

# Managing Rejected Data Collections

When a warning message requires IMRF staff review, affected members will be separated into a secondary Data Collection. This new Collection will have the same name as the original with the addition of the words, “**(Verification Required)**.” The status of the Data Collection, after you submit it to IMRF for review, will be “Verification Required.”

The screenshot shows the 'My Data Collections' page with a table of data collections and a detailed view for a specific collection.

Partner Code	Data Type	Data Collection Name	Status
[Redacted]	Wage Report	[Redacted] - Wage Report - 05-01-2026 - 1 (Verification Required)	Verification Requested
[Redacted]	Wage Report	[Redacted] - Wage Report - 05-01-2026 - 1	Completed

**View: All**

**- Wage Report - 05-01-2026 - 1 (Verification Required)**

Partner Code: [Redacted]  
 Partner Name: [Redacted]  
 Data Type: Wage Report  
 Data Collection Name: [Redacted] - Wage Report - 05-01-2026 - 1 (Verification Required)  
 Start Date: 05-01-2026  
 End Date: 05-31-2026  
 Status: Verification Requested  
 Case ID: CAS-[Redacted]

**Data Entry Summary**

No Files.  
 Manual Entry: 0

**Total Records**

Total Members Records: 4  
 Members Without Exceptions: 0  
 Members With Errors: 0  
 Members With Warnings: 4

[View / Edit Data Collection](#)

When the employer has properly addressed the warnings, IMRF typically approves the verification within 3 business days, which then allows your Data Collection to be completed as normal. If there is a conflict in the information provided or we are unable to confirm the accuracy of the information as provided, IMRF will reject the verification instead, which will return the Data Collection back to you with additional information or instruction.

This Data Collection will be renamed to include “**(Rejected)**” in the Data Collection name and have a status of Initial Data Entry.

The screenshot shows the 'My Data Collections' page with a table of data collections and a detailed view for a specific collection.

Partner Code	Data Type	Data Collection Name	Status
[Redacted]	Enrollments	[Redacted] - Enrollments - 05-01-2026 - 1 (Verification Required) (Rejected)	Initial Data Entry

**View: In Progress**

**- Enrollments - 05-01-2026 - 1 (Verification Required) (Rejected)**

Partner Code: [Redacted]  
 Partner Name: Park District  
 Data Type: Enrollments  
 Data Collection Name: [Redacted] - Enrollments - 05-01-2026 - 1 (Verification Required) (Rejected)  
 Effective Date: 05-01-2026  
 Status: Initial Data Entry  
 Case ID: CAS-[Redacted]  
 Processed by: [Redacted]@imrf.org

**Data Entry Summary**

No Files.  
 Manual Entry: 0

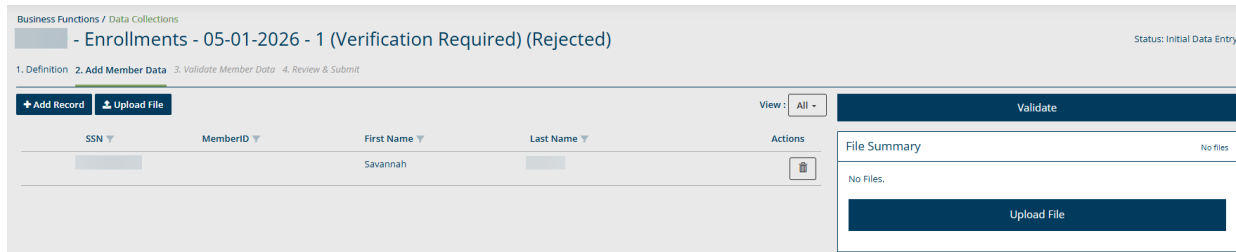
**Total Records**

Total Members Records: 1  
 Members Without Exceptions: 0  
 Members With Errors: 0  
 Members With Warnings: 0

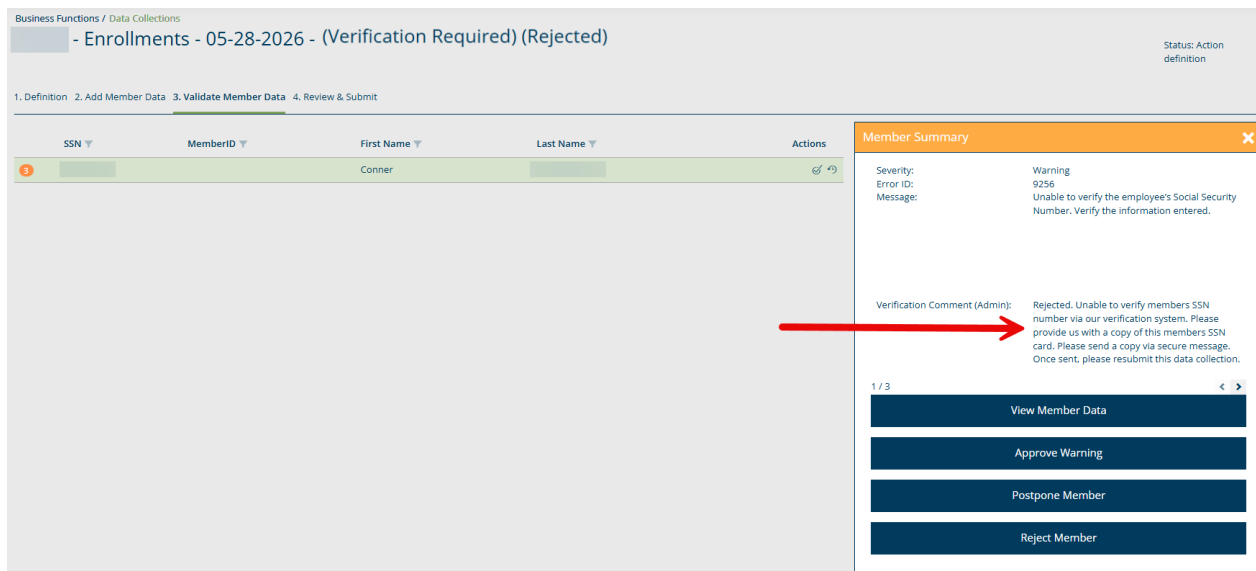
[View / Edit Data Collection](#)

## Reviewing the Reason for Rejection

When you receive a rejected Data Collection returned to your employer, you can review it by selecting it and then clicking the “View / Edit Data Collection” button to open the Collection. It will open to the “Add Member Data” page, from there **click the “Validate” button to review the reason for rejection and any related instructions.**



**Clicking the “Validation” button allows you to view the “Member Summary” verification comments.** If there were multiple warnings and rejection messages, you can scroll through to see each one by clicking the arrows found just above the buttons.



## Expediting Common Data Collection Verification warnings

### Enrollments

- Validating a member’s Social Security number is a common reason that enrollments go for IMRF staff review. To expedite processing of an Enrollment Data Collection that has a warning related to an employee’s social security number do the following: Double check data entry to ensure there was not a typing error when entering the field.
- If you are still receiving the warning after confirming that the number entered is the same as showing on the member’s social security card, you can click “Approve Warning” and submit the collection. After doing this, **send IMRF a copy of the member’s social security card via Secure Message.** Select the Secure Message **topic of Enrollment** and add the **subject ‘Social Security Card for’** and **include the member’s name.**

New Message

To: IMRF      Topic: Enrollments

Subject: Social Security Card for John Doe

Normal text

Hello,  
Attached is a copy of the Social Security card for John Doe's enrollment data collection.  
Thank you.  
Jane

Add file (optional)

DROP files here  
OR  
Select files from your computer

Accepted files: CSV, TXT, PDF, PNG, JPG, TIF, TIFF, JPEG, DOC, DOCX, XLS, XLSX, PPT, PPTX, LOG. Maximum file size 100.00MB. Maximum number of files : 5

File: tm000118.pdf

Cancel      Submit

## Wage Report

If a Wage Report is rejected back to your employer with a warning message related to Final Wages, it is typically because there is a discrepancy between the entry in the Final Wages field and the Warning Message response selected. The "Final Wages" field and the "Warning Approval" reason must match when submitting the Wage Report.

To prevent confusion and expedite processing of these warnings, verify that both the Final Wages and the Approval Warning reason both indicate either "Yes" or "No," depending on whether or not there will be additional wages to report for the member.

Business Functions / Data Collections

Wage Report - 04-01-2026 - (Ver...)

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

Member Information

Social Security Number\*      Final Wages entered as "Yes"

Member ID

First Name\*      Nicholas

Last Name\*

Payroll Information

Final Wages entered as "No"

Plan\*      REG

Period Start Date\*      03-19-2026

Period End Date\*      04-01-2026

Payment Date\*      04-08-2026

Reportable Wages\*      1891.89

Overtime

Contributions\*      85.14

Voluntary Additional Contributions

Final Wages\*      No

Approval warning

You have chosen to approve the following warnings. Please indicate a reason for each:

Reportable Wages entered are for a member with a termination date on file. Is this the month the member will receive their final wages? Period Start Date: 03-19-2026 Period End Date: 04-01-2026 Payment Date: 04-08-2026.

This is the final Wage Report and the indicator has been changed to Y

This is not the final Wage Report

Required) (Rejected)      Status: Ac

Save and Validate

Cancel

Member Summary

Severity: Warning

Error ID: 5008

Message: Reportable Wages entered are for a member with a termination date on file. Is this the month the member will receive their final wages? Period Start Date: 03-19-2026 Period End Date: 04-01-2026 Payment Date: 04-08-2026.

Verification Comment (Admin): This verification is being rejected because the final wages for the member is marked as No, but you marked in the report that this will be the final month of wages for the member. The final wages indicator needs to be changed from No to Yes and then resubmit the data collection.

Approve Warning

Postpone Member

Delete