

# Saving Your Work in Employer Access

Just as in other applications, it is important in Employer Access to save your work.

After editing information, be sure to click **“Save and Validate”** after making any changes. You should do this prior to approving or re-approving warnings.

Business Functions / Data Collections

00000 - Wage Report - 08-01-2026 - 1 (Verification Required) (Rejected) Status: Action definition

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

Member Information

Payroll Information

Plan\* ①

REG

Period Start Date\* ②

08-01-2026

Period End Date\* ③

08-31-2026

Payment Date\* ④

08-31-2026

Reportable Wages\* ⑤

1353.51

Overtime ⑥

0.00

Contributions\* ⑦

60.50

Voluntary Additional Contributions ⑧

0.00

Final Wages\* ⑨

No

Yes

No

2 Save and Validate

Cancel

Member Summary

Severity: Warning

Error ID: 1529

Message: This employee is listed as terminated or inactive in our records, is this Wage Report or Wage Adjustment correct? Correct and resubmit if necessary. Period Start Date: 08-01-2026 Period End Date: 08-31-2026 Payment Date: 08-31-2026

Verification Comment (Admin): This verification is being rejected because the final wages for the member is marked as 'No', but you marked in the report that this will be the final month of wages for the member. The final wages indicator needs to be changed from 'No' to 'Yes' and then resubmit the data collection.

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3 Approve Warning

Postpone Member

In a Rejected Data Collection, if you do not click **“Save and Validate”** prior to clicking **“Approve Warning”** you will receive the message that *“This action will discard all recent modifications. Do you want to continue?”* Click **“No”** to save your changes. This will take you back to your screen to click **“Save and Validate,”** then you can then click **“Approve Warning.”** Once all the changes needed are made and warnings approved you can submit the collection.

Clicking **“Yes”** to this question will submit the information back to IMRF without the changes you made. You will receive an additional rejection back to you for correction.

The screenshot displays the IMRF (Indiana Motor Vehicle Insurance Fund) interface for a Wage Report. The header shows the IMRF logo and the tagline "Locally funded, financially sound." The main title is "00000 - Wage Report - 08-01-2026 - 10". The interface is divided into several sections:

- Member Information:** Includes fields for Plan (R56), Period Start Date (08-01-2026), Period End Date (08-31-2026), Payment Date (08-31-2026), Reportable Wages (135551), Overtime (0.00), Cont. Options (6050), Voluntary Add. Social Cont. Options (0.00), and Final Wages (745).
- Member Summary:** Displays a warning message: "Warning 1529: The employee is listed as terminated or inactive in our records, in this Wage Report or Wage Adjustment correct Correct and resubmit if necessary. Period Start Date: 08-01-2026 Period End Date: 08-31-2026 Payment Date: 08-31-2026". Below this is a verification comment: "This verification is being rejected because the final wages for the member is marked as 'No', but you marked in the report that this will be the final month of wages for the member. The final wages indicator needs to be changed from 'No' to 'Yes' and then resubmit the data collection."
- Confirmation Dialog:** A modal window asks "This action will discard all recent modifications. Do you want to continue?" with "Yes" and "No" buttons. A red arrow points to the "Yes" button with the text "Clicking Yes will discard your edits, reverting back to the information previously". A green arrow points to the "No" button with the text "Clicking No, will leave your changes as made and allow you to return to screen to click Save and Validate".
- Buttons:** "Save and Validate", "Cancel", and "Approve Warning" are visible.