

Disability Return to Work

Business Objective:

This data collection is used to submit the return to work information for a member who was off work for a disability claim filed with IMRF.

This file should be submitted to IMRF, as needed, to update IMRF when a member is released to return to work on a full release, light duty or on a trial work basis.

If a member is released to work on a Trial basis, this collection should be completed when the member returns to work and again at the beginning of each month to report the hours the member worked in the month prior. It should be submitted one last time when the member is given a full return to work release.

Selection Logic

Only members with an IMRF disability claim on file who have since been released to return to work should be included on this file.

File Details:

- The file is in a comma (,) delimited format (.csv file).
- This file includes a header record as described in the “File Header” section in the Transaction Record Specifications.
- The order of the fields in the upload file must be as provided in the Transaction Record Specifications section.
- All fields in the Transaction Record Specifications must be included in the upload file, even if the field is not listed as Mandatory. If the Mandatory column is listed as ‘No’, that field can be left blank, but the field header should not be removed from the file. For example, the upload file must have a place for the MemberID, though it is not a mandatory field. This means it can be blank when uploaded, whereas the Social Security Number must be included.
- Multiple lines per employee are not allowed.

Supported Data types

- Date format MM-DD-YYYY
- Decimal symbol is the period (.) symbol
- Integers are to be provided without thousand separator symbols (,)
- Characters allowed include values ranging from A to Z and 0-9 and include all special characters
- Codes are provided in the “Table of Codes” section

Transaction Record Specifications

The names, as listed, in the "Input File Header Field Name" column of the grid below should always be part of the header record of the input file to identify each field in the data collection and ensure each of them will be interpreted correctly.

File Header	Description	Mandatory	Length	Data Type	Example	Details
SSN	Social Security Number without hyphens	Yes	9	Integer	123456789	
MemberID	Unique 7-digit IMRF Member Identification number with 4 preceding 0s.	No	11	Integer	00001234567	This field should ONLY contain the IMRF provided MID
FirstName	First name of employee	Yes	40	Character	John	
LastName	Last name of employee	Yes	40	Character	Smith	
ReturnToWorkType	Type of return to work that the employee is starting	Yes	7	Code	TRIAL	
ReturnToWorkDate	Date at which the employee was able to return to work.	Yes	10	Date	12-31-2018	
PeriodStartDate	Beginning date of the period reported	Conditional	10	Date	01-01-2015	Applies to Trial Work only Return to Work Type = Trial Work
PeriodEndDate	Ending date of the period reported	Conditional	10	Date	01-15-2015	Applies to Trial Work only Return to Work Type = Trial Work
HoursWorked	Number of hours worked for the return to work period	Conditional	10	Integer	99.99	Applies to Trial Work only Return to Work Type = Trial Work
NonWorkedHoursWithEarnings	Number of non-worked hours for which the employee has received earnings (e.g. Holidays, Sickdays, Vacation)	Conditional	10	Integer	99.99	Applies to Trial Work only Return to Work Type = Trial Work
GrossHourlyPayRate	Gross hourly rate of pay	Conditional	21	Decimal	9999999.99	Applies to Trial Work only Return to Work Type = Trial Work

Table of Codes

Return to Work Type

Data Collection Code	Description	Details
TRIAL	Trial Work Period	Member returned to work on a trial basis; the member is working a reduced or modified schedule in terms of work hours or days per week.
LIGHT	Light Duty Period	Members returned to work on a light duty basis. The member is working normal/full working hours but has medical restrictions.
FULL	Full Release	Full Release