

# **STARS Employer Training**

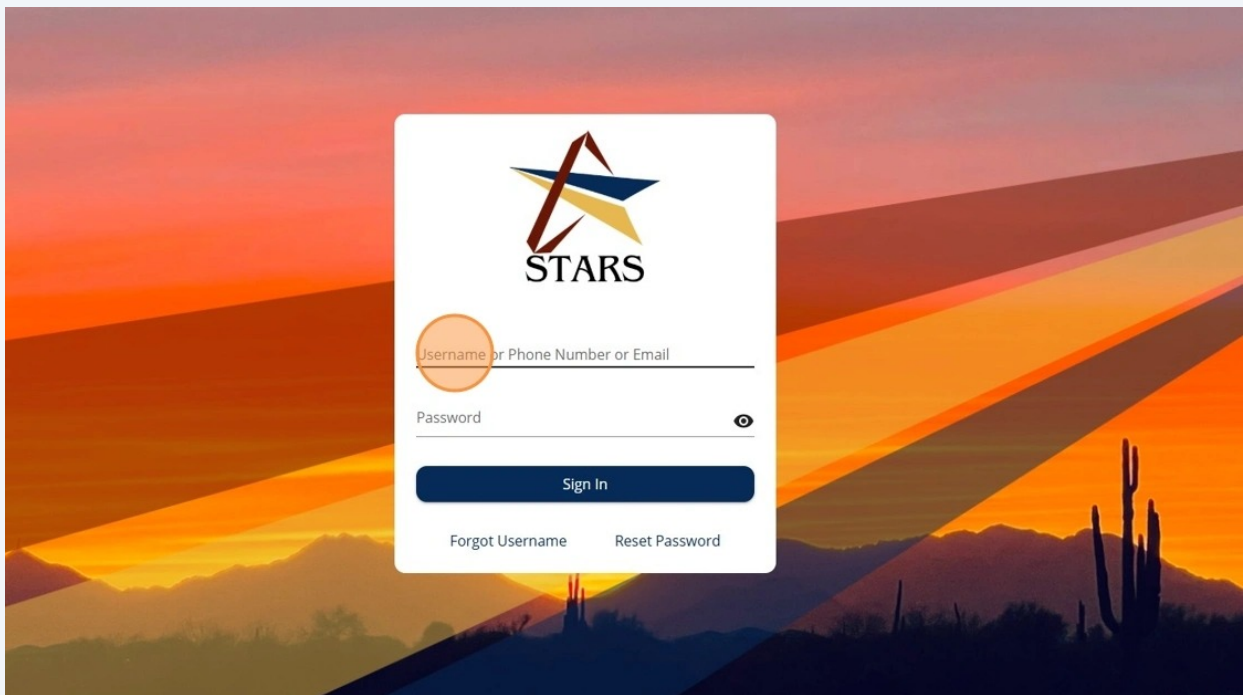
## Entering Member Data - manually (demographics)



# Entering Member Data - Manual Entries

This guide provides a step-by-step process for manually entering a new employee into the system, ensuring accuracy and efficiency. It simplifies the onboarding process by breaking down each action required, making it accessible even for those unfamiliar with the system. By following this guide, users can streamline their workflow and reduce errors, ultimately enhancing the overall member management experience.

- 1 Enter **Username** and **password** to log into STARS.



- 2 There are two methods to manually enter new members into STARS from the homepage. Members can be entered through the **Process a New Hire** link in the **Quick Links** section on the center of the page or through the **Roster** tab on the left-hand navigation bar. Steps 3-22 will use the **Process a New Hire** method as an example. Steps 23-27 will use the **Roster** tab to enter members.

3

The **Process a New Hire** tool will provide a quick view of the member roster before the "Wizard," which is a six-step guide, opens.

The screenshot shows the dashboard for the 0190 - BUCKEYE FIRE DEPARTMENT. The top right corner displays "Welcome ROGER" and "Last Login: 11:39 am yesterday". A dark blue sidebar on the left contains navigation links: Home, Roster, Policies, Work Reports, Payments, Transactions, Administration, Employer Info, Imports, Reports, Documents, Sessions, and Secure Message. The main content area is titled "How can we help you today?" and lists several actions: "Process a New Hire" (circled in orange), "Make a Payment", "Employees", and "User Profile". To the right is a "News" section with the text "No News currently to display.". Below this is an "Important Links" section with four links: "Nationwide plan sponsor homepage for DC contribution remittance and payment", "Member forms and resource documents", "Employer forms and resource documents", and "Census Report".

4

Employer users must first enter the new member's Social Security number (Step 1 of the Wizard) and click **next**. Employer users must enter information into any field marked with an asterisk (\*).

The screenshot shows the "New Hire" wizard interface. At the top, there is a progress bar with six steps: 1. Identification, 2. Verification, 3. Addresses, 4. Contacts, 5. Enrollment, and 6. Confirmation. The "Identification" step is currently active. Below the progress bar, there is a form with a field for "SSN\*" (Social Security Number), which is circled in orange. The field contains the placeholder text "XXX-XX-1000".

5

Employer users must enter the new member's first and last names, date of birth and gender (Step 2 of the Wizard) and click **next**.

**New Hire** [Close]

**Information**  
No match is found. Create a new member.

Progress: 1. Identification (checked) | 2. Verification (active) | 3. Addresses | 4. Contacts | 5. Enrollment | 6. Confirmation

First Name\*  
SLOW

Middle Name

Last Name\*  
GOLFER

Suffix

SSN\*  
XXX-XX-1000

Date of Birth\*  
01/01/2002

Gender\*  
Male

Marital Status

Marriage Date

6

Employer users must use the **Address Type** drop-down menu to select either **Mailing** or **Physical** address. Enter the address of the new member (Step 3 of the Wizard). After entering an address, employers can enter the zip code to auto-fill fields for city, county and state.

**New Hire** [Close]

Progress: 1. Identification (checked) | 2. Verification (checked) | 3. Addresses (active) | 4. Contacts | 5. Enrollment | 6. Confirmation

Add Address

Address Type\* [Mailing]

Address 1\*

Address 2

Address 3

Zip\* City\* County

State  
Country\*  
United States of America

You have added the maximum number of addresses

7

With all of the fields completed, users must click **next** to continue.

Progress bar: Identification (checked), Verification (checked), **Addresses** (3), Contacts (4), Enrollment (5), Confirmation (6)

Add Address

Address Type\*  
Physical

Address 1\*  
3010 E CAMELBACK RD

Address 2

Address 3

Zip\* 85012      City\* PHOENIX      County MARICOPA

State ARIZONA      Country\* United States of America

[Add a new Address](#)

[Cancel](#)      [Previous](#)      [Next](#)

8

Employer users will reach the **Verify Address Information** page, which allows users to confirm the accuracy of a new member's address and provides U.S Postal Services formatting standards. For this example, PSPRS will use the updated address by selecting the radio button, and clicking the **Use Selected Address** button at the bottom of the screen.

▲ Verify Address Information.

We suggest our recommended address to ensure accurate postal delivery

Address Mailing

3010 E CAMELBACK RD  
PHOENIX, AZ 85016-4414  
US

Use Selected Address Skip Cancel



**Tip!** PSPRS recommends that employers use the USPS provided address. This tool helps employers and PSPRS maintain accurate records.

9

The USPS address will update automatically. Review, then click **next** to move to the next step in the wizard.

Identification ✓ Verification ✓ **Addresses 3** Contacts 4 Enrollment 5 Confirmation 6

Add Address

Address Type\*  
Physical

Address 1\*  
3010 E CAMELBACK RD

Address 2

Address 3

Zip\* 85012 City\* PHOENIX County MARICOPA

State ARIZONA Country\* United States of America

Add a new Address

Cancel Previous **Next**

10

Employer users must also provide **Contact Preferences** for members (Step 4 in the Wizard). The options are phone, email and fax.

New Hire

1 Information  
Physical Address has been Standardized.

Identification ✓ Verification ✓ Addresses ✓ **Contacts 4** Enrollment 5 Confirmation 6

Edit Contact Info

Contact Preference

Email Contact Preference  
Phone Contact Preference  
Fax Contact Preference

Primary Phone

Country\*  
United States of A... Cell Phone

Primary Phone

Country\*  
United States of A... Work Phone Ext

Primary Phone

Country

Next

**11** Employer users must enter a member's phone number and email address.

Email Contact Preference

Country\*  
United States of A... Home Phone  
Primary Phone

Country\*  
United States of A... Business Phone Ext  
Primary Phone

Country\*  
United States of A... Cell Phone  
(602) 255-5575  
Primary Phone

Country\*  
United States of A... Work Phone Ext  
Primary Phone

Country  
United States of A... Fax  
Primary Fax

Email  
SLOWGOLF@GMAIL.COM  
Primary Email

Work Email

Cancel Previous Next



**Tip!** PSPRS recommends that employers enter members' personal email addresses. This allows PSPRS to maintain accurate email lists to contact members with important communications.

12 Click **next** to continue the process of adding a new member.

Primary Phone

Country\*  
United States of A... Business Phone Ext

Primary Phone

Country\* Cell Phone  
United States of A... (602) 255-5575

Primary Phone

Country\* Work Phone Ext  
United States of A...

Primary Phone

Country Fax  
United States of A...

Primary Fax

Email  
SLOWGOLFR@GMAIL.COM

Primary Email

Work Email

Primary Email

Cancel Previous Next

13 Employers must use the **Enrollment Details** feature when entering new members (Step 5 of the Wizard). PSPRS employers should leave the **Position** field unchanged but use the calendar tool to enter a **Hire Date** for new members. The **Tier** and **Election Type** fields will automatically populate when entering existing members, such as members transferring from other employers, allowing the employer to quickly determine a member's tier and benefit type.

Identification Verification Addresses Contacts Enrollment Confirmation

Agreement  
0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT

Plan  
PSPRS

Social Security Withheld

Tier  
Tier 3

Rate Category  
Employee

Election Type  
DB/Hybrid

Position

Hire Date\*  
10/28/2025

Hired  
Hired EODC - ASRS Legacy  
Hired EODC - EORP Legacy  
Election Period  
Rehire Election Period

Next



**Tip!** Corrections and elected officials employers must use the **Position** drop-down menu (above **Hire Date**) to select a position for the member. This information is needed to continue the process of entering new members into STARS.

14

**Position** options will be available in a drop down and are required for CORP/EORP members.

The screenshot shows the 'Enrollment' step of the STARS system. The form includes fields for Agreement (5075 - AOC CORP - Probation/Surveillance), Plan (CORP), Social Security Withheld, Tier (Tier 3), Rate Category (Employee), and Election Type (DC). The 'Position' dropdown menu is open, displaying four options: JUVENILE DETENTION OFFICER, OTHER, PROBATION OFFICER, and SURVEILLANCE OFFICER. The 'Next' button is highlighted in blue.

15

Click **next** to continue entering a new member.

The screenshot shows the 'Enrollment' step of the STARS system. The form includes fields for Agreement (0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT), Plan (PSPRS), Social Security Withheld, Tier (Tier 3), Rate Category (Employee), and Election Type (DB/Hybrid). The 'Position' dropdown menu is closed. The 'Hire Date\*' field is set to 10/28/2025, and the 'Status' dropdown menu is set to 'Hired'. The 'Next' button is highlighted in orange.

16

Employer users must review and confirm the accuracy of member information through the Confirmation process (Step 6 in the Wizard).

Progress bar: Identification ✓, Verification ✓, Addresses ✓, Contacts ✓, Enrollment ✓, Confirmation 6

**Member Information**

First Name SLOW	Middle Name	Last Name GOLFER
SSN XXX-XX-1000	Gender Male	Birth Date 01/01/2002
Marital Status	Marriage Date	

**Employment Information**

Employer Code 0190	Employer Name BUCKEYE FIRE DEPARTMENT	Agreement 0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT
Employment Type Employee	Hire Date 10/28/2025	Service Start Date 01/26/2026
DC Rate	Plan PSPRS	Election Type DB/Hybrid
Tier Tier 3	Position	Employment Status Hired
Social Security Withheld:	Election Period	

**Addresses**

Physical 3010 E CAMELBACK RD PHOENIX, AZ 85016-4414	Contact Preference Email Contact Preference Cell Phone US • (602) 255-5575
-----------------------------------------------------------	-------------------------------------------------------------------------------------

Buttons: Cancel, Previous, Confirm

17

Click **Confirm** to continue.

Progress bar: Identification ✓, Verification ✓, Addresses ✓, Contacts ✓, Enrollment ✓, Confirmation 6

**Member Information**

First Name SLOW	Middle Name	Last Name GOLFER
SSN XXX-XX-1000	Gender Male	Birth Date 01/01/2002
Marital Status	Marriage Date	

**Employment Information**

Employer Code 0190	Employer Name BUCKEYE FIRE DEPARTMENT	Agreement 0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT
Employment Type Employee	Hire Date 10/28/2025	Service Start Date 01/26/2026
DC Rate	Plan PSPRS	Election Type DB/Hybrid
Tier Tier 3	Position	Employment Status Hired
Social Security Withheld:	Election Period	

**Addresses**

Physical 3010 E CAMELBACK RD PHOENIX, AZ 85016-4414	Contact Preference Email Contact Preference Cell Phone US • (602) 255-5575
-----------------------------------------------------------	-------------------------------------------------------------------------------------

Buttons: Cancel, Previous, Confirm

18

Users will receive a message in the **prominent green text box** confirming the member has been successfully enrolled.

The screenshot shows the 'Roster' page for the '0190 - BUCKEYE FIRE DEPARTMENT'. A green notification box at the top center reads 'Employee enrollment completed successfully'. The left sidebar contains navigation options: Home, Roster, Policies, Work Reports, Payments, Transactions, Administration, Employer Info, Imports, Reports, Documents, Sessions, and Secure Message. The main content area displays a table of employees with columns for SSN, PSPRS ID, Participant, Agreement, Service Start Date, Employment Status, Tier, Election Type, DC Rate, Hire Date, Term Date, and Position. The table lists three employees: ALEXANDER, LANGDON (Quit/Terminated), ANDERSON, BRET (Hired), and ANDRADE, MARC (Hired). A pagination bar at the bottom indicates '1 - 10 of 190' and 'Page 1 of 19'.

19

Employer users can also use the **Roster** tab to verify that the member was successfully enrolled. From the **Roster** page, click on the **Filter** option, which resembles a funnel, in the upper right corner.

The screenshot shows the 'Roster' page for the '0190 - BUCKEYE FIRE DEPARTMENT'. The 'Filter' option, represented by a funnel icon, is highlighted in the upper right corner of the table area. The table structure is identical to the previous screenshot, showing employee details for ALEXANDER, LANGDON, ANDERSON, BRET, and ANDRADE, MARC. The pagination bar at the bottom shows '1 - 10 of 190' and 'Page 1 of 19'.

20

The **Filter** option allows employers to search by first name or last name. Enter the member's name and press enter on your keyboard.

0190 - BUCKEYE FIRE DEPARTMENT

Welcome ROGER  
Last Login: 11:39 am yesterday

Roster Add New Employee

SSN	PSPRS ID	Participant	Agreement	Service Start Date	Employment Status	Tier	Ele Ty
<a href="#">XXX-XX-6082</a>	026514	ALEXANDER, LANGDON	0190 - BUCKEYE FIRE DEPARTMENT	09/10/2012	Quit/Terminated	Tier 2	DE
<a href="#">XXX-XX-0267</a>	137555	ANDERSON, BRET	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	04/15/2024	Hired	Tier 3	DE
<a href="#">XXX-XX-4098</a>	043557	ANDRADE, MARC	0190 - BUCKEYE FIRE DEPARTMENT	09/10/2012	Hired	Tier 2	DE

1 - 10 of 190

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Filters Apply Reset X

Search by

GOLFER

Collapse All

Filter by

Employment Status

KIA

Retired

Deceased

Leave Without Pay

Entered DROP

Hired EODC - ASRS Legacy

Quit/Terminated

Hired - Return to work

21

The member's name will appear to indicate that the employer user successfully entered the member.

Home

Roster

Policies

Work Reports

Payments

Transactions

Administration

Employer Info

Imports

Reports

Documents

Sessions

Secure Message

Contact Us

Roster Add New Employee

Search: SSN/PSPRS ID/Participant (G...)

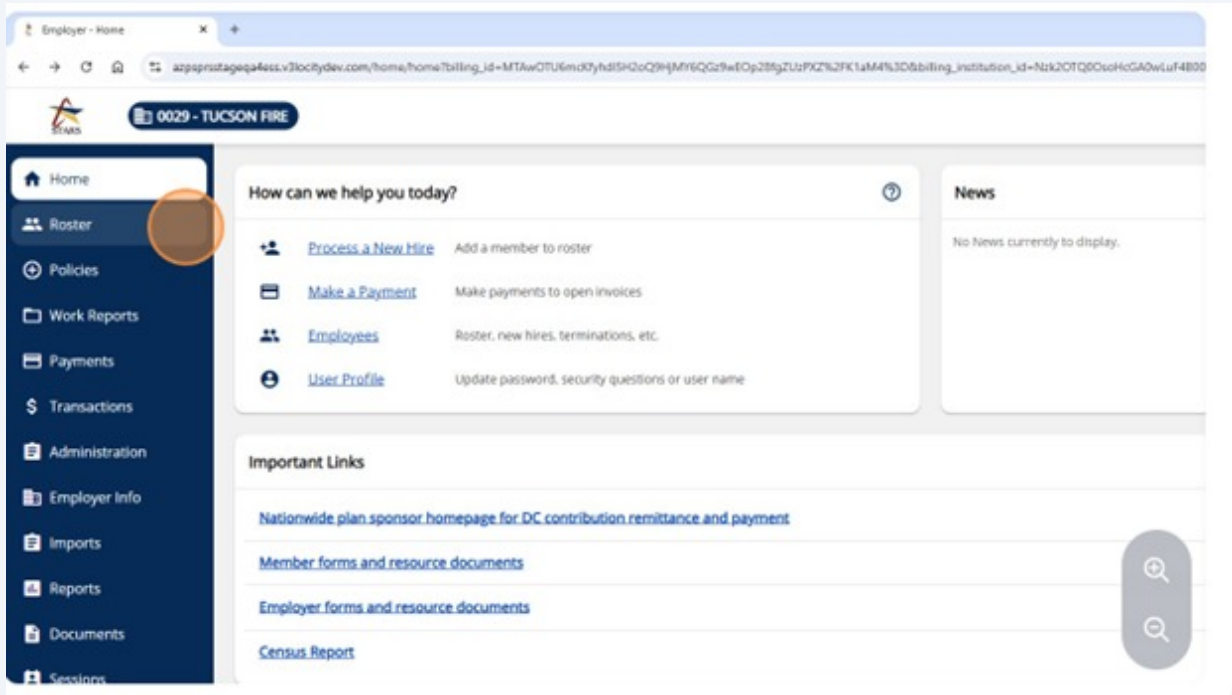
SSN	PSPRS ID	Participant	Agreement	Service Start Date	Employment Status	Tier	Election Type	DC Rate	Hire Date	Term Date	Pos
<a href="#">XXX-XX-1000</a>	57896	GOLFER, SLOW	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	01/26/2026	Election Period	Tier 3	DB/Hybrid	3.00%	10/28/2025		

22

The following steps are for entering a new member using the **Roster** tab in the navigation pane.

23

Click on the **Roster** tab in the left navigation pane.



24 A view of the employer roster will appear.

0344b962d044b-185-4476-a20b-54ecdc3c18b?billing\_id=MTAwOTU6mcd3yhd1SH2oQ9HjMY6QGz9wEOp28gZUz9X2%2FK1aM4%3D&billing\_institution\_id=N2k2OTQ0D0oHcGAowuF4800... Welcome HEPA Last Login 7:48 am today

Add New Employee

PSPRS ID	Participant	Agreement	Service Start Date	Employment Status	Tier	Election Type	DC Rate	Hire Date	Term Date	Position	Employed with another Employer	Plan status
061091	ABABP, ARAFA F.	0029 - TUCSON FIRE	04/18/2004	Quit/Terminated	Tier 1	DB		04/18/2004	05/31/2019		Yes	Dis
007306	ABCET, HENEFIG D, JR.	0029 - TUCSON FIRE		Quit/Terminated	Tier 1	DB		06/02/1991	06/15/1991		Yes	Re
010081	ABCIG, KEBE B.	0029 - TUCSON FIRE	03/14/1960	Quit/Terminated	Tier 1	DB		03/14/1960	03/31/1980		No	Cl
073549	ABFASMI, RENIDAPI L.	0029 - TUCSON FIRE	07/10/2005	Hired	Tier 1	DB		07/10/2005			No	Ac
014563	ABIG, TANEBEGE O.	0029 - TUCSON FIRE	08/11/1952	Quit/Terminated	Tier 1	DB		08/11/1952	08/31/1976		No	De
029536	ABLODLA, BIGEDE C.	0029 - TUCSON FIRE	12/02/2001	Entered DROP	Tier 1	DB		12/02/2001			No	DR
037251	ABOF, BAHIL R.	0029 - TUCSON FIRE	06/22/2008	Quit/Terminated	Tier 1	DB		06/22/2008	10/01/2008		No	In

Page 1 of 16

25 Click on the **Add New Employee** bar in the upper right corner.

0344b962d044b-185-4476-a20b-54ecdc3c18b?billing\_id=MTAwOTU6mcd3yhd1SH2oQ9HjMY6QGz9wEOp28gZUz9X2%2FK1aM4%3D&billing\_institution\_id=N2k2OTQ0D0oHcGAowuF4800... Welcome HEPA Last Login 7:48 am today

Add New Employee

Agreement	Service Start Date	Employment Status	Tier	Election Type	DC Rate	Hire Date	Term Date	Position	Employed with another Employer	Plan status
0029 - TUCSON FIRE	04/18/2004	Quit/Terminated	Tier 1	DB		04/18/2004	05/31/2019		Yes	Disabled
0029 - TUCSON FIRE		Quit/Terminated	Tier 1	DB		06/02/1991	06/15/1991		Yes	Retired
0029 - TUCSON FIRE	03/14/1960	Quit/Terminated	Tier 1	DB		03/14/1960	03/31/1980		No	Closed
0029 - TUCSON FIRE	07/10/2005	Hired	Tier 1	DB		07/10/2005			No	Active
0029 - TUCSON FIRE	08/11/1952	Quit/Terminated	Tier 1	DB		08/11/1952	08/31/1976		No	Deceased
0029 - TUCSON FIRE	12/02/2001	Entered DROP	Tier 1	DB		12/02/2001			No	DROP
0029 - TUCSON FIRE	06/22/2008	Quit/Terminated	Tier 1	DB		06/22/2008	10/01/2008		No	Inacti

**26**

The enrollment Wizard should appear. Return to Step 4 and continue with entering the new member's information.