



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook, IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

SPECIAL MEMORANDUM

Number: 293

Date: March 14, 2006

To: Authorized Agents not reporting wages via Web Wage Reporting

Subject: Mandatory Web Wage Reporting effective July 1, 2006

Executive Summary

More than 2,000 employers report their members' wages and contributions via Web Wage Reporting. Response from these employers continues to be very positive.

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 processing fee.

One-on-one training for Web Wage Reporting is now available over the telephone. You can also register to attend an interactive demonstration. Dates, locations and a registration form are included with this memorandum.

If you do not have Internet access, please return the enclosed "Certificate of Lack of Internet Access" form so IMRF can waive the \$25 monthly fee.

When Internet access becomes available, employers will be required to use Web Wage Reporting. IMRF will periodically request that employer certify their lack of Internet access.

Background

New Employer Access went live on May 15, 2005, and included an enhanced Web Wage Reporting function. Currently, more than 2,000 employers use Web Wage Reporting to submit their monthly wage reports.

- Overall, employer response to the Web Wage Reporting function continues to be very positive. Every time an employer submits a Web Wage Report, they confirm the system's safety, security, and immediacy. In addition:

- **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.
- You can use a **digital “filing cabinet”** where you can **view all your Web transactions**, including wage reports, wage adjustments, and terminations.
- A **link to the govONE Solutions web site** is available, which will aid you in paying your monthly contributions.

July 1, 2006, deadline

If your employer has Internet access, 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 any wage reports filed in July 2006, you will be expected to submit your wage reports via Web Wage Reporting. If you do not, you will be charged a \$25 monthly processing fee.
- If you have the ability to connect to the Internet but do not have an Employer Access account, visit 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.
- **If you are unable to obtain Internet access**, complete and return the enclosed “Certificate of Lack of Internet Access” form (page 5). IMRF will periodically request that you certify your lack of Internet access.

One-on-one training available

I understand some employers may be hesitant to switch to Web Wage Reporting. If you are concerned about making the switch, you can schedule a 15-minute telephone appointment with an IMRF 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. (If you do not have an Employer Access account, visit 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.)

Interactive demonstrations


Although the extensive Help files provided in Web Wage Reporting and the one-on-one training discussed above should be sufficient for most employers to start reaping the benefits of Web Wage Reporting, IMRF is offering a series of interactive demonstrations (see page 4).

The meetings will take approximately an hour-and-a-half. You will learn how to use IMRF's Web Wage Reporting and view an interactive demonstration. We encourage you to attend.

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,

A handwritten signature in black ink, appearing to read "Louis W. Kosiba". The signature is fluid and cursive, with a large initial "L" and "K".

Louis W. Kosiba
Executive Director

Enc. Web Wage Reporting Workshops dates, locations and registration
Certificate of Lack of Internet Access

IMRF's Web Wage Reporting Workshops

Advance registration is required to attend these meetings

All meetings start at 1:00 P.M. except where indicated

Thursday, April 6 9am-Noon Keller Convention Center 1202 N. Keller Drive Effingham BP	Thursday, April 27 9am-Noon Holiday Inn 1000 Eastport Plaza Dr. Collinsville BP	Tuesday, May 9 Hilton Hotel 9333 S. Cicero Oak Lawn PP	Tuesday, May 16 Holiday Inn Express 1715 Parkway Plaza Dr. Normal TA
Thursday, April 13 Holiday Inn 411 S. Larkin Ave. Joliet PP	Tuesday, May 2 Clock Tower Resort 7801 E. State St. Rockford JR	Tuesday, May 9 Hilton Garden Inn 455 RiverStone Pkwy. Kankakee TA	Wednesday, May 24 Holiday Inn 222 Potomac Blvd. Mt Vernon JP
Wednesday April 19 Marion Carnegie Library 206 S. Market St. Marion JP	Tuesday May 2 Holiday Inn 17 W. 350 - 22nd St. Oak Brook Terrace TA	Thursday, May 11 Holiday Inn 7800 Kingery Hwy. Willowbrook TA	Tuesday, June 6 Holiday Inn 6902 27th St. Moline JR
Monday, April 24 Hilton Hotel 9333 S. Cicero Oak Lawn PP	Wednesday, May 3 Best Western 300 S. Soangehata Road Galesburg CL	Thursday, May 11 9am-Noon Holiday Inn 1001 Killarney St. Urbana BP	Friday, June 9 Hampton Inn 4115 Holiday Lane Ottawa TA
Wednesday, April 26 Ty's Family Restaurant 1065 W. Main St. Olney JP	Wednesday, May 3 Stonegate Conference Centre 2401 W. Higgins Rd. Hoffman Estates IR	Tuesday, May 16 Stoney Creek Inn 101 Mariners Way East Peoria CL	Tuesday, June 27 Randall Oaks Golf Course 37W361 Binnie Road Dundee JR
Thursday, April 27 Hilton Garden Inn 18335 LaGrange Rd. Tinley Park PP	Tuesday, May 9 Ramada Inn 6900 N. Illinois St. Fairview Heights JP	Tuesday, May 16 Walter Payton's Roundhouse 205 N. Broadway Aurora JR	Thursday, June 29 9am-Noon IMRF Regional Office 3000 Professional Dr. Springfield BP

An IMRF Field Representative will present the program. To determine which Field Representative is presenting, match the initials following a program date to the list below:

(TA) = Tecya Anderson (PP) = Paul Parise (BP) = Bill Pettry (IR) = Irma Rodriguez
 (CL) = Cindy Lambin (JP) = Jean Parson (JR) = Jon Renner

Clearly print your name or the name of your staff member who will attend and mail 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 in the mail.

I will attend an IMRF Web Wage Reporting Workshop

Date of Workshop _____ Location _____

Name (please print) _____ Title _____ SS# _____

Employer Name _____ Employer Number _____ Work phone _____

YOU CAN ALSO FAX YOUR REGISTRATION TO
 Donna Cesario, Field Services Meeting Planner
 IMRF's Oak Brook Office
 FAX: 630-368-5397
 PHONE: 630-706-4536

**Please allow adequate time to receive
 confirmation of your registration and
 directions to the meeting.**

Certificate of Lack of Internet Access

Illinois Municipal Retirement Fund
ATTN: Wage Reports Unit
2211 York Road, Suite 500
Oak Brook, IL 60523-2337

In response to mandatory Web Wage Reporting, _____
(EMPLOYER NAME)
does not have access to the Internet and is requesting a waiver of the \$25.00 monthly fee.

We acknowledge that, when we obtain Internet access, we will change from our current wage reporting method to Web Wage Reporting.

We are aware that IMRF will periodically request that we recertify the lack of Internet access.

EMPLOYER NAME

EMPLOYER NUMBER

AUTHORIZED AGENT SIGNATURE

DATE