Member Record Maintenance – Identifying Members with Missing Termination Information
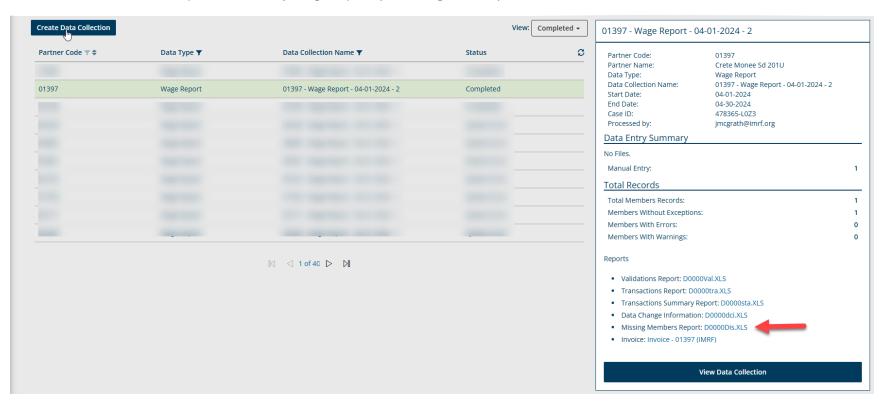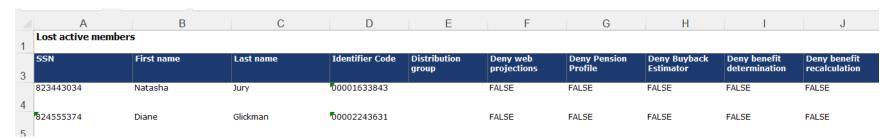
To identify members who haven't been terminated but may need to be:

- Use the **Missing Members Report** from your Wage Report filings to find any members who you are expecting to be reported, but have not been reported.

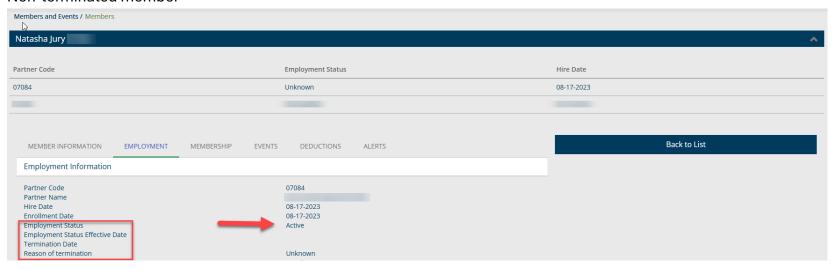 You can find this report within **any** wage report (see image below).

- When you open the report, it lists any members missing. If you need to, you can use the member name, SSN or MID in column D, "Identifier Code," to look up the member.

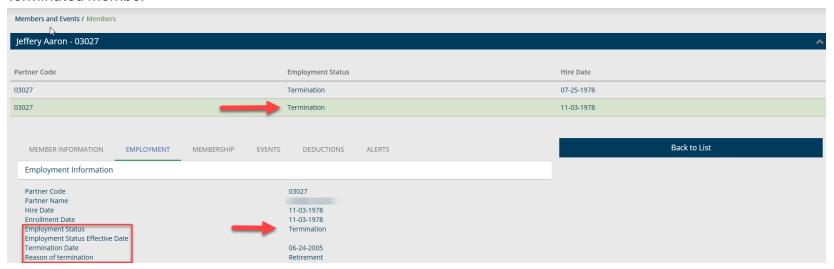|	A	B	C	D	E	F	G	H	I	J
1	**Lost active members**									
3	SSN	First name	Last name	Identifier Code	Distribution group	Deny web projections	Deny Pension Profile	Deny Buyback Estimator	Deny benefit determination	Deny benefit recalculation
4	823443034	Natasha	Jury	00001633843		FALSE	FALSE	FALSE	FALSE	FALSE
5	824555374	Diane	Glickman	00002243631		FALSE	FALSE	FALSE	FALSE	FALSE

If the member is on the Missing Members Report, you should investigate why they were missing from your Wage Report. If they are no longer participating in IMRF or employed by your employer, you should terminate their participation.

- You can verify a member's employment status using the Member area of Employer Access, under the employment tab.
  - Non-terminated member

○ Terminated member

- To terminate a member, you need to complete a termination data collection. (For instructions on completing a termination data collection, visit the Manage Member Events section of the Employer Access Learning Center here.)

Note: If you didn't mark the last wage report for the member you need to terminate as the Final Wage Report, you may need to complete a Wage Adjustment to change the indicator for Final Wages to a Y (Yes) from an N (no).

To verify this:

- Review the member file to see when their wages were last submitted. (For instructions, visit the Manage Member Events section of the Employer Access Learning Center here.)
- Review that month's wage report to see if it was correctly identified as the Final Wage month using the Y (Yes) in the Final Wages field.