# Monthly Wage Report Procedure - Add Record

## Summary

This procedure explains how to manually create the monthly Wage Report Data Collection for monthly submission using the Add Record method via Employer Access.

On the 1st of each month IMRF will start the Wage Report to provide the prior month's member wage and contribution information. Employers must complete this data collection and submit it, with payment, to IMRF each month by the 20th. ***NOTE* For employers completing a wage report that comes out to a total charge less than IMRF's set minimum monthly contribution, a second invoice will be available on the 21st of the month. The invoice amount will be the difference between the minimum monthly contribution and the amount that was reported on the wage report. Payment for this second invoice is due the last day of the month.***

## Steps

1. Navigate to the **My Data Collections** widget and click **View All** in the lower right corner. Click on the pre-created monthly **Wage Report Data Collection**. Status: Initial Data Entry
    a. The fields in the **1.Definition** tab are pre-completed, allowing you to ***start*** at stage **2. Add Member Data**.

***If you don't see the collection in the widget, click **View All**, to go open the data collections page, to view all data collections available for completion.*

2. Click **Add Record** to create the Wage Report Data Collection manually. ***NOTE* For your convenience, you can also select "Import from Completed Collection" or "Download from Completed Collection." See more information on these options after the completion of the procedure.***
    a. Complete the following fields in the **2. Add Member Data** tab:
        - Items with an asterisk are mandatory.
        - Enter:
            - Member Information
                - **Social Security Number**
                - **Member Id** (optional)
                - **First Name**
                - **Last Name**

- Payroll Information
  - **Plan**
  - **Period Start Date**
  - **Period End Date**
  - **Payment Date**
  - **Reportable Wages**
  - **Overtime** (enter if applicable)
  - **Contributions**
  - **Voluntary Additional Contributions** (enter if applicable)

  - **Final Wages**
    - Select **No** if wages will continue being reported for the member.
    - Select **Yes** if the reporting period is the final month of wages and contributions for the member.

b. Click **Save**.

3. Click **Add Record** to enter another member, repeat instructions in step 2 until all members are added to the data collection.

4. Click **Validate** to begin the validation process in the **3. Validate Member Data** tab. In this step, data is validated against formatting and business requirements. Respond to the errors and/or warnings and close the **Member Summary.** Once all exceptions have been resolved, click **Continue.**
   a. Errors will show in **RED**, and warnings will show in **ORANGE**, with the total number of issues for each member. On the right-hand side of your screen, you have the option to check the box for the specific error/warning to view the members that were impacted as such. This allows you to filter by error/warning.
   b. **To respond to an ERROR**, click the row of the member's name to highlight and open the Member Summary to the right.
      - Click **View Member Data** to make any necessary changes and corrections. After the correction is made, click **Save and Validate**.
      - Click **Postpone Member** to save the member in a Data Collection to be submitted later. In the pop-up window, enter an explanation regarding the reason why the member is being postponed, then click **Save**.
      - Click **Reject Member** to remove the member from the data collection. In the pop-up window, enter an explanation regarding the reason why the member is being rejected, then click **Save**.

c. **To respond to a WARNING**, click the row of the member's name to highlight and open the Member Summary to the right. You then will need to complete one of the four options below to address the warning.
   - Click **View Member Data** to make any necessary changes and corrections. After the correction is made, click **Save and Validate**.
   - Click **Approve Warning.** In the pop-up window, click the drop-down arrow to indicate a reason to approve the warning. Click **Save.**
   - Click **Postpone Member** to save the member in a Data Collection to be submitted later. In the pop-up window, enter an explanation regarding the reason why the member is being postponed, then click **Save**.
   - Click **Reject Member** to remove the member from the data collection. In the pop-up window, enter an explanation regarding the reason why the member is being rejected, then click **Save**.

5. From the **4. Review & Submit** tab review the listed Data Collection, Data Entry Summary and Reports. Once review is complete, click **Submit** to finalize filing the monthly data collection.

**This procedure is complete.**

## Import from Completed Data Collection

You can retrieve data submitted previously and have the information automatically populated by the previously selected data collection. When you click on "**Import from Completed Data Collection**," you will be shown a list of previously completed data collections of the same type. You can then select the data collection from which you want to fetch the data. This will import the data of this previous data collection into the current data collection. Once you click **Next** after selecting the data collection you prefer, the records from the selected data collection will be imported into the current data collection.

## Download from Completed Data Collection

You can retrieve data submitted previously and have the information automatically populated by the previously selected data collection. When you click on "**Download from Completed Collection**," you will be shown a list of previously completed data collections of the same type. You would then select the data collection from which you want to fetch the data. Once you click on Next and select Download, this will download the input file of this previous data collection, which can be saved to your desktop.