

Purpose: Below are the common employer user roles for the myAPERS portal. We assign roles when you register based on your user type (AASIS or non-AASIS) and the functions you will perform.

AASIS Employer User

- Verify prior membership
- View member and roster information
- Complete employer reporting processes
- Run reports
- Upload and download documents
- Receive and send secure messages

AASIS Employer Administrator

- Create and maintain ESS users
- Maintain employer information, such as address and contact information
- Verify prior membership
- View member and roster information
- Complete employer reporting processes
- Run reports
- Upload and download documents
- Receive and send secure messages

Human Resource User

- Enroll new members
- Verify prior membership
- Maintain demographic information for employees
- View member and roster information
- Run reports
- Upload and download documents
- Receive and send secure messages

Payroll User

- Enter banking information for EFT payments
- Complete employer reporting and payment processes
- View member and roster information
- Run reports
- Upload and download documents
- Receive and send secure messages

HR/Payroll User

- Enroll new members
- Verify prior membership
- Maintain demographic information for employees
- Enter banking information for EFT payments
- Complete employer reporting and payment processes
- View member and roster information
- Run reports
- Upload and download documents
- Receive and send secure messages

Employer Administrator

- Create and maintain ESS users
- Maintain employer information, such as address and contact information
- Verify prior membership
- View member and roster information
- Enter banking information for EFT payments
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- Enroll new members
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