Wage Report from Request Procedure- Upload File

Summary

This procedure explains how to file the monthly Wage Report using the Upload File method via the Employer Access.

Steps

The procedure is as follows:

On the 1st of each month, IMRF will start the Wage Report Data Collection 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.***

1. Navigate to the **Left-hand Tool Bar.**
    a. Click the **Business Functions** (graph) icon.
    b. Click **Data Collections**.
    c. Click on the pre-created monthly Wage Report Data Collection with a status of: **Initial Data Entry**.
    d. Click on the **View/Edit Data Collection** button in the summary window that opens.
    e. The fields in the **1. Definition** tab are pre-completed, allowing you to start at **2. Add Member Data.**
    f. To file with the Upload File method, click on the **Upload File** button to upload your wage report file. ***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.***

2. If the file(s) is saved as an icon on your desktop, you may drag and drop the file in the white box or click **Select Files from your Computer** to choose which file(s) to upload.
    a. The file format must be .CSV in the Wage Report file format.
        - Click **Download a Template file** (.CSV) above the white box if you need the format. Enter the requested information in the Excel file that was downloaded and save the file to your computer.
    - The maximum file size is 100.00 MB.
    - The maximum number of files to be uploaded at once is 5.

3. Once the file appears under the Upload Files section of the **Add Member Data** page, click **Import**. In this step, data is reviewed against formatting requirements. Click **View Report** if it fails **Synchronization**, click **View/Edit** to correct any errors or warnings to respond to them and then close **Member Summary**.

4. Click **Validate** to begin the validation process in the **3. Validate Member Data** tab. In this step, data is validated against 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.
   a. Once the review is complete, click **Submit** to finalize filing the 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 populate 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.