

# Participation – Steps to enroll employees in IMRF

DO NOT submit this checklist to IMRF—for employer’s use only.



Use this checklist as a reference only or place a copy in the member’s file. The completed checklist provides documentation of the participation application process and should **not** be submitted to IMRF.

## To know whether an employee should be enrolled in IMRF:

- Does the employee meet your Hourly Standard? (Refer to your Employer Access account if you are not sure of your employer’s Hourly Standard.)
- Complete IMRF’s “Should this employee be enrolled in IMRF?” checklist available at [www.imrf.org](http://www.imrf.org).

## Is this employee receiving an IMRF pension or in the process of applying for a pension?

- Contact IMRF Employer Services immediately at 1-800-728-7971, and have the retiree call Member Services at 1-800-275-4673 to discuss the rules concerning separation of service or returning to work as a retiree. Failure to inform IMRF of a change in employment that violates these rules could result in **significant financial repercussions for a retiree and their employer.**

## Steps for enrolling an employee for participation in IMRF:

- The employer completes the IMRF checklist “Should this employee be enrolled in IMRF?”
- The Authorized Agent creates the Enrollments Data Collection in Employer Access.
- The employer notifies its payroll department of the IMRF deduction for new member.
- The member will receive a Welcome Letter and instructions to set up a Member Access account. Remind the employee to complete their Designation of Beneficiary form in Member Access.

## Special Conditions of Participation (if applicable):

- Omitted Service:** Members who work or have worked in IMRF covered positions but have never been enrolled may obtain past service credit for the time the employer omitted to enroll them by filing the Omitted Service Credit Verification form.
- Resolution for Governing Body Officials:** The Resolution to Allow Elected or Appointed Governing Body Officials to Participate in IMRF form must be on file with IMRF. The Online Enrollment application will create a partially pre-filled form for you to print out and have the governing body complete.
- Election to Participate:** Election to Participate for Qualifying Positions form (Elected Officials and City Hospital Employees) to participate in IMRF. The Online Enrollment application will create a partially pre-filled form for you to print and have the member sign.
- Retroactive Service:** Application for Retroactive Service Credit form for Elected Officials and City Hospital Employees who worked in qualifying positions prior to their enrollment in IMRF.
- Police Chiefs:** If the member is a police chief eligible for transfer into the Sheriff’s Law Enforcement Personnel plan (SLEP), complete Election of Police Chief to Participate as a SLEP Member form. The Online Enrollment application will create a partially pre-filled form for you to print and have the member sign. Note: police chiefs who first become a participating employee on or after January 1, 2019 are prohibited from opting into IMRF SLEP as police chief. See the [Authorized Agent manual section 3.80](#) for more information.
- Voluntary Additional Contributions:** If the member is interested in this program, complete Election to Make or Change Voluntary Additional Contributions form.

