Wage Report Template File – Formatting Procedure

Summary

This procedure explains how to properly format the Wage Report .CSV file that can be uploaded as a Data Collection in Employer Access.

Steps

1. To start the wage report formatting process, double-click the file.

2. Click on the "A" for Column A. Right-click and select **Format Cells**.

3. Select **Custom** for the category.
   a. Under the section "Type," remove the wording in the box under it. Type the following:
      i. **000000000** (9 zeros)
   b. Click **OK**

4. Click on the "F" for Column F and drag your cursor to Column H. This will highlight all columns from F through H.

5. Right-click and select **Format Cells**.

6. Select **Custom** for the category.
   a. Under the section "**Type,**" remove the wording in the box under it. Type the following:
      i. **mm-dd-yyyy**
   b. Click **OK**

7. Click on the "I" for Column I and drag your cursor to Column L. This will highlight all columns from I through L.

8. Right-click and select **Format Cells**.

9. Select **Number** for the category and leave all other areas unchanged. Then click **OK**.

10. When you are finished entering the data for all members on the wage report, save the file. Please ensure to save the file as a .CSV file.

11. *IMPORTANT* - If you need to re-open the file to make any changes, Right-click the located file and hover over "**Open With**" and select "**Notepad**". You can now make changes in this editor. Once completed, click **File** and then **Save**. *This step is important because if you open the file by double clicking again, the formatting will revert back to normal (prior to the changes made above).*

File Header Field Name	Description	Additional Help	Mandatory?	Example
SSN	Social Security Number without hyphens	Social Security Number should NOT include hyphens	Yes	123456789
MemberID	Unique member identifier of the member	IMRF's unique identifier found on the member profile. Exclude hyphen	No	1234567
FirstName	First name of member		Yes	John
LastName	Last name of member		Yes	Smith
Plan	Pension Plan	REG, SLEP, or ECO	Yes	REG
PeriodStartDate	Start date of the period of wages reported. Use the 1st day of the report month.	Start date of the period of wages reported Format: MM-DD-YYYY	Yes	12-01-2018
PeriodEndDate	End date of the period of wages reported. Use the last day of the report month.	End date of the period of wages reported Format: MM-DD-YYYY	Yes	12-31-2018
PaymentDate	Date at which the payment was made to the member. Use the last day of the report month.	For monthly reporting, use the last day of the month. For other reporting frequencies, use the payment issue date. Format: MM-DD-YYYY	Yes	12-31-2018
ReportableWages	Amount of wages reported	Includes all wages that are being reported for the wage reporting period, excluding overtime wages	Yes	$3,500.00 would be entered as 3500.00
Overtime	Amount of overtime wages reported	Overtime wages must be reported for ALL members - including SLEP Tier 2; however, contributions will not be paid on the overtime amount for SLEP Tier 2 members. If a member does not have overtime wages for the wage reporting period, either leave this cell blank or enter 0.00	No*	$125.00 would be entered as 125.00
Contributions	Amount of member contributions reported		Yes	$163.13 would be entered as 163.13
VoluntaryAdditionalContributions	Amount of voluntary additional contributions reported	Amount set by member election, not to exceed 10% of the total IMRF reportable wages.	No	$362.50 would be entered as 362.50
FinalWages	Indicates if the amounts provided are the member's final wages	Wages are reportable through the next calendar month following the member's termination date. If this is the member's final Wage Report, enter "Y". If not, enter "N."	Yes	Y or N

*It is NOT mandatory to enter any information in this cell; however, overtime wages must be entered for ALL members. If a member did not have overtime wages in the wage reporting period, either leave this cell blank or enter 0.00

PLAN

CODE	DESCRIPTION
REG	Regular Plan
SLEP	Sheriff's Law Enforcement Personnel Plan
ECO	Elected County Officers

FINAL WAGES

CODE	DESCRIPTION
Y	Yes
N	No

ADDITIONAL NOTES AND INFORMATION

• Wages and contributions must be formatted with 2 decimal points: 0.00

• Members without wages to report should NOT be included in the report. Members without wages on seasonal leave, or on disability, for example, would NOT be included on your report for the month.

• All dates entered must have the format MM-DD-YYYY. See the document titled "Procedure to Properly Format the Wage Report" in the Learning Center for help on how to correctly format the dates.

• Overtime wages must be reported for ALL members - including SLEP Tier 2; however, contributions will not be paid on the overtime amount for SLEP Tier 2 members.