

STARS Employer Training

Member Data – Changing Status (Manual)



Member Data - Changing Status (Manual)

This guide provides a step-by-step for manually updating member status such as leave without pay, military leave, resume service or quit/terminate. It simply details the steps needed to navigate the system, ensuring users can efficiently manage member records. By following this guide, users can ensure accurate and timely updates, which is crucial for maintaining proper records and compliance. It's an essential resource for anyone involved in member management within the organization.

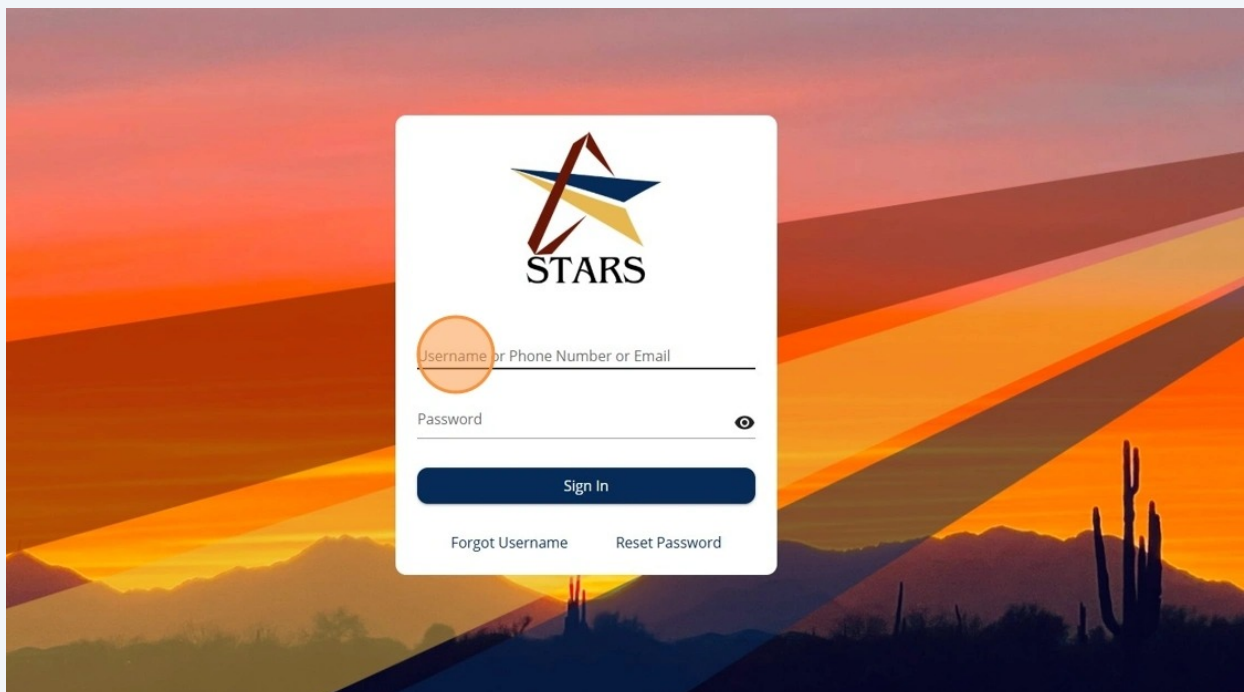


Before You Begin

- You must have access to the **STARS system** at <http://www.employer.psprs.com>.
- Ensure you have the member's identifying information (Name, Social Security Number, or PSPRS ID Number).
- You must be authorized to make employment status changes.

1

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



2

Choose the employer account (0190 in this example), then click on the **Roster** tab in the left hand navigation panel.

STARS 0190 - BUCKEYE FIRE DEPARTMENT

Welcome ETADK
Last Login: 11/4/2025

Home Roster Policies Work Reports Payments Transactions Administration Employer Info Imports Reports Documents Sessions Secure Message

How can we help you today?

- [Process a New Hire](#) Add a member to roster
- [Make a Payment](#) Make payments to open invoices
- [Employees](#) Roster, new hires, terminations, etc.
- [User Profile](#) Update password, security questions or user name

News

No News currently to display.

Important Links

- [Nationwide plan sponsor homepage for DC contribution remittance and payment](#)
- [Member forms and resource documents](#)
- [Employer forms and resource documents](#)
- [Census Report](#)

3

To search for the member, go to the **upper-right corner**, click the **Filters** icon (it looks like a funnel). The **Filters** panel will appear.

STARS 0190 - BUCKEYE FIRE DEPARTMENT

Welcome ETADK
Last Login: 11/4/2025

Home Roster Policies Work Reports Payments Transactions Administration Employer Info Imports Reports Documents Sessions Secure Message Contact Us

Roster Add New Employee Filters

SSN	PSPRS ID	Participant	Agreement	Service Start Date	Employment Status	Tier	Election Type	DC Rate	Hire Date	Term Date	Position
XXX-XX-6416	135870	ABSEP, IME I.	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	05/12/2025	Hired	Tier 3	DB/Hybrid	3.00%	05/12/2025		No
XXX-XX-8523	137008	ACBAHBO, NEDAK C.	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	04/15/2024	Hired	Tier 3	DB/Hybrid	3.00%	01/16/2024		No
XXX-XX-0276	144234	ACGODAG, HIPIR R.	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	08/10/2025	Hired	Tier 3	DB/Hybrid	3.00%	05/12/2025		No

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The **Filter** option allows employers to search by first name, last name, last four of social security number or PSPRS ID. Enter the member's information and press **Enter** on your keyboard.

0190 - BUCKEYE FIRE DEPARTMENT

Welcome ETADEK
Last Login: 11/4/2025

Roster

Add New Employee

Filters

Search by

SSN/PSPRS ID/Participant

Filter by

Employment Status

KIA

Retired

Deceased

Leave Without Pay

Entered DROP

Hired EODC - ASRS Legacy

Quit/Terminated

Hired - Return to work

SSN	PSPRS ID	Participant	Agreement	Service Start Date	Employment Status	Tier	Eligibility
XXX-XX-6416	135870	ABSEP, IME I.	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	05/12/2025	Hired	Tier 3	DE
XXX-XX-8523	137008	ACBAHBO, NEDAK C.	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	04/15/2024	Hired	Tier 3	DE
XXX-XX-0276	144234	ACGODAG, HIPIR R.	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	08/10/2025	Hired	Tier 3	DE

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Locate and click on the member's linked **Social Security Number** to view **Employee Details**.

0190 - BUCKEYE FIRE DEPARTMENT

Welcome ETADEK
Last Login: 11/4/2025

Roster

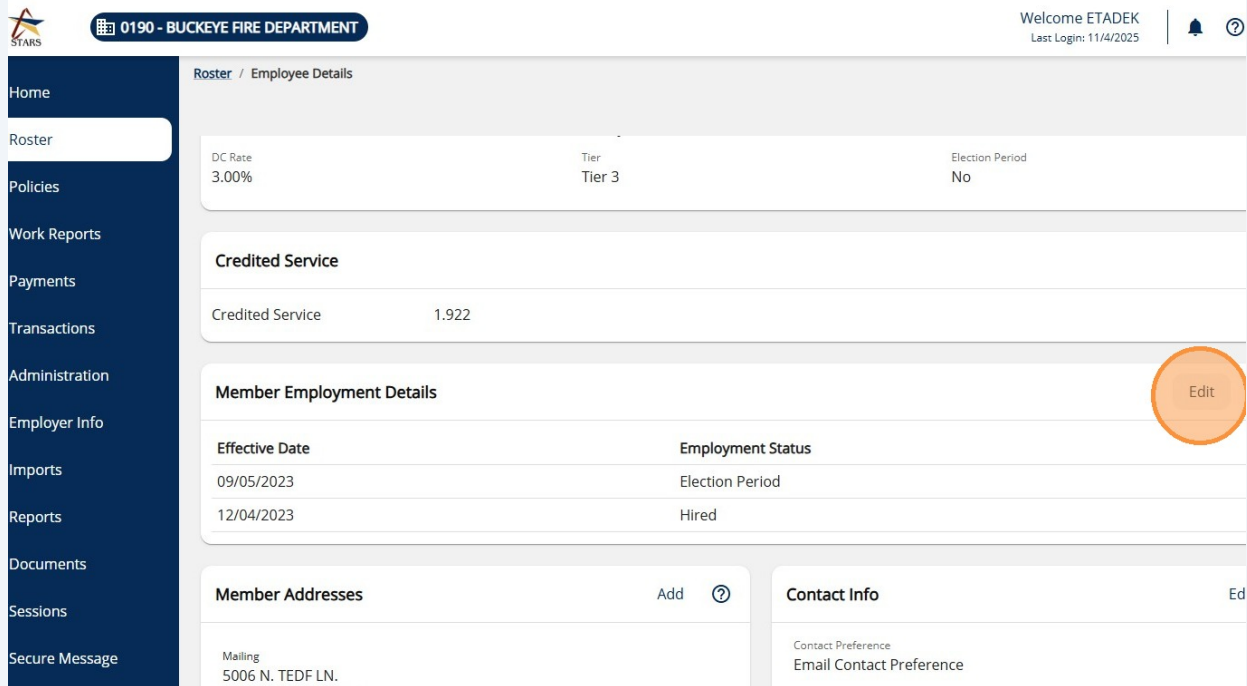
Add New Employee

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

SSN	PSPRS ID	Participant	Agreement	Service Start Date	Employment Status	Tier	Election Type	DC Rate	Hire Date	Term Date	Pos
XXX-XX-5972	135749	ANGAT, HALIKIL E.	0190RP - RISK POOL BUCKEYE FIRE DEPARTMENT	12/04/2023	Hired	Tier 3	DB/Hybrid	3.00%	09/05/2023		

6

Scroll down to the **Member Employment Details** section and click the **Edit** tab to begin editing.



0190 - BUCKEYE FIRE DEPARTMENT

Welcome ETAD EK
Last Login: 11/4/2025

Home
Roster
Policies
Work Reports
Payments
Transactions
Administration
Employer Info
Imports
Reports
Documents
Sessions
Secure Message

Roster / Employee Details

DC Rate
3.00%

Tier
Tier 3

Election Period
No

Credited Service

Credited Service 1.922

Member Employment Details

Effective Date Employment Status
09/05/2023 Election Period
12/04/2023 Hired

Member Addresses Add ⓘ

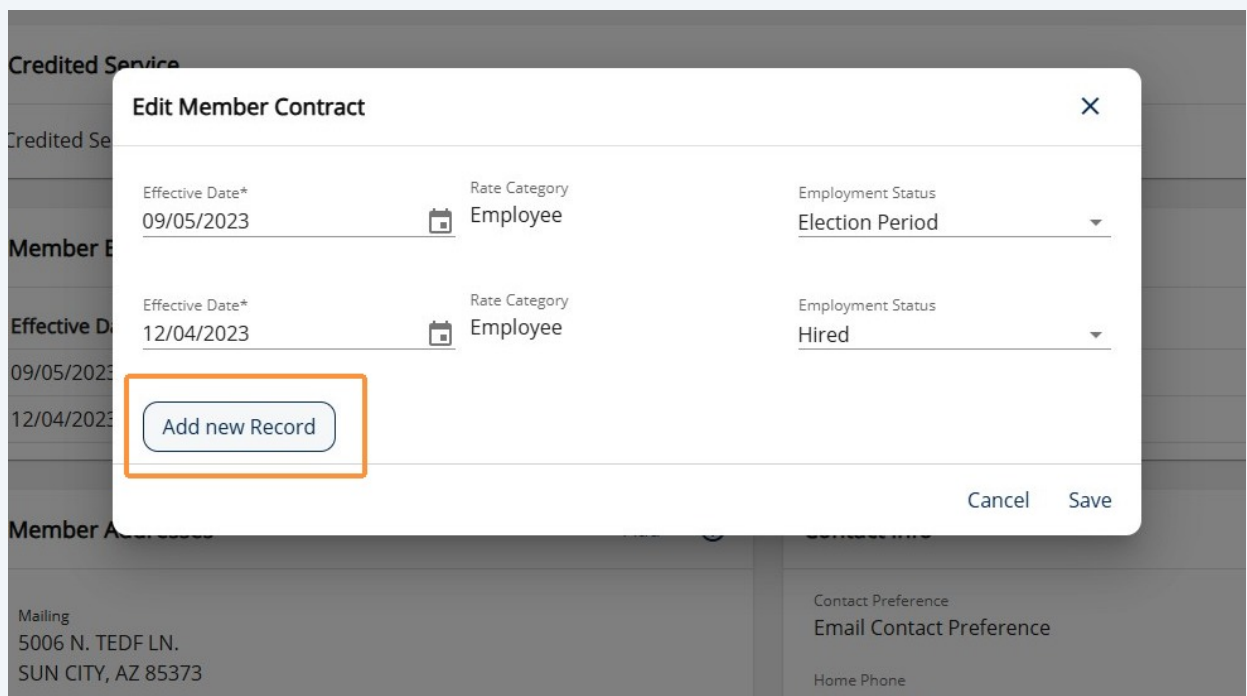
Mailing
5006 N. TEDF LN.

Contact Info Ed

Contact Preference
Email Contact Preference

7

In the **Edit Member Contract** window click **Add new Record**.



Edit Member Contract X

Effective Date* 09/05/2023 Rate Category Employee Employment Status Election Period

Effective Date* 12/04/2023 Rate Category Employee Employment Status Hired

Add new Record

Cancel Save

Mailing
5006 N. TEDF LN.
SUN CITY, AZ 85373

Contact Preference
Email Contact Preference

Home Phone
US (602) 555-1001

8 Click **Effective Date*** Calendar icon.

Edit Member Contract

Effective Date*	Rate Category	Employment Status
09/05/2023	Employee	Election Period
12/04/2023	Employee	Hired
Effective Date*	Employee	Employment Status

Add new Record

Cancel Save

9 From the **Effective Date** dropdown calendar, select the date when the new status becomes effective.

Edit Member Contract

Effective Date*	Rate Category	Employment Status
09/05/2023	Employee	Election Period
12/04/2023	Employee	Hired
Effective Date*	Employee	Employment Status

November 2025

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Cancel Save

10 Under **Employment Status**, open the dropdown menu

The screenshot shows a modal titled "Edit Member Contract" with a close button (X) in the top right. It contains three rows of contract data, each with an "Effective Date*", "Rate Category", and "Employment Status".

Effective Date*	Rate Category	Employment Status
09/05/2023	Employee	Election Period
12/04/2023	Employee	Hired
11/04/2025	Employee	Employment Status

Below the table is an "Add new Record" button. At the bottom right are "Cancel" and "Save" buttons. The "Employment Status" dropdown for the third record is highlighted with an orange circle.

11 Select the appropriate new status (e.g., *Leave Without Pay*, *Quit/Terminated*, *Resume Service*, *Military Leave* etc.).

This screenshot shows the same "Edit Member Contract" modal, but the "Employment Status" dropdown for the third record is open, displaying a list of options. The "Military Leave" option is highlighted with an orange box.

Effective Date*	Rate Category	Employment Status
12/04/2023	Employee	
11/04/2025	Employee	

The dropdown menu for the third record contains the following options:

- Deceased
- Leave Without Pay
- Quit/Terminated
- Hired EODC - ASRS Legacy
- Hired - Return to work
- Resume Service
- Military Leave**
- KIA
- Opt-Out
- Invalid
- Election Period
- Rehire Election Period
- Hired
- Entered DROP



Tip! Use *Resume Service* for those returning from military leave or leave without pay. Use *Hired - Return to work* for retired members returning to work.

12

Save the Update. After entering all required information, click **Save**.

Edit Member Contract [X]

Effective Date*	Rate Category	Employment Status
09/05/2023	Employee	Election Period
Effective Date*	Rate Category	Employment Status
12/04/2023	Employee	Hired
Effective Date*	Rate Category	Employment Status
11/04/2025	Employee	Military Leave

Add new Record

Cancel Save

13

A green confirmation message will appear: "Successfully updated the member contract."

The screenshot shows the STARS system interface for the 0190 - BUCKEYE FIRE DEPARTMENT. A green confirmation message "Successfully updated the Member Contract." is displayed at the top right. The left sidebar contains navigation links: Home, Roster, Policies, Work Reports, Payments, Transactions, Administration, Employer Info, Imports, Reports, and Documents. The main content area displays "Roster / Employee Details" with the following information:

DC Rate	Tier	Election Period
3.00%	Tier 3	No

Credited Service

Credited Service	Value
Credited Service	1.922

Member Employment Details

Effective Date	Employment Status
09/05/2023	Election Period
12/04/2023	Hired
11/04/2025	Military Leave

14

Verify the **Update** in the **Member Employment Details** section. Confirm that the **new record** appears with the correct effective date and status.

The screenshot shows the STARS system interface for the 0190 - BUCKEYE FIRE DEPARTMENT. The left sidebar contains navigation links: Home, Roster, Policies, Work Reports, Payments, Transactions, Administration, Employer Info, Imports, Reports, Documents, Sessions, and Secure Message. The main content area displays "Roster / Employee Details" with the following information:

DC Rate	Tier	Election Period
3.00%	Tier 3	No

Credited Service

Credited Service	Value
Credited Service	1.922

Member Employment Details

Effective Date	Employment Status
09/05/2023	Election Period
12/04/2023	Hired
11/04/2025	Military Leave

The new record with effective date 11/04/2025 and status Military Leave is highlighted with an orange box.

Member Addresses

Member Addresses	Add
Mailline	

Contact Info

Contact Info
Contact Preference

15

This completes the member's status update in STARS.