

Validating New Employees

When enrolling a new employee as an IMRF participant, it is important to ensure the information you are entering is correct.

To help ensure the accuracy of this important tax and benefit information, there are internal controls built into Employer Access. If something entered does not match or is conflicting with other information in our system, then you will see a validation warning or error within your Enrollment Data Collection.

Do not click through these validations.

The screenshot shows the 'Enrollments - 06-22-2026' page in the IMRF system. The page has a breadcrumb trail: '1. Definition 2. Add Member Data 3. Validate Member Data 4. Preview & Submit'. The main table has columns for 'SSN Y', 'MemberID Y', 'First Name Y', 'Last Name Y', and 'Actions'. A validation warning is displayed on the right side of the page, titled 'View Filter' and 'Action Required'. The warning list includes:

- ☐ Warnings
- ☐ Unable to verify the employee's Social Security Number. Verify the information on...
- ☐ Unable to verify the employee's date of birth as entered. Verify the information on...
- ☐ The Social Security Number entered is associated with a different first name. Verif...
- ☐ The Social Security Number entered is associated with a different last name and a...

At the bottom of the warning panel, it shows '1 member' and a summary of the status: 'No member data errors', '1 member with warnings', and 'No member without warnings'.

Instead, verify the information entered matches the member's Social Security card. In some cases, you will find a data entry error that is easily corrected and removes the validation altogether. However, if the employee information was entered correctly, you must provide a copy of the member's Social Security card to IMRF for verification.

You can submit a copy of the Social Security card via [Secure message](#)

After sending a copy of the new employee's Social Security card, you can complete the Enrollment Data Collection by clicking "Approve Warning", selecting your Approval Warning reason, and validating the collection again before submitting.

Once you submit the data collection, it will stop for verification requiring IMRF staff review. In review of this enrollment, IMRF staff will review the copy of the Social Security card submitted via Secure Message. If we receive the enrollment without a copy of the Social Security card being provided, the data collection will be rejected back to your employer with instructions to remit a copy of the card.

IMRF Locally funded, financially sound.

Business Functions / Data Collection

0 - Enrollments - 06-22-2026 -

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

SSN MemberID First Name

Approval warning

You have chosen to approve the following warnings. Please indicate a reason for each:

Unable to verify the employee's Social Security Number. Verify the information entered.

Member is under age 21. This Social Security Number was verified.

This Social Security Number has been verified.

Verify the information entered.

The Social Security Number entered is associated with a different last name and address. Verify the information entered.

Cancel Save

Member Summary

Severity	Error ID	Message	Warning
Warning	1675	Unable to verify the employee's Social Security Number. Verify the information entered.	

1 of 4

View Member Data

Approve Warning

Postpone Member

Reject Member

These validations are an important part of ensuring data integrity and preventing fraud, so it is necessary to apply due diligence when completing the Enrollment Data Collection. In many instances, the validation catches typos which are easily corrected by the employer prior to submission to IMRF.

In other cases, these validations happen when the employee's work history under the name and social security number provided is limited, such as when the member is under age 21, was only recently issued the social security number or experienced a name change, so while the information entered will match the card, the verification is still requested. For this reason, anytime your Enrollment Data Collection requires verification, please send a copy of the social security card via secure message. Without this, your data collection will be [rejected](#) back to you with instructions to provide this information.

For faster processing of enrollments, please submit a copy of the Social Security card when submitting your enrollment data collection in which there were validation warnings requiring an approval reason of: "This Social Security Number has been verified".

There is more information about how to [add new employees](#) to Employer Access in the [Employer Access Learning Center](#).

If you have questions about whether or not someone should be an IMRF member, look at guides to help [manage member events](#).