Wage Report Data Collection

Business Objective:

This data collection is used to submit the monthly report of earnings and contributions for a member or group of members.

This file should be submitted to IMRF monthly from the IMRF initiated Wage Report data collection provided on the 1st of each month. The Wage Report data collection should provide earnings and contribution information for all wages paid in the month prior. This collection should be remitted on or after the 1st of the month following the earnings being paid to the member for earnings paid within the prior month.

Selection Logic

All IMRF participants with earnings in the month being reported should be included on the report. The member must be enrolled in IMRF prior to reporting wages. If a member is no longer participating, earnings can be reported up to 1 month following termination. The Final Wages field indicator should be Y in the last month that a member will be reported.

The member must be enrolled in the Voluntary Additional Contribution (VAC) plan to report VAC contributions. VAC contribution percentage must match expected contributions.

Members who exceed the wage cap should continue to have earnings reported, however contributions should no longer be withheld.

File Details:

- The file is in a comma (,) delimited format (.csv file).
- This file includes a header record as described in the "File Header" section in the Transaction Record Specifications.
- The order of the fields in the upload file must be as provided in the Transaction Record Specifications section.
- All fields in the Transaction Record Specifications must be included in the upload file, even if the field is not listed as Mandatory. If the Mandatory column is listed as 'No', that field can be left blank, but the field header should not be removed from the file. For example, the upload file must have a place for the MemberID, though it is not a mandatory field. This means it can be blank when uploaded, whereas the Social Security Number must be included.

Supported Data types

- Date format MM-DD-YYYY
- Decimal symbol is the period (.) symbol
- Integers are to be provided without thousand separator symbols (,)

- Characters allowed include values ranging from A to Z and 0-9 and include all special characters
- Codes are provided in the "Table of Codes" section

Transaction Record Specifications

The names, as listed, in the "Input File Header Field Name" column of the grid below should always be part of the header record of the input file to identify each field in the data collection and ensure each of them will be interpreted correctly.

Input File Header Field Name	Description	Mandatory	Maximum Length	Data Type	Example	Table Of Codes
SSN	Social Security Number without hyphens	Yes	9	Integer	123456789	
MemberID	Unique member identifier of the employee	No	11	Integer	123456789	
FirstName	First name of employee	Yes	50	Character	John	
LastName	Last name of employee	Yes	50	Character	Smith	
Plan	Pension Plan	Yes	7	Code	REG	Plan
PeriodStartDate	Start date of the period of wages reported	Yes	10	Date	12-15-2018	
PeriodEndDate	End date of the period of wages reported	Yes	10	Date	12-31-2018	
PaymentDate	Date at which the payment was made to the employee	Yes	10	Date	12-31-2018	
ReportableWages	Amount of wages reported	Yes	21	Decimal	9999.99	
Overtime	Amount of overtime wages reported	No	21	Decimal	9999.99	
Contributions	Amount of employee contributions reported	Yes	21	Decimal	9999.99	
VoluntaryAdditionalContributions	Amount of voluntary additional contributions reported	No	21	Decimal	9999.99	
FinalWages	Indicates is the amounts provided are the final wages	Yes	1	Code	Y	Final Wages

PLAN

Interface Code	Description	Details
REG	Regular	Regular Plan
SLP	SLEP	Sheriff's Law Enforcement Plan
ECO	ECO	Elected County Official Plan

Final Wages

Interface Code	Description	Details
Y	Yes	Indicates the final month a terminated member's earnings will be reported to IMRF
N	No	Indicates wages will continue to be reported to IMRF