

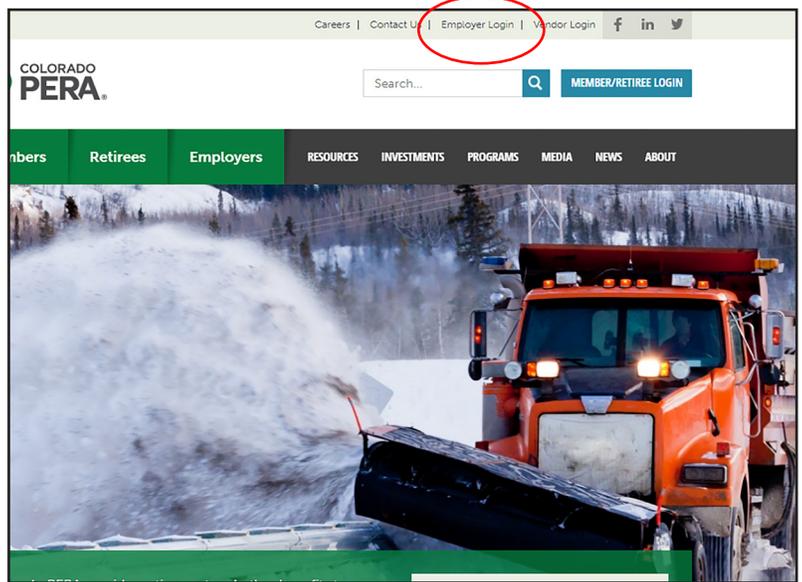


# Using STARS for SSN VERIFICATION

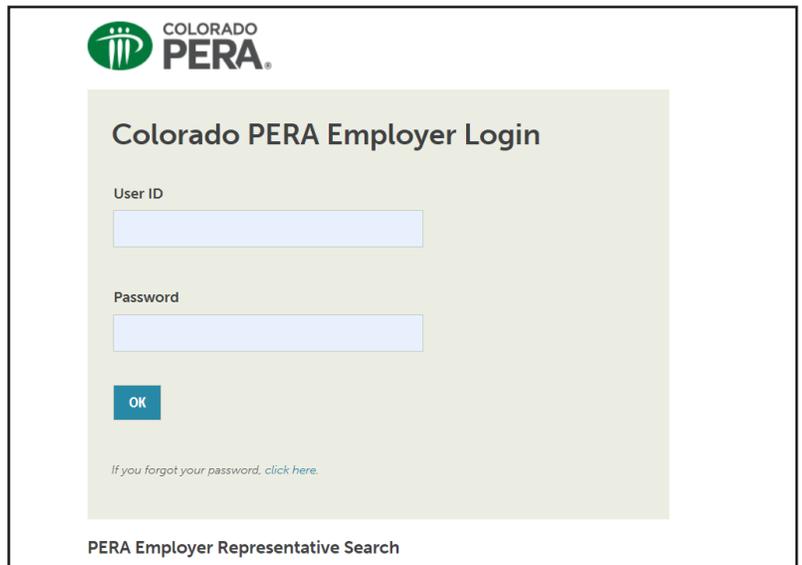
The following information describes how to sign into your employer account and use Colorado PERA's Secure Transmission And Reporting System (STARS) to submit SSN Verification requests. If you have questions or need additional assistance, please contact your Employer Representative.

## GETTING STARTED

1. Go to PERA's website at [www.copera.org](http://www.copera.org). Click on "Employer Login" on the top of the screen.



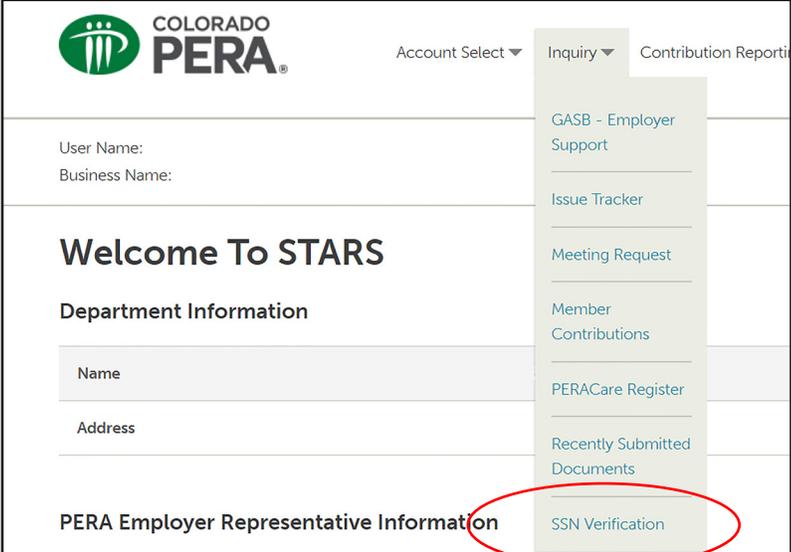
2. Log in with your User ID and password.



# Using STARS for SSN VERIFICATION

## SSN VERIFICATION

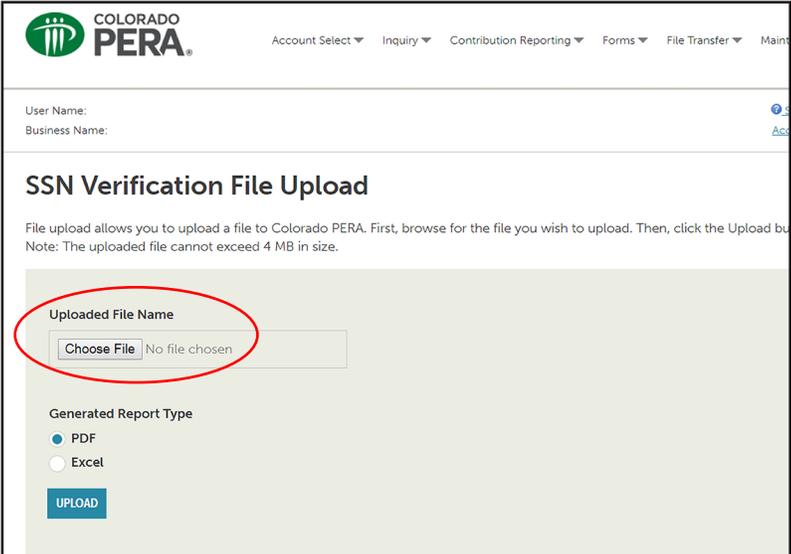
3. Select the "Inquiry" drop-down menu, then select "SSN Verification."



The screenshot shows the STARS login page. At the top right, there are navigation links: "Account Select", "Inquiry", and "Contribution Reporting". The "Inquiry" dropdown menu is open, showing options: "GASB - Employer Support", "Issue Tracker", "Meeting Request", "Member Contributions", "PERACare Register", "Recently Submitted Documents", and "SSN Verification". The "SSN Verification" option is circled in red. Below the navigation, there are input fields for "User Name:" and "Business Name:". The main content area has a "Welcome To STARS" heading, followed by "Department Information" with fields for "Name" and "Address". At the bottom, there is a section for "PERA Employer Representative Information" with a "SSN Verification" link circled in red.

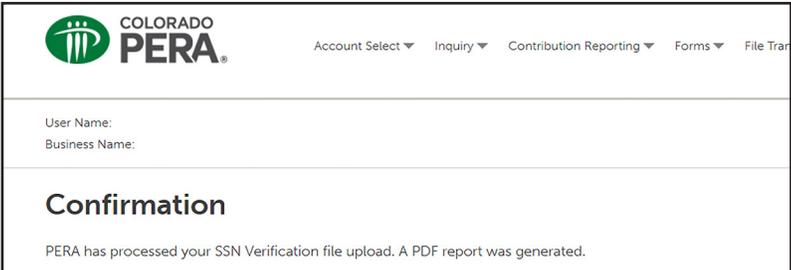
4. Click "Choose File" to select the file you want to upload. Choose whether you would like a PDF or Excel report generated. Once you have selected the file and report type, click "Upload."

▶ To submit SSN Verifications to STARS, use an Excel document or a document in the .txt file extension. Notepad is commonly used.



The screenshot shows the "SSN Verification File Upload" page. It has a heading "SSN Verification File Upload" and a sub-heading "File upload allows you to upload a file to Colorado PERA. First, browse for the file you wish to upload. Then, click the Upload button. Note: The uploaded file cannot exceed 4 MB in size." Below this, there is a section for "Uploaded File Name" with a "Choose File" button circled in red. There are also radio buttons for "Generated Report Type" with "PDF" selected and "Excel" unselected. At the bottom, there is an "UPLOAD" button.

5. After uploading, you will see the "Confirmation" screen. The report will then populate in a new browser window.



The screenshot shows the "Confirmation" screen. It has a heading "Confirmation" and a message: "PERA has processed your SSN Verification file upload. A PDF report was generated." The page also includes the "Account Select", "Inquiry", "Contribution Reporting", "Forms", and "File Transfer" navigation links at the top.

## RESPONSES ON SSN VERIFICATION REPORT

In the following example, the numbers correspond to the potential responses below. Note that the columns in your report may be different. See additional examples on page 4.

	1	2	3	4	5	6	7	8
SSN	Employee Type	12 Mos Service	ORP Election Made	ORP Election	ORP Election Date	Mbr On 7/1/19	Mbr On 1/1/20	PERAChoice Eligibility
###-##-####	Member	Yes	Yes	PERA	02/24/2017	Yes	Yes	DB
###-##-####	Member	No	No			Yes	Yes	DB
###-##-####	Retiree - 1/2004					Yes	Yes	DB
###-##-####	Member	No	No			Yes	Yes	Has Choice
###-##-####	Inactive DC Plan		No			Yes	Yes	Has Choice
###-##-####	Member	Yes	Yes	ORP	01/31/2018	Yes	Yes	Has Choice
###-##-####	Member	Yes	Yes	ORP	02/27/2017	Yes	Yes	Has Choice
###-##-####	Member	Yes	No			Yes	Yes	DB
###-##-####	DC Plan Participant		No			Yes	Yes	DC
###-##-####	DC Plan Participant		No			Yes	Yes	DC
###-##-####	Member	Yes	No			Yes	Yes	DB
###-##-####	Refunded Member		No					Has Choice
###-##-####	Terminated DC Plan		No					Has Choice
###-##-####	Unknown		No					Has Choice

### 1. EMPLOYEE TYPE

- » **DC Plan Participant**—The employee is a participant in the PERA Defined Contribution (DC) Plan.
- » **Inactive DC Plan**—The employee is an inactive participant in the PERA DC Plan.
- » **Member**—The employee is a current or past member.
- » **Refunded Member**—The employee is a former PERA member who refunded his/her previous account.
- » **Retiree**—The employee is a PERA retiree.
- » **Suspended Retiree**—The employee is a retiree who chose to suspend his/her monthly benefit to return to work for a PERA employer.
- » **Terminated DC Plan**—The employee is a former participant in the PERA DC Plan who refunded his/her previous account.
- » **Terminated Retiree**—The employee is deceased.
- » **Unknown**—The employee is a new member.

### 2. 12 MOS SERVICE

- » **[Blank]**—The member does not have 12 months of service credit and must participate in the ORP.
- » **Call compliance team to verify**—The member's service credit cannot be determined using STARS so you must contact PERA's Compliance Team at 303-863-3737 for verification.
- » **Yes**—The member has 12 months of service credit and may choose PERA if a prior election has not been made.

### 3. ORP ELECTION MADE

- » **No**—The member has not made a prior election.
- » **Yes**—The member made a prior election. (The election made will be listed in the next column.)

### 4. ORP ELECTION

- » **ORP**—The employee has previously chosen the ORP and must continue in the ORP.
- » **PERA**—The member has previously chosen PERA and must continue in PERA.

### 5. ORP ELECTION DATE

The date the previous election was made, if applicable. If the date is on or after January 1, 2006, the Amortization Equalization Disbursement (AED) and Supplemental Amortization Equalization Disbursement (SAED) are required for the employee.

### 6. MBR ON 7/1/2019

- » **[Blank]**—The employee is not a PERA member as of July 1, 2019, and contributions are required on Sections 125 and 132 deductions.
- » **Yes**—The employee is a PERA member as of July 1, 2019, and contributions are not required on Sections 125 and 132 deductions.

# Using STARS for SSN VERIFICATION

SSN Verification Reports from the Local Government and School Divisions may have different columns, as described below.

## LOCAL GOVERNMENT DIVISION

SSN	Employee Type	1	6	7	8
		Mbr On 7/1/19	Mbr On 1/1/20	PERA	Choice Eligibility
###-##-####	Member	Yes	Yes	DB	
###-##-####	Member	Yes	Yes	DB	
###-##-####	Retiree - 1/2004	Yes	Yes	DB	
###-##-####	Member	Yes	Yes	Has Choice	
###-##-####	Inactive DC Plan	Yes	Yes	Has Choice	
###-##-####	Member	Yes	Yes	Has Choice	
###-##-####	Member	Yes	Yes	Has Choice	
###-##-####	Member	Yes	Yes	DB	
###-##-####	DC Plan Participant	Yes	Yes	DC	
###-##-####	DC Plan Participant	Yes	Yes	DC	
###-##-####	Member	Yes	Yes	DB	
###-##-####	Refunded Member			Has Choice	
###-##-####	Terminated DC Plan			Has Choice	
###-##-####	Unknown			Has Choice	

## SCHOOL DIVISION

SSN	Employee Type	1	6
		Mbr On 7/1/19	Mbr On 7/1/19
###-##-####	Member	Yes	
###-##-####	Member	Yes	
###-##-####	Retiree - 1/2004	Yes	
###-##-####	Member	Yes	
###-##-####	Inactive DC Plan	Yes	
###-##-####	Member	Yes	
###-##-####	Member	Yes	
###-##-####	Member	Yes	
###-##-####	DC Plan Participant	Yes	
###-##-####	DC Plan Participant	Yes	
###-##-####	Member	Yes	
###-##-####	Refunded Member		
###-##-####	Terminated DC Plan		
###-##-####	Unknown		

### 7. MBR ON 1/1/20

This column appears only on reports for employers in the State or Local Government Division and applies for an employee who is hired for one of the following positions:

- Any state county sheriff, undersheriff, deputy sheriff, non-certified deputy sheriff, or detention officer in the Local Government Division.
  - Corrections officer I, II, III, or IV hired in the State Division.
- » **Yes**—The employee is a PERA member as of January 1, 2020. They will not be considered a State Trooper for PERA purposes.
- » **No**—The employee is not a PERA member as of January 1, 2020. They will be considered a State Trooper for PERA purposes.

### 8. PERACHOICE ELIGIBILITY

This column appears only on reports for the following employers:

- State employers
  - Community college employers
  - State classified employees at a state college or university
  - Any employer in the Local Government Division
- » **Choice Pending**—The employee is currently in the 60-day window to choose between PERA DB and PERA DC.
- » **DB**—The employee must continue to participate in the PERA DB Plan.
- » **DC**—The employee must continue to participate in the PERA DC Plan.
- » **Has Choice**—The employee has the option to contribute to either the PERA DB or DC Plan.

This fact sheet provides general information about using STARS for SSN verification. PERA membership rights, benefits, and obligations are governed by Title 24, Article 51 of the Colorado Revised Statutes, and the Rules of the Colorado Public Employees' Retirement Association, which take precedence over any interpretations in this fact sheet.