Employer Access Report Generator Procedure

Summary

The *Report Generator* procedure describes how to execute a report in Employer Access.

Procedure

1. From the Tool Bar, click the **Reports & Documents** icon, and select **Report Generator**.

OR

Find the widget **My Documents and Reports** and click **Reports**.

2. Reports may be filtered using the funnel icon next to the **Report Name** or **Description of the Report**.

<u>**Reports:**</u>
Account Summary - Outstanding payments - outstanding payments and historical payments.
Accumulated DC and OAC Contributions - last detail sent to IMRF between two specific dates.
Age and Service - members who meet certain age and years of service criteria.
Beneficiary Information – check the data on beneficiaries.
Bridge and Guarantee End Report
Buyback Information - information on buyback contracts concluded between two dates.
Buyback Transition - transactions that were done for a particular buyback contract.
Divorce Information
Finance Report 1 – Invoices and Payments.
List of Addresses
Member Information
Monthly Deduction Summary
New Pensioner and Deferred Pensioner Information
New Pensions
Newly Suspended or Deceased Pensioners Report
Paid Pensions
Pension Adjustment
Retirement Dates
Salary Rate Transactions
Service Break Information – Search by break in service
Service Break by Values
Service Breaks and Salary Report
Special Dates
Spouse Information
Status and Sub-status
Termination and Death Payouts
Transaction

3. Select the report you want to generate, enter the requested Report Parameters, and click **Run Report** on the right-hand side.
4. Click the blue disk button next to **Export to Excel** to export the report.
5. Click on **Return to Reports Listing** to go back to the main report screen.

This procedure is complete.