

## 5.0 Frequently Asked Questions

### File Type:

In our new system, Employer Access will only accept a comma delimited (\*.CSV) file. This Comma Separated Value file can be opened in in Notepad or other text file reader.

### File Format

When opening/reviewing your .csv file in Excel, be sure to check that your formatting is as expected in the saved .CSV file before submitting. To do this open the file in NotePad or another text file reader and visually inspect that the file adheres to formatting requirements noted above in section 2.0 of this document.

### Naming Convention:

There is no required naming convention. The .CSV file can be uploaded with any name.

### Wage Report Dates: Period Start, End and Payment Dates

The current Wage Report Month and Year fields was replaced by 3 date fields in the new IMRF Wage Report file. To complete these dates using the same monthly reporting period that you do now, please use the following dates:

Field Name	Date for Monthly reporting period	Example for April 2022
PeriodStartDate	1 <sup>st</sup> day of the report month	04-01-2022
PeriodEndDate	Last day of the report month	04-30-2022
PaymentDate	Last day of the report month	04-30-2022

### Data rows

When creating or editing the .CSV file with a text reader, use a carriage return after each row of member information.

### MID

This field is not mandatory and can be omitted. When used, it must contain the 7-digit Member Identification number assigned by IMRF.

### Plan

A designation for Tier is no longer part of the plan code. Voluntary Additional Contributions (VAC) will no longer be designated by a separate plan code either. Plan codes for the file will include:

- REG, for both tiers of the Regular Plan,
- SLEP, for both Tiers of the SLEP Plan, and
- ECO for all ECO members.

### Reportable Wages

The Reportable Wages field should include all reportable earnings paid in the month EXCEPT Overtime earnings. Overtime is reported in a separate field. Contributions are calculated on the Reportable Wages and Overtime field, except for SLEP Tier 2.

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## Overtime

Overtime earnings for all members are reported in the Overtime field. Overtime earnings for SLEP Tier 2 members must be reported in this field, however, contributions will not be paid on the overtime amount for SLEP Tier 2 members.

## Voluntary Additional Contributions (VAC)

VAC information will be included in the same row as member wages/contributions. In our new system, VAC will NOT be reported as a separate row with separate plan code or tier code like it is today.

### Members without wages:

Members without wages to report should NOT be included in the report. Members on seasonal leave, or on disability, for example, would NOT be included on your report for the month.

## Overtime

If overtime was paid to the member for the reporting period, it must be reported in the Overtime field. If no overtime wages were paid, you can omit the information or enter as 0.00.

Examples with and without overtime paid in reporting period

```
SSN,MemberID,FirstName,LastName,Plan,PeriodStartDate,PeriodEndDate,PaymentDate,ReportableWages,Overtime,Contributi
156789000,,Jeannie,Doe,REG,02-01-2022,02-28-2022,02-28-2022,1000.00,0.00,45.00,,N
237890000,,Santana,Doe,REG,02-01-2022,02-28-2022,02-28-2022,1000.00,,45.00,0.00,N
567890000,,John,Doe,REG,02-01-2022,02-28-2022,02-28-2022,1000.00,200.00,54.00,0.00,N
```

## OVERTIME FOR SLEP TIER II

Though SLEP Tier II members do not pay contributions on overtime wages, Overtime for SLEP Tier II members should be reported under Overtime, if paid. While these earnings will not be used in the calculation of a SLEP Tier II benefit, they may be needed for other calculations and MUST therefore be captured in our new system.

## WAGE CAPS AND LIMITS

Once a member reaches the wage cap or limit, wages should continue to be reported for a member for all plans and tiers, however contributions should no longer be withheld. After the wage cap or limit is met, reported contributions exceeding the limit would cause an error and must be removed from Wage Report before continuing.

**IMRF wage caps change yearly. More information can be found here:**

[https://www.imrf.org/AAmanual/Online\\_AA\\_Manual/appendix\\_a-2.htm](https://www.imrf.org/AAmanual/Online_AA_Manual/appendix_a-2.htm)

**Reportable earning information can be found on our website here:**

[https://www.imrf.org/AAmanual/Online\\_AA\\_Manual/3.96.htm](https://www.imrf.org/AAmanual/Online_AA_Manual/3.96.htm)

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