Wage Adjustment Data Collection

Business Objective:

This data collection is used to submit a revision in earnings and contribution information previously provided for a reporting period.

This file should be submitted to IMRF as needed to correct previously reported earnings and contribution information. A Wage Report data collection would be used to correct wages that were never reported for a member for a reporting period.

Selection Logic

Only members with earnings previously reported to IMRF for the reporting period should be included on this data collection. This collection is used to add to or subtract from the amounts previously reported. The Wage Adjustment data collection must use the exact same reporting period as the original Wage Report 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.

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.

Input File Header Field Name	Description	Mandatory	Maximum Length	Data Type	Example	Table Of Codes
SSN	Social Security Number without hyphens	Yes	9	Integer	123456789	
MemberID	Unique member identifier of the employee	No	11	Integer	123456789	
FirstName	First name of employee	Yes	50	Character	John	
LastName	Last name of employee	Yes	50	Character	Smith	
Plan	Plan	Yes	7	Code	REG	Plan
PeriodStartDate	Start date of the period of wage corrected	Yes	10	Date	12-15-2018	
PeriodEndDate	End date of the period of wage corrected	Yes	10	Date	12-31-2018	
PaymentDate	Date at which the payment was made to the employee	Yes	10	Date	12-31-2018	
AdjustingWages	Wages amount needed to correct the previously reported wages amount.	No	21	Decimal	99999.99	
AdjustingOvertime	Overtime amount needed to correct the previously reported overtime amount.	No	21	Decimal	99999.99	
AdjustingContributions	Employee contributions amount needed to correct the previously reported employee contributions amount.	No	21	Decimal	99999.99	
AdjustingVoluntaryAdditionalContributions	Amount of voluntary additional contributions reported	No	21	Decimal	99999.99	
FinalWages	Indicates is the amounts provided are the final wages	Yes	1	Code	Y	Final Wages
AdjustmentReason	Adjustment Reason	Yes	7	Code	UNDER	Adjustment Reason
MemberContributionsTaxDeferred	Member Contributions Tax Deferred	Yes	1	Code	Y	Member Contributions Tax Deferred

PLAN

Interface Code	Description	Details
REG	Regular	Regular Plan
SLP	SLEP	Sheriff's Law Enforcement Plan
ECO	ECO	Elected County Official Plan

Final Wages

Interface Code	Description	Details
Y	Yes	Indicates the final month a terminated member's earnings will be reported to IMRF
N	No	Indicates wages will continue to be reported to IMRF

Adjustment Reason

Interface Code	Description	Details
UNDER	Wages previously UNDER reported	This code is used when ADDING earnings to those previously reported
OVER	Wages previously OVER reported	Code used when adjustment is subtracting (negative number) from previously reported earnings.
AUDIT	IMRF Audit Finding	Use this code as advised by IMRF staff
SETTLE	Settlement Agreement/Grievance Arbitration	ONLY to be used if approved by IMRF Legal department
OVERCAP	Over the cap/Tier threshold reached	Used to adjust contributions related to earnings over the wage cap
PRETAX	Pre-Tax Items Treated as Post-Tax	Used to correct tax treatment related to previously wages reported
PLAN	Plan/Tier Change	Used when adjusting earnings related to a plan and or Tier change

Member Contributions Tax Deferred

Interface Code	Description	Details
Y	Yes	Indicates member contributions were withheld on a pre-tax basis.
N	No	Indicates member contributions were NOT withheld on a pre-tax basis.