



Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook, IL 60523-2337
Service Representatives 1-800-ASK-IMRF
www.imrf.org

GENERAL MEMORANDUM

Number: 532

Date: April 13, 2005

To: All Authorized Agents

Subject: Announcing the debut of new Employer Access

Executive Summary

The Employer Access area of the IMRF website has been significantly enhanced. New Employer Access will go live on May 15, 2005. Changes include enhanced Web Wage Reporting and direct updates to IMRF's mainframe computer systems. IMRF's 2005 Advanced Authorized Agent Wage Reporting Workshops will provide an interactive demonstration of the enhanced Wage Reporting function.

If you have an existing Employer Access account, you will be asked to change your password the first time you log in to new Employer Access. If you do not have an Employer Access account, you will be able to register online for an account.

Dear Authorized Agent:

I am delighted to announce the debut of the new Employer Access area of the IMRF website. New Employer Access will go live on May 15, 2005.

Our goal was to ensure Employer Access met our employers' needs—regardless of the employer's size—and that employers would find Employer Access easy to use.

What's new

The new Employer Access offers several improvements:

Enhanced Wage Reporting function

By reporting wages and contributions via Employer Access, your wage report will always balance, and you will be less likely to receive letters from IMRF about your report.

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- You can enter your wage and contribution detail directly online. This enhanced function replaces the Automated Employer Reporting Software (AERS) and provides an easy-to-use and accurate method of creating your wage detail file.
- You can create the wage and contribution detail file via Excel or your current payroll program and import that file. You can also download an Excel spreadsheet pre-populated with your member information and formatted for IMRF wage reports.
- The new **Wage Reporting function automatically creates IMRF Form 3.10, Wage Report Summary**. You provide your member wage and contribution detail, and the Wage Reporting function computes your totals and creates the wage summary.
- A new step (“validate”) makes sure your wage report is correct and in balance before you send it to IMRF.
 - If you do not report wages for a member, the Wage Reporting function will prompt you to either enter wages or to confirm “no wages” for the member.
 - If you report wages for an employee IMRF does not recognize as an active member, the Wage Reporting function will prompt you to confirm that the employee should be reported:
 - If a member is being reported under the wrong plan, you can easily report him or her under the correct plan.
 - If the employee should not be reported, you can remove the employee from the report.
 - If the employee should be reported, you can report the wages, and the Wage Reporting function will remind you to submit an enrollment form.
 - If a member’s contributions do not match the percentage to be withheld for the member’s plan, that member will be identified. You can correct the wages or have the Wage Reporting function automatically correct the contribution amount.

Email Confirmations

You will receive an email confirmation of any online transaction you complete.

Online registration

Registering for an Employer Access account is easy—no more paper form to complete. The Authorized Agent would visit www.imrf.org, click on the “Employer Access” link on the left side of the page, and click on the “Register Here” link. It will take approximately five business days to receive the Employer Access account information.

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We have also made it easier for you to maintain accounts for your Web Assistants and Security Administrator. A Security Administrator can perform all Employer Access functions, including creating Web Assistant accounts. Web Assistants are given access to specific functions by either the Authorized Agent or Security Administrator.

We strongly recommend you establish separate accounts for employees who use Employer Access. Creating separate accounts creates a proper record of who submitted information to IMRF should there be any dispute.

Web transactions recorded in real time

You will continue to be able to submit member terminations and member information changes via Employer Access. In the past, that information was received and entered into our mainframe computer systems by IMRF staff.

With new Employer Access, when you submit a termination or member information change, the information you submit will update our mainframe computer systems in real time. However, wage reports and wage adjustments require additional processing by IMRF.

Developed with employers' help

While we were developing new Employer Access, we worked to get input from the people who will use the improved site: our employers. Employers helped us by participating in focus groups, serving as beta testers, or by using new Employer Access during a pilot roll out. We thank those employers for their opinions and insights.

Since November 2004 when we released the beta version:

- More than 250 employers have used new Employer Access
- More than 100 different employers have submitted approximately 110 Member Information Changes, 130 Member Terminations, and 170 Web Wage Reports
- Web Wage Reports vary from an employer reporting four members to an employer reporting more than 3,100 members

Employers both small and large who have used new Employer Access tell us the enhanced Wage Reporting function "is easy to navigate," and "Thank you for helping make my job a little easier!"

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Existing Employer Access accounts

If you have an existing Employer Access account, the first time you log in to new Employer Access you will be asked to change your password.

If you currently report wages electronically, you will receive a Special Memo detailing the changes in wage reporting.

If you don't have an Employer Access account

You register for an Employer Access account online—no paper form to complete. Visit www.imrf.org, click on the “Employer Access” link on the left side of the page, and click on the “Register Here” link.

Interactive demonstrations of new Employer Access Wage Reporting

IMRF's 2005 Advanced Authorized Agent Certification Wage Reporting Workshops will include an interactive demonstration of the enhanced Web Wage Reporting Function. You will find the dates, locations, and registration information on pages 5 and 6.

We've worked hard to create an Employer Access area that meets your needs and makes the job of administering IMRF a little easier.

Questions

If you have any questions regarding Employer Access, please contact a Member Service Representative at 1-800-ASK-IMRF (1-800-275-4673) Monday through Friday, 7:30 A.M. to 5:30 P.M.

Sincerely,



Louis W. Kosiba
Executive Director

2005 Advanced Authorized Agent Certification Wage Reporting Workshops

Registration is limited at each location, so please register early. To ensure a seat at a workshop and at the Web Wage Reporting demonstration, **we recommend you register online.**

Online:

Visit www.imrf.org and click on the “Employer Workshops” button on the side navigation (menu) bar. Follow the steps to complete your secure online registration. Please print your confirmation page.

By Fax:

Fill out the registration form below. Clearly print your name or the name of your staff member who will attend and fax it to Donna Cesario, IMRF Field Services Meeting Planner, at 630-368-5397. You will receive a confirmation letter.

By Mail:

Fill out the registration form below. Clearly print your name or the name of your staff member who will attend and mail it to:

IMRF
Attn: Donna Cesario, Field Services Meeting Planner
2211 York Road, Suite 500
Oak Brook, IL 60523-2337

You will receive a confirmation letter.

I will attend a 2005 Advanced Authorized Agent Certification Wage Reporting Workshop

Date of Meeting _____ Location _____

Name (please print)	Title	Last four digits of Social Security Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employer Name _____ Employer Number _____

Work phone _____ Email _____

2005 Advanced Authorized Agent Certification Wage Reporting Workshops

All workshops are held from 9 a.m. to Noon, unless otherwise indicated

Tuesday, May 17
Stonegate Conference Centre
2401 W. Higgins Road
Hoffman Estates

Tuesday, May 17
Holiday Inn
7800 Kingery Highway
Willowbrook

Tuesday, May 17
Walter Payton's Roundhouse
205 N. Broadway
Aurora

Wednesday, May 18
Comfort Inn
200 Comfort Drive
South Jacksonville

Wednesday, May 18
Holiday Inn
1000 Eastport Plaza Drive
Collinsville

Thursday, May 19
Ty's Family Restaurant
1065 W. Main Street
Olney

Thursday, May 19
Holiday Inn Express
1715 Parkway Plaza Drive
Normal

Thursday, May 19
Clock Tower Resort
7801 E. State Street
Rockford

Thursday, May 19
Hilton Garden Inn
18335 LaGrange Road
Tinley Park

Tuesday, May 24
Holiday Inn
411 S. Larkin Avenue
Joliet

Tuesday, May 24
Wingate Inn
2112 S. Arlington Heights Road
Arlington Heights

Wednesday, May 25
Lake Storey Pavilion
Macon Drive
Galesburg

Wednesday, May 25
Holiday Inn
1001 Killarney St.
Urbana

Thursday, May 26
Holiday Inn
201 S. 3rd Street
Quincy

Thursday, May 26
Hampton Inn
4115 Holiday Lane
Ottawa

Thursday, May 26
Carbondale Civic Center
200 S. Illinois Street
Carbondale

Thursday, May 26
1 P.M. to 4 P.M.
Hilton Hotel
9333 S. Cicero
Oak Lawn

Wednesday, June 1
Holiday Inn
222 Potomac Blvd.
Mt Vernon

Wednesday, June 1
Keller Convention Center
1202 N. Keller Drive
Effingham

Thursday, June 2
Hilton Garden Inn
455 RiverStone Parkway
Kankakee

Thursday, June 2
Renaissance North Shore
933 Skokie Blvd.
Northbrook

Monday, June 6
Hilton Garden Inn
18335 S. LaGrange Road
Tinley Park

Tuesday, June 7
Stoney Creek Inn
101 Mariners Way
East Peoria

Tuesday, June 7
Wingate Inn
50 E. Remington Road
Schaumburg

Wednesday, June 8
Holiday Inn
6902 27th Street
Moline

Wednesday, June 8
IMRF Regional Office
3000 Professional Dr.
Springfield

Thursday, June 9
Ramada Inn
6900 N. Illinois Street
Fairview Hts.

Wednesday, June 15
Holiday Inn
2105 First Ave. South
Rock Falls

Wednesday, Sept. 14
Stoney Creek Inn
101 Mariners Way
East Peoria

Wednesday, Sept. 21
Lake Storey Pavilion
Macon Drive
Galesburg

Wednesday, Sept. 28
Holiday Inn
201 S. 3rd Street
Quincy

Tuesday, October 11
Kokopelli Golf Club
1401 Champions Drive
Marion