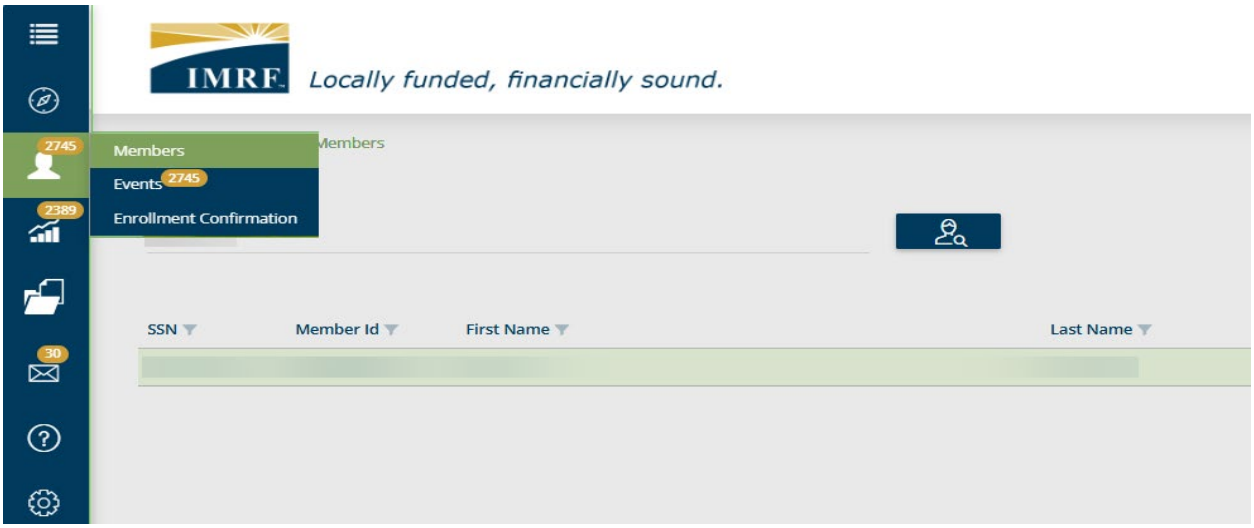
Employees Changing IMRF Participation

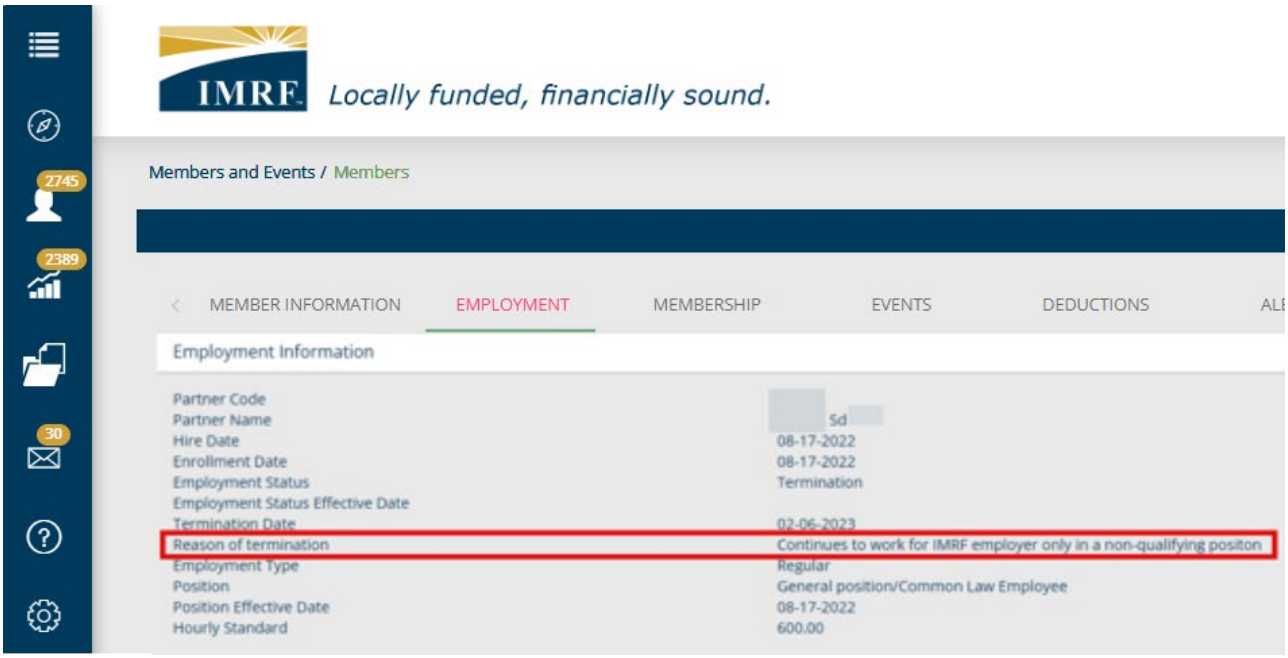
Steps

If a member leaving your employment previously participated in IMRF and was terminated from IMRF participation because they changed to a non-qualifying position or a position in a reciprocal system, be sure to submit a revised Termination Information Data Collection providing the information that the member is no longer with your employer once they end employment with you.

Check Employment Status
To search for the employee in Employer Access, click the "Members and Events" icon on the left-hand tool bar and select "Members." From the Members page, type the name, Member ID or Social Security Number into the search box.



From the Member's profile, click on the "Employment" tab associated with the member to find information about their enrollment and termination.



IMRF cannot process a benefit claim for a member remaining in your employment, so **it is important to update IMRF when the member leaves service**.

When submitting this revision, use the final date the member was employed through as the Termination Date and the Termination Reason for them leaving employment. If applicable, be sure to include any unused, unpaid sick days, because this information will replace what was previously reported.