

Termination Information

Business Objective:

This data collection is used to submit the termination information related to IMRF participation of a member under your employer.

This file should be submitted to IMRF as needed to update IMRF participation information and should be submitted when a member is no longer participating in IMRF. If participation ends, but employment does not, a revised Termination Information data collection will need to be completed when the member ends employment. This is needed because IMRF cannot process a benefit while the member is still in your employ.

If the member changes plans, from Regular to SLEP, for example, the termination information data collection will need to be completed for the current plan and an enrollment data collection will be required to enroll the member in the new plan.

Selection Logic

Only members terminating from IMRF participation completely, or who are terminating IMRF participation in one plan and will be enrolled under a new plan, should be included in this file.

If the member is terminating participation under the current plan only, the member must be enrolled under the new plan using the Enrollment data collection.

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
SSN	Social Security Number of member without hyphens.	Yes	9	Integer	123456789	
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	
Position	The position held by the member at time of termination.	Yes	7	Code	Auditor	See Position Codes
TerminationReason	The reason for termination.	Yes	7	Code	TER	See Termination Reason codes
TerminationDate	The date the employee will stop participating (earning service credit) with IMRF for this employment period or plan.	Yes	10	Date	12-31-2018	
UnusedUnpaidSickDays	Amount of unused and unpaid sick days at the time of termination entered as a whole number between 0 and 240.	Yes	9	Integer	221	If termination is revised, revised amount must be entered.

Note:

- Unused and Unpaid sick days should not be entered as a negative number.

- When revising termination information using the same termination date, but updating the sick days, should report the total number of sick days to be reported, as this will replace the days previously reported.

Table of Codes

Termination Reason

Data Collection Code	Description	Details
RET	Retirement	
RESIGN	Resignation	
NONQUAL	Continues to work for IMRF employer only in a non-qualifying position	Should submit a revised termination when member terminates employment.
RECIP	Continues to work for IMRF employer but under another Illinois Public Retirement System	Should submit a revised termination when member terminates employment.
CHANGE	Change in position that requires enrollment in new plan	
ELECEXP	Elected official - Term expired	
ELECRES	Elected official - Resigned	
DEATH	Death of a member while participating in IMRF	Termination date will be member's date of death.
DEAJOB	Death of a member while participating in IMRF and the death is job related	Termination date will be member's date of death.
DISNMED	Dismissal - Non-Medical	
DISMED	Dismissal – Medical	
MIL	Member terminated while on Military Leave	

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