

Resubmitting rejected verification

1. Find the rejected data collection and select “view/edit data collection” to open it.
2. In the Verification Result box to the right review the note that IMRF has provided as feedback to why the verification was rejected.

Business Functions / Data Collections

Wage Report - 02-01-2024 - 2 (Verification Required)

Status: Verification Rejected - Action definition

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

	Social Security Number ▼	Member ID ▼	First Name ▼	Last Name ▼	Actions
1	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
1	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
1	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
1	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
2	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
1	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
1	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
2	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
1	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻
1	[blurred]	[blurred]	[blurred]	[blurred]	✓ ↻

⏪ < 1 of 2 > ⏩

Validate **Continue**

Verification Result

- Rejected** Please create a new data collection with date ranges from 03-01-2024 to 03-31-2024, upload file and submit wage report.

View Filter

All ▼

Warnings **14**

- The Payment Date does not match the dates creat...
- The entered last name does not match the last na...

12 members **No member with errors** **members with warnings**
No member without exceptions

3. Select one member from your list.
4. Select the “Remove Approve Warning Action” option.
5. Repeat this for all the members on the data collection.

Member Summary ✕

Severity:	Warning
Error ID:	8890
Message:	The Payment Date does not match the dates created for the Data Collection. If the Payment Date is incorrect, change and resubmit. Period Start Date: 02-01-2024 Period End Date: 02-28-2024 Payment Date: 03-31-2024.
Action:	Approve Warning

[View Member Data](#)

[Remove Approve Warning Action](#)

[Postpone Member](#)

[Reject Member](#)

- Once all the members have had their warning removed, select a member.
- Select the “View member data” option.

Member Summary ✕

Severity: Warning
Error ID: 8890
Message: The Payment Date does not match the dates created for the Data Collection. If the Payment Date is incorrect, change and resubmit. Period Start Date: 02-01-2024 Period End Date: 02-28-2024 Payment Date: 03-31-2024.

View Member Data

Approve Warning

Postpone Member

Reject Member

8. Make the necessary edits in the member's information per the feedback in the Verification Result field. If you are unsure of what changes need to be made, please call IMRF's Employer Services at 800-728-7971.

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

Member Information ▲

Social Security Number* ⓘ

Member ID

First Name* ⓘ

Last Name* ⓘ

Payroll Information ▲

Plan* ⓘ	REG	▼
Period Start Date* ⓘ	03-01-2024	<input type="button" value="Calendar"/>
Period End Date* ⓘ	03-31-2024	<input type="button" value="Calendar"/>
Payment Date* ⓘ	03-31-2024	<input type="button" value="Calendar"/>
Reportable Wages* ⓘ	2000.00	
Overtime ⓘ	0.00	
Contributions* ⓘ	90.00	
Voluntary Additional Contributions ⓘ	0.00	
Final Wages* ⓘ	No	▼

Member Summary

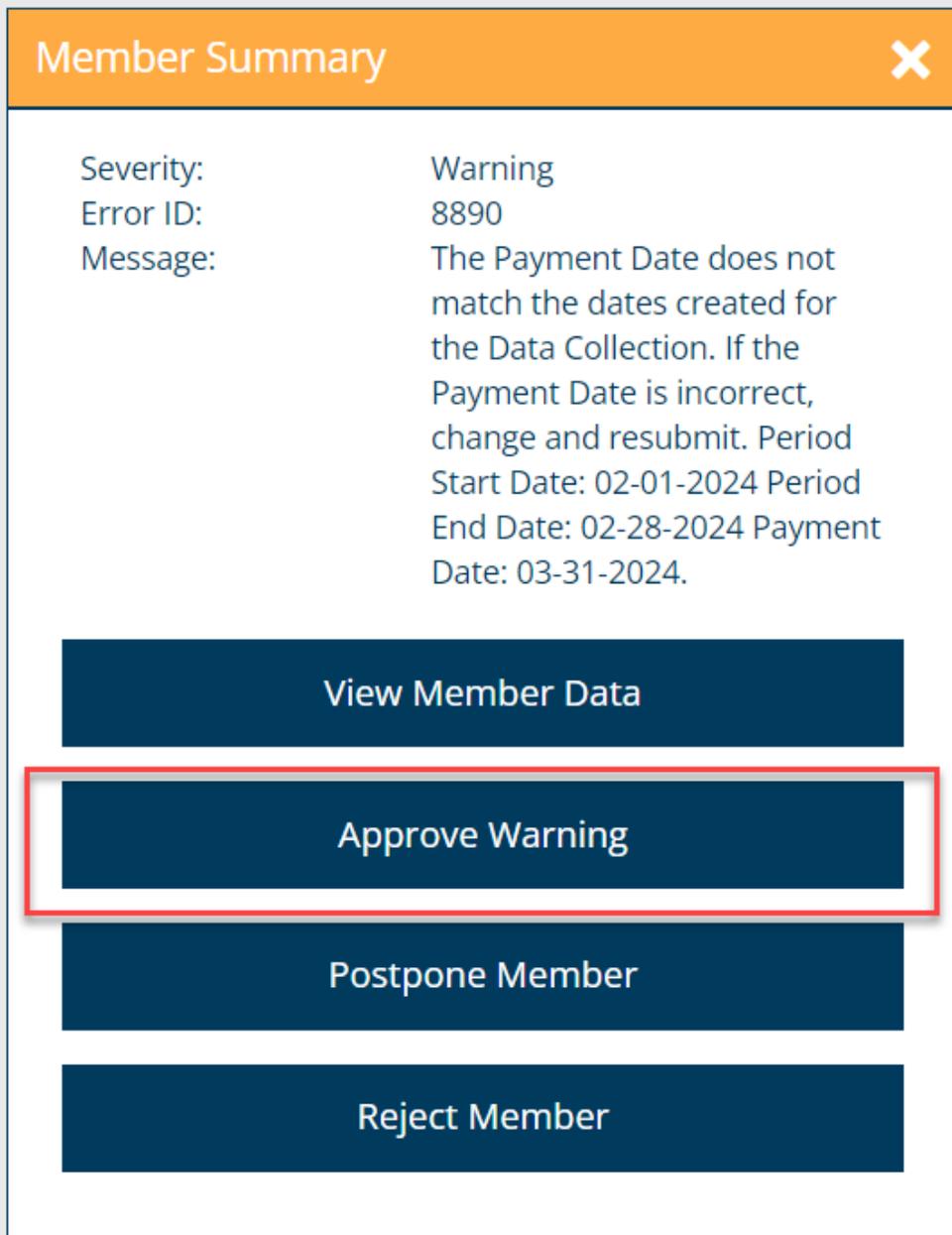
Severity: Warning
Error ID: 8890
Message: The Payment Date does not match the dates created for the Data Collection. If the Payment Date is incorrect, change and resubmit.
Period Start Date: 02-01-2024
Period End Date: 02-28-2024
Payment Date: 03-31-2024.

9. Select the "Save and Validate" option.

10. Continue this for all the members.

11. Once all the edits are made to the members information, select a member.

12. Select the “Approve Warning” option.



The image shows a 'Member Summary' dialog box with an orange header and a close button (X) in the top right corner. The main content area displays the following information:

Severity:	Warning
Error ID:	8890
Message:	The Payment Date does not match the dates created for the Data Collection. If the Payment Date is incorrect, change and resubmit. Period Start Date: 02-01-2024 Period End Date: 02-28-2024 Payment Date: 03-31-2024.

Below the message, there are four dark blue buttons with white text, stacked vertically:

- View Member Data
- Approve Warning (highlighted with a red border)
- Postpone Member
- Reject Member

13. Continue this until all the members have their warnings approved.

14. Once everyone is approved, you'll notice the warnings will still show. But as long as the data has been changed, you will select the continue option and be able to resubmit.

Business Functions / Data Collections

- Wage Report - 02-01-2024 - 2 (Verification Required)

Status: Verification Rejected - Action definition

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

	Social Security Number ▼	Member ID ▼	First Name ▼	Last Name ▼	Actions
1					✓ ↻
1					✓ ↻
1					✓ ↻
1					✓ ↻
2					✓ ↻
1					✓ ↻
1					✓ ↻
2					✓ ↻
1					✓ ↻
1					✓ ↻

Validate **Continue**

Verification Result

- Rejected** Please create a new data collection with date ranges from 03-01-2024 to 03-31-2024, upload file and submit wage report.

View Filter All ▼

Warnings **14**

- The Payment Date does not match the dates creat...
- The entered last name does not match the last na...

12 members **No member with errors** **members with warnings**
No member without exceptions

15. You will then submit as normal. Please note the verification may need to be done again. Please allow 24-48 hours for the verification to be approved or rejected again.