



**PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM
CORRECTIONS OFFICER RETIREMENT PLAN
ELECTED OFFICIALS' RETIREMENT PLAN**

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www.psprs.com

Secure message in STARS
OR email to: Help@psprs.com

STARS ADMINISTRATOR AUTHORIZATION CHANGE FORM

SECTION 1 - EMPLOYER INFORMATION		
EMPLOYER NAME / LOCAL BOARD NAME	EMPLOYER #	LOCAL BOARD #
NAME (PRINT)	TITLE	
AUTHORIZED APPROVER SIGNATURE (<i>FINANCE DIR., HR DIR., LOCAL BOARD SECRETARY, OTHER SENIOR LEADER</i>)		DATE (<i>MM/DD/YYYY</i>)
WORK EMAIL ADDRESS		PHONE NUMBER (<i>INCLUDING AREA CODE</i>)

An authorized approver must designate an individual to act as the administrator for the PSPRS STARS application. The administrator's responsibilities include:

- Act as primary contact for the employer with PSPRS.
- Is familiar with human resources and payroll functions.
- Maintain employer contacts: *mailing address, email address and employer contacts.*
- Maintain employer user accounts:
 - Create and deactivate employer users.
 - Assign and remove employer user roles.
 - Assign and remove application groups.
- This authorization shall remain in effect until a revised form is received.

SECTION 2 – ADD A DESIGNATED STARS ADMINISTRATOR		
NAME (PRINT)	TITLE	
WORK EMAIL ADDRESS	PHONE NUMBER (<i>INCLUDING AREA CODE</i>)	

AND/OR

SECTION 3 – REMOVE A DESIGNATED STARS ADMINISTRATOR		
NAME (PRINT)	TITLE	
WORK EMAIL ADDRESS	PHONE NUMBER (<i>INCLUDING AREA CODE</i>)	

It is the employer administrator's responsibility to authorize staff employer access to the STARS application. By giving an employer user access to the STARS application, you are acknowledging that the employer user is authorized to view all data as related to their responsibilities within STARS.