

Reminder

A monthly guide about IMRF topics of interest.

What's new in Employer Access?

Route to:

- Authorized Agent
- Asst. to AA
- Personnel/HR
- Data Processing
- Payroll Dept.
- Accounting/Finance
- Other

Employer Access: More than wage reporting

Ninety-five percent of IMRF employers use Employer Access for Web Wage Reporting. But did you know that with Employer Access you can do much more? In addition to submitting your wage reports online, you can also:

- Adjust wages and contributions
- Terminate members
- Change member information
- View submitted member and employer forms and other archived documents

New features available now

New Employer Access features available now include:

- **New documents in Display Document Archive:**
 - Employer copies of Member Statements from 2005 to present
 - GASB 27 Statements from 2005 to present
- **Display Web Transaction History**

Your web transactions are now stored as electronic forms (PDFs) and can be viewed in the Web Transaction History or Document Archive areas.
- **Automated Account Management**

For security reasons, IMRF will close *individual* accounts that have been inactive for an extended period of time (130 days). This can happen if you forget to terminate an Employer Access account for a coworker that doesn't use Employer Access. (If an account has been unused for 90 days, we will send the first email about the potential account closure, which will include instructions on how to keep the account open.)

Features we are working on

Enhancements to Employer Access currently in progress include:

- **Enroll Member**

Enrolling new employees online is our #1 request from employers for Employer Access!
- **Display Wage Adjustment History**

Will include your wage adjustment history, advice number, and status of adjustment.
- **Display Account Balance**

Will include your current balance and a month-by-month detailed history.

We expect to complete these enhancements by the end of 2007.

Still using AERS to create your wage reports?

IMRF used to send you a PC program called Automated Employer Reporting System (AERS) that created diskettes to mail. If you're still using it to create your wage reports, you should know that **IMRF no longer supports AERS**. Employer Access has replaced the AERS program. You can now enter wages directly online in Employer Access—there is no longer any need to create a separate file to upload. If you are unsure how to enter your wage report directly into Employer Access, please call one of our Member Service Representatives for assistance.



Employer Access, current forms, booklets, legislative information and more available at www.imrf.org

Mailing address: 2211 York Road, Suite 500, Oak Brook, IL 60523-2337

Member Service Representatives: 1-800-ASK-IMRF (1-800-275-4673)