

Correcting missing contributions and enrollment information

IMRF members (non-retirees*) hired in qualifying positions should be enrolled in IMRF and contributions should be withheld. Occasionally, mistakes occur within this process and the member is not properly enrolled or contributions are not withheld. To correct this, the employer, in some cases, will simply submit a wage report or adjustment to update IMRF records for the member's missing wages and contributions, however sometimes, this must be corrected by way of an omitted service application instead.

Please follow these rules to correct a member's record when the enrollment wasn't submitted, or contributions were not withheld as expected for an IMRF participant.

Contributions were not withheld and wages were not reported to IMRF.

If contributions were not withheld from a member's earnings in the IMRF qualifying position, the employer and member will need to complete and submit the Omitted Service application to report earnings and contributions. This is true even if the member was enrolled as expected.

Members can initiate this process through their Member Access account. After requesting the form online, or by contacting Member Services, the member and employer will need to complete and sign the Omitted Service Credit Verification form before submitting it to IMRF. Once processed, the member will have the option to submit the missing contributions.

Contributions withheld but wages were not reported to IMRF.

If contributions were withheld from a member's earnings for the qualifying position, but not reported, the employer will complete either a wage report or wage adjustment.

If not already completed, prior to submitting the wage information to IMRF, the employer should enroll the member.

Wage Report

If no wages and contributions were previously reported for the wage reporting month, a wage report should be submitted to correct missing wages and contributions.

Wage Adjustment

If some, but not all wages were reported for a member in a reporting month, a wage adjustment is needed to update the wages and contributions previously reported.

*For participation rules related to retirees, see this [section of our Authorized Agent Manual](#)