



# Illinois Municipal Retirement Fund

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*Service Representatives 1-800-ASK-IMRF*

www.imrf.org

## GENERAL MEMORANDUM

**Number:** 539

**Date:** November 4, 2005

**To:** All Authorized Agents

**Subject:** Mandatory Web Wage Reporting effective July 1, 2006

### **Executive Summary**

More than 1,400 employers report their members' wages and contributions via Web Wage Reporting. Response from these employers has been very positive. IMRF is experiencing increased efficiencies because Web Wage Reports are always correct and in balance. Employers are saving time because wage report problems are identified immediately instead of weeks later by correspondence from IMRF.

Therefore, **effective July 1, 2006, IMRF employers who have Internet capabilities will be required to submit their monthly wage reports via Web Wage Reporting.** After July 1, 2006, if an employer has Internet capability but does not submit monthly wage reports via Web Wage Reporting, it will be charged a \$25 monthly fee. One-on-one training for Web Wage Reporting is available now, and interactive demonstrations will be held in early 2006.

### **Background**

New Employer Access went live on May 15, 2005, and included an enhanced Web Wage Reporting function. Currently, more than 1,400 employers use Web Wage Reporting to submit their monthly wage reports. Since May, these employers have successfully reported approximately \$1.8 billion in member wages and \$85.4 million in contributions for more than 123,000 members.

Overall, employer response to the Web Wage Reporting function has been very positive. Employers tell us that they are "very pleased with the online reporting," "it is so easy and efficient," and that Web Wage Reporting "helps to make our jobs easier."

Web Wage Reporting is safe, secure, and immediate. You do not have to mail anything (diskette or paper), and your summary report (Form 3.10) is created by the Web Wage Reporting application.

A “validate” step in Web Wage Reporting ensures that your wage report is correct and in balance before you submit it to IMRF. For example,

- If you do not report wages for a member, the Wage Reporting function prompts you to either enter wages or to confirm “no wages” for the member.
- If you report an employee who does not have a valid member record with IMRF, you will be asked to verify that the employee’s wages should be reported.
- If a member’s contributions do not match the percentage to be withheld for the member’s plan, that member is identified. You can correct the wages or have the Wage Reporting function automatically correct the contribution amount.

Web Wage Reporting has resulted in increased efficiencies for IMRF as well. IMRF does not have to investigate out-of-balance reports or send multiple letters to employers to determine why a member was or was not reported.

This contrasts with paper reports or reports submitted on magnetic media. When errors are discovered, IMRF must manually correct those errors *after* the report is received. This causes delays in processing the report, and may, in some cases, delay payment of a member’s benefit.

In addition, the Employer Access area includes a digital “filing cabinet” where you can view all your Web transactions, including wage reports, wage adjustments, and terminations.

#### **Web Wage Reporting will be required**

If your employer has Internet capability, **effective July 1, 2006**, you will be required to submit your monthly wage reports via Employer Access and the Web Wage Reporting function.

Beginning with your June 2006 wage report, you will be expected to submit your wage reports via Web Wage Reporting. If you do not, you will be charged a \$25 monthly fee.

**If you have the ability to connect to the Internet but do not have an Employer Access account**, visit [www.imrf.org](http://www.imrf.org) and click on the link labeled “Employer Access” on the upper left of the screen, then click on the “Register Here” link.

**If you do not have the ability to connect to the Internet**, I encourage you to obtain such ability and to apply for an IMRF Employer Access account. In addition to wage reports, you can submit wage adjustments, terminations, and member account changes through your Employer Access account. You will also be able to view and print your employer documents, such as GASB 27 Footnote Disclosure and Rate Notices.

**One-on-one training available**

I understand some employers may be hesitant to switch to Web Wage Reporting because they think it will be too complicated. If you are concerned about making the switch, you can schedule a 15-minute telephone appointment with a Member Service Representative. The Representative will provide assistance while you complete the wage reporting steps.

To schedule a telephone appointment at a time that's convenient for you, call 1-800-ASK-IMRF (1-800-275-4673) Monday through Friday, from 7:30 a.m. to 5:30 p.m. You will need your Employer Access ID when you call.

**Interactive demonstrations**

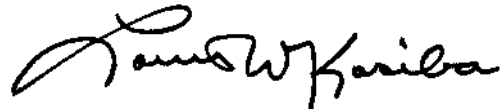
Although the extensive Help files provided in Web Wage Reporting and the one-on-one training discussed above will be sufficient for most employers to start reaping the benefits of Web Wage Reporting, IMRF will offer a series of interactive demonstrations in early 2006.

You will receive a General Memorandum early in 2006 providing demonstration dates, locations, and registration information.

**Questions?**

If you have any questions regarding mandatory Web Wage Reporting, call an IMRF 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