

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).

The screenshot displays the IMRF system interface. On the left, a table lists data collections. The first row is highlighted in green:

Partner Code	Data Type	Data Collection Name	Status
01397	Wage Report	01397 - Wage Report - 04-01-2024 - 2	Completed

Below the table, a pagination bar shows "1 of 40". On the right, a detailed view for the selected report "01397 - Wage Report - 04-01-2024 - 2" is shown. It includes metadata and a list of reports.

01397 - Wage Report - 04-01-2024 - 2

Partner Code: 01397
Partner Name: Crete Monnee Sd 201U
Data Type: Wage Report
Data Collection Name: 01397 - Wage Report - 04-01-2024 - 2
Start Date: 04-01-2024
End Date: 04-30-2024
Case ID: 478365-L0Z3
Processed by: jmcgrath@imrf.org

Data Entry Summary

No Files.

Manual Entry: 1

Total Records

Total Members Records: 1
Members Without Exceptions: 1
Members With Errors: 0
Members With Warnings: 0

Reports

- Validations Report: D0000Val.XLS
- Transactions Report: D0000tra.XLS
- Transactions Summary Report: D0000sta.XLS
- Data Change Information: D0000dci.XLS
- **Missing Members Report: D0000Dis.XLS** (indicated by a red arrow)
- Invoice: Invoice - 01397 (IMRF)

[View Data Collection](#)

- 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

Members and Events / Members

Natasha Jury

Partner Code	Employment Status	Hire Date
07084	Unknown	08-17-2023

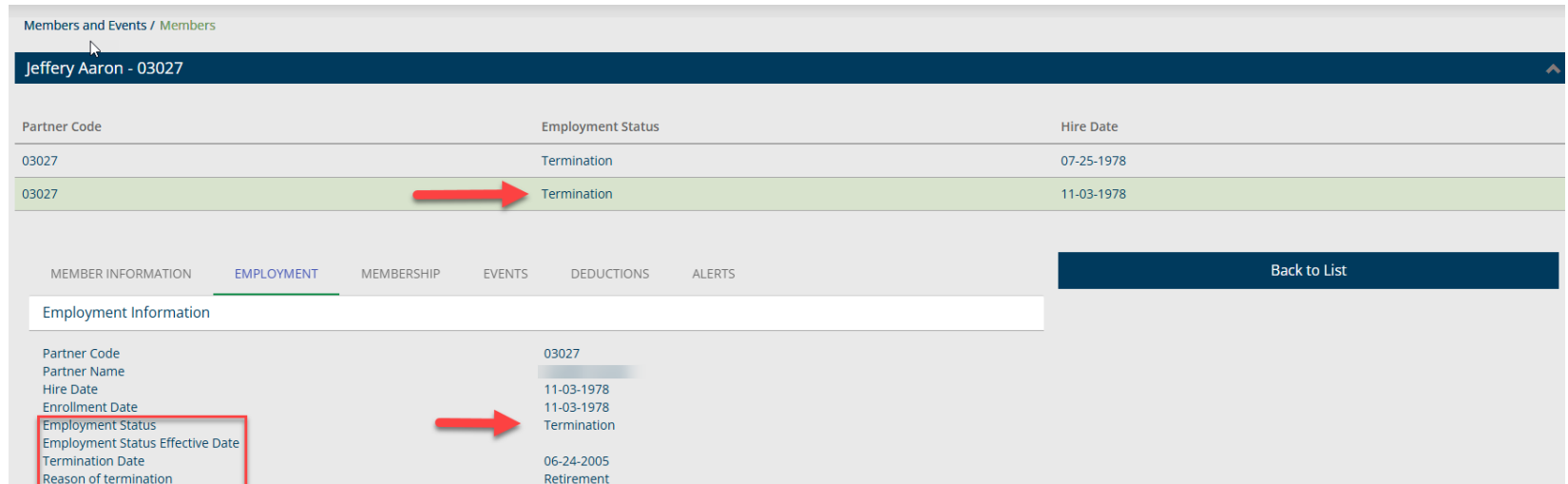
MEMBER INFORMATION EMPLOYMENT MEMBERSHIP EVENTS DEDUCTIONS ALERTS

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Employment Information

Partner Code	07084
Partner Name	
Hire Date	08-17-2023
Enrollment Date	08-17-2023
Employment Status	Active
Employment Status Effective Date	
Termination Date	
Reason of termination	Unknown

○ Terminated member



Members and Events / Members

Jeffery Aaron - 03027

Partner Code	Employment Status	Hire Date
03027	Termination	07-25-1978
03027	Termination	11-03-1978

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Employment Information

Partner Code	03027
Partner Name	
Hire Date	11-03-1978
Enrollment Date	11-03-1978
Employment Status	Termination
Employment Status Effective Date	
Termination Date	06-24-2005
Reason of termination	Retirement

- 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.