

# Employee PERS/TRS Verification State of Alaska Retirement & Benefits Employer Access Site

## Purpose

When hiring a new employee or rehiring a former university employee, the campus HR office must determine the retirement options for which the employee is eligible.

The HR offices must verify if the employee has any previous service with the State of Alaska's PERS or TRS programs via the Division of Retirement and Benefits (DRB) Employer Access site.

## Requesting Access

For access to the DRB's Employer Access site, you must first complete the form "LogonID Request - Employer Services for all Political Subdivisions" at the following link:

<http://doa.alaska.gov/drb/pdf/forms/gen012-poli-sub.pdf>

LogonID Request Employer Services for all Political Subdivisions		FOR OFFICE USE ONLY
<div style="display: flex; justify-content: space-between; font-size: x-small;"> <div> <p>Toll-Free: (800) 821-2251 alaska.gov/drb</p> </div> <div> <p>Division of Retirement and Benefits P.O. Box 110203 Juneau, Alaska 99811-0203</p> </div> <div> <p>Juneau: (907) 465-4460 TDD: (907) 465-2805 Fax: (907) 465-3363   Email: <a href="mailto:doa.drb.activePayroll@alaska.gov">doa.drb.activePayroll@alaska.gov</a></p> </div> </div>		
(Check one) <input type="checkbox"/> ADD new authorized user <input type="checkbox"/> DELETE all authority for this user <input type="checkbox"/> CHANGE user information /screen information		
User Name (Last, First, M.I.)		RIN
<input type="checkbox"/> PERS    ER #: _____ <input type="checkbox"/> SBS    ER #: _____ <input type="checkbox"/> TRS    ER #: _____	Employer Name	
<b>Member Accounts:</b> Please check information authorized to access. (Check all that apply.) <i>Please memorize your employer number. You will be asked your employer number with all correspondence with DRB.</i>		
<input type="checkbox"/> Basic Indicative and Employment Information <input type="checkbox"/> Defined Contribution Account Balances <input type="checkbox"/> New Employee Tier Lookup		
<b>Web Reports:</b> Please check which reports you need to download. (Check all that apply.)		
<input type="checkbox"/> Member Detail Report <input type="checkbox"/> Service Detail Report		
<b>Employer eReporting Tool:</b> Please check which access rights you are authorized to use. (Check only one.)		
<input type="checkbox"/> Payroll and Employee's Information <input type="checkbox"/> Full access rights to include set ups for bank account access		
User Email Address	Telephone Number	Fax Number
User Mailing Address (City, State, ZIP + 4)		
<b>HUMAN RESOURCES STAFF ACKNOWLEDGMENT</b> Ethical Standard: I acknowledge that reasonable use and common sense must prevail in the workplace use of Office Technologies and that I must understand and comply with applicable Alaska Statutes, policies, and Administrative Codes. The Executive Branch Ethics Act states a public employee may not "use state time, property, equipment, or other facilities to benefit personal or financial interests" (AS 36.02.090(b)). *AS 11.6C.760: Criminal Use of a Computer (a) A person commits the offense of criminal use of a computer if, having no right to do so or any reasonable ground to believe the person has such a right, the person knowingly accesses or causes to be accessed a computer, computer system, computer program, computer network, or any part of a computer system or network, as a result of that access: (1) obtains information concerning a person; or (2) introduces false information into a computer, computer system, or computer network with the intent to damage or enhance the data record of that person. (b) Criminal use of a computer is a Class C felony.		

Complete the following fields on the form:

- **Action:** Add new authorized user
- **User Name:** (Last, First, MI)
- **RIN** (your Retirement ID Number under PERS or TRS; you may also enter your SSN)<sup>1</sup>
- **PERS: ER#:** 113 (employer number assigned to UA)
- **TRS: ER#:** 733 (employer number assigned to UA)
- **Employer Name:** University of Alaska
- **Member Accounts:** New Employee Tier Lookup
- **User Email Address** (work)
- **Telephone Number** (work)
- **Fax Number** (work)
- **User Mailing Address** (work)
- **Signature of User** (person requesting the access) and **Date**
- **Printed User Name**

<sup>1</sup> RIN – Retirement Identification Number; each PERS and TRS member has a RIN assigned by the DRB. Details are available at [http://doa.alaska.gov/drb/your\\_rnb/employee/rin.html](http://doa.alaska.gov/drb/your_rnb/employee/rin.html)

After completing and signing the form, forward it to Erika Van Flein, Director of Benefits, at the following address. If you have any questions, please contact Erika at [ervanflein@alaska.edu](mailto:ervanflein@alaska.edu).

Statewide Human Resources  
University of Alaska  
PO Box 755140  
212 Butrovich Building  
Fairbanks, AK 99775-5140

Once your access has been approved by Erika Van Flein and by the DRB, you will receive an email from a DRB representative confirming your access. Once you receive this information, you may login to the DRB's Employer Access page.

For access or login assistance, refer to the *Questions & Helpful Links* section at the end of this document.

### **Employer Access Login – Division of Retirement and Benefits**

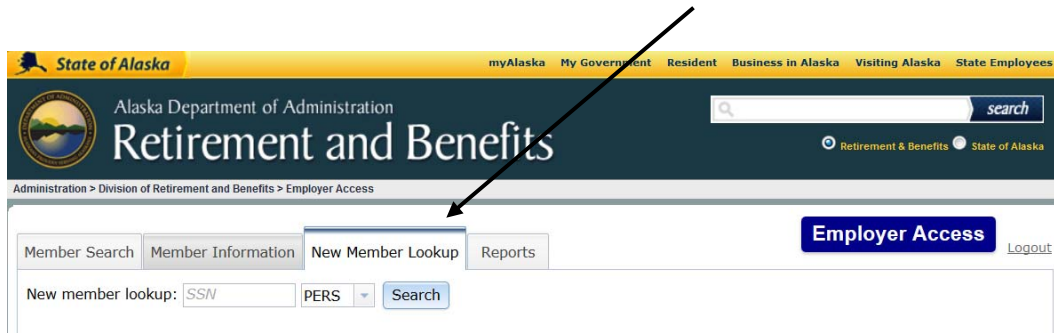
The employer login is located at <https://myrnb.alaska.gov/EmployerServices/form/login.html>

**Note:** *Per the DRB, the Employer Access application works best with Firefox and Chrome; it does not work well with Internet Explorer.*



Enter the **UserID** and **Password** provided to you from the DRB. Select **Login**.

The **Employer Access Menu** page will display. Select the **New Member Lookup** tab.



In the **New member lookup** fields:

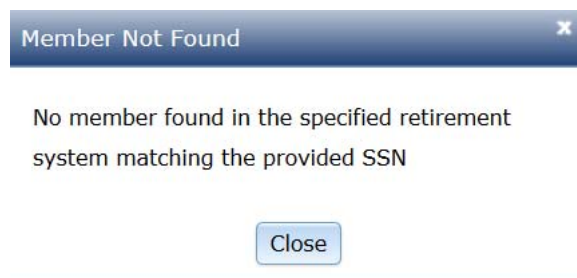
- enter the employee's **SSN** (with or without dashes)
- select **PERS** or **TRS** from the drop-down list\*\*\*
- select **Search**

**\*\*\* You must perform a separate search for both PERS and for TRS.**

If the employee has ever been a member (enrolled) in the selected retirement program with any PERS/TRS employer, one of the following messages will be displayed:

- Member (SSN: ###-##-#### / Fund: PERS) is a Defined Benefit Retirement Member
- Member (SSN: ###-##-#### / Fund: PERS) is a Defined Contribution Retirement Member
- Member (SSN: ###-##-#### / Fund: TRS) is a Defined Benefit Retirement Member
- Member (SSN: ###-##-#### / Fund: TRS) is a Defined Contribution Retirement Member

If no member data is associated with the SSN for the retirement program you selected, the following window will be displayed.



## Questions & Helpful Links

### ***Access Form***

For questions or assistance related to the Access Form, contact Erika Van Flein in UA Benefits at [ervanflein@alaska.edu](mailto:ervanflein@alaska.edu).

### ***Login – Employer Access Site***

Login questions may be directed to the Division of Retirement and Benefits office. Refer to the following link for the DRB's Employer Contacts page, which lists the email/phone for UA's DRB representative. Contacts are listed by employer number; UA's numbers are 113 (PERS) & 733 (TRS). You may also contact the administrator listed at the top of the DRB page.

<http://doa.alaska.gov/drb/employer/ereporting/employer-ereporting-contacts.html>

### ***DRB Employer Services Site***

<http://doa.alaska.gov/drb/employer/index.html>

### ***Contribution Rate Documents***

UA: [http://www.alaska.edu/files/hr/reference.reference.contribution\\_rates.pdf](http://www.alaska.edu/files/hr/reference.reference.contribution_rates.pdf)

DRB: [http://doa.alaska.gov/drb/employer/employer\\_contribution\\_rates/index.html](http://doa.alaska.gov/drb/employer/employer_contribution_rates/index.html)

### ***Instructions***

If you encounter any problems with the text or links in these instructions, please contact the HR On-Call Helpline at [ua-syhr@alaska.edu](mailto:ua-syhr@alaska.edu) or 907-450-8208.