Enrollments Data Collection

Business Objective:

This data collection is used to enroll qualifying new employees as an IMRF participating member.

This file should be submitted to IMRF as needed to promptly enroll employees who qualify for IMRF participation. A member should be enrolled as soon as they are hired in a qualifying position. Visit the IMRF Employer Learning Center for more information.

A member receiving an IMRF pension should be enrolled only once they meet the IMRF hourly standard unless they choose to voluntarily be enrolled sooner because they have returned to work in a position expected to meet or exceed the employer's hourly standard. If a member receiving an IMRF pension elects to be enrolled sooner than when they meet the hourly standard, they should submit, via Member Secure Message, or in writing, a notice of their intent to voluntarily suspend their pension. Visit the IMRF Employer Learning Center for more information.

Selection Logic

Only employees expected to meet or exceed the employer's hourly standard should be included on this file. As noted above, special rules apply to member's receiving an IMRF pension who return to work.

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.

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.

Input File Header Field Name	Description	Mandatory	Maximum Length	Data Type	Example	Table Of Codes	Details
SSN	Current Social Security Number without hyphens	**Yes**	9	Integer	123456789	-	
MemberID	Unique member identifier of the employee	No	11	Integer	00001234567	-	This field should ONLY contain the IMRF provided MID
FirstName	First name of employee	**Yes**	50	Character	John		
LastName	Last name of employee	**Yes**	50	Character	Smith		
MaidenName	Maiden name of employee	No	50	Character	Moore		
MiddleName	Middle Name and initials of employee	No	50	Character	F	-	
NameSuffix	Name suffix of employee	No	50	Character	Jr.		
BirthDate	Birth date of employee	**Yes**	10	Date	12-31-1955	-	
Gender	Gender of employee	**Yes**	1	Code	M	Gender	
MaritalStatus	Marital Status of employee	**Yes**	1	Code	M	Marital Status	
PhoneNo	Phone number of employee	No	25	Character	514-898-7845		
MobilePhoneNo	Mobile phone number of employee	No	25	Character	514-898-7845		
Email	Email of employee	No	80	Character	johnsmith@email.com		
ResidentialAddressLine1	First line of the employee's residential address	**Yes**	63	Character	123 Street		
ResidentialAddressLine2	Second line of the employee's residential address	No	63	Character	APT #123		
ResidentialCity	City of the employee's residential address	**Yes**	63	Character	Oak Brook		Required if ResidentialAddressLine1 is provided

Field	Description	Required	Length	Type	Example	Reference	Notes
ResidentialState	State of the employee's residential address	**Yes**	7	Code	IL	State	Required if ResidentialAddressLine1 is provided
ResidentialZipCode	Zip code of the employee's residential address	**Yes**	12	Character	12345-6789		Required if ResidentialAddressLine1 is provided
MailingAddressLine1	First line of the employee's mailing address	Conditional	63	Character	123 Street		
MailingAddressLine2	Second line of the employee's mailing address	No	63	Character	APT #123		
MailingCity	City of the employee's mailing address	Conditional	63	Character	Oak Brook		
MailingState	State of the employee's mailing address	Conditional	7	Code	IL	State	
MailingZipCode	Zip code of the employee's mailing address	Conditional	12	Character	12345-6789		
EnrollmentType	Type of enrollment processed	**Yes**	7	Code	NEW	Enrollment Type	
HireDate	Date when the employment started	**Yes**	10	Date	12-31-2017		
Position	Eligible position of employee	**Yes**	7	Code	GEN	Position	
PositionEffectiveDate	Date when the position became effective	**Yes**	10	Date	12-31-2017	-	
PayrollCalendar	Pay pattern that the employee follows	**Yes**	7	Code	All 12 Months Paid	Payroll Calendar	
PayFrequency	Pay schedule that the employee follows	**Yes**	7	Code	MONTHLY	Pay Frequency	
ExpectedAnnualHours	Expected annual hours that the employee should work in the year	**Yes**	9	Code	1000	-	
Plan	IMRF plan for the employee	**Yes**	9	Code	REG	-	
EnrollmentDate	Date when the employee is eligible to participate in IMRF at that employer.	**Yes**	10	Date	12-31-2017	-	

Note: Specifications for enrollments only.

Gender

Data Collection Code	Description	Details
M	Male	
F	Female	
U	Unspecified	

MARITAL STATUS

Interface Code	Description	Details
S	Single	Member was never married
M	Married	Member is currently married
D	Divorced	Member is currently divorced
W	Widowed	Member's spouse is deceased
U	Civil Union	Member is currently in a civil union

STATE

Interface Code	Description	Details
IL	Illinois	
IN	Indiana	
MO	Missouri	
WI	Wisconsin	

Note: This is not a full list of acceptable codes. If you need a code for a state not listed, please contact IMRF Employer Services.

POSITION

Interface Code	Description	Details
GEN	General position/Common Law Employee	MOST positions should be enrolled as GEN, unless otherwise listed below
AID	Teacher's Aide/Paraprofessional - Assists with children in a school	
SCHLCER	School - License/Certification required for position	
SCHLLIS	School - working toward licensed position	
COACH	School Coach - person does not perform teaching duties for an IL public school	
STRS	School Treasurer	
CONTRAC	Contractor/Consultant	

CHW	City Hospital Worker	
PUB	Public Defender	
FIRENO	Fire Department Employee - does not perform fire duties	
FIRE	Fire Fighter / Full-time Fire Chief	
PTFC	Part Time Fire Chief	
AGB	Appointed - Governing Body	This code should be used for NON-elected positions. It should not be used for a person being appointed to fill a position which is normally elected
GVB	Elected - Governing Body (Board members)	
ASR	Elected - Assessor	
AUD	Elected - Auditor	
BOR	Elected - Board of Review - Tax appeals	
CIR	Elected - Circuit Clerk	
CLK	Elected - Clerk	
COL	Elected - Collector	
COR	Elected - Coroner	
MAY	Elected - Mayor/President	
REC	Elected - Recorder	
RDC	Elected - Road/Highway Commissioner	
SHF	Elected - Sheriff	
STA	Elected - States Attorney	
SUP	Elected - Supervisor	
SAE	Elected - Supervisor of Assessments	
TRS	Elected - Treasurer	
CGV	**County** - Elected Governing Body (Board Members)	
EXE	**County** - Elected Executive of County Board	
GVCE	**County** - Elected Governing Body Chairperson, elected by electors	
GVCB	**County** - Elected Governing Body Chairperson, elected by county board	
DEP	Full Time Deputized Position	County Deputies
PTDEP	Part Time Deputized Position	County Deputies
CHF	Police Chief	
PTPC	Part Time Police Chief	
POLICE	Police Officer	
POLDPT	Police department Employee - Performs police duties	
POLDPTN	Police Department Employee - Does not perform police duties	

PENSION PLAN

Interface Code	Description	Details
REG	Regular	Regular Plan
SLP	SLEP	Sheriff's Law Enforcement Plan
ECO	ECO	Elected County Official Plan

ENROLLMENT TYPE

Interface Code	Description	Details
NEW	New enrollment	Member being enrolled for participation on hire or re-hire with an IMRF employer in a qualifying position.

PAYROLL CALENDAR

Interface Code	Description – Seasonal Months	Details
All 12 Months Paid	12 Month Employee	Paid year round
1_JFMAM^^^^OND	Jun - Sep	Seasonal Pay
2_^^^AMJJAS^^^	Jan - Mar, Oct - Dec	Seasonal Pay
3_JFMAMJ^^SOND	Jul, Aug	Seasonal Pay
4_JFMAM^^^SOND	Jun - Aug	Seasonal Pay
5_JFMAM^^ASOND	Jun, Jul	Seasonal Pay
6_JFMAMJ^ASOND	Jul	Seasonal Pay
7_^^^AMJJASO^^	Jan - Mar, Nov, Dec	Seasonal Pay
8_^^^AMJJASON^	Jan - Mar, Dec	Seasonal Pay
9_^^MAMJJASON^	Jan, Feb, Dec	Seasonal Pay
10_^^^^MJJASO^^	Jan - Apr, Nov, Dec	Seasonal Pay
11_^^^AMJJASOND	Jan - Mar	Seasonal Pay
12_^^MAMJJASO^^	Jan, Feb, Nov, Dec	Seasonal Pay
13_^^MAMJJASOND	Jan, Feb	Seasonal Pay
14_JFMAMJ^^^OND	Jul - Sep	Seasonal Pay
15_^^^^MJJASON^	Jan - Apr, Dec	Seasonal Pay
16_JFMAMJJ^SOND	Aug	Seasonal Pay
17_JFMAM^JASOND	Jun	Seasonal Pay
18_JFMAMJJASON^	Dec	Seasonal Pay
19_^^^^MJJASOND	Jan - Apr	Seasonal Pay
20_^FMAMJJASOND	Jan	Seasonal Pay
21_JFMAMJJASO^^	Nov - Dec	Seasonal Pay

22_JFMAMJ^A^OND	Jul, Sep	Seasonal Pay
23_JFMA^^^^^OND	May - Sep	Seasonal Pay
24_JFMA^^^^SOND	May - Aug	Seasonal Pay
25_^^^^^JJASON^	Jan - May, Dec	Seasonal Pay
26_JFMAMJ^^^^ND	Jul - Oct	Seasonal Pay
27_^FMAMJJASON^	Jan, Dec	Seasonal Pay
28_^^^^^JJASOND	Jan - May	Seasonal Pay
29_J^^^MJJASOND	Feb - Apr	Seasonal Pay
30_JFMAMJJ^^OND	Aug, Sep	Seasonal Pay
31_^^MAMJJAS^^^	Jan, Feb, Oct - Dec	Seasonal Pay
32_J^MAMJJASOND	Feb	Seasonal Pay
33_JFM^^^^^^OND	Apr - Sep	Seasonal Pay
34_JFMAM^^A^OND	Jun, Jul, Sep	Seasonal Pay
35_JFMA^^^^^^ND	May - Oct	Seasonal Pay
36_^FMAMJJASO^^	Jan, Nov, Dec	Seasonal Pay
37_JFMAM^^^^^ND	Jun - Oct	Seasonal Pay
38_JF^^^JJASOND	Mar - May	Seasonal Pay
39_J^^AMJJASOND	Feb, Mar	Seasonal Pay
40_JFMAMJJA^OND	Sep	Seasonal Pay
41_JFM^^JJASOND	Apr, May	Seasonal Pay
42_JFMAMJ^^^^^^	Jul - Dec	Seasonal Pay
43_^^^^^^JASOND	Jan - Jun	Seasonal Pay
44_JFMAM^^^^^^D	Jun - Nov	Seasonal Pay
45_JFMAMJJASO^D	Nov	Seasonal Pay
46_JF^AMJJASO^D	Mar, Nov	Seasonal Pay
47_JFMAMJJAS^^^	Oct - Dec	Seasonal Pay
48_JFMAMJJAS^ND	Oct	Seasonal Pay
49_JFM^MJJASOND	Apr	Seasonal Pay
50_JF^AMJJASOND	Mar	Seasonal Pay
51_^^MAMJJA^^^^	Jan, Feb, Sep - Dec	Seasonal Pay
52_JF^^MJJASOND	Mar, Apr	Seasonal Pay
53_JF^^^^^^SOND	Mar - Aug	Seasonal Pay
54_JFMA^^JASOND	May, Jun	Seasonal Pay
55_JFM^^^JASOND	Apr - Jun	Seasonal Pay
56_J^^^^JJASOND	Feb - May	Seasonal Pay
57_^FMAM^^^^OND	Jan, Apr - Sep	Seasonal Pay
58_JFM^^^^^SOND	Apr - Aug	Seasonal Pay
59_JFMA^^^ASOND	May - Jul	Seasonal Pay

60_JFMA^JJASOND	May	Seasonal Pay
61_^FMAMJJAS^^^	Jan, Oct - Dec	Seasonal Pay
62_^FMAMJJA^^^^	Jan, Sep - Dec	Seasonal Pay
63_JFMAMJJ^^^ND	Aug - Oct	Seasonal Pay
64_J^^^^^ASOND	Feb - Jul	Seasonal Pay
65_JFMAMJJA^^^D	Sep - Nov	Seasonal Pay
66_JFMAMJJAS^^D	Oct - Nov	Seasonal Pay
67_JFMAMJJA^^ND	Sep - Oct	Seasonal Pay
68_JFMA^JJA^OND	May, Sep	Seasonal Pay
69_JFMAMJ^^^^^D	Jul - Nov	Seasonal Pay
70_JFMAM^JA^OND	Jun, Sep	Seasonal Pay
71_JFM^^^^ASOND	Apr - Jul	Seasonal Pay
72_JF^AM^^^SOND	Mar, Jun - Aug	Seasonal Pay
73_JFM^MJJASO^D	Apr, Oct	Seasonal Pay
74_JF^AMJJASON^	Mar, Dec	Seasonal Pay
75_JF^AM^^ASOND	Mar, Jun, Jul	Seasonal Pay
76_J^^^^^JASOND	Feb - Jun	Seasonal Pay
77_JFMAMJJ^^^D	Aug - Nov	Seasonal Pay
78_JFMAMJJA^^^^	Sep - Dec	Seasonal Pay
79_JF^^^^^ASOND	Mar - Jul	Seasonal Pay
80_JFMA^^JAS^ND	May, Jun, Oct	Seasonal Pay
81_^^MAM^JASOND	Jan, Feb, Jun	Seasonal Pay
82_JFM^M^^^SOND	Apr, Jun - Aug	Seasonal Pay
83_^F^^MJJASON^	Jan, Mar, Apr, Dec	Seasonal Pay
84_JF^AMJ^^SOND	Mar, Jul, Aug	Seasonal Pay
85_^^MAMJJASO^D	Jan, Feb, Nov	Seasonal Pay
86_J^MAM^^ASOND	Feb, Jun, Jul	Seasonal Pay
87_^F^AMJJASON^	Jan, Mar, Dec	Seasonal Pay
88_^F^AMJJASO^^	Jan, Mar, Nov, Dec	Seasonal Pay
89_^FMAMJJ^^^^^	Jan, Aug - Dec	Seasonal Pay
90_JFM^MJJA^OND	Apr, Sep	Seasonal Pay
91_^^M^^JJASON^	Jan, Feb, Apr, May, Dec	Seasonal Pay
92_J^^AMJ^ASOND	Feb, Mar, Jul	Seasonal Pay
93_JFMAMJ^ASON^	Jul, Dec	Seasonal Pay
94_JFMAMJ^^SO^D	Jul, Aug, Nov	Seasonal Pay
95_JFM^^JJ^^OND	Apr, May, Aug, Sep	Seasonal Pay
96_JFMAMJJ^^^^^	Aug - Dec	Seasonal Pay
97_J^MAMJJAS^^D	Feb, Oct, Nov	Seasonal Pay

98_JFMAM^J^^OND	Jun, Aug, Sep	Seasonal Pay
99_JFMA^J^ASOND	May, Jul	Seasonal Pay
100_JFMAM^^^S^ND	Jun - Aug, Oct	Seasonal Pay
101_JFMAMJ^^SO^^	Jul, Aug, Nov, Dec	Seasonal Pay
102_J^^AMJJASO^D	Feb, Mar, Nov	Seasonal Pay
103_JFMAMJ^^S^^D	Jul, Aug, Oct, Nov	Seasonal Pay
104_JF^^^^JASOND	Mar - Jun	Seasonal Pay
105_^^MA^JJASOND	Jan, Feb, May	Seasonal Pay
106_JFMAM^^^^ON^	Jun - Sep, Dec	Seasonal Pay
107_JFMAMJ^ASO^D	Jul, Nov	Seasonal Pay
108_JFMA^JJ^SOND	May, Aug	Seasonal Pay
109_JFMA^J^^SOND	May, Jul, Aug	Seasonal Pay
110_J^^AMJJASO^^	Feb, Mar, Nov, Dec	Seasonal Pay
111_JFMAMJJ^SO^D	Aug, Nov	Seasonal Pay
112_^FMAMJJA^ON^	Jan, Sep, Dec	Seasonal Pay
113_JFMAM^^^SO^D	Jun - Aug, Nov	Seasonal Pay
114_JFMAMJ^A^O^D	Jul, Sep, Nov	Seasonal Pay
115_J^^AM^^^^OND	Feb, Mar, Jun - Sep	Seasonal Pay
116_J^MAMJJASO^^	Feb, Nov, Dec	Seasonal Pay
117_^^MAMJJA^O^^	Jan, Feb, Sep, Nov, Dec	Seasonal Pay
118_^^MA^JJASON^	Jan, Feb, May, Dec	Seasonal Pay
119_JFMAMJJ^SON^	Aug, Dec	Seasonal Pay
120_JFMA^JJASON^	May, Dec	Seasonal Pay

PAY FREQUENCY

Interface Code	Description	Details
WEEK	Weekly	
BIWEEK	Bi-weekly	
SEMON	Semi-monthly	
MONTH	Monthly	

EXPECTED ANNUAL HOURS

Interface Code	Description	Details
600	600 hours	The hourly standard with IMRF, NOT the hours expected in the enrolled position.
1000	1000 hours	The hourly standard with IMRF, NOT the hours expected in the enrolled position.