporting ▾



Reports ▾

Deferral Changes

[Deferral Changes CSV Layout](#)

Deferral Changes - Current Issues		PDF	EXCEL
Deferral Changes and Installment Report 5/15/	12:00:00 AM		
Deferral Changes and Installment Report 5/8/	12:00:00 AM		
Deferral Changes and Installment Report 5/1/	12:00:00 AM		
Deferral Changes and Installment Report 4/24/	12:00:00 AM		

Tier 2 Election Report

[Tier 2 Election Report CSV Layout](#)

Deferral Changes - Current Issues		PDF	EXCEL
Tier 2 Election Report (11/)		
Tier 2 Election Report (10/)		
Tier 2 Election Report (09/)		
Tier 2 Election Report (08/)		

URS Employer Portal

Publications

Employees -

Contribution Reporting -

ACH -

Reports -

Publications -

Employer Profile -

Users

View/Download Publications



Employees -



Contribution Reporting -



Reports -

Publications

REGISTRATION OF REGULARLY SCHEDULED WORK PERIOD

1. Start dates of work period of _____ hours per period. Effective _____

2. _____

3. _____

4. _____

RE-EMPLOYMENT NOTICE

1. Change the dates for every 180 consecutive days to employment. Sign _____

2. Remove 17 consecutive days from the employment history. Sign _____

Employee Name: First, Middle, Last	City	Reemployment Date	Re-employment First Date
_____	_____	_____	_____

LEAVE NOTIFICATION

COMPLETE THE FORM FROM AN EMPLOYEE'S EMPLOYMENT STATUS CHANGES DUE TO A CHANGE OF STATUS

1. _____

2. _____

3. _____

4. _____

RETIREE BENEFIT INFORMATION

1. _____

2. _____

3. _____

4. _____

LEAVE NOTIFICATION

COMPLETE THE FORM FROM AN EMPLOYEE'S EMPLOYMENT STATUS CHANGES DUE TO A CHANGE OF STATUS

1. _____

2. _____

3. _____

4. _____

Noncontributory

Retirement System Highlights

2022-23

Contributory

Retirement System Highlights

2022-23

Public Safety

Retirement System Highlights

2022-23

Firefighters

Retirement System Highlights

2022-23

Tier 2 Public Employees

Retirement System Highlights

2022-23

Tier 2 Public Safety and Firefighter

Retirement System Highlights

2022-23

Tier 2 ELECTED OFFICIALS

Retirement System Highlights

2022

Summary from Description

Library

Forms

Pension Enrollment Forms

[Defined Benefit Certification of Eligibility](#)

Savings Plan Forms/Documents

- [401\(k\) and 457\(b\) Plan Enrollment Contract](#)
- [Investment Contract 401\(k\) or 457\(b\) Plan \(Transfer Options\)](#)
- [IRA Investment Contract](#)
- [401\(k\) Plan Document](#)
- [457\(b\) Plan Document](#)

Miscellaneous Forms

- [Employer Election To Pick-Up Member Contributions](#)
- [Phased Retirement Agreement](#)
- [Phased Retirement Policy](#)
- [Declaration of Regularly-Scheduled Work Period](#)
- [Employee Benefits Notification \(Exit Form\)](#)
- [Employee Separation Notice](#)
- [Retiree Re-Employment Notice](#)
- [Certification Of Ineligibility](#)
- [Leave Notification](#)
- [LTD Explanation of Benefits](#)

- [Certification of Nondiscriminatory Participation Standards](#)
- [Higher Education Election To Continue Participation](#)
- [Tier 1 Request for Exemption - Public Employees Retirement System](#)
- [Tier 1 Request for Exemption - Public Safety Retirement System](#)
- [Tier 1 Request for Exemption - Firefighters' Retirement System](#)
- [Tier 1 Request for Exemption - State of Utah](#)
- [Tier 2 Request for Exemption - General](#)
- [Tier 2 Request for Exemption - State of Utah](#)
- [Tier 2 Request for Exemption - State of Utah Legislative Personnel](#)
- [Notification of Employer Social Security Coverage](#)

Information

[Contribution Reporting Rates and Developer's Certification](#)

[If you hire new employees not covered by Social Security](#)

Employer Education

- [Employer Training](#)
- [Employer Webinars](#)
- [Employer Publications](#)
- [Employer How-To-Videos](#)

Member Education

- [Member Publications](#)
- [Member Videos](#)
- [Member Seminars](#)
- [Member Webinars](#)
- [Individual Retirement Planning Sessions](#)

Title 49

[Complete Document](#)

Employer's Guide

[Complete Publication](#)

Pension Enrollment, Savings Plan, and Miscellaneous Forms

Links to Employer Information and Education (Knowledge Corner)

Links to Member Education

Link to Utah Code's *Title 49: Utah Retirement and Insurance Benefit Act*

Link to the URS Employer Guide

URS Employer Portal

Employer Profile

Employees -

Contribution Reporting -

ACH -

Reports -

Publications -

Employer Profile -

 Users

- Fund Participation
- Contacts
- Rates
- Benefit Protection
- Exemptions
- Public Safety



Employees -



Contribution Reporting -



Reports -

Employees -

Contribution Reporting -

ACH -

Reports -

Publications -

Employer Profile -

 Users

Employer Profile : Fund / Plan Participation

Fund Participation

Fund Number	Fund Description	Coverage Date	Termination Date
15	TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT	07/01/1990	N/A
43	TIER 1 PUBLIC SAFETY NONCONTRIBUTORY	01/01/1990	N/A
111	TIER 2 DB HYBRID LOCAL GOVERNMENT	07/01/2011	N/A
122	TIER 2 DB HYBRID PUBLIC SAFETY	07/01/2011	N/A
211	TIER 2 DC ONLY LOCAL GOVERNMENT	07/01/2011	N/A
222	TIER 2 DC ONLY PUBLIC SAFETY	07/01/2011	N/A
23	TIER 1 PUBLIC SAFETY CONTRIBUTORY DIV A	01/01/1995	07/01/1993
11	TIER 1 CONTRIBUTORY LOCAL GOVERNMENT	07/01/1961	07/01/1995

Plan Participation

Medical Plans

Advantage Care

Summit Care

Dental Plans

Other Plans

Accidental Death & Dismemberment

Contacts

The screenshot shows the 'Contacts' management interface. At the top, there are navigation buttons: 'Display By - Filter', 'Current Contacts', '+ New Contact', and 'Search'. Below these are several status reporting sections, each with a dropdown menu and a green checkmark icon:

- Status Reporting (SR)**: 1 required, 20 optional. Assign
- The Inside Story (IS)**: 1 required, 50 optional. Assign
- Tier 2 Change Report Notification (TR)**: 1 required, 20 optional. Assign
- Verification of Termination Requests (VT)**: 1 required
- View Point Publication (VP)**: 20 optional. Assign
- Website Administrator (WA)**: 1 required. Assign

An orange arrow points from the 'Website Administrator (WA)' dropdown to a modal window titled 'Assign contact to Website Administrator - If CHANGED, CALL URS role'. The modal contains a table with columns for 'First Name', 'Last Name', 'Email', and 'Phone', and a 'Save' button at the bottom right.

Another orange arrow points from the 'Website Administrator (WA)' dropdown to a status indicator below the list: 'no contacts assigned' with an information icon.

Employer Profile

Authorized Contacts

AUTHORIZED PERSONNEL MUST BE LISTED AS CONTACTS
IN ORDER TO SHARE/TRADE INFORMATION WITH URS

STATUS REPORTING (SR) CODE SHOULD BELONG TO
ANY CONTACT DOING BUSINESS WITH URS

WEB ADMINISTRATORS ARE RESPONSIBLE
FOR THE MAINTENANCE OF THIS INFORMATION

THIS INFORMATION MUST BE VERIFIED EACH YEAR

Contribution Rates

07/01/2021 - 06/30/2022	
07/01/2020 - 06/30/2021	
07/01/2019 - 06/30/2020	
07/01/2018 - 06/30/2019	
07/01/2017 - 06/30/2018	
07/01/2016 - 06/30/2017	
07/01/2015 - 06/30/2016	
07/01/2014 - 06/30/2015	

- How are my Tier 2 rates calculated?
- Post-Retired Rules

Contribution Reporting Rates

Contribution Rates

07/01/2021 - 06/30/2022

Fund 11 - TIER 1 CONTRIBUTORY LOCAL GOVERNMENT

Member Contributions, Employee Paid	0.000%
Member Contributions, Employer Paid	6.000%
Employer Paid Retirement Contributions	14.460%
Post-Retired Rate/Amortization Cost	8.370%

Fund 15 - TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT

Employer Paid Retirement Contributions	18.470%
Post-Retired Rate/Amortization Cost	6.610%

Fund 23 - TIER 1 PUBLIC SAFETY CONTRIBUTORY DIV A

Member Contributions, Employee Paid	0.000%
Member Contributions, Employer Paid	12.290%
Employer Paid Retirement Contributions	22.790%
Post-Retired Rate/Amortization Cost	11.770%

Fund 43 - TIER 1 PUBLIC SAFETY NONCONTRIBUTORY

Employer Paid Retirement Contributions	34.040%
--	---------

Employer Profile: Public Safety

Each public safety job description must specifically address the following job duties, regardless of a newly submitted position or modification to an existing position:

1. The employee has completed the Peace Officer Standards and Training, and
2. The employee's life or personal safety is placed at risk, and
3. The employee performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah or any of its political subdivisions, and
4. The employee responds to situations involving threats to public safety and making emergency decisions affecting the lives and health of others; and
5. The employee performs duties that consist of providing community protection.

I AGREE

Employer Profile: Public Safety

» What should a public safety job description include?

Have questions or concerns? Call our friendly staff at 801-369-7318 or 800-753-7318.

ALL PUBLIC SAFETY POSITIONS MUST BE LISTED

CAN ONLY CERTIFY INTO APPROVED POSITIONS

+ New Position

Position Title *	Approved	Status	Submitted	PDF	Edit	Delete	Reopen
CORPORAL CORRECTIONS CORRECTIONS OFFICER	01/27/2017	Approved					
DEPUTY SHERIFF	01/27/2017	Approved					
DEPUTY SHERIFF 2	01/27/2017	Approved					
DETECTIVE	03/21/2017	Approved					
DISPATCH SUPERVISOR	03/14/2017	Approved					
DISPATCHER	06/24/2016	Approved					
DRUG ENFORCEMENT OFFICER I	03/21/2017	Approved					
DRUG ENFORCEMENT OFFICER II	05/19/2017	Approved					
JAIL COMMANDER	01/27/2017	Approved					
SERGEANT CORRECTIONS	01/27/2017	Approved					

DOCUMENTATION MUST BE ON FILE AT URS

Employer Profile: Public Safety

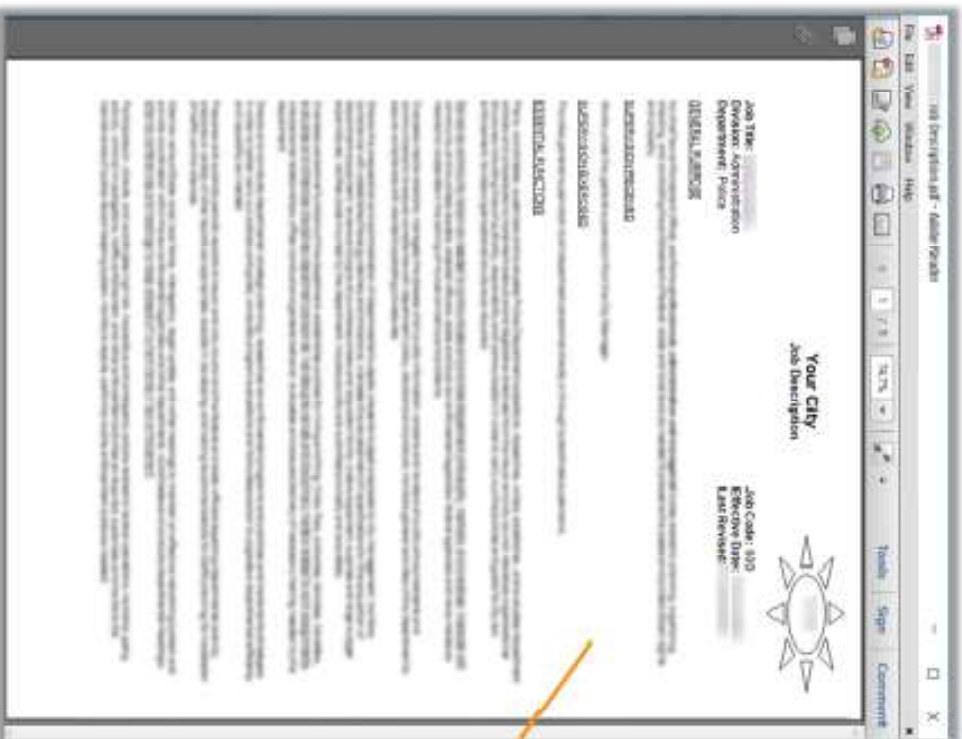
What should a public safety job description include?

Have questions or concerns? Call our friendly staff at 801-366-7319 or 800-753-

[+ New Position](#)

ALL NEW POSITIONS MUST UNDERGO ELIGIBILITY REVIEW BY URS COMMITTEE

Position Title	Approved	Status	Submitted	PDF	Edit	Delete	Reopen
CORPORAL CORRECTIONS	01/27/2017	Approved		PDF	Edit	Delete	Reopen
CORRECTIONS OFFICER	01/27/2017	Approved		PDF	Edit	Delete	Reopen
DEPUTY SHERIFF	01/27/2017	Approved		PDF	Edit	Delete	Reopen
DEPUTY SHERIFF 2	01/27/2017	Approved		PDF	Edit	Delete	Reopen
DETECTIVE	03/21/2017	Approved		PDF	Edit	Delete	Reopen
DISPATCH SUPERVISOR	03/14/2017	Approved		PDF	Edit	Delete	Reopen
DISPATCHER	09/24/2016	Approved		PDF	Edit	Delete	Reopen
DRUG ENFORCEMENT OFFICER I	03/21/2017	Approved		PDF	Edit	Delete	Reopen
DRUG ENFORCEMENT OFFICER II	05/19/2017	Approved		PDF	Edit	Delete	Reopen
JAIL COMMANDER	01/27/2017	Approved		PDF	Edit	Delete	Reopen
SERGEANT CORRECTIONS	01/27/2017	Approved		PDF	Edit	Delete	Reopen



SYSTEM ACCEPTS PORTABLE DOCUMENT FORMATTING (PDF) UPLOADS ONLY

Annual Certification

Rates, Contacts, and Public Safety Positions

Employees > Contribution Reporting > ACH > Reports > Publications > Employer Profile > Users

1 We administer one of the best benefits you give your employees – a retirement! To help us do a good job, keep your costs down, and ensure our records are in sync, please take a moment to verify the item(s) that need your attention:

Certification

- 1 Contribution Rates
- 1 Employer Contacts
- 1 Public Safety

THIS INFORMATION MUST BE CERTIFIED ANNUALLY

VIEW & CERTIFY NOW' OPTION TAKES YOU TO CERTIFICATION PAGE

View & Certify Now
View & Certify Now
View & Certify Now

Employees > Contribution Reporting > ACH > Reports > Publications > Employer Profile > Users

Annual Certification of Contribution Rates

07/01/2021 – 09/30/2022

Please review the required contribution rates below. When you are finished reviewing, press **CONTRIBUTE**. If you have questions, or would like to change your job-up selection of member contribution, please call our office at 801-366-7318 or 800-753-7318.

- Fund 15 - TIER 1 NONCONTRIBUTORY LOCAL GOVERNMENT
 - Employer Paid Investment Contributions
 - Required Administrative Cost
- Fund 111 - TIER 2 DB HYBRID LOCAL GOVERNMENT
 - Member Contribution, Employer Paid
 - Employer Paid Investment Contributions
 - 401(k) Employer Paid Contributions, Required
- Fund 211 - TIER 2 DC ONLY LOCAL GOVERNMENT
 - Member Contribution, Employer Paid
 - Employer Paid Investment Contributions
 - 401(k) Employer Paid Contributions, Required
 - How are my Tier 2 rates calculated?
 - Public Safety Rates
 - Contribution Reporting Dates


CONTRIBUTE 

*Click on **CONTRIBUTE** (green) if you reviewed the above information and that all persons provided in mandatory reports have been notified 1 year early in accordance to the law. The above rates are valid as of 07/01/2021.

Employees > Contribution Reporting > ACH > Reports > Publications > Employer Profile > Users

Contacts

Please review the contacts and business functions you have provided to our office. One contact may have one or many roles depending on the size of your organization. For the protection of your organization some business functions can only have one contact. If you have questions concerning this process please contact our office at 801-366-7318 or 800-753-7318.

Display By: Filter 

Business Administrator - NOT THE 'NO' CONTACT (BAU)

Chief of Police or Sheriff (CP)

Contribution Billing (BU)

Contribution Check (CN)

Contribution Reporting and Information (CRI)

Employees > Contribution Reporting > ACH > Reports > Publications > Employer Profile > Users

Employer Profile: Public Safety

*What should a public safety job description include? Have questions or concerns? Call our friendly staff at 801-366-7318 or 800-753-7318.

Position Title	Approved	Status	Submitted	PDF	Edit	Delete	Reopen
CORPORAL CORRECTIONS	01/27/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CORRECTIONS OFFICER	01/27/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPUTY SHERIFF	01/27/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPUTY SHERIFF 2	01/27/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DETECTIVE	03/21/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPUTY SHERIFF SUPERVISOR	03/14/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEPUTY SHERIFF	06/24/2015	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOND ENFORCEMENT OFFICER I	03/21/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOND ENFORCEMENT OFFICER II	05/18/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JAIL COMMANDER	01/27/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERGEANT CORRECTIONS	01/27/2017	Approved		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please review and make any necessary changes to the public safety positions above. When they are correct, click 'Submit'.



User Management Tool







ONLY VISIBLE IF YOU HAVE ADMINISTRATIVE VIEWING RIGHTS

User Name *	First Name *	Last Name *	Account	Locked *	
Participating_Employer_1	Service		Administrator	No	 
Tammy_Manager_1	Website		User	No	 
Deborah_Assistant_1	Authorized			No	 

Create New User

User Management Tool

SERVICE ACCOUNT OR "SPARE KEY"
NOT FOR EVERYDAY USE

User Name *	First Name *	Last Name *	Account	Locked *	
Participating_Employer_1	Service		Administrator	No	 
Tammy_Manager_1	Website		User	No	 
Deborah_Assistant_1	Authorized			No	 

Create New User

DELETE
WEB USER ACCOUNT

User Management Tool

User Viewing Permissions

PERMISSIONS

Administer
You are able to administer on the site and can create or modify existing user accounts.

Employee Profile

- Profile
- Contact (New Only)
- Contact
- Email
- Birthdate
- Employment
- Email, Sign, View Only
- Print Card

Employee Management Center

- Add Employee Status
- Status Confirmation
- Batch Import
- New Employee
- Individual Termination
- Batch Termination

Independent Contractor Management Center

- Data Refresh Status

Reports

- SS Official Report
- CC Election Report
- State Single Report
- State Termination Report
- Single Report
- SSO-1 Report
- OAC Report

ACH / Electronic Payment

- ACH Action (New Only)
- ACH Action

PER-EMPLOYEE PORTAL

- Profile Employee Portal

CONTRIBUTION REPORTING

- Profile Contributions
- Upload Contributions
- Download Contributions
- View Pending ACH
- Send ACH

ALLOWS WEB USER TO SEE PROMPTS TO ANNUALLY VIEW AND CERTIFY INFORMATION

ALLOWS ADMINISTRATIVE ACCESS TO WEBSITE

User Management Tool

Troubleshooting Access Problems

Edit User

User Name:

First Name:

Last Name:

Email:

Is Authorized Contact

- Checking this box will take you to the Contacts page to select a role. A user is not an authorized contact until a role is selected.

Locked

- Checking this box will prevent the user from signing into the account.

CASE-SENSITIVE USER ID AND PASSWORD

FOR MESSAGE CENTER NOTIFICATIONS ("MISSING EMAIL" POP-UP)

REDIRECTS TO CONTACTS SCREEN (THE LIST URS STAFF CAN SEE)

LOCKS OR UNLOCKS ACCESS (AUTO-LOCKS AFTER MULTIPLE FAILED ATTEMPTS)

PASSWORD RESET WILL FAIL IF ACCESS IS LOCKED

Message Center

Send Encrypted Email

The screenshot shows the URS Employers Message Center interface. At the top, there is a navigation bar with the URS logo and the text "EMPLOYERS". Below the logo, there is a notification: "You have 1 message". The main content area features a large blue banner with a glass bottle being poured into a glass. A white box with a blue border contains the text: "Want to Send Us a Secure Message? Check Out the Message Center!" followed by three bullet points: "• Send verifications of termination", "• Respond to compliance audits, and upload files", and "• Receive messages from us". Two callout boxes with orange borders point to specific features: one points to the notification bar with the text "NOTIFICATION AND OUTSIDE EMAIL ALERT ANNOUNCE NEW MESSAGES" and the other points to the main content area with the text "ACCESS MESSAGE CENTER FROM INSIDE EMPLOYER PORTAL". The bottom navigation bar includes links for "Employees", "Contribution Reporting", "ACH", "Reports", "Publications", "Employer Profile", "Logged In as:", "Change Password", "Logout", and "Links".

Message Center

Send Encrypted Messages

SECURELY SHARE INFORMATION WITH URS

ATTACH SPREADSHEETS AND DOCUMENTS

NO MESSAGE EXPIRATION DATE:
USER DELETES OR ARCHIVES, IF DESIRED

ALLOWS ONLY ONE RECIPIENT



URS
EMPLOYERS

Message Center

LOGGED IN AS: _____

Messages

-  Inbox
-  Sent Items
-  Archive
-  Exit

Message Editor

SEND A MESSAGE TO ANY OF THESE DEPARTMENTS

Subject

Please select...

- Contribution Reporting
- Compliance Audit
- Adjustments
- POST Certifications
- Savings Plans (401(k), 457, IRA, Roth)
- Member Retirement/Pension

Message

 You should receive a response within 2 to 3 business days.

 Send

 Cancel



URS
EMPLOYERS

Message Center

LOGGED IN AS: _____

Message Editor

To

Enter Recipient(s)

Subject

Enter Subject

Attachments

No Attachments

 Attach

SEND/RECEIVE ATTACHMENTS

Message



ALL INFORMATION
SECURELY ENCRYPTED

 Clear Message Body

 Preview Message

 Save As Template

 Send

 Cancel





We serve Utah public employees with retirement and insurance benefits in a partnership of trust with a commitment to value, innovation, and excellence.