

# Employer Access Member Profile – Find a Member Procedure

## Summary

The Member Profile – Find a Member procedure describes how to view participants' current information.

By the end of this procedure, IMRF Employers will know how to:

- View and review information in six member tabs:
  - Member Information
  - Employment
  - Membership
  - Events
  - Deductions
  - Alerts

## Procedure

1. From the left Tool Bar, click the **Members and Events** (person) icon, and select **Members**, type in their SSN or last name and click the blue search button.

**OR**

Access the member's information from the main Dashboard under the widget **Find a Member**, type in their SSN or last name and click the blue search button.

2. Click on the appropriate member.
  - A box containing the member's personal information displays on the right. For more detailed information, including member employment period, click the **View Member Profile** button.
3. The employment history screen displays for all members: Active, Inactive and Retired.
4. Six tabs are available to show additional information about the member.
  - A. **Member Information** tab
    - i. **Member Information** section
      - ◆ First Name
      - ◆ Last Name
      - ◆ Prior Last Name
      - ◆ Suffix Name
      - ◆ Middle Name
      - ◆ SSN
      - ◆ Date of Birth
      - ◆ Date of Death
      - ◆ Gender
      - ◆ Marital Status
      - ◆ Phone Number
      - ◆ Mobile Phone
      - ◆ Email
      - ◆ Preferred Language
    - ii. **Residential Address** section
      - ◆ Address Line 1
      - ◆ Address Line 2
      - ◆ Address Line 3
      - ◆ City

- ◆ State
- ◆ ZIP Code
- ◆ Country

iii. **Mailing Address** section

- ◆ Address Line 1
- ◆ Address Line 2
- ◆ Address Line 3
- ◆ City
- ◆ State
- ◆ Zip Code
- ◆ Country

B. **Employment** tab

This tab is composed of a summary of the employment information and the following sections:

- ◆ Employment Information
- ◆ Employment Notifications
- ◆ Wages
- ◆ Overtime
- ◆ Contributions
- ◆ Unused Sick Days
- ◆ Unpaid Contributions Balance
- ◆ Service

C. **Membership** tab

The following information is found in the Membership Information section:

- ◆ Plan
- ◆ Group
- ◆ Participation Date
- ◆ A table showing status, status date, sub status, and sub status date

D. **Events** tab

A table shows the following:

- ◆ Event Type
- ◆ Event Date
- ◆ Status

A user can also initiate a new event from this tab.

E. **Deductions** tab

The current deductions and the deduction history for a given member per employment status are shown.

i. **Current Deductions**

- ◆ Start Date
- ◆ End Date
- ◆ Entry Type
- ◆ Deduction Code
- ◆ Organization
- ◆ Amount
- ◆ Status

ii. **Deductions History**

The user can filter per deduction year. The table shows the following information for the specific year:

- ◆ Execution Date
- ◆ Deduction Code

◆ Organization

◆ Status

◆ Amount

◆ Total

**F. Alerts tab**

All **Alerts** for a member are shown. Alerts include Wage Cap issues, Contribution Opt-Out at 40 years of worked service, etc.

**This procedure is complete.**