Wage Adjustments Procedure – Upload File

Summary

This procedure explains how to file the IMRF Wage Adjustments Data Collection using the Upload File method via Employer Access.

Procedure

The procedure is as follows:

1. Navigate to the **Left-hand Tool Bar**.
    a. Click the **Business Functions** (graph) icon.
    b. Click **Data Collections**
    c. Click **Create Data Collection.**
    d. Complete the following fields in the **1. Definition** tab:
        - **Data Type** – Determines the type of workflow (e.g., **Wage Adjustments**)
        - **Start Date**
        - **End Date**
        - **Data Collection Name:** DC- [data collection type]_[current date]. This field can be edited by the user.
    e. Click **Save and Continue**.

2. Click **Upload File** to file the Wage Adjustments Data Collection in the **2. Add Member Data** step.

3. If the file(s) is saved as an icon on your desktop, you may **drag and drop** the file in the white box or click **Select Files from your Computer** to choose which file(s) to upload.
    a. The file format must be .CSV in the Wage Report file format.
        - Click **Download a Template file** (.CSV) above the white box if you need the format. Enter the requested information in the Excel file that was downloaded and save the file to your computer.
    b. The maximum file size is 100.00 MB.
    c. The maximum number of files to be uploaded at once is 5.

NOTE* For the "Adjusting" fields, the dollar amount that needs to be adjusted should be entered. For example, if the reported wages were $1,000 but should have been $600, the employer would submit a wage adjustment for -$400.00.

4. Once the file(s) appears under the **Upload Files** section of the **Add Member Data** page, click **Import**. In this step, data is reviewed against formatting requirements. Click on **View Report** if it fails **Synchronization**, click **View/Edit** to review any errors or warnings to respond to them and then close **Member Summary**.

5. Click **Validate** to begin the validation process in the **3. Validate Member Data** tab. In this step, data is validated against formatting and business requirements. Respond to the errors and/or warnings and close the **Member Summary**. Once all exceptions have been resolved, click **Continue**.
    a. Errors will show in **RED**, and warnings will show in **ORANGE**, with the total number of issues for each member. On the right-hand side of your screen, you have the option to check the box for the specific error/warning to view the members that were impacted as such. This allows you to filter by error/warning.
    b. **To respond to an ERROR,** click the row of the member's name to highlight and open the Member Summary to the right.
        - Click **View Member Data** to make any necessary changes and corrections. After the correction is made, click **Save and Validate**.
        - Click **Postpone Member** to save the member in a Data Collection to be submitted later. In the pop-up window, enter an explanation regarding the reason why the member is being postponed, then click **Save**.
        - Click **Reject Member** to remove the member from the data collection. In the pop-up window, enter an explanation regarding the reason why the member is being rejected, then click **Save**.
    c. **To respond to a WARNING**, click the row of the member's name to highlight and open the Member Summary to the right. You then will need to complete one of the four options below to address the warning.
        - Click **View Member Data** to make any necessary changes and corrections. After the correction is made, click **Save and Validate**.
        - Click **Approve Warning.** In the pop-up window, click the drop-down arrow to indicate a reason to approve the warning. Click **Save.**
        - Click **Postpone Member** to save the member in a Data Collection to be submitted later. In the pop-up window, enter an explanation regarding the reason why the member is being postponed, then click **Save**.
        - Click **Reject Member** to remove the member from the data collection. In the pop-up window, enter an explanation regarding the reason why the member is being rejected, then click **Save**.

6. From the **4. Review & Submit** tab, review the listed Data Collection, Data Entry Summary, and Reports.
    a. Once the review is complete, click **Submit** to finalize filing the data collection.

IMPORTANT: For the field "Member Contributions Tax Deferred," if you answer "NO," please send IMRF a Secure Message detailing the member's name, MID, and the adjusted month(s) where this was answered as "NO."

This procedure is complete.