



Reminder

Should this employee be enrolled?

August 2006

Route to:

- Authorized Agent
- Asst. to A.A.
- Personnel/H.R.
- Data Processing
- Payroll Dept.
- Accounting/Finance
- Other

Determining IMRF enrollment

First factor to consider

Second factor to consider

Third factor to consider

What if an eligible employee is not enrolled?

Determining whether an employee should be enrolled in IMRF requires you to consider the following factors:

Your employer's IMRF hourly standard. IMRF employers have either a 600-hour or a 1,000-hour standard. If you are not sure what your employer's hourly standard is, call 1-800-ASK-IMRF, or contact your IMRF Field Representative.

The hours a position is *EXPECTED* to work. If the employee's position is *expected* to meet your employer's hourly standard, then enroll the employee. This hourly requirement has nothing to do with whether your employer considers the position to be "full" or "part" time. The Pension Code does not recognize full- or part-time classifications. The number of hours a position is expected to require in a 12-month period (see note below) is the key factor.

The *expected* annual hours determine if the position meets the IMRF enrollment requirement. The *actual* hours worked may be more or less than the *expected* hours.

For example, if an IMRF member works less hours than expected in a 12-month period (in a qualifying position), the member would remain in IMRF. The position is not reclassified retroactively nor would you submit a wage adjustment. However, you should re-evaluate the requirements of the position using the enrollment checklist to determine whether it should be reclassified for the future.

Note: The 12-month period used to determine a position's hourly requirement is the 12 months **following the employee's start date**; it is not based upon a calendar, school, or fiscal year.

The employee's service credit history. In most cases, you can assume that the employee's position must meet your employer's hourly standard for the employee to qualify for IMRF. However, there is *one exception*:

If an employee earned *any* IMRF service credit under a 600-hour standard prior to January 1, 1982, this employee will always participate in IMRF in a position that requires 600 or more hours, **even if your employer's hourly standard is 1,000 hours.**

If you fail to enroll an eligible employee into IMRF, there can be substantial future charges for omitted member and employer contributions.

A checklist titled "Should this employee be enrolled?" is available at www.imrf.org to help you determine whether an employee qualifies for IMRF participation. Section 3 of the *Manual for Authorized Agents* also contains a detailed explanation of the hourly standard.