



# EMPLOYER ACCESS WORKSHOPS

## WELCOME

**Thank you for joining us!**

Please put any questions you  
have in the chat for our team to answer  
during the webinar.

# Agenda

- Dashboard
- Data Collections
- Demonstration
- Closing Remarks
- Questions

Toggle menu



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2265



Members and Events / Events

## Events

15427



3



View: In Progress ▾

Partner Code ▾	SSN ▾	Member ID ▾	First Name ▾	Last Name ▾	Event Type	Event Date	Event Status
00016	*****3462				Employer Disability Certification	07-03-2024	Started
00016	*****9502				Wage Report	10-09-2024	Started



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# Navigating through Widgets

Dashboard

Business Functions / Data Collections

## My Data Collections

15427

Create Data Collection

View: Completed ▾

Partner Code ▾	Data Type ▾	Data Collection Name ▾	Status	↻
06670	Wage Report	06670 - Wage Report - 04-01-2025 - 1 CEF Test Demo April Wage Report	Completed	
06670	Wage Report	06670 - Wage Report - 03-01-2025 - 1	Completed	
06670	Wage Report	06670 - Wage Report - 02-01-2025 - 1	Completed	
06670	Wage Report	06670 - Wage Report - 01-01-2025 - 1	Completed	
06670	Wage Report	06670 - Wage Report - 12-01-2024 - 1	Completed	
06670	Termination Information	06670 - Termination Information - 12-04-2024 - 1	Completed	
06670	Insurance and Union Deductions	06670 - Insurance and Union Deductions - 01-01-2025 - 1	System Error	
06670	Wage Report	06670 - Wage Report - 11-01-2024 - 1	Completed	
06670	Enrollments	06670 - Enrollments - 11-04-2024 - 1	Completed	
06670	Wage Report	06670 - Wage Report - 10-01-2024 - 1	Completed	

# Account Summary to View Invoice

Business Functions / Account Summary

## Account Summary

Partner:\*

06670

PAYABLES

RECEIVABLES

RECEIVABLES HISTORY

### Outstanding Invoices

<input type="checkbox"/>	Invoice ID ▼	Invoice Type ▼	Due Date ▼	Creation Date ▼	Amount Due ▼
<input checked="" type="checkbox"/>	2856796-H9V7	Contributions - Regular	05-20-2025	09-08-2025	\$19,803.21
<input type="checkbox"/>	2832530-S7M9	Contributions - Regular	07-31-2025	07-21-2025	\$6,707.66
<input type="checkbox"/>	2845134-D9N4	Contributions - Regular	08-31-2025	08-25-2025	\$6,707.66
Selected Invoice Total:					\$19,803.21

Continue

### 06670 - Wage Report - 04-01-2025 - 1 CEF Test Demo April Wage Report

Partner Code: 06670  
 Partner Name: City Of El Paso  
 Data Type: Wage Report  
 Data Collection Name: 06670 - Wage Report - 04-01-2025 - 1 CEF Test Demo April Wage Report  
 Start Date: 04-01-2025  
 End Date: 04-30-2025  
 Case ID: CAS-2856711-H7Y0

#### Reports

- Validations Report: D0000Val.XLS
- Transactions Report: D0000tra.XLS
- Transactions Summary Report: D0000sta.XLS
- Data Change Information: D0000dci.XLS
- Missing Members Report: D0000Dis.XLS
- Invoice: Invoice - 06670 (IMRF)



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# Wage Report Processing

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MEMBER LOGIN EMPLOYER LOGIN

MEMBERS RETIREES **EMPLOYERS** INVESTMENTS ABOUT IMRF PUBLICATIONS AND ARCHIVE

## Wage Report Procedures

for IMRF Employers

The **Wage Report** section in Employer Access is where you will create and submit your monthly Wage Report Data Collection.

All uploaded wage reports must be uploaded using a comma-separated value (csv) file. Learn the **Procedure to Properly Format the Wage Report Template File**.

Please use the **Wage Report Template** and review the **Wage Report File Specifications** document for guidance on the requirements and formatting of the report as well as some Frequently Asked Questions.

To make the learning process more convenient for you, we offer a variety of different learning formats, including step-by-step procedures in pdf format, PowerPoint presentation format or video format.

Training Topic	Format
Wage Report Template (CSV)	CSV
Procedure to Properly Format the Wage Report	PDF

### Employer Resources

- EALC Home
- Employer Access Management
- Wage Report Procedures
- Wage Adjustment Procedures
- Manage Member Events
- Documents and Reports
- Pay Online Procedure
- Find Important Information
- Secure Messages
- Employer Access FAQs
- Employer Checklists
- 2025 Final Rate Notice Generator
- 2026 Preliminary Rate Notice Generator

### Quick Links

- How Do I Delete a Data Collection?
- How Do I Reconcile Wage Report Invoices?



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# Reconciling with Invoice



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## Reconciling Wage Report Invoices

This document explains how to reconcile the amounts that are charged on invoices generated from Wage Report data collections.

To start your reconciliation of the invoice amount, click the data collection line you want to review and open the **Transactions Report** highlighted below to open the Excel file.

The screenshot displays the IMRF web application interface. At the top, the IMRF logo and tagline "Locally funded, financially sound." are visible. The main content area is titled "My Data Collections" and includes a "Create Data Collection" button and a "View: Completed" dropdown. A table lists several data collections, with the one "Wage Report - 03-01-2024 - 1" highlighted in green. To the right, a detailed view of this data collection is shown, including partner information, start and end dates, and a "Data Entry Summary" section. The summary indicates that 572 members were imported and that there are 0 manual entries. Below this, a "Total Records" section shows 572 total members records, 551 without exceptions, 0 with errors, and 7 with warnings. A "Reports" section lists several available reports, with "Transactions Report: D0000tra.XLS" highlighted in a yellow box.

Partner Code	Data Type	Data Collection Name	Status
	Wage Report	Wage Report - 02-01-2024 - 1 (Verification Required)	Completed
	Wage Report	Wage Report - 02-01-2024 - 1 (Postponed)	Completed
	Wage Report	Wage Report - 03-01-2024 - 1	Completed
	Wage Report	Wage Report - 03-01-2024 -	Completed

**Wage Report - 03-01-2024 - 1**

Partner Code: [Redacted]  
 Partner Name: [Redacted]  
 Data Type: Wage Report  
 Data Collection Name: [Redacted] - Wage Report - 03-01-2024 - 1  
 Start Date: 03-01-2024  
 End Date: 03-31-2024  
 Case ID: [Redacted]  
 Processed by: [Redacted]

**Data Entry Summary**

03 March 24 1 [Redacted]  
 572 members imported

Manual Entry: 0

**Total Records**

Total Members Records: 572  
 Members Without Exceptions: 551  
 Members With Errors: 0  
 Members With Warnings: 7

**Reports**

- Validations Report: D0000Val.XLS
- **Transactions Report: D0000tra.XLS**
- Transactions Summary Report: D0000sta.XLS
- Data Change Information: D0000dci.XLS
- Missing Members Report: D0000dis.XLS
- Invoice: Invoice - [Redacted] (IMRF)
- Invoice: Invoice - [Redacted] (IMRF)



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# Filtering Codes and Tips



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To review a breakdown of all the different contributions that are being charged to the employer, click the drop-down arrow in **Column D** to display the different contribution codes. You can select one code at a time and then highlight Column E as noted in the step above to see the total for that specific deduction.

## LIST OF CONTRIBUTION CODES

AVCA = Voluntary Additional Contributions

ERDEA = Employer Death Benefit Contributions

ERDIS = Employer Disability Benefit Contributions

ERRET = Employer Retirement Contributions

ERSUP = Employer Supplemental Benefit Contributions

**ND = Member Contributions – Normal**

**SD = Member Contributions – Surviving Spouse**

**\*\*Add ND and SD Codes to get total IMRF Member Contributions\*\***

## ITEM CODE AND DESCRIPTION ON INVOICE

**REG-VAC-EE** REG - Voluntary Additional Member Contributions

**REG-DTH-ER** REG - Death Benefit Contributions - Employer

**REG-DISA-ER** REG - Disability Benefit Contributions - Employer

**REG-RET-ER** REG - Retirement Contributions - Employer

**REG-SUPP-ER** REG - Supplemental Benefit Contributions - Employer

**REG-NOR-EE** REG – IMRF Member Contributions - Employee

Item Code	Description	Amount
REG-NOR-EE	REG-IMRF Member Contributions-Employee	\$12,094.98
REG-RET-ER	REG-Retirement Contributions-Employer	\$8,197.69
REG-DISA-ER	REG-Disability Benefit Contributions-Employer	\$215.04
REG-DTH-ER	REG-Death Benefit Contributions-Employer	\$456.94
REG-VAC-EE	REG-Voluntary Additional Member Contributions	\$4,033.55
REG-SUPP-ER	REG-Supplemental Benefit Contributions-Employer	\$1,666.45
Amount Due:		\$26,664.65



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# DEMONSTRATION

# Closing Remarks



# Employer Access Workshops

**Wage Reports & Reconciliation**

SEPT

16

**Disability Data Collections**

OCT

14

**Employer Documentation**

OCT

28

Workshops will be held from 11 AM to noon.

Mark your calendar!



# Questions?

