How to Identify and Review Postponed Data Collections

Summary

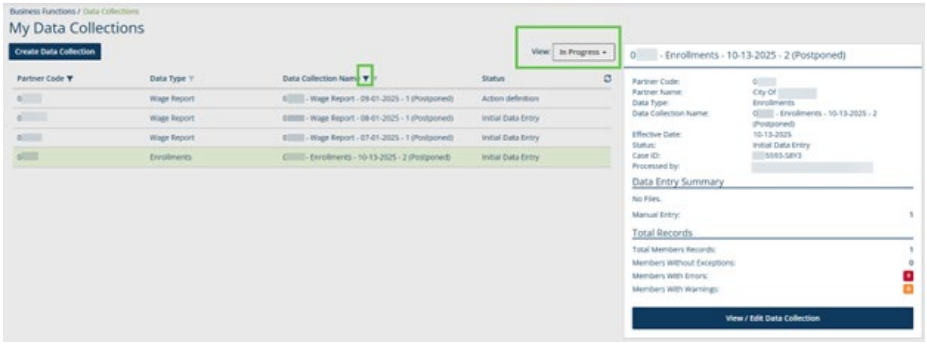
When submitting a multiple-member Wage Report, Wage Adjustment, Enrollment or other Data Collections, there are sometimes warnings or errors which need to be addressed before the full collection can be submitted to IMRF. When this happens, the employer has the choice to Postpone individual members from the Data Collection into a separate one, allowing the other member's information to be processed. This new, separate, data collection with your postponed member(s) and will have the same name as your original collection but with the designation "postponed" added.

If the member's information has since been entered under a different Data Collection , or Member Event,–, then the Postponed Data Collection should be identified and deleted.

Steps to Identify Incomplete Postponed Data Collections

In your **My Data Collections** page of Employer Access, you can filter to review your account for any incomplete data collections.

1. Start by setting your **View** to **In Progress**, which will allow you to see only the data collections which have not yet been sent to IMRF.



2. Next, click the **Filter Button** on the heading **Data Collection Name** and type **"Postponed"** into the filter. With this filter, you should only see data collections which were postponed and not yet complete.

Steps to Resolve Postponed Data Collections

Once the postponed collections have been identified, you should investigate and either complete and submit them or delete the collection if it is no longer needed.

1. To begin, select the collection by clicking on the row you want to review, then click the **View/Edit Data Collection** button to review the errors.
2. After reviewing the member and issues within the Postponed Data Collection, you can investigate whether or not the information was already submitted to IMRF by reviewing the **Member Profile**, which will allow you to see if they were enrolled, terminated and had wages reported or adjusted for the period reflected by the postponed data collection.
3. To do this, click the **Member** icon from the left panel main menu, then select **Members**.

4. In the search field, enter the member Social Security Number, Member ID or last name, then click the **Search** button. Select the member from the results panel and click **View Member Profile** to view the member profile.
    a. The member profile has several tabs of information.
        i. Member Information (name, address, email)
        ii. Employment Information (enrollment, termination, wage/contribution, monthly wage reports, Voluntary Additional Contributions election)
        iii. Membership Information (plan, tier, status)

5. After investigating and determining if the information is still needed, return to the Postponed Data Collection and address any warnings or errors to allow the collection to be completed and submitted to IMRF or delete any unneeded collections.