



# Authorized Agent Workshop Webinar

————— *Module 1 of 4* —————  
*Introduction, Enrollment & Termination*





## COVID-19 and IMRF

*IMRF is secure, agile, and proactive.*

- Fully adapted to operational challenges posed by COVID-19
- Providing all key services to members and employers
- Pivoting staff between in-person and remote work



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2019 Award Recipient



# Many Resources are Available Online



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2019 Award Recipient





# Authorized Agent Webinar Plan for 2021



Wednesday,  
September 29, 2021

———— *Module 1 of 4* ————  
*Introduction, Enrollment & Termination*



Wednesday,  
October 27, 2021

———— *Module 2 of 4* ————  
*Wage Reporting*



Wednesday,  
November 10, 2021

———— *Module 3 of 4* ————  
*IMRF Benefits*



Wednesday,  
December 8, 2021

———— *Module 4 of 4* ————  
*Employer Rates & Legislation*

  
**Click here.**

  
**Click here.**



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# How to download this presentation.

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**EMPLOYER PROCEDURES**

- Authorized Agents Manual
- Employer Tasks and Forms
- Employer Support Videos**
- Employer Workshops and Materials**
- Your Employer
- GASB 68 Resources
- Employer Rates
- Reports for Employers

**EMPLOYERS MUS**

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☐ Member Access ☒ Employer Access  
 User Name:  Password:  [SIGN IN](#)  
[Forgot Username](#) [Forgot Password](#) [Register](#)

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[MY ACCOUNT](#) | [MEMBERS](#) | [RETIREES](#) | [EMPLOYERS](#) | [INVESTMENTS](#) | [ABOUT IMRF](#) | [FORMS AND PUBLICATIONS ARCHIVE](#)

## Employer Workshop Webinars & Materials

for IMRF Employers

### Authorized Agent Workshops

This year our Employer Workshops will be offered online in four separate webinar modules designed for Authorized Agents and other employer representatives. Staff members who assist you with day-to-day IMRF issues and processes, such as enrollment, payroll reporting, benefit applications and various member inquiries, are invited to attend.

- Module 1 - Authorized Agent Webinar: Introduction, Enrollment and Termination
- Module 2 - Authorized Agent Webinar: Wage Reporting
- Module 3 - Authorized Agent Webinar: IMRF Benefits
- Module 4 - Authorized Agent Webinar: Employer Rates and Legislation

[Details and Dates](#)

**AUTHORIZED AGENT WORKSHOP ADDITIONAL INFORMATION PAGE**

Click here for the Authorized Agent Workshop Webinar presentation and links to supplemental information.



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# Resources for New Authorized Agents

## Welcome, new IMRF Authorized Agent!

for IMRF Employers

As an IMRF Authorized Agent, you serve as an essential link between your employer, your IMRF members, and IMRF.

Below you will find many of the resources you'll need to perform common Authorized Agent tasks.

### Employer Access

**Employer Access** is the secure area of IMRF's website where you will manage most of your essential administrative tasks. With your Employer Access account, you can report wages, enroll and manage members, view and upload member and employer documents, and much more.

[Access your account here.](#)

### Workshops

IMRF offers a variety of workshops on topics of interest:

- **Employer workshops**
- **Member workshops**
- **Retiree workshops**

### Employer tasks and forms

### Quick Links

[Enrolling Members in IMRF](#)

[Reporting Wages Using the Import Process](#)

[Reporting Wages Using the Manual Process](#)

[Authorizing Web Assistants and Security Administrators](#)



### New Authorized Agent

[Click here for instructions on how to set up a new Authorized Agent Account.](#)



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## Topics of the Day

- Your Role as an Authorized Agent
- Resources Available to You
- Understanding IMRF Participation
- Wage Reporting
- Time for Questions & Answers



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## What is an IMRF Authorized Agent?

- Understanding IMRF
- How are we funded?
- What is an Authorized Agent?



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## IMRF is a defined benefit pension fund for employees of Illinois.

- Pension benefits
- Disability benefits
- Death benefits



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# 2021 Pension Dollar

**The IMRF Pension Dollar**  
Pensions are a shared responsibility.

Every dollar paid to IMRF retirees comes from three sources:

**66¢**  
IMRF Investment  
Earnings

**23¢**  
IMRF  
Employers

**11¢**  
IMRF  
Members



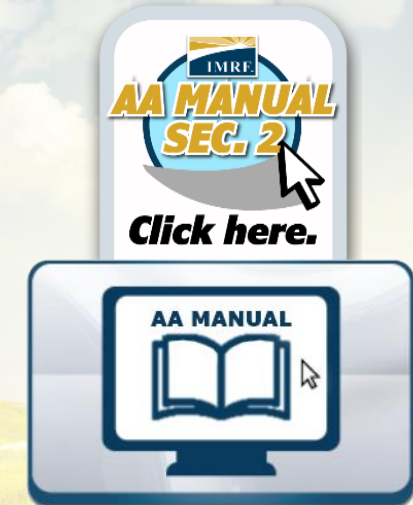
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# What is an Authorized Agent?

- Key person in administering IMRF
- One per employer
- Discussed in Section 2 of the Manual for Authorized Agents
- Uses forms to complete administrative tasks
  - 2.20 to appoint the Authorized Agent



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## Being an Authorized Agent

- Your role as an Authorized Agent
- Resources available to you



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# The Role of an Authorized Agent

- Enroll eligible employees as IMRF members
- Ensure employer reports wages monthly
- Read and distribute memos, Employer Digest, and employer financial reports provided by IMRF
  - Establish New Subscribers who will receive the above information
    - Employer Access, “Contact Us,” “Manage New Subscribers”
- Participate in IMRF Executive Trustee elections



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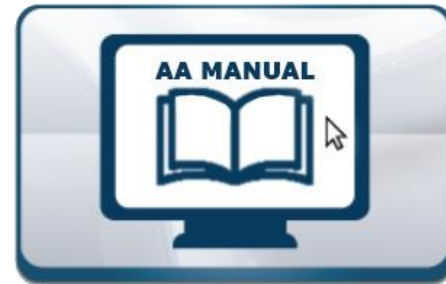
# Resources Available to You



- **Checklists & Memos**
- **Archive of Employer Digests**
- **Support Videos**
- **Webinars**



- **Forms**
- **Secure Messaging**
- **Employer Specific Information**
- **Document Archive**



- **Guide for Administering IMRF**

## Clickable Links

- Any time you see these three icons in today's presentation, you can click on them.



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# Employer Access Help Page

## Employer Access

for IMRF Employers

### Manage Your Account With Employer Access

Employer Access allows you to perform essential administrative tasks quickly and easily. With your Employer Access account, you can report wages, enroll and manage members, view member and employer documents, make payments to IMRF, and much more.

### Your home page

After you log in, your home page links to where you can perform a variety of essential tasks. You can go back to this page by clicking the "Home" button from any other page in Employer Access.

**Village of Anytown** Need help? Click here. [Help](#)

**Important News and Information from IMRF**  
QA Build Updated on 2/19/2020 for 2/25/2020 [Mark as Read](#)

**IMRF Employer ID: 000000** **Hourly Standard: 1000 Hourly** **View Employer ID and Hourly Standard**

**User Name: AMY AGENT (AAA000000)** **Role: Authorized Agent** **Secure Messages: (0 Unread)** **View your role and number of unread Secure Messages**

**Wages and Contributions**  
[Report Wages](#)  
[Report Wage Adjustments](#)  
[Display Wage Report History](#)  
[Display Wage Adjustment History](#)  
[Display Contribution Rates](#)  
**Report, correct, and view member earnings and contributions. View current, past, and future employer rates.**

**Payments**  
[Pay Online](#)  
[Display Payment History](#)  
[Display Account Balance](#)  
**View charges, credits, and advices related to your Account Balance. Click "Pay Online" to visit the First Data website to pay your monthly IMRF contributions.**

**Members**  
[Enroll Member](#)  
**Enroll a member**

### Quick Links

[Make EFT payments to IMRF](#)

[Employer Support Videos](#)

[AA Manual](#)

### EMPLOYER ACCESS TIPS & TRICKS

#### Employer Access Tips and Tricks

- Don't get locked out—use the "Forgot Password" button.
- Five incorrect login attempts during any month will result in a 24-hour lockout.
- Remember to change your password every 30 days.
- Log in to your account at least once every 90 days to keep your account active. Inactive accounts are terminated.
- Authorized Agents whose accounts are terminated must re-register for an account. Web Assistants whose



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# Employer lightbox notices

The screenshot shows the IMRF website with a lightbox notice. The notice has a megaphone icon and the text: "Employer Retirement Reserve Statements Now Available". Below this, it states: "2020 Employer Retirement Reserve Statements are now available in the [Display Annual Documents](#) section of Employer Access." It further explains: "The 2020 Employer Retirement Reserve Statements provide accounting of your employer's IMRF assets for 2020. They report the opening balance on January 1, 2020, the closing balance on December 31, 2020, investment earnings, interest charges, charges for employee retirements, and credits for contributions made to IMRF."

The website header includes the IMRF logo, the tagline "Locally funded, financially sound.", and navigation links: MY ACCOUNT, MEMBERS, RETIREES, EMPLOYERS, INVESTMENTS, ABOUT IMRF, and FORMS AND PUBLICATIONS ARCHIVE. A search bar and a LOG OUT button are also present.

On the right side, there is a "Quick Links" section with links to: AA Manual, Report Wages, Pay Online, Enroll Member, Manage Member, Document Archive, and Secure Message Center. Below this is a section for "Employer Support Videos" with a "LEARN MORE" button.



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# How to Locate a Member ID

## Members

[Enroll Member](#)[Display or Change Member Information](#)[Terminate Member](#)[Report Disability or Return to Work](#)

## Search Members

Last Name Begins With:	<input type="text"/>	
Member ID:	<input type="text"/>	
SSN Begins With:	<input type="text"/>	
Employment Status:	<input type="text"/> ▼	<input type="button" value="Search"/>
Sort By:	Last Name ▼	<input type="button" value="Quit"/>
Sort Sequence:	Low to High ▼	

Click the 'Enroll Member' link to enroll a new employee into IMRF.

[Enroll Member](#)

## Member List

Member ID	SSN	Member Name	Employment Status
<a href="#">444-4484</a>		Rachelle L	Terminated
<a href="#">555-5355</a>		Veronica M	Terminated
<a href="#">222-3222</a>		Wanda K	Terminated



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# How to Find Support Videos

The screenshot shows the IMRF website interface. At the top, there is a navigation bar with links for Text Size, Home, Contact Us, Español, and a search bar. Below this is the IMRF logo and the tagline "Locally funded, financially sound." A login section for Member and Employer Access is visible. The main menu includes links for MY ACCOUNT, MEMBERS, RETIREES, EMPLOYERS, INVESTMENTS, ABOUT IMRF, and FORMS AND PUBLICATIONS ARCHIVE. Under the EMPLOYERS section, there are two columns of links: EMPLOYER PROCEDURES (Authorized Agents Manual, Employer Tasks and Forms) and EMPLOYERS MUST KNOW (GASB 68 Resources, Employer Rates, Reports for Employers, Active Military Reservists, Converting Military Service, Hiring IMRF Retirees - Cautions). A callout box with a computer monitor icon points to the "EMPLOYERS MUST KNOW" section. Below the main menu, a section titled "2019 F" is partially visible. The "Employer Support Videos" section is highlighted, showing a list of videos: "Enrolling Members in IMRF" and "Reporting Wages Using the Import Process". A "Quick Links" section with a "Videos Archive" link is also present.



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# IMRF offers Support Checklists for Common Tasks



**IMRF Employer Checklist**  
Page 1 of 2

**Should this employee be enrolled in IMRF?**  
DO NOT submit this checklist to IMRF—for employer's use only.

This checklist should be used to determine whether an employee should be enrolled in IMRF. (Use this checklist as a reference only or place a copy in the member's file. Do NOT submit it to IMRF.) This checklist also provides documentation which should be placed in the employee's personnel file for future use. (You can also refer to Section 3, "Coverage," in the Manual for Authorized Agents for details regarding which employees are covered by IMRF.)

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Member ID: \_\_\_\_\_

**Is this employee receiving an IMRF pension?**

☐ Yes  
Skip completing this checklist.  
Call IMRF at 1-800-733-7071.

☐ No  
Continue completing this checklist.

**Check one:**

☐ New hire or return  
☐ Promotion or employee assumed additional duties

☐ New position  
☐ Annual review of non-participants to evaluate the hourly requirement of their respective positions.

**1. What is the hourly standard of your employer? (Refer to your Employer Assent document if you are not sure.)**

☐ 600 hours effective \_\_\_\_\_  
☐ 1,000 hours effective \_\_\_\_\_

**2. If your employer adopted the 1000-hour standard after it joined IMRF, did the employee work for your employer in a position requiring at least 400 hours before the 1000-hour standard was adopted? (Refer to your Employer Assent document if you are not sure whether your employer adopted the 1,000-hour standard.)**

☐ Yes  
If yes, employee is grandfathered under the 600-hour standard for your employer only and must be enrolled in a pension requiring at least 400 hours before the 1000-hour standard was adopted. This is the case if your employer adopted the 1,000-hour standard. If you are enrolling the employee, complete the enrollment checklist, then select a **Rate of Enrollment** as Employer Assent.

☐ No  
If no, go to question 3.

**3. Determine the hourly requirement of the employee's position. Use the exact hours, if known. If not, make a good faith evaluation based on the job description, the history of the position, and the time required to do similar work.**

**a. Number of hours per day** \_\_\_\_\_  
**b. Number of days per week** \_\_\_\_\_  
**c. Number of weeks per year** \_\_\_\_\_

**Calculate:**  
Multiply **a x b x c** = \_\_\_\_\_  
This total is the expected number of hours the position requires.

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■ Enrollment

■ Participation

■ Disability

■ Retirement

■ Death

■ Termination

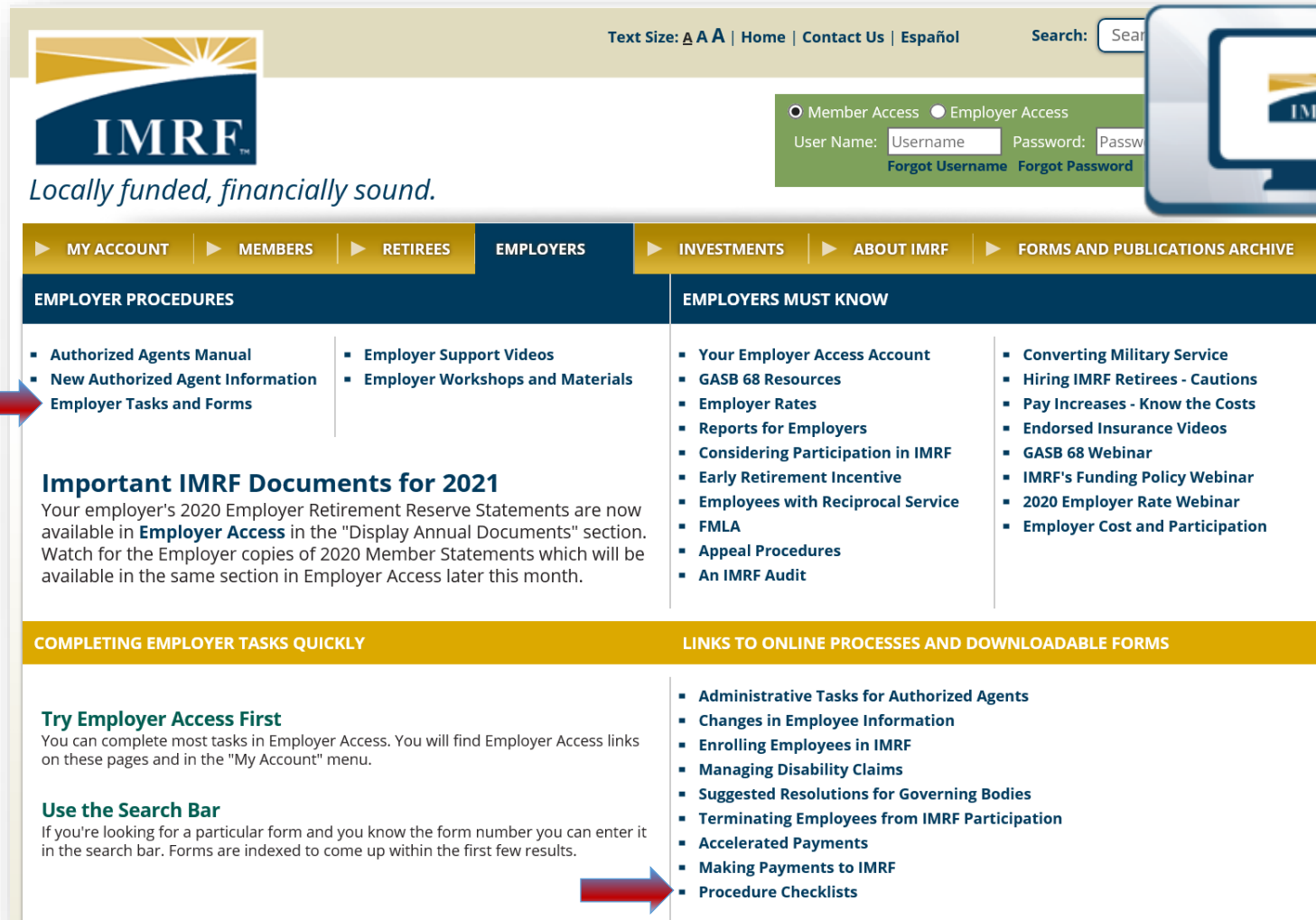


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# How to Find Procedure Checklists



Text Size: [A](#) [A](#) [A](#) | [Home](#) | [Contact Us](#) | [Español](#) Search:

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☐ Member Access ☐ Employer Access  
User Name:  Username Password:  Password  
[Forgot Username](#) [Forgot Password](#)

[MY ACCOUNT](#) [MEMBERS](#) [RETIREES](#) **EMPLOYERS** [INVESTMENTS](#) [ABOUT IMRF](#) [FORMS AND PUBLICATIONS ARCHIVE](#)

**EMPLOYER PROCEDURES**

- Authorized Agents Manual
- New Authorized Agent Information
- Employer Tasks and Forms
- Employer Support Videos
- Employer Workshops and Materials

**Important IMRF Documents for 2021**  
Your employer's 2020 Employer Retirement Reserve Statements are now available in **Employer Access** in the "Display Annual Documents" section. Watch for the Employer copies of 2020 Member Statements which will be available in the same section in Employer Access later this month.

**EMPLOYERS MUST KNOW**

- Your Employer Access Account
- GASB 68 Resources
- Employer Rates
- Reports for Employers
- Considering Participation in IMRF
- Early Retirement Incentive
- Employees with Reciprocal Service
- FMLA
- Appeal Procedures
- An IMRF Audit
- Converting Military Service
- Hiring IMRF Retirees - Cautions
- Pay Increases - Know the Costs
- Endorsed Insurance Videos
- GASB 68 Webinar
- IMRF's Funding Policy Webinar
- 2020 Employer Rate Webinar
- Employer Cost and Participation

**COMPLETING EMPLOYER TASKS QUICKLY**

**Try Employer Access First**  
You can complete most tasks in Employer Access. You will find Employer Access links on these pages and in the "My Account" menu.

**Use the Search Bar**  
If you're looking for a particular form and you know the form number you can enter it in the search bar. Forms are indexed to come up within the first few results.

**LINKS TO ONLINE PROCESSES AND DOWNLOADABLE FORMS**

- Administrative Tasks for Authorized Agents
- Changes in Employee Information
- Enrolling Employees in IMRF
- Managing Disability Claims
- Suggested Resolutions for Governing Bodies
- Terminating Employees from IMRF Participation
- Accelerated Payments
- Making Payments to IMRF
- Procedure Checklists



**Click here.**



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# Employer Customer Service



**EMPLOYER LINE**

**1-800-728-7971**

Members call: **1-800-ASK-IMRF (275-4673)**

    | [www.imrf.org](http://www.imrf.org)

## Did you know?

- As an Authorized Agent, you can connect with IMRF in many ways.
- Secure messaging is available through your Employer Access account.



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# Understanding IMRF Participation



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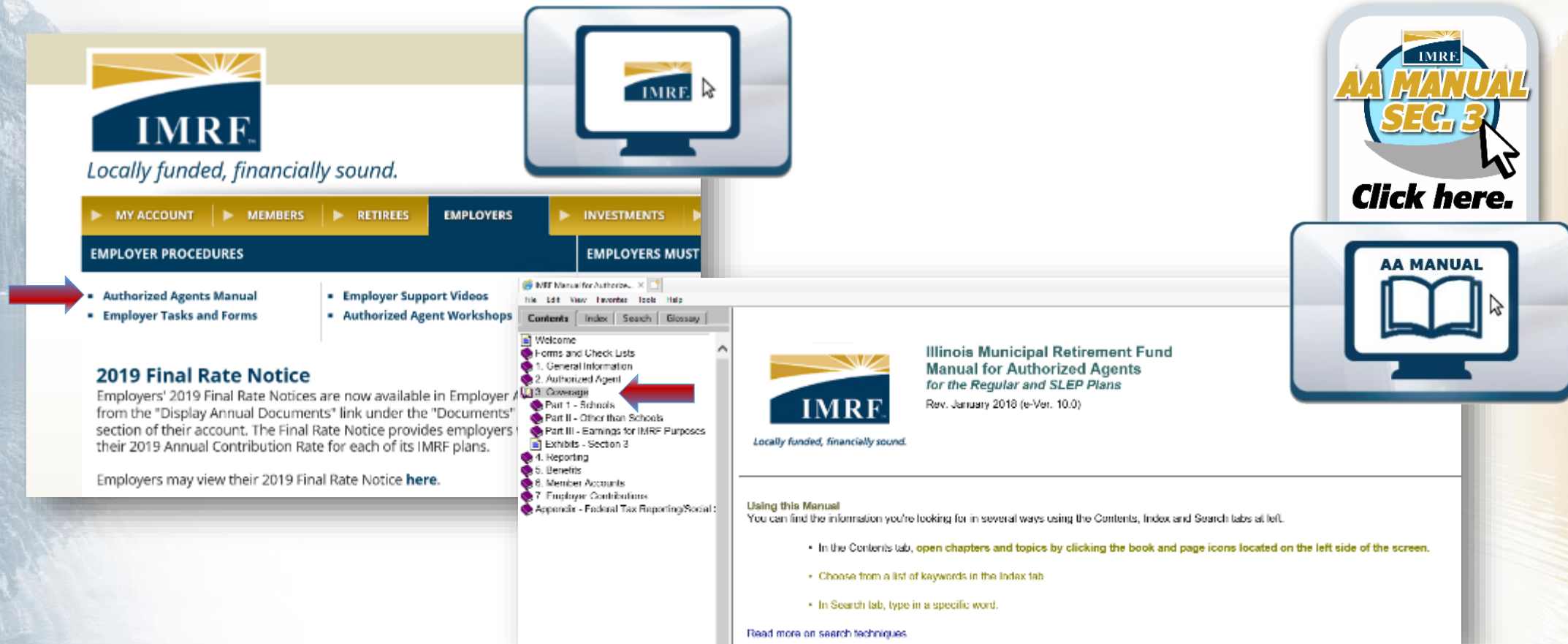
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# Defined in Section 3 of the Authorized Agents Manual



The image shows a composite of three elements: the IMRF website header, a computer monitor icon with the IMRF logo, and a callout box for the 'AA MANUAL SEC. 3' with a 'Click here.' button. Below these is a screenshot of the 'Authorized Agents Manual' website. A red arrow points from the 'Authorized Agents Manual' link in the website's left sidebar to the 'Contents' tab of the manual. Another red arrow points from the 'Section 3' link in the 'Contents' list to the 'Using this Manual' section of the manual's main content area.

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► MY ACCOUNT ► MEMBERS ► RETIREES **EMPLOYERS** ► INVESTMENTS ►

EMPLOYER PROCEDURES EMPLOYERS MUST

- Authorized Agents Manual
- Employer Tasks and Forms
- Employer Support Videos
- Authorized Agent Workshops

**2019 Final Rate Notice**  
Employers' 2019 Final Rate Notices are now available in Employer's section of their account. The Final Rate Notice provides employers their 2019 Annual Contribution Rate for each of its IMRF plans.  
Employers may view their 2019 Final Rate Notice [here](#).

**Contents** | Index | Search | Glossary

- Welcome
- Forms and Check Lists
- 1. General Information
- 2. Authorized Agent
- 3. Coverage**
  - Part I - Schools
  - Part II - Other than Schools
  - Part III - Earnings for IMRF Purposes
- Exhibits - Section 3
- 4. Reporting
- 5. Benefits
- 6. Member Accounts
- 7. Employer Contributions
- Appendix - Federal Tax Reporting/Social

**Illinois Municipal Retirement Fund**  
**Manual for Authorized Agents**  
*for the Regular and SLEP Plans*  
Rev. January 2018 (e-Ver. 10.0)

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**Using this Manual**  
You can find the information you're looking for in several ways using the Contents, Index and Search tabs at left.

- In the Contents tab, open chapters and topics by clicking the book and page icons located on the left side of the screen.
- Choose from a list of keywords in the Index tab
- In Search tab, type in a specific word.

[Read more on search techniques.](#)



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# Who Qualifies for Enrollment?

Enrollment is based on number of hours expected to be worked during a 12 month period

**600**  
**HOUR STANDARD**

**OR**

**1,000**  
**HOUR STANDARD**

- **School districts**
- **Special education cooperatives**
- **Employers who have not adopted the 1,000 hour standard**

- **Employers who have adopted the 1,000 hour standard**
- **All governing body members enrolled 1/1/2018 or after**



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# Employee Status

**Consider these different status possibilities when enrolling or changing a member's status**

- Full-time, part-time, temporary
- Seasonal
- Age
- Member Tier
- Multiple positions
- Participation is required; it's a condition of employment except for
  - Elected officials
  - City hospital employees (Form 6.21)



**Click here.**



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# Multiple Positions & IMRF Eligibility



## Position 1

- Bus driver
- 500 hours
- **School District 83**

## Position 2

- Lunch monitor
- 200 hours
- **School District 83**

## Position 1

- Landscaper
- 400 hours
- **Park District**

## Position 2

- Maintenance Staff
- 400 hours
- **County**

At least 600 (or 1,000) hours with the same employer are required for eligibility.



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2019 Award Recipient



# What are some problem positions?





# Governing Board Participation

Effective 1/1/2018, new members elected or appointed to a governing body position are subject to the 1,000 hour standard (even if your employer uses the 600 hour standard).

- Mayors
- Village presidents
- City council members
- Village boards
- County board chairman positions
- Township supervisors
- Appointed board members



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# Should this Employee be Enrolled?

- Document all employees' eligibility
- Hourly standard
- New hire or retiree?
- Determine work schedule
- Enroll or don't enroll accordingly



IMRF Employer Checklist Page 1 of 2

## Should this employee be enrolled in IMRF?

DO NOT submit this checklist to IMRF—for employer's use only.

This checklist should be used to determine whether an employee should be enrolled in IMRF. (Use this checklist as a reference only or place a copy in the member's file. Do NOT submit it to IMRF.) This checklist also provides documentation which should be placed in the employee's personnel file for future use. (You can also refer to Section 3, "Coverage," in the Manual for Authorized Agents for details regarding which employees are covered by IMRF.)

Employee Name: \_\_\_\_\_  
Member ID: \_\_\_\_\_ Date: \_\_\_\_\_

Is this employee receiving an IMRF pension?

☐ Yes  
Stop completing this checklist.  
Call IMRF at 1-800-733-7571

☐ No  
Continue completing this checklist.

Check one:

☐ New hire or retiree  
☐ Promotion or employee assumed additional duties

☐ New position  
☐ Annual review of non-participants to evaluate the hourly requirement of their respective positions

1. What is the hourly standard of your employee? (Refer to your Employer Access account if you are not sure.)

☐ 600 hours effective \_\_\_\_\_ ☐ 1,000 hours effective \_\_\_\_\_

2. If your employer adopted the 1000-hour standard after it joined IMRF, did the employee work for your employer in a position requiring at least 600 hours before the 1000-hour standard was adopted? (Refer to your Employer Access account if you are not sure when/your employer adopted the 1,000-hour standard.)

☐ Yes  
If yes, employee is grandfathered under the 600-hour standard for your employer only and must be enrolled if it is determined that his or her current position requires, equals or exceeds 600 hours. This is true even if your employer is under the 1,000-hour standard. If you are enrolling the employee, complete the enrollment checklist, then submit a Notice of Enrollment via Employer Access.

☐ No  
If no, go to question 3.

3. Determine the hourly requirements of the employee's position. Use the exact hours, if known. If not, make a good faith evaluation based on the job description, the history of the position, and the time required to do similar work.

a. Number of hours per day \_\_\_\_\_ Multiply a x b = \_\_\_\_\_  
b. Number of days per week \_\_\_\_\_ Multiply the total of a x b by c = \_\_\_\_\_  
c. Number of weeks per year \_\_\_\_\_ This total is the expected number of hours the position requires.

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# Participation Checklist

## ■ Steps to enroll

## ■ Special conditions

## ■ Avoid retiree return to work issues

- Employer liability
- Documentation for audit



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**IMRF Employer Checklist**

**Participation –**  
Steps to enroll employees in IMRF

DO NOT submit this checklist to IMRF—for employer's use only.

Use this checklist as a reference only or place a copy in the member's file. The completed checklist provides documentation of the participation application process and should not be submitted to IMRF.

To know whether an employee should be enrolled in IMRF:

- Does the employee meet your Hourly Standard? (Refer to your Employer Access account if you are not sure of your employer's Hourly Standard.)
- Use IMRF's Checklist found under forms in Employer Online Access "Should this employee be enrolled in IMRF?"

Is the employee receiving an IMRF pension?

- Contact IMRF employer 800 immediately at 1-800-728-7971, and have the retiree call the member 800 number at 1-800-275-4673 to discuss the rules concerning returning to work as a retiree. Failure to inform IMRF of a return to work that qualifies for IMRF participation could result in significant financial repercussions for a retiree.

Steps for enrolling an employee for participation in IMRF:

- ☐ 1. Employer completes IMRF checklist "Should this employee be enrolled in IMRF?"
- ☐ 2. Authorized Agent submits Notice of Enrollment in IMRF via Employer Access (paper form 6.10 if employer does not have Internet Access)
- ☐ 3. Employer notifies its payroll department of the IMRF deduction for the new member
- ☐ 4. Member will receive an IMRF Welcome Packet with appropriate Benefits Booklet, how to setup online member access and a pre-filled out Designation of Beneficiary Form 6.11. Remind employee upon its receipt to complete and mail or fax it to IMRF directly. IMRF will follow up if the member does not return the form.

Special Conditions of Participation (if applicable):

- ☐ Omitted service: Members who work or have worked in IMRF covered positions but have never been enrolled may obtain past service credit for the time the employer omitted to enroll them in IMRF by filing Form 6.06.
- ☐ Resolution for Elected Officials: Resolution for qualifying Elected Officials to participate in IMRF (Form 6.54) must be on file with IMRF. The Online Enrollment application will create a partially pre-filled Form 6.54 for you to print and have the member sign.
- ☐ Election to Participate: Election for qualifying positions (Elected Officials and City Hospital Employees) to participate in IMRF (Form 6.21). The Online Enrollment application will create a partially pre-filled Form 6.21 for you to print and have the member sign.
- ☐ Retroactive Service: Application for retroactive service credit (Form 6.04) for Elected Officials and City Hospital Employees who worked in qualifying positions prior to their enrollment in IMRF.
- ☐ Police Chiefs: If the member is a police chief eligible for transfer into the Sheriff's Law Enforcement Personnel plan (SLEP), complete Form 6.22. The Online Enrollment application will create a partially pre-filled Form 6.22 for you to print and have the member sign.

05/0916

Employer Only Phone: 1-800-728-7971 www.imrf.org

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# Employer Enrollment Issues

## Pension Code mandates participation

- Regularly audit hours worked by employees

## Timely enrollment reduces future employer cost

- Omitted service
- Suspended wage issues

## Tier assignment determined by IMRF

- May be changed if additional information received after enrollment

## Pension funding begins immediately



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# New Members Receive an Introductory Letter

They receive a link to the following page where they can find the following information.

- New Member ID
- Member Access login & setup information
- New Member Checklist
- VAC Information
- General Information about IMRF



## *A great tool for employees!*

- **Pension calculations**
- Wage & service information
- Personal Benefit Review registration
- Change beneficiary
- **Retirement & disability applications**
- Address updates



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# Wage Reporting

- Contributions
- Earnings
- Reporting



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# Member Contributions

**Regular**  
**4.5%**

**SLEP**  
**7.5%**



- Member contributions are tax-deferred
- Established by the Illinois Pension Code



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# Average 2021 Employer Contributions

**Regular**  
**10.62%**

**SLEP**  
**23.70%**



- Check out the Employer Rate Meeting Webinar to understand more about how these rates are set.
- To learn more about Employer Contributions, come back for the Authorized Agent Webinar Module 4.



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# Voluntary Additional Contributions (VAC)

Up to 10% of a member's IMRF reportable earnings can be put in the VAC program.

- After tax deduction
- Currently earns interest at the rate of 7.25%
- Credited annually based on previous January 1 balance
- **Enroll with IMRF Form 6.30**

The following are not reportable earnings (*do not deduct VAC*)

- SLEP Tier 2 overtime
- Wages over Tier 2 cap (\$116,740.42)
- If employee has over 40 years of service and has stopped contributing, do not withhold VAC



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# IMRF Earnings

## Submit report and payments monthly

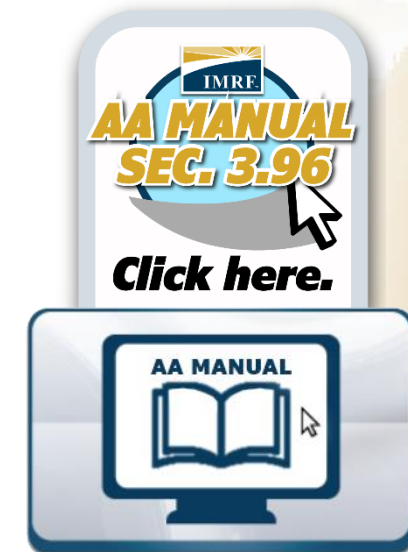
- Due on the 10th of the following month

## IMRF wages reportable through calendar month after termination

- If the termination date is June 1, wages paid through July 31 are reported

## Section 3.96 of the Authorized Agents Manual

- Regular wages
- Overtime
- Vacation
- Back pay & sick pay



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# Endorsed Insurance Plans



**Doyle Rowe, Ltd.**

▪ 1-800-564-7227



**National Conference  
on Public Employee  
Retirement Systems  
(NCPERS) Life Insurance**

▪ 1-800-525-8056



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# Health Insurance Continuation

## Illinois Insurance Code

- PA 86-1444

## Department of Insurance

- Contact the Consumer Service Division 877-527-9431 (toll free)

## COBRA is a federal provision

- Review and Understand IMRF form 7.10



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# Terminating Employees

**Submit ASAP, as benefits are held up if there's a delay**

## **If employee does not leave employment**

- Submit online termination
- Submit second termination when employee leaves
- For a Reduction In Force (RIF), postpone submission of termination

**Respond as soon as possible if IMRF requests a termination**

**Must report unused/unpaid sick days for all terminations**



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# USE CAUTION WHEN REHIRING IMRF RETIREES

Returning to work may affect pension  
benefits of IMRF Retirees

- You must call IMRF at 1-800-728-7971 if you hire or re-hire an IMRF retiree!
- Potential employer liability
- Retiree must call IMRF too!
- If retiree does not qualify for IMRF, don't deduct IMRF contributions



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## What We've Covered Today

- Your Role as an Authorized Agent
- Resources Available to You
- Understanding IMRF Participation
- Wage Reporting



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# Authorized Agent Support Options



## SELF HELP TIPS



## SEND A SECURE MESSAGE



## DEDICATED HELP LINE

**Employer Access**  
for IMRF Employers

**Manage Your Account With Employer Access**  
Employer Access allows you to perform essential administrative tasks quickly and easily. With your Employer Access account, you can report wages, enroll and manage members, view member and employer documents, make payments to IMRF, and much more.

**Your home page**  
After you log in, your home page links to where you can perform a variety of essential tasks. You can go back to this page by clicking the "Home" button from any other page in Employer Access.

**Village of Anytown** Need help? Click here. →

**View Employer ID and Hourly Standard** →

**View your role and number of unread Secure Messages** →

**Wages and Contributions**  
Report, correct, and view member earnings and contributions. View current, past, and future employer rates.

**Payments**  
View charges, credits, and advices related to your Account Balance. Click "Pay Online" to visit the First Data website to pay your monthly IMRF contributions.

**Members**  
• Enroll a member

**Quick Links**  
Make EFT payments to IMRF  
Employer Support Videos  
AA Manual

**TIPS & TRICKS**  
Employer Access Tips and Tricks  
• Don't get locked out—use the "Forgot Password" button.  
• Five incorrect login attempts during any month will result in a 24-hour lockout.  
• Remember to change your password every 30 days.  
• Log in to your account at least once every 90 days to keep your account active. Inactive accounts are terminated.  
• Authorized Agents whose accounts are terminated must re-register for an account. Web Assistants whose

**Connect with IMRF** ←

**Contact Us**

- Call IMRF Member Services 1-800-728-7971 (Mon-Fri, 7:30am-5:30pm CST)
- Send a Fax to IMRF 630-368-5397
- Call IMRF Field Representative 815-893-4242  
[Kevin Davis](#)
- IMRF Field Representative
- Write or Visit IMRF (Counseling sessions are available by appointment only.)  
**Main Office** (Direct all correspondence to this address.)  
IMRF  
2211 York Road Ste 500  
Oak Brook IL 60523-2337 [View map](#)  
**Springfield Regional Counseling Center**  
3000 Professional Drive Ste 101  
Springfield IL 62703-5934 [View map](#)  
[Find a Workshop](#)
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**IMRF**

**EMPLOYER LINE**

**1-800-728-7971**

Members call: 1-800-ASK-IMRF (275-4673)

[f](#) [t](#) [in](#) [v](#) | [www.imrf.org](http://www.imrf.org)



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# Questions & Answers



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# Thank you for joining us.

Remember to encourage your  
employees to sign up for...



*A link to the presentation along with  
a survey will be emailed to you today.*

*We appreciate your feedback!*



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