

“Should this employee be enrolled in IMRF?”

Do not submit this check list to IMRF—for employer’s use only.

This checklist should be used to determine whether an employee should be enrolled in IMRF. (Use this checklist as a reference only or place a copy in the member’s file. Do **NOT** submit it to IMRF.) This checklist also provides **documentation which should be placed in the employee’s personnel file** for future use. (You can also refer to Section 3, “Coverage,” in the Manual for Authorized Agents for details regarding which employees are covered by IMRF.)

Employee Name: _____

Soc. Sec. No.: _____

Date: _____

Is this employee receiving an IMRF pension?

Yes

Stop completing this checklist.

Call IMRF at 1-800-275-4673.

No

Continue completing this checklist.

Check one:

New hire or rehire

New position

Promotion or employee assumed additional duties

Annual review of non-participants to evaluate the hourly requirement of their respective positions

1. What is the hourly standard of your employer? (*Refer to your Employer Access account if you are not sure.*)

600 hours

1,000 hours effective _____

2. If your employer adopted the 1000-hour standard after it joined IMRF, did the employee work for your employer in a position requiring at least 600 hours before the 1000-hour standard was adopted? (*Refer to your Employer Access account if you are not sure when/if your employer adopted the 1,000-hour standard.*)

Yes

— If yes, employee is grandfathered under the 600-hour standard *for your employer only* and must be enrolled if it is determined that his or her current position requires, equals or exceeds 600 hours. This is true even if your employer is under the 1,000-hour standard. If you are enrolling the employee, complete the enrollment checklist, then submit a Notice of Enrollment via Employer Access.

No

— If no, go to question 3.

3. Determine the hourly requirements of the employee’s position by:

a. Number of hours per day _____

b. Number of days per week _____

c. Number of weeks per year _____

Multiply a x b = _____

Multiply the total of a x b by c = _____

This total is the expected number of hours the position requires.

Continued from previous page. . .

4. If the employee will occupy or serve in more than one position with your employer, repeat the procedure in number 3 for each position.
 - If the position or total of all positions requires, equals or exceeds your employer's hourly standard, the employee should be enrolled immediately. Complete the enrollment checklist and submit a Notice of Enrollment via Employer Access.

5. Is employee a police chief eligible for transfer into IMRF for SLEP coverage?
 - Yes
 - If yes, does the position require the annual hourly standard?
 - ✓ If the position qualifies, the police chief can choose to participate. If he or she elects participation, enroll the police chief by submitting a Notice of Enrollment via Employer Access.
 - No
 - If no, go to question number 6.

6. Is employee performing teacher aide duties?
 - Yes (the employee will provide instructional support in the classroom, tutor, supervise students, or perform clerical tasks required by teachers)
 - If yes, does the position require the annual hourly standard?
 - ✓ If the position qualifies, the teacher aide should be enrolled immediately by submitting a Notice of Enrollment via Employer Access.
 - No
 - If no, go to question number 7.

7. Is employee an elected official?
 - Yes
 - If yes, has your governing body determined that this position requires the hourly standard?
 - ✓ Has a resolution been filed with IMRF certifying that the position meets the hourly requirement? (You can view your Employer's IMRF resolutions via your Employer Access Account.)
 - ✓ If the position qualifies, the elected official can choose at any time to participate. If he or she elects participation, enroll the elected official by submitting a Notice of Enrollment via Employer Access.
 - No
 - If no, go to question number 8.

8. Is employee a city hospital worker?
 - Yes
 - If yes, does the position require the annual hourly standard?
 - ✓ If the position qualifies, the city hospital worker can choose at any time to participate. If he or she elects participation, enroll the city hospital worker by submitting a Notice of Enrollment via Employer Access.
 - No
 - If no, this checklist has been completed. You should have determined whether this employee should be enrolled.

###

This completed checklist should now be placed in the employee's personnel file.