

# Member Information Change

## Business Objective:

This data collection is used to submit change to a member's personal or employment information. It should not be used to enroll a member.

## Selection Logic

The member information Change data collection can be used to update information for any Active member.

## File Details:

- The file is in a comma (,) delimited format (.csv file).
- This file includes a header record as described in the "File Header" section in the Transaction Record Specifications.
- The order of the fields in the upload file must be as provided in the Transaction Record Specifications section.
- All fields in the Transaction Record Specifications must be included in the upload file, even if the field is not listed as Mandatory. If the Mandatory column is listed as 'No', that field can be left blank, but the field header should not be removed from the file. For example, the upload file must have a place for the MemberID, though it is not a mandatory field. This means it can be blank when uploaded, whereas the Social Security Number must be included.
- Multiple lines per employee are not allowed.

## Supported Data types

- Date format MM-DD-YYYY
- Decimal symbol is the period (.) symbol
- Integers are to be provided without thousand separator symbols (,)
- Characters allowed include values ranging from A to Z and 0-9 and include all special characters
- Codes are provided in the "Table of Codes" section

## Transaction Record Specifications

The names, as listed, in the "Input File Header Field Name" column of the grid below should always be part of the header record of the input file to identify each field in the data collection and ensure each of them will be interpreted correctly.

File Header	Description	Mandatory	Length	Data Type	Example	Details
CurrentSSN	Current Social Security Number without hyphens	Yes	9	Integer	123456789	
CorrectSSN	Correct Social Security Number without hyphens	No	9	Integer	123456789	Copy of Social Security card will be required. Submit via Secure Message after completing data collection.
MemberID	Unique 7-digit IMRF Member Identification number with 4 preceding 0s.	No	11	Integer	00001234567	
FirstName	First name of member	Yes	50	Character	John	
LastName	Last name of member	Yes	50	Character	Smith	
MaidenName	Maiden name of member	No	50	Character	Moore	
MiddleName	Middle Name of member	No	50	Character	F	
NameSuffix	Name suffix of member	No	50	Character	Jr.	
BirthDate	Birth date of member	No	10	Date	12-31-1955	
Gender	Gender of member	No	1	Code	M	See Gender Codes
MaritalStatus	Marital Status of member	No	1	Code	M	See Marital Status Codes
PhoneNo	Phone number of member	No	25	Character	514-898-7845	
MobilePhoneNo	Mobile phone number of member	No	25	Character	514-898-7845	
Email	Email of member	No	80	Character	johnsmith@email.com	This will be used as the member's User ID for Member Access Account
ResidentialAddressEffectiveDate	Date the residential address is effective	Conditional	10	Date	12-31-2017	
ResidentialAddressLine1	First line of member 's residential address	Conditional	63	Character	123 Street	
ResidentialAddressLine2	Second line of member 's residential address	No	63	Character	APT #123	Required if ResidentialAddressLine1 is provided
ResidentialCity	City of member 's residential address	Conditional	63	Character	Oak Brook	Required if ResidentialAddressLine1 is provided
ResidentialState	State of member 's residential address	Conditional	7	Code	IL	See State codes Required if

						ResidentialAddressLine1 is provided
ResidentialZipCode	Zip code of member 's residential address	Conditional	12	Character	12345-6789	
MailingAddressEffectiveDate	Date mailing address is effective	Conditional	10	Date	12-31-2017	
MailingAddressLine1	First line of member 's mailing address	Conditional	63	Character	123 Street	
MailingAddressLine2	Second line of member 's mailing address	No	63	Character	APT #123	
MailingCity	City of member 's mailing address	Conditional	63	Character	Oak Brook	
MailingState	State of member 's mailing address	Conditional	7	Code	IL	See State codes
MailingZipCode	Zip code of member 's mailing address	Conditional	12	Character	12345-6789	
HireDate	Date employment started	Conditional	10	Date	12-31-2017	
Position	Eligible position of member	Conditional	7	Code	GEN	See Position Codes
PositionEffectiveDate	Date position became effective	Conditional	10	Date	12-31-2017	
PayrollCalendar	Pay pattern member follows	Conditional	7	Code	All 12 Months Paid	Payroll Calendar
PayrollCalendarEffectiveDate	Effective date of pay pattern	Conditional	10	Date	12-31-2017	
PayFrequency	Pay schedule of member	Conditional	7	Code	MONTH	See Pay Frequency Codes
EnrollmentDate	Date member was eligible for pension plan	Conditional	10	Date	12-31-2017	

## Table of Codes

### Gender

Data Collection Code	Description	Details
M	Male	M
F	Female	F
U	Unspecified	U

### Marital Status

Data Collection Code	Description	Details
S	Single	Never married
M	Married	Currently married
D	Divorced	Currently divorced

W	Widowed	Spouse is deceased
U	Civil Union	Currently in a civil union

### State

Data Collection Code	Description	Details
IL	Illinois	
IN	Indiana	
MO	Missouri	
WI	Wisconsin	

**Note:** This is not a full list of acceptable codes. If you need a code for a state not listed, please contact IMRF Employer Services.

### Position Codes

Data Collection Code	Description	Details
GEN	General position/Common Law Employee	ALL positions unless specified in list below
CONTRAC	Contractor/Consultant	
AID	Teacher's Aide/Paraprofessional - Assists with children in a school	
SCHLCER	School - License/Certification required for position	
SCHLLIS	School - working toward licensed position	
COACH	School Coach - person does not perform teaching duties for an IL public school	
STRS	School Treasurer	
CHW	City Hospital Worker	
PUB	Public Defender	
STA	Elected - States Attorney	
SHF	Elected - Sheriff	
DEP	Full Time Deputized Position	
PTDEP	Part Time Deputized Position	
EXE	County - Elected Executive of County Board	
CGV	County - Elected Governing Body (Board Members)	
GVCE	County - Elected Governing Body Chairperson, elected by electors	
GVCB	County - Elected Governing Body Chairperson, elected by county board	
FIRE	Fire Fighter / Full-time Fire Chief	
PTFC	Part Time Fire Chief	
FIRENO	Fire Department Employee - does not perform fire duties	
POLICE	Police Officer	
CHF	Police Chief	
PTPC	Part Time Police Chief	
POLDPT	Police department Employee - Performs police duties	
POLDPTN	Police Department Employee - Does not perform police duties	

AGB	Appointed - Governing Body
GVB	Elected - Governing Body (Board members)
ASR	Elected - Assessor
AUD	Elected - Auditor
BOR	Elected - Board of Review - Tax appeals
CIR	Elected - Circuit Clerk
CLK	Elected - Clerk
COL	Elected - Collector
COR	Elected - Coroner
MAY	Elected - Mayor/President
REC	Elected - Recorder
RDC	Elected - Road/Highway Commissioner
SUP	Elected - Supervisor
SAE	Elected - Supervisor of Assessments
TRS	Elected - Treasurer

**Note:** This is a full list of acceptable codes. Your employer may only use some of these codes and some of the codes may not apply to your municipality/instrumentality type. If you use a code that isn't allowed for your employer, a business validation would be triggered and require corrective action prior to submitting the information to IMRF.

For more information on positions related to your employer, see our Authorized Agent manual:

[https://www.imrf.org/AAmanual/Online\\_AA\\_Manual/aamanual.htm](https://www.imrf.org/AAmanual/Online_AA_Manual/aamanual.htm)

## Payroll Calendar

Interface Code	Description – Seasonal Months	Details
All 12 Months Paid	12 Month Employee	Paid year round
1_JFMAM^^^^OND	Jun - Sep	Seasonal Pay
2_^^^AMJJAS^^^	Jan - Mar, Oct - Dec	Seasonal Pay
3_JFMAMJ^^SOND	Jul, Aug	Seasonal Pay
4_JFMAM^^^SOND	Jun - Aug	Seasonal Pay
5_JFMAM^^ASOND	Jun, Jul	Seasonal Pay
6_JFMAMJ^ASOND	Jul	Seasonal Pay
7_^^^AMJJASO^^	Jan - Mar, Nov, Dec	Seasonal Pay
8_^^^AMJJASON^	Jan - Mar, Dec	Seasonal Pay
9_^^MAMJJASON^	Jan, Feb, Dec	Seasonal Pay
10_^^^^MJJASO^^	Jan - Apr, Nov, Dec	Seasonal Pay

11_^^^AMJJASOND	Jan - Mar	Seasonal Pay
12_^^MAMJJASO^^	Jan, Feb, Nov, Dec	Seasonal Pay
13_^^MAMJJASOND	Jan, Feb	Seasonal Pay
14_JFMAMJ^^^OND	Jul - Sep	Seasonal Pay
15_^^^^MJJASON^	Jan - Apr, Dec	Seasonal Pay
16_JFMAMJJ^SOND	Aug	Seasonal Pay
17_JFMAM^JASOND	Jun	Seasonal Pay
18_JFMAMJJASON^	Dec	Seasonal Pay
19_^^^^MJJASOND	Jan - Apr	Seasonal Pay
20_^FMAMJJASOND	Jan	Seasonal Pay
21_JFMAMJJASO^^	Nov - Dec	Seasonal Pay
22_JFMAMJ^A^OND	Jul, Sep	Seasonal Pay
23_JFMA^^^^^OND	May - Sep	Seasonal Pay
24_JFMA^^^^^SOND	May - Aug	Seasonal Pay
25_^^^^^JJASON^	Jan - May, Dec	Seasonal Pay
26_JFMAMJ^^^^ND	Jul - Oct	Seasonal Pay
27_^FMAMJJASON^	Jan, Dec	Seasonal Pay
28_^^^^^JJASOND	Jan - May	Seasonal Pay
29_J^^^MJJASOND	Feb - Apr	Seasonal Pay
30_JFMAMJJ^^OND	Aug, Sep	Seasonal Pay
31_^^MAMJJAS^^^	Jan, Feb, Oct - Dec	Seasonal Pay
32_J^MAMJJASOND	Feb	Seasonal Pay
33_JFM^^^^^^OND	Apr - Sep	Seasonal Pay
34_JFMAM^^A^OND	Jun, Jul, Sep	Seasonal Pay
35_JFMA^^^^^^ND	May - Oct	Seasonal Pay
36_^FMAMJJASO^^	Jan, Nov, Dec	Seasonal Pay
37_JFMAM^^^^^ND	Jun - Oct	Seasonal Pay
38_JF^^^JJASOND	Mar - May	Seasonal Pay
39_J^^AMJJASOND	Feb, Mar	Seasonal Pay
40_JFMAMJJA^OND	Sep	Seasonal Pay
41_JFM^^JJASOND	Apr, May	Seasonal Pay
42_JFMAMJ^^^^^^	Jul - Dec	Seasonal Pay
43_^^^^^^JASOND	Jan - Jun	Seasonal Pay
44_JFMAM^^^^^^D	Jun - Nov	Seasonal Pay
45_JFMAMJJASO^D	Nov	Seasonal Pay
46_JF^AMJJASO^D	Mar, Nov	Seasonal Pay
47_JFMAMJJAS^^^	Oct - Dec	Seasonal Pay
48_JFMAMJJAS^ND	Oct	Seasonal Pay

49_JFM^MJJASOND	Apr	Seasonal Pay
50_JF^AMJJASOND	Mar	Seasonal Pay
51_^^MAMJJA^^^^	Jan, Feb, Sep - Dec	Seasonal Pay
52_JF^^MJJASOND	Mar, Apr	Seasonal Pay
53_JF^^^^^^SOND	Mar - Aug	Seasonal Pay
54_JFMA^^JASOND	May, Jun	Seasonal Pay
55_JFM^^^JASOND	Apr - Jun	Seasonal Pay
56_J^^^^JJASOND	Feb - May	Seasonal Pay
57_^FMAM^^^^OND	Jan, Apr - Sep	Seasonal Pay
58_JFM^^^^^SOND	Apr - Aug	Seasonal Pay
59_JFMA^^^ASOND	May - Jul	Seasonal Pay
60_JFMA^JJASOND	May	Seasonal Pay
61_^FMAMJJAS^^^	Jan, Oct - Dec	Seasonal Pay
62_^FMAMJJA^^^^	Jan, Sep - Dec	Seasonal Pay
63_JFMAMJJ^^^^ND	Aug - Oct	Seasonal Pay
64_J^^^^^^ASOND	Feb - Jul	Seasonal Pay
65_JFMAMJJA^^^^D	Sep - Nov	Seasonal Pay
66_JFMAMJJAS^^D	Oct - Nov	Seasonal Pay
67_JFMAMJJA^^ND	Sep - Oct	Seasonal Pay
68_JFMA^JJA^OND	May, Sep	Seasonal Pay
69_JFMAMJ^^^^^D	Jul - Nov	Seasonal Pay
70_JFMAM^JA^OND	Jun, Sep	Seasonal Pay
71_JFM^^^^ASOND	Apr - Jul	Seasonal Pay
72_JF^AM^^^^SOND	Mar, Jun - Aug	Seasonal Pay
73_JFM^MJJASO^D	Apr, Oct	Seasonal Pay
74_JF^AMJJASON^	Mar, Dec	Seasonal Pay
75_JF^AM^^ASOND	Mar, Jun, Jul	Seasonal Pay
76_J^^^^^JASOND	Feb - Jun	Seasonal Pay
77_JFMAMJJ^^^^D	Aug - Nov	Seasonal Pay
78_JFMAMJJA^^^^	Sep - Dec	Seasonal Pay
79_JF^^^^^ASOND	Mar - Jul	Seasonal Pay
80_JFMA^^JAS^ND	May, Jun, Oct	Seasonal Pay
81_^^MAM^JASOND	Jan, Feb, Jun	Seasonal Pay
82_JFM^M^^^SOND	Apr, Jun - Aug	Seasonal Pay
83_^F^^MJJASON^	Jan, Mar, Apr, Dec	Seasonal Pay
84_JF^AMJ^^SOND	Mar, Jul, Aug	Seasonal Pay
85_^^MAMJJASO^D	Jan, Feb, Nov	Seasonal Pay
86_J^MAM^^ASOND	Feb, Jun, Jul	Seasonal Pay

87_ ^F^AMJJASON^	Jan, Mar, Dec	Seasonal Pay
88_ ^F^AMJJASO^^	Jan, Mar, Nov, Dec	Seasonal Pay
89_ ^FMAMJJ^^^^^	Jan, Aug - Dec	Seasonal Pay
90_ JFM^MJJA^OND	Apr, Sep	Seasonal Pay
91_ ^^M^^JJASON^	Jan, Feb, Apr, May, Dec	Seasonal Pay
92_ J^^AMJ^ASOND	Feb, Mar, Jul	Seasonal Pay
93_ JFMAMJ^ASON^	Jul, Dec	Seasonal Pay
94_ JFMAMJ^^SO^D	Jul, Aug, Nov	Seasonal Pay
95_ JFM^^JJ^^OND	Apr, May, Aug, Sep	Seasonal Pay
96_ JFMAMJJ^^^^^	Aug - Dec	Seasonal Pay
97_ J^MAMJJAS^^D	Feb, Oct, Nov	Seasonal Pay
98_ JFMAM^J^^OND	Jun, Aug, Sep	Seasonal Pay
99_ JFMA^J^ASOND	May, Jul	Seasonal Pay
100_ JFMAM^^S^ND	Jun - Aug, Oct	Seasonal Pay
101_ JFMAMJ^^SO^^	Jul, Aug, Nov, Dec	Seasonal Pay
102_ J^^AMJJASO^D	Feb, Mar, Nov	Seasonal Pay
103_ JFMAMJ^^S^^D	Jul, Aug, Oct, Nov	Seasonal Pay
104_ JF^^^^JASOND	Mar - Jun	Seasonal Pay
105_ ^^MA^JJASOND	Jan, Feb, May	Seasonal Pay
106_ JFMAM^^^^ON^	Jun - Sep, Dec	Seasonal Pay
107_ JFMAMJ^ASO^D	Jul, Nov	Seasonal Pay
108_ JFMA^JJ^SOND	May, Aug	Seasonal Pay
109_ JFMA^J^^SOND	May, Jul, Aug	Seasonal Pay
110_ J^^AMJJASO^^	Feb, Mar, Nov, Dec	Seasonal Pay
111_ JFMAMJJ^SO^D	Aug, Nov	Seasonal Pay
112_ ^FMAMJJA^ON^	Jan, Sep, Dec	Seasonal Pay
113_ JFMAM^^^SO^D	Jun - Aug, Nov	Seasonal Pay
114_ JFMAMJ^A^O^D	Jul, Sep, Nov	Seasonal Pay
115_ J^^AM^^^^OND	Feb, Mar, Jun - Sep	Seasonal Pay
116_ J^MAMJJASO^^	Feb, Nov, Dec	Seasonal Pay
117_ ^^MAMJJA^O^^	Jan, Feb, Sep, Nov, Dec	Seasonal Pay
118_ ^^MA^JJASON^	Jan, Feb, May, Dec	Seasonal Pay
119_ JFMAMJJ^SON^	Aug, Dec	Seasonal Pay
120_ JFMA^JJASON^	May, Dec	Seasonal Pay

**Note:** This is a full list of acceptable codes as of 12/31/2023. Your employer may only use some of these codes or may not have a seasonal pattern; in this case use the code **All 12 Months Paid** to indicate that a member is paid in all months of the year.



The ^ symbol represents months in which an employee is employed in a seasonal position and does not receive pay.

Example: If a member is employed at a school district and is not paid during the summer, but remains employed, the seasonal pattern may be JFMAM^^^^OND (Paid January, February, March, April, May, October, November, December. No Pay June, July, August, September). To use a seasonal pattern for the field Payroll Calendar your employer must have the pattern set up on your employer account, otherwise you will receive an error message when validating your data collection.

**PAY FREQUENCY**

Interface Code	Description	Details
WEEK	Weekly	
BIWEEK	Bi-weekly	
SEMON	Semi-monthly	
MONTH	Monthly	