

Common Wage Report Validations for New Members

When reporting a newly enrolled member on your wage report for the first time you may encounter these Complete Member Errors.

Member Summary

Severity:

Error ID:

Message:

Complete Member Error

7737

This employee is not hired under this employer for the period provided. Please create the employment period for this employer by using the Enrollment Data Collection.
Period Start Date: 07-01-2026
Period End Date: 07-31-2026
Payment Date: 07-31-2026.

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View Member Data

Postpone Member

Reject Member

Member Summary

Severity:

Error ID:

Message:

Complete Member Error

2472

Member is not enrolled under Plan listed. Review and change. If member is now under a different Plan, please enroll member with their new Position and under the new Plan using the Enrollment Data Collection. Plan: REG Period Start Date: 07-01-2026 Period End Date: 07-31-2026 Payment Date: 07-31-2026.

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Postpone Member

Reject Member

Fixing these validation issues is simple!

These errors are being generated because the member is not showing as an active member as of the Wage Report's Period Start Date.

The most common reason for this error is that a member was recently enrolled as a participating member but had an enrollment date AFTER the Wage Report's Period Start Date. To correct the issue, simply click the View Member Data button and update the Period Start Date for this member to match their date of enrollment.

Business Functions / Data Collections

July 2026 Wage Report

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

Member Information

Social Security Number* 360862432

Member ID

First Name* LISA

Last Name* OLIVER

Payroll Information

Plan* REG

Period Start Date* 07-01-2026

Period End Date* 07-31-2026

Payment Date* 07-31-2026

Reportable Wages* 2587.50

Overtime 206.26

Contributions* 125.72

Voluntary Additional Contributions 0.00

Final Wages* No

07-06-2026 Add

Delete

If unknown, you can locate the member's enrollment information under the Member Profile.

IMRF Locally funded, financially sound.

Members and Events / Members

Lisa

MEMBER INFORMATION EMPLOYMENT MEMBERSHIP EVENTS DEDUCTIONS ALERTS

Employment Information

Partner Code

Partner Name

Enrollment Date 07-06-2026

Employment Status Active

Employment Status Effective Date

Termination Date

Reason of termination Unknown

Employment Type Regular

Position General position/Common Law Employee

Position Effective Date 07-06-2026

Hourly Standard 1,000.00

Once the Period Start Date is updated, click the Save and Validate button. The validation error should now be gone.

For additional help with Employer Access and your data collections, reach out to us at 1-800-728-7971 or review our Employer Access Learning Center.