



# Utah Retirement Systems

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## Retirement Office

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[www.urs.org](http://www.urs.org)

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## URS EMPLOYER TERMS AND CONDITIONS

Participating employers have responsibilities in administering coverage for employees in the Utah Retirement Systems (URS). In signing the Qualifying Employer Application, the applicant organization agrees to these terms and conditions of participation.

1. The employer is responsible for certifying the eligibility of employees for membership in URS in a format which URS designates. All certifications are completed online. URS provides employers with instructions for certifying member eligibility for use in meeting this requirement.
2. The employer is responsible for notifying URS of a member change in status, for example, becoming ineligible because of a reduction in hours below the minimum hours required for eligibility or terminating employment. URS provides employers with online processes for use in meeting this requirement.
3. The employer is responsible for notifying URS of a member taking a leave of absence for 10 or more continuous working days, with a suspension or reduction in pay, and the member returning to work. URS provides employers with forms or other processes for use in meeting these requirements.
4. If the employer elects to allow certain employees, who are eligible for coverage in any system, to exempt from coverage, the employer is limited in allowing exemptions and is responsible for having an approved exemption plan. URS provides employers with information, forms, and other processes for use in meeting exempt employee requirements.
5. If the employer hires as employees, individuals who are receiving a defined benefit allowance from URS and are not eligible to earn additional service credit, the employer is responsible for notifying URS within 30 days of their employment and for reporting their earnings to URS. URS provides employers with information, forms, and other processes for use in meeting post-retired employee requirements.
6. If the employer discovers an error in determining a member's eligibility or status or reporting contributions, the employer is responsible for notifying URS and correcting the error. URS provides employers with instructions for reporting corrections and with forms or other processes for use in meeting this requirement.
7. The employer is responsible for providing certifications and notifications, as described in the items above, as soon as administratively possible and not later than 30 days after the date in which the member became eligible, changed status, began a leave of absence, or returned to work from a leave of absence.

8. The employer is responsible to allow access and provide records for Compliance Audits conducted by the Office or its independent auditor.
9. The employer is responsible for reporting compensation and contributions for members in a format which URS designates and within 30 days of the end of the pay period. URS provides employers with report format information, automated reporting, and other processes for use in meeting this requirement. All reporting will be through the URS secure website.
10. The employer is responsible for making payment for contributions within 30 days of the end of the pay period. Payments can be made by ACH process initiated on the website.
11. The employer is responsible for maintaining records related to defined benefit coverage for members for the applicable time period as follows:
  - a. Three years after the date of retirement for a member from a system or plan.
  - b. Three years after the date of death for a member.
  - c. Sixty-five years from the start date of coverage for a member with the employer.
12. If the employer is responsible for making non-elective 401(k) or 457 plan contributions for employees and uses plans with URS, the employer is responsible for making those payments within 30 days of the end of the pay period.
13. If the employer fails to perform any of the responsibilities stated above, URS may impose financial penalties on the employer.