

Don't Click Through Validations Warnings!

In the new system, Enrollment, Termination, Disability and Member Information Changes are entered through data collections. The information you provide updates the entire IMRF system, which is why it is critical that the information entered is correct. ***For this reason, DON'T click through warning validation messages when submitting your data collection.***

Each data collection has 4 stages

1. Definition

In this step the user selects the "Data Type" of collection you are submitting: Enrollment, Termination, Disability, Member Information Change (MIC) etc.

2. Add Member Data

Member data is either manually entered on screen or a file is uploaded to Employer Access

3. Validate Member Data

In this step, the information is compared against IMRF records and other sources to check for conflicts.

4. Review and Submit

In this step, the information is sent to IMRF for verification or to update our system with the new information you provided.

Why Validate Member Data?

The validation step compares the information entered in the data collection against IMRF pension regulations and policies as well as the information already in IMRF's system, other secure databases, and reciprocal systems. A warning or error message will be displayed when the data entered conflicts with IMRF pension regulations and policies or other information known about the member already.

For example, the validation step compares the Social Security Number entered with IMRF and other secure databases, similar to how your data is verified at a bank. The system will give a warning if the number entered was previously associated with a different name or is incorrect. The difference in the data may be correct but should be reviewed before approving the warning.

If the reason that the Social Security Number doesn't match the name is because the member's marital status and/or name has changed since the last time IMRF received information about them, you can confirm that the information is accurate with one of the approval options. However, sometimes this warning comes up because a data entry error was made. In this case, the error must be corrected before re-validating and submitting the information to IMRF.

When bad information is submitted to IMRF, it may create issues with another member's record. **It can also delay you from submitting your wage report.** For these reason, it is crucial to consider the validation message and verify the information before approving a validation warning.

How to Fix a Validation Message

There are two types of validation messages - **Warnings**, and **Errors**. Below is information about how you can address both these issues.

The examples below are just a few of the alerts that may occur and are meant to provide an example on how to troubleshoot Warning and Errors alerts.

Warnings

Warning indicators and messages are in yellow and do not stop you from submitting information to IMRF. A warning is intended to caution you to the possibility an error was made, give you information/instruction or request additional information related to the entry.

When faced with a Warning, the Member Summary will provide a warning message and the following options:

- *View Member Data*
 - View the Add Member Data screen related to the member and correct information, if necessary.
- *Approve Warning*
 - This allows you to move forward to reviewing and submitting the data. Select this only after you have reviewed and corrected, if necessary, the information being submitted.
 - If the information is accurate as provided, approve the warning by selecting the appropriate warning message and adding comments, as needed. Your effort will go a long way in making sure your members' records are handled efficiently and contain correct information.
- *Postpone Member*
 - This action separates the member into a separate data collection so you can proceed with the current collection and work on the postponed member later.
- *Reject Member*
 - This action deletes the record from the data collection entirely, leaving any remaining members on the collection to proceed.

Examples:

Information verification:

In this case you should verify that the correct Social Security number was provided for the member. You should request a copy of the Social Security Card, if needed, prior to submission.

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

Social Security Number	Member ID	First Name	Last Name	Actions
583456789		James	Smith	 

Member Summary ✕

Severity: Warning
 Error ID: 8606
 Message: A member with the same Name, Gender and Birthdate exists in our records with a different Social Security Number. Correct and resubmit.

Action:

[View Member Data](#)

[Approve Warning](#)

[Postpone Member](#)

[Reject Action](#)

Information or instruction provided:

In this case, the member and employer should complete the required form mentioned in the Warning. This form will be sent to the member in their Member Access Account. Once returned to IMRF, the enrollment will be completed. A warning message like this provides information on the next steps and requirements.

Member Summary ✕

Severity: Warning
 Error ID: 4806
 Message: A request for the Election to Participate for Qualifying Position form will be sent by IMRF to the member. The member must return the completed election form before enrollment can complete.

Action:

[View Member Data](#)

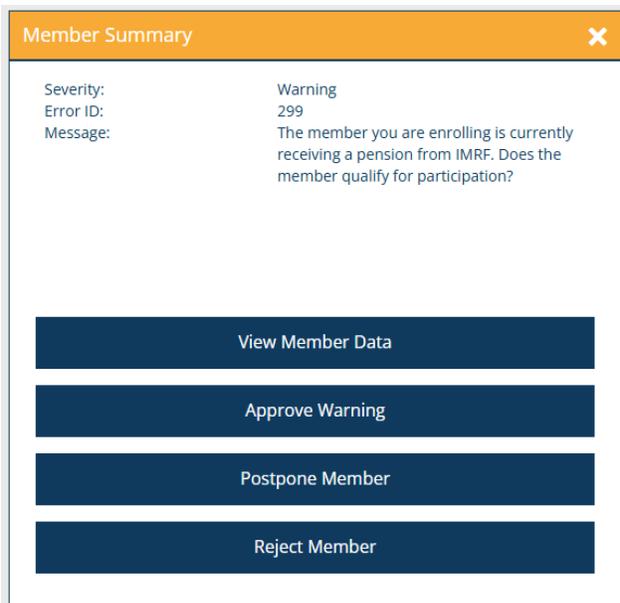
[Approve Warning](#)

[Postpone Member](#)

[Reject Member](#)

Ask for additional information:

In this case, IMRF needs more information before completing the enrollment. When the user selects “Approve Warning”, a drop down and/or comment box allows you to provide needed information.



Sometimes, a completed data collection will require Verification by IMRF staff. If the data collection's status is Verification Requested, this means that it is in a queue for IMRF staff to review. For more information on responding to a rejected verification click here: <https://www.imrf.org/en/employers/employer-resources/wage-report-procedures>

Error

Error indicators and messages are in red and ***STOP*** you from submitting information to IMRF.

When faced with an error, the "Member Summary" will provide a message and the following options:

- View Member Data
 - View the Add Member Data screen related to the member and correct information.
- Postpone Member
 - This action separates the member into a separate data collection so you can proceed with the current collection and work on the postponed member later.
- Reject Member
 - This action deletes the record from the data collection entirely, leaving any remaining members on the collection to proceed.

Example -

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

Member Information		Save and Validate
Residential Address		Cancel
Mailing Address		
Employment Information		Member Summary
Enrollment Type*	New Enrollment	Severity: Complete Member Error
Hire Date*	12-26-2023	Error ID: 4347
Position*	Elected - Clerk	Message: The Position Effective Date cannot be earlier than the Enrollment Date. Correct and resubmit.
Position Effective Date* 	12-26-2023	
Payroll Calendar*	All 12 Months Paid	
Pay Frequency*	Bi-weekly	
Expected Annual Hours*	1000	
Plan*	REG	
Enrollment Date* 	02-01-2025	

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Postpone Member

Reject Member

These examples illustrate some of the most common validation issues that may occur but are NOT an exhaustive list.

If you encounter a **Warning** or **Error** that you need assistance with, please reach out IMRF through a secure message in your Employer Access or by calling the Employers Only line at 1-800-728-7971.

Note: The images above are from a training video and do not include any personally identifiable information.