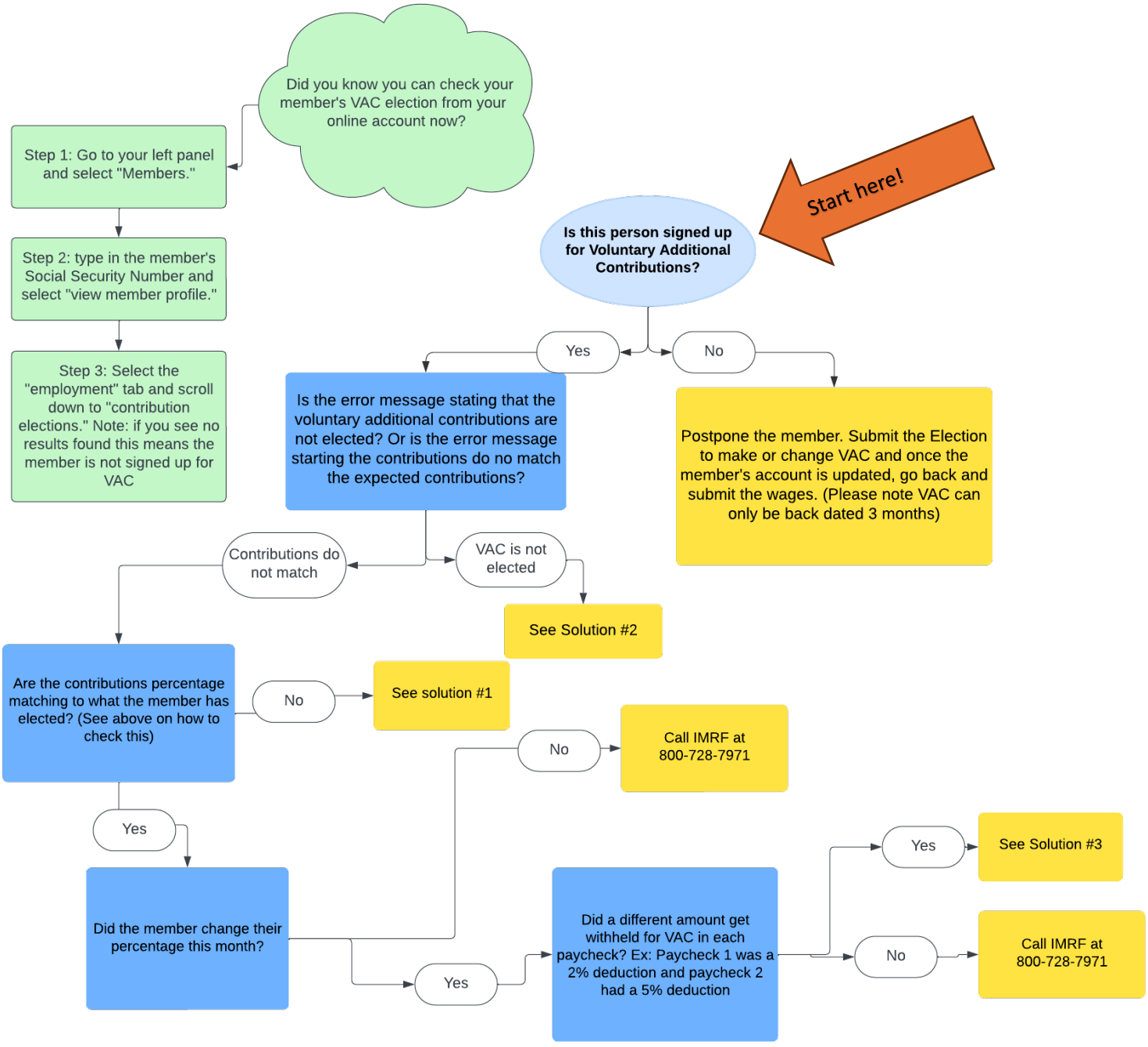
Trouble shooting your Voluntary Additional Contribution (VAC) Errors

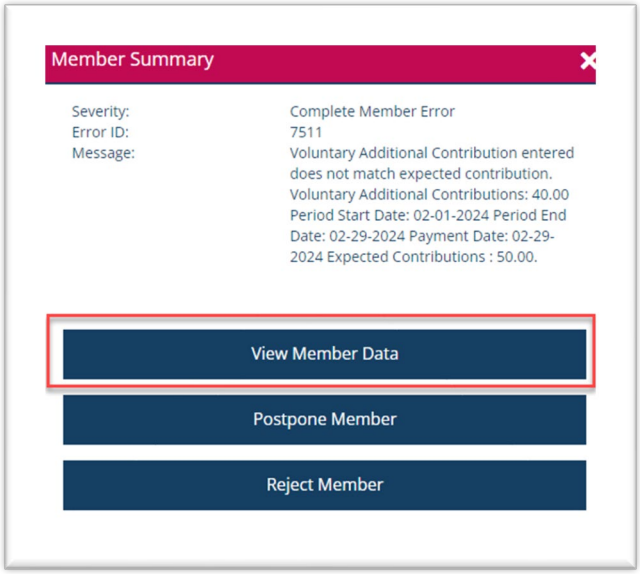


Solution #1
Correct the contributions

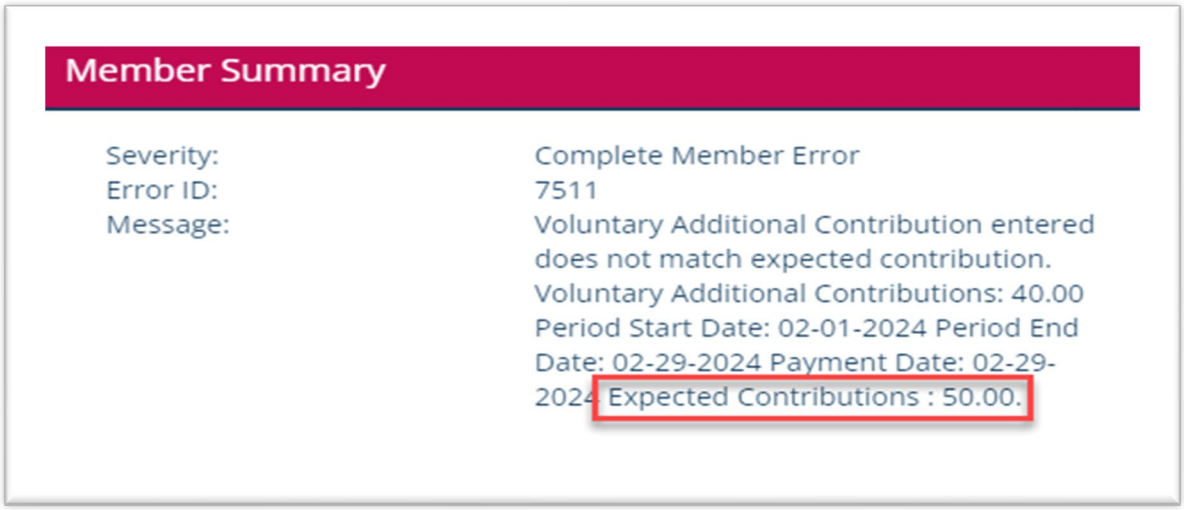
The VAC percentage **must** match the percentage the member has elected. VAC is calculated off the reportable wages. *Not* the net amount. For example, if a member has $1,000.00 in reportable wages, and they have elected 5% for VAC then their regular contributions would be $45, and VAC would be $50.

To correct the contributions, you should edit the member's information in the data collection. See below for examples:

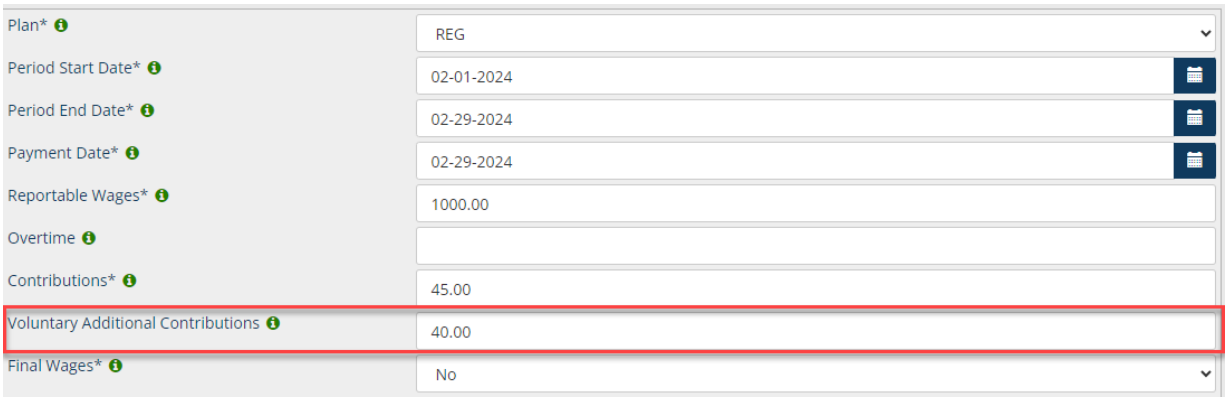
1. Select the line with the member's name and Social Security Number with the error.
2. Select the "View Member Data" option
    a. Example



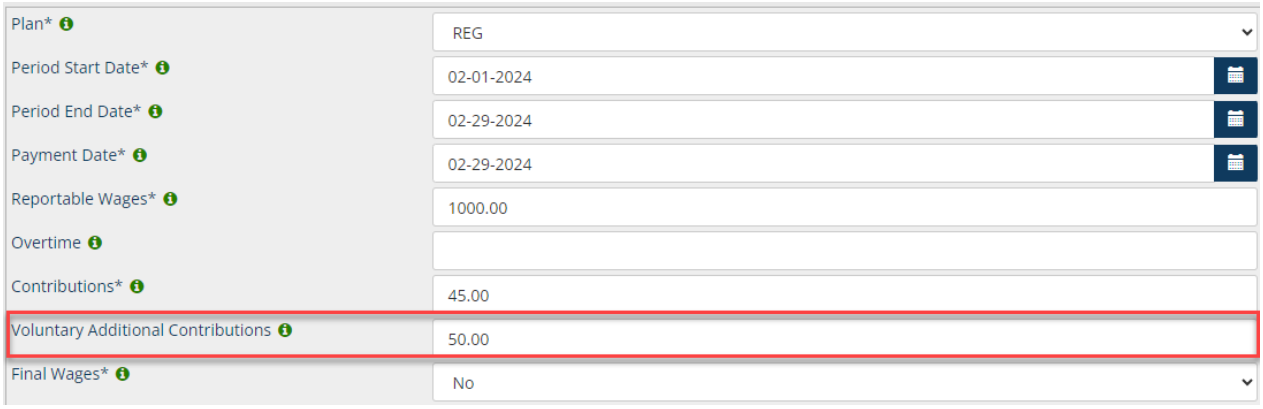
3. Review what the expected contributions were and then update the Voluntary Additional Contribution line accordingly.
    a. Example



b.



c.



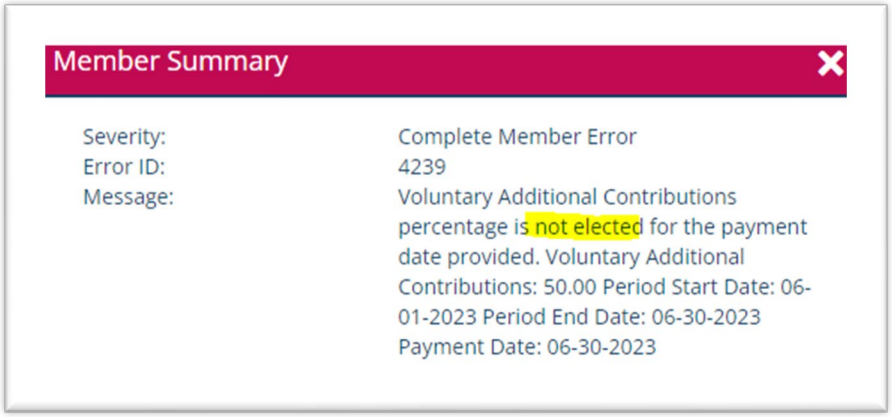
4. Then select the save and validate button.
5. You should now be able to report contributions for the member.

If you have followed these steps and still receive error messages, please send a secure message to IMRF in your new employer access account.

Solution #2

The period end date and payment date must be changed for the member.

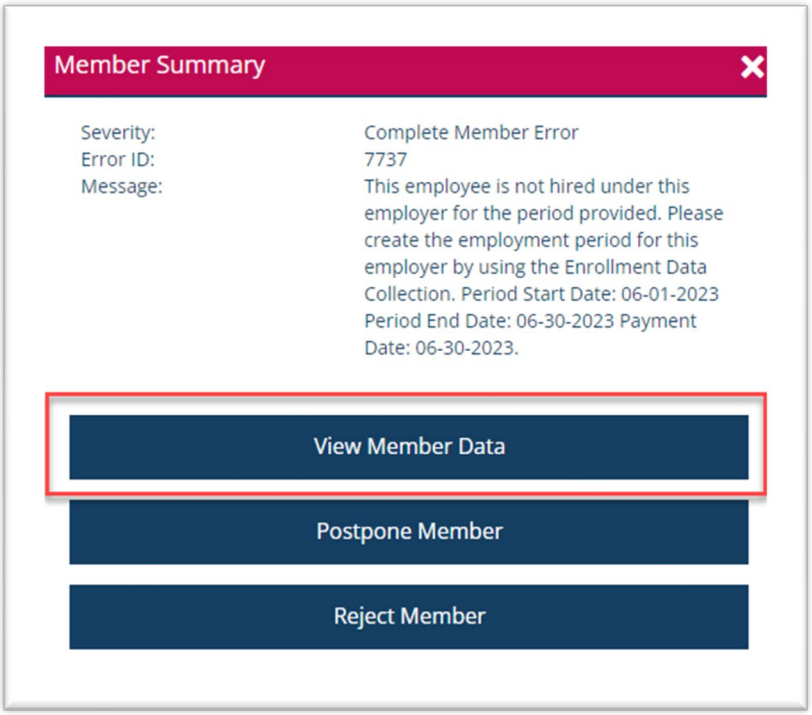
There is currently a defect in our system that causes an error when the date that the VAC ended is also the payment date/period end date. For example, if you are reporting June wages you will use 06/01-06/30. But if a member ends or changes their VAC on the last day of the month, the following error message will appear:

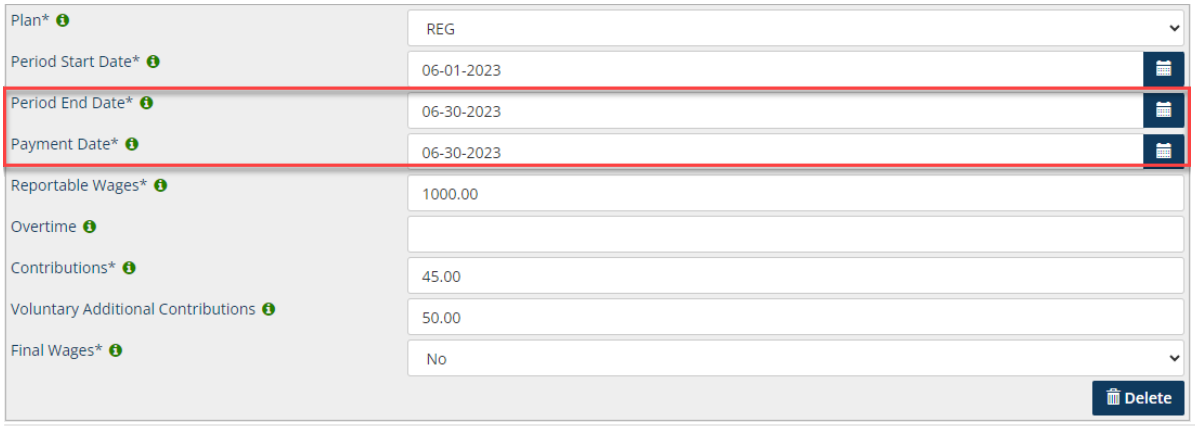


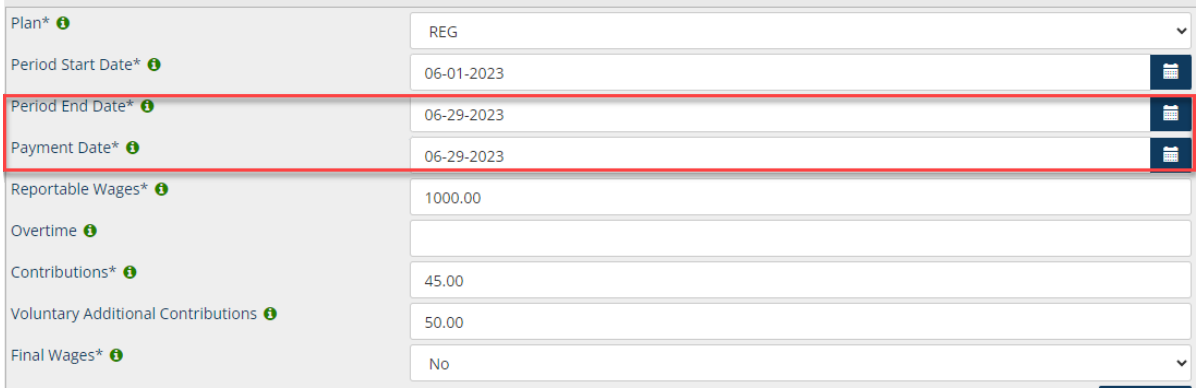
In this example, if the Payment Date on the wage report is 6/30/2023 is equal to the previous VAC end date.

The workaround for this is to change the period end date and payment day to the day prior.

1. Select the line with the member's name and Social Security Number with the error.
2. Select the "View Member Data" option.
    a. Example



3. Change the dates to the day prior. You must change both.
   a.


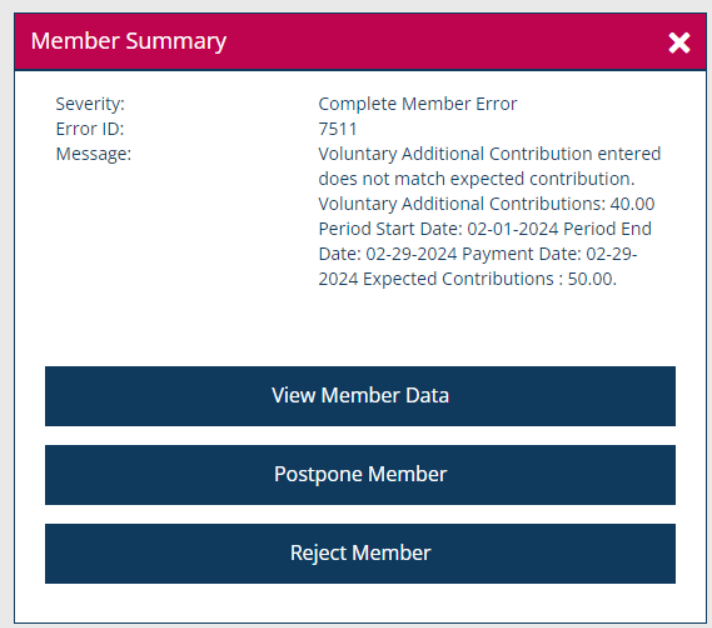
   b.


4. Click Save and Validate
5. You can now report wages for the member.

If you have followed these steps and still receive error messages, please send a secure message to IMRF in your new employer access account.

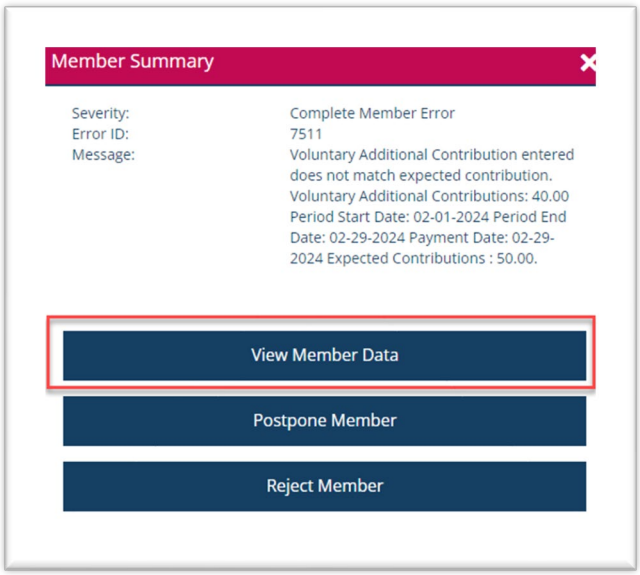
Solution #3
A separate data collection must be submitted

This new system will only accept the amount of VAC that the member has elected. No more or no less. If a member changes their contributions midway through the month, this causes a discrepancy. For example, if a member has elected 5% on their first paycheck, then bumps it up to 10% for their second paycheck, the overall VAC would show somewhere around 7.5%. And the following error will occur:



The workaround to this is to submit your original wage report only reflecting the first paycheck with the first VAC deduction amount. Then send a second data collection for the member to report the second paycheck with the second VAC deduction amount.

1. Select the line with the member's name and Social Security Number with the error.
2. Select the "View Member Data" option
    a. Example



3. You will need to change the dates, wages, and contributions. For this example we will assume that the member was paid twice and that the election was changed from 5% to 10% on 02/15/2024.
    a. The dates will reflect the time when the initial VAC election was chosen.
        - Period start date: 02-01-2024
        - Period end date: 02-14-2024
        - Payment date: 02-14-2024
    b. Reportable wages will reflect the amount of the first paycheck only.
    c. Contributions will reflect the amount of the first paycheck only.
    d. Voluntary Additional Contributions will reflect the amount of the first paycheck only.
4. Save and Validate
5. Submit the initial data collection

6. Start a new data collection for the same month
7. Add a record and enter in the member's information
8. For the payroll information it will reflect the time when the new VAC election was chosen.
        - Period start date: 02-15-2024
        - Period end date: 02-28-2024
        - Payment date: 02-28-2024
    b. Reportable wages will reflect the amount of the second paycheck only.
    c. Contributions will reflect the amount of the first second only.
    d. Voluntary Additional Contributions will reflect the amount of the second paycheck only.
9. Validate the wage report
10. Submit the wage report

You have now successfully submitted the entire month of VAC.

If you have followed these steps and still receive error messages, please send a secure message to IMRF in your new employer access account.