



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

- Wage Reporting – Key Dates
- The Purpose of Wage Reporting
- Wage Report Assistance
- The Monthly Wage Report Data Collection
- Postponements /Rejections
- Reconciling your Invoice
- Minimum Monthly Contributions?

To prevent your employer from being assessed interest charges and late fees and ensure timely benefit processing for your members, below is a recommended monthly timeline of when your monthly Wage Report Data Collections should be submitted and payments made.

Monthly Wage Reporting



Timeline for Monthly Reporting

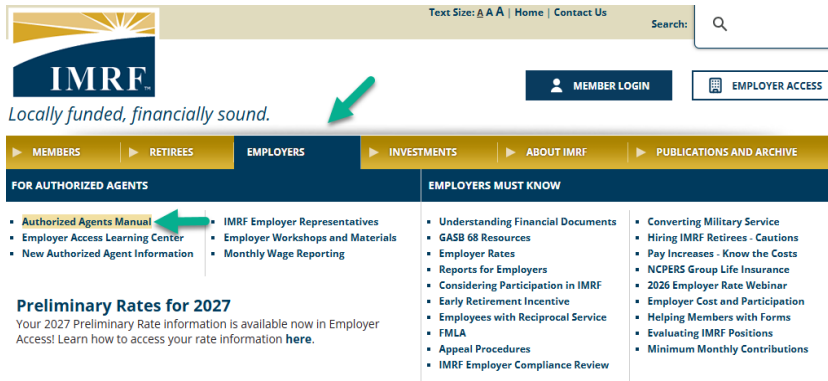


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Compensation Reportable To IMRF

Compensation for IMRF earnings purposes includes, but is not limited to, the following:

- Cash payments for personal services
- Overtime pay (overtime pay is not reportable for SLEP Tier 2)
- Salary paid to employees on vacation
- [Salary paid to employees on sick leave](#)
- Longevity pay
- Back salary awards received during the employment relationship
- Contract settlement payments (retroactive pay) received during the employment relationship
- Bonuses and awards
- [Retirement incentives](#)
- [Value of employer provided housing and meals \(cash value to be determined by employer\)](#)
- [Value of personal use of employer-provided vehicle \(cash value to be determined by employer\)](#)
- Pay for personal leave and other paid leaves of absence during the employment relationship
- Supplements paid directly by the employer in addition to workers' compensation
- Workers' compensation benefits, only when those benefits are supplemented by the employer
- [Compensation deferred under Internal Revenue Code sections 401\(k\), 403\(b\), and 457](#) (including contributions made in lieu of health insurance)
- Compensation deferred under Internal Revenue Code section [414\(h\)](#)
- [Employer payment of member contributions to IMRF](#) (except employer payment of member [ERI](#) cost, see [Section 6](#).)
- Payments made to public safety employees under any salary continuation mandated by law
- [Salary paid to an elected official during the entire period the official holds office, whether or not the official is able to perform the duties of the office](#)
- [Lump sums paid on account of the death of a member \(paid no later than the first calendar month after the month of death\)](#)



Text Size: A A | Home | Contact Us | Search:

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

FOR AUTHORIZED AGENTS

- [Authorized Agents Manual](#)
- [Employer Access Learning Center](#)
- [New Authorized Agent Information](#)

IMRF Employer Representatives

- [Employer Workshops and Materials](#)
- [Monthly Wage Reporting](#)

EMPLOYERS MUST KNOW

- [Understanding Financial Documents](#)
- [GASB 68 Resources](#)
- [Employer Rates](#)
- [Reports for Employers](#)
- [Considering Participation in IMRF](#)
- [Early Retirement Incentive](#)
- [Employees with Reciprocal Service](#)
- [FMLA](#)
- [Appeal Procedures](#)
- [IMRF Employer Compliance Review](#)
- [Converting Military Service](#)
- [Hiring IMRF Retirees - Cautions](#)
- [Pay Increases - Know the Costs](#)
- [NCPERS Group Life Insurance](#)
- [2026 Employer Rate Webinar](#)
- [Employer Cost and Participation](#)
- [Helping Members with Forms](#)
- [Evaluating IMRF Positions](#)
- [Minimum Monthly Contributions](#)

Preliminary Rates for 2027
Your 2027 Preliminary Rate information is available now in Employer Access! Learn how to access your rate information [here](#).



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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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National Quality Award
2019 Award Recipient



Average 2026 Employer Rates

Regular
7.17%

SLEP
18.94%

- ✓ Reminder to update the Employer Rate in your payroll system (effective January 1st)
- ✓ Preliminary Rate for 2027 posted in Employer Access
- ✓ Attend the Authorized Agent Part 2 to learn more about Employer Contributions and Rates



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Wage Report Procedures

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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?

Text Size: A A A | Home | Contact Us Search:

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

FOR AUTHORIZED AGENTS

- Authorized Agents Manual
- Employer Access Learning Center**
- New Authorized Agent Information

EMPLOYERS MUST KNOW

- IMRF Employer Representatives
- Employer Workshops and Materials
- Monthly Wage Reporting
- Understanding Financial Documents
- GASB 68 Resources
- Employer Rates
- Reports for Employers
- Considering Participation in IMRF
- Early Retirement Incentive
- Employees with Reciprocal Service
- FMLA
- Appeal Procedures
- IMRF Employer Compliance Review
- Converting Military Service
- Hiring IMRF Retirees - Cautions
- Pay Increases - Know the Costs
- NCPERS Group Life Insurance
- 2026 Employer Rate Webinar
- Employer Cost and Participation
- Helping Members with Forms
- Evaluating IMRF Positions
- Minimum Monthly Contributions

Preliminary Rates for 2027
Your 2027 Preliminary Rate information is available now in Employer Access! Learn how to access your rate information [here](#).

complete your task, review a PowerPoint or watch a recorded MP4 video.

Employer Access Management: In this section, you will find all functions to set up or remove your staff's (team member's) Employer Access.

Wage Report Procedures: This section includes all information to assist in creating and submitting your monthly wage report.

Wage Report Procedures
Wage Adjustment Procedures
Data Collections
Manage Member Events
Documents and Reports
Pay Online Procedure
Find Important Information
Secure Message

EALC Resources

Training Topic	Format
Format the Transaction Report	VIDEO
Managing Rejected Data Collections	PDF
Correcting Missing Contributions and Enrollment Information	PDF
Common Wage Report Validations for New Members	PDF

Monthly Wage Report Methods

+ Add Record	Upload File	Import from Completed Collection
PDF PPT VIDEO	PDF PPT VIDEO	VIDEO

Monthly Wage Report Upload File Template and Format Specifications

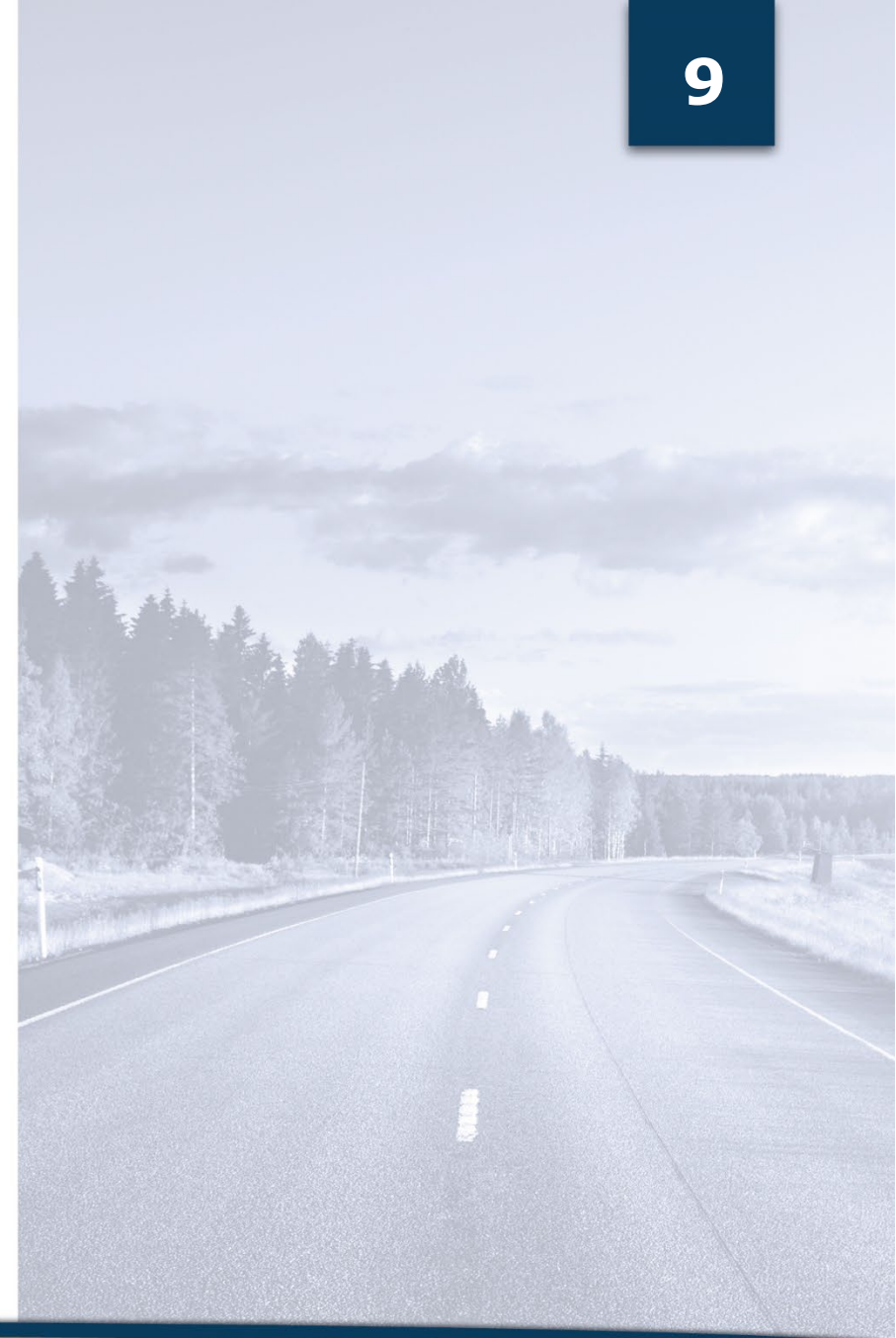
Template	Specifications
CSV	PDF

The Purpose of Wage Reporting

- **Submit Member Pension Contributions**
- **Members Earn Service Credit for Each Month of Reported Wages and Contributions**
- **Reported Wages are used in Pension Calculation**



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Data Collection Shell Available on the 1st of Every Month

9

The screenshot displays the IMRF Data Collections interface. The header includes the IMRF logo and the tagline "Locally funded, financially sound." The user is logged in as Brian, with a "Sign Out" link. The main section is titled "My Data Collections" and shows a table of data collections. A red box highlights the "Create Data Collection" button, and a red arrow points to it. The table has columns for Partner Code, Data Type, Data Collection Name, and Status. A "Wage Report" data collection is listed with the name "- Wage Report - 07-01-2026 - 1" and the status "Initial Data Entry". A "View: In Progress" dropdown is visible. On the right, a detailed view of the "Wage Report - 07-01-2026 - 1" data collection is shown, including fields for Partner Code, Partner Name, Data Type, Data Collection Name, Start Date, End Date, Status, and Case ID. Below this, a "Data Entry Summary" section shows "No Files" and "Manual Entry: 0". A "Total Records" section shows "Total Members Records: 0", "Members Without Exceptions: 0", "Members With Errors: 0", and "Members With Warnings: 0". A "View / Edit Data Collection" button is at the bottom.

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Go to imrf.org | Welcome Brian Sign Out

Business Functions / Data Collections

My Data Collections

Create Data Collection

Partner Code ▼	Data Type ▼	Data Collection Name ▼	Status
	Wage Report	- Wage Report - 07-01-2026 - 1	Initial Data Entry

View: In Progress ▼

Wage Report - 07-01-2026 - 1

Partner Code:

Partner Name:

Data Type: Wage Report

Data Collection Name: - Wage Report - 07-01-2026 - 1

Start Date: 07-01-2026

End Date: 07-31-2026

Status: Initial Data Entry

Case ID:

Data Entry Summary

No Files.

Manual Entry: 0

Total Records

Total Members Records: 0

Members Without Exceptions: 0

Members With Errors: 0

Members With Warnings: 0

View / Edit Data Collection

Entering Wage Report Data

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Business Functions / Data Collections

My Data Collections

Create Data Collection

View: In Progress ▾

Partner Code ▾	Data Type ▾	Data Collection Name ▾	Status	
	Wage Report	- Wage Report - 07-01-2026 - 1	Initial Data Entry	

Wage Report - 07-01-2026 - 1

Partner Code:

Partner Name:

Data Type:

Data Collection Name:

Start Date:

End Date:

Status:

Case ID:

Wage Report

- Wage Report - 07-01-2026 - 1

07-01-2026

07-31-2026

Initial Data Entry

Data Entry Summary

No Files.

Manual Entry: 0

Total Records

Total Members Records: 0

Members Without Exceptions: 0

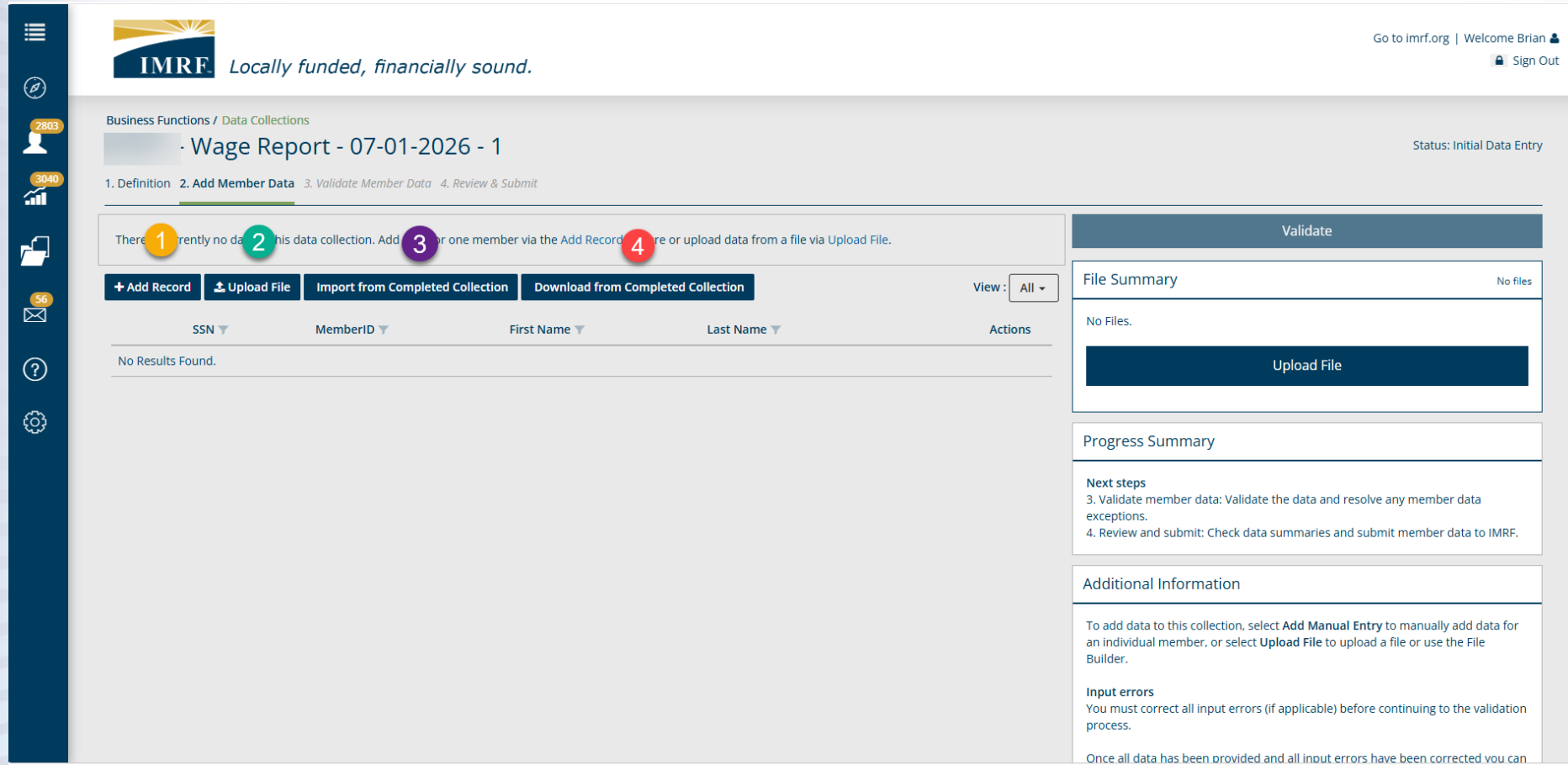
Members With Errors: 0

Members With Warnings: 0

View / Edit Data Collection

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Methods of Entering Data



The screenshot displays the IMRF (Indiana Military Reserve Fund) interface for entering data. The header includes the IMRF logo and the tagline "Locally funded, financially sound." The user is logged in as Brian, with a "Sign Out" option. The main content area is titled "Business Functions / Data Collections" and shows a "Wage Report - 07-01-2026 - 1" with a status of "Initial Data Entry".

The interface is divided into several sections:

- Navigation Bar:** Includes icons for home, search, and various data collection functions.
- Progress Indicators:** Four numbered steps are shown: 1. Definition, 2. Add Member Data (highlighted), 3. Validate Member Data, and 4. Review & Submit.
- Data Entry Options:** A message states: "There are currently no data in this data collection. Add one member via the Add Record button or upload data from a file via Upload File." Below this are buttons for "+ Add Record", "Upload File", "Import from Completed Collection", and "Download from Completed Collection".
- Table:** A table with columns for SSN, MemberID, First Name, Last Name, and Actions. It currently shows "No Results Found."
- File Summary:** A section titled "File Summary" with a "No files" message and an "Upload File" button.
- Progress Summary:** A section titled "Progress Summary" with "Next steps" listed: "3. Validate member data: Validate the data and resolve any member data exceptions." and "4. Review and submit: Check data summaries and submit member data to IMRF."
- Additional Information:** A section titled "Additional Information" providing instructions on how to add data (manual entry or upload) and a note about input errors: "You must correct all input errors (if applicable) before continuing to the validation process. Once all data has been provided and all input errors have been corrected you can..."

Add Record Method

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Wage Report - 07-01-2026 - 1 Status: Initial Data Entry

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

Member Information

Social Security Number* 

Member ID

First Name* 

Last Name* 

Payroll Information

Plan* 

Period Start Date* 

Period End Date* 

Payment Date* 

Reportable Wages* 

Overtime 

Contributions* 

Voluntary Additional Contributions 

Final Wages* 

Save

Cancel

Progress Summary

Next steps
3. Validate member data: Validate the data and resolve any member data exceptions.
4. Review and submit: Check data summaries and submit member data to IMRF.

Additional Information

You must correct all input errors (if applicable) to continue with the validation process.

To manually add another entry, select **Save**, or go back to the data collection listing by selecting **Cancel** without saving.

Add

Delete

The Upload File Method

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Business Functions / Data Collections

- Wage Report - 07-01-2026 - 1

Status: Initial Data Entry

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

Select the files that contain the data you want to add into the data collection.

[Download a template file \(.CSV\)](#) **1**

DROP files here
OR
[Select files from your computer](#) **2**

Accepted files: .CSV Maximum file size 100.00MB Maximum number of files : 5

Import

[Back to listing](#)

Progress Summary

Next steps

3. Validate member data: Validate the data and resolve any member data exceptions.

4. Review and submit: Check data summaries and submit member data to IMRF.

Additional Information

To upload data, drag and drop files or select files saved on your computer by selecting **Select files from your computer**. You can also download a template to generate a file to upload.

Uploaded files may contain data for multiple members.

Once you have selected the files that you want to upload, select **Import Files** to begin the upload process.

Use the **Back to listing** button to return to the list of members for this data collection.

Uploaded Files

No Files.

Validating Data for Accuracy

Business Functions / Data Collections

- Wage Report - 07-01-2026 - 1

Status: Initial Data Entry

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

[+ Add Record](#) [Upload File](#) [Import from Completed Collection](#) [Download from Completed Collection](#)

View: All

SSN ▼	MemberID ▼	First Name ▼	Last Name ▼	Actions
		Brian	Glover	

Validate

File Summary No files

No Files.

[Upload File](#)

Warnings After Validation

Business Functions / Data Collections

Wage Report - 06-01-2026 - 1 (Verification Required) (Rejected) Status: Action definition

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

SSN ▼	MemberID ▼	First Name ▼	Last Name ▼	Actions
2				✎ ↻
2				✎ ↻
2				✎ ↻
2				✎ ↻
2				✎ ↻
2				✎ ↻

Member Summary ✕

Severity: Warning
 Error ID: 1529
 Message: This employee is listed as terminated or inactive in our records, is this Wage Report or Wage Adjustment correct? Correct and resubmit if necessary. Period Start Date: 06-01-2026 Period End Date: 06-30-2026 Payment Date: 06-30-2026

Verification Comment (Admin): This verification is being rejected because the final wages for the member were marked as No but you marked in the report that this will be the final month of wages for the member. The final wages indicator needs to be changed from No to Yes and then resubmit the data collection

1 / 2 < >

View Member Data

Approve Warning

Postpone Member

Reject Member

Errors After Validation

- Wage Report - 07-01-2026

Status: Action definition

1. Definition 2. Add Member Data 3. **Validate Member Data** 4. Review & Submit

SSN ▼	MemberID ▼	First Name ▼	Last Name ▼	Actions
1				

Member Summary ✕

Severity:
Error ID:
Message:

Complete Member Error
5384
Contribution entered does not match
expected contribution. Adjusting
Contributions: 158.58 Period Start Date: 07-
01-2026 Period End Date: 07-31-2026
Payment Date: 07-31-2026 Expected
Contributions : 185.58.

View Member Data

Postpone Member

Reject Member

Successful Validation

Business Functions / Data Collections

Wage Report - 07-01-2026

Status: Action definition

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

2

SSN ▼	MemberID ▼	First Name ▼	Last Name ▼	Actions
No Results Found.				

Validate Continue

View Filter Action Required ▼

No action required

1 member No member with errors No member with warnings

1 member without exceptions

1

Transmitting Your File

Business Functions / Data Collections

- Wage Report - 07-01-2026

Status: Action definition

1. Definition 2. Add Member Data 3. Validate Member Data 4. Review & Submit

Data Collection Summary

Partner Code:* Start Date:* 07-01-2026
 Data Type:* Wage Report End Date:* 07-31-2026
 Data Collection Name:* Wage Report - 07-01-2026 Case ID:

Data Entry Summary

File Uploads:

General Information

Manual Entries: 1
 Total Members Records: 1

Members Actions

Ready For Load: 1
 Validation Required: 0
 Postponed: 0
 Approved Warnings: 0
 Rejected: 0
 Requested Manual Intervention: 0

Reports

Validations Report: D0000Val.XLS
 Transactions Report: D0000tra.XLS
 Transactions Summary Report: D0000sta.XLS
 Data Change Information: D0000dci.XLS
 Missing Members Report: D0000Dis.XLS

Members Statuses

Without Exceptions: 1
 With Errors: 0
 With Warnings: 0

Submit

Progress Summary

You are currently viewing the last step of the data collection process prior to submission.

Additional Information

Review the data collection details you have entered.

You must resolve all errors and warnings before you can submit your data collection.

When you are finished, select **Submit**.

Finding Completed Reports

My Data Collections

Create Data Collection

Partner Code ▼	Data Type ▼	Data Collection Name ▼	Status	↻
	Wage Report	Wage Report - 07-01-2026 - 2	Completed	

View: Completed ▼

- **Validations Report:** If any validation messages are addressed in the data collection, they will show up in this report. The report will list the validation message and how the employer responded to the message.
- **Transactions Report:** This report shows the total wages reported per member and is broken down by the type of wages (Regular or overtime). It also includes the different contributions that were charged per member. IMRF recommends using this report to reconcile the charges listed on the corresponding invoice that was generated. To help with reconciling, please use the Quick Link listed on IMRF's Learning Center page on www.imrf.org. The name of the document is titled "How do I reconcile Wage Report Invoices?"
- **Transactions Summary Report:** This report shows the cumulative entered wages for ALL members included in the data collection. The report groups together the grand totals for each Plan (REG/SLEP/ECO) and Tier (Tier 1 or 2).
- **Data Change Information:** This report will show what was entered in each field in the submitted data collection.
- **Missing Members Report:** This report shows the employer all active members that were not included on the Wage Report data collection.

- Wage Report - 07-01-2026 - 2

Partner Code: [REDACTED]
 Partner Name: [REDACTED]
 Data Type: Wage Report
 Data Collection Name: [REDACTED] - Wage Report - 07-01-2026 - 2
 Start Date: 07-01-2026
 End Date: 07-31-2026
 Case ID: [REDACTED]
 Processed by: [REDACTED]

Data Entry Summary

No Files.

Manual Entry: 7

Total Records

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

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) ←

View Data Collection



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Issues with Wage Reports

Postponements

Rejections



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2019 Award Recipient



Postponed Data Collections

Dashboard

Business Functions / Data Collections

My Data Collections

Create Data Collection

View: In Progress ▾

Partner Code ▾	Data Type ▾	Data Collection Name ▾	Status
	Wage Report	- Wage Report - 09-01-2024 - 1 (Postponed)	Initial Data Entry
	Wage Report	- Wage Report - 08-01-2024 - 1 (Postponed)	Initial Data Entry
	Wage Report	- Wage Report - 07-01-2024 - July 2024 (Postponed)	Initial Data Entry
	Wage Report	- Wage Report - 06-01-2024 - 1 WAGE REPORT JUNE (Postponed)	Action definition
	Wage Report	- Wage Report - 02-01-2024 - 14 (Verification Required)	Verification Rejected - Action definition

Rejected Data Collections

Business Functions / Data Collections

My Data Collections

Create Data Collection

View: In Progress

Partner Code	Data Type	Data Collection Name	Status
	Wage Report	- Wage Report - 05-01-2026 - (Rejected)	System Error

Partner Code:
Partner Name:
Data Type: Wage Report
Data Collection Name: - Wage Report - 05-01-2026 - 1
(Verification Required) (Rejected)
Start Date: 05-01-2026
End Date: 05-31-2026
Status:
Case ID:

Data Entry Summary

- Wage Report - 05-01-2026 - 1.csv
Ready to Import
No members imported

Manual Entry: 0

Total Records

Total Members Records: 1
Members Without Exceptions: 0
Members With Errors: 0
Members With Warnings: 0

View / Edit Data Collection

Review Invoices/Credits

23

Business Functions / Account Summary

Account Summary

Partner:*

PAYABLES RECEIVABLES RECEIVABLES HISTORY

Outstanding Invoices

☐	Invoice ID ▼	Invoice Type ▼	Due Date ▼	Creation Date ▼	Amount Due ▼
☐	5607866-N0Y0	Contributions - Regular	06-20-2026	06-23-2026	\$215.77
☐	5599928-G8H6	Late Payment Fee	07-22-2026	06-22-2026	\$24.39
☐	5601557-S7F3	Late Payment Fee	07-23-2026	06-23-2026	\$45.26
☐	5601570-H0X6	Late Payment Fee	07-23-2026	06-23-2026	\$9.48
Selected Invoice Total:					\$0.00

Unapplied Credits

☐	Credit ID ▼	Credit Type ▼	Creation Date ▼	Amount ▼
☐	4729810-Z1Y8	Sales Return	02-24-2026	\$475.28
☐	5331964-Z8H5	Sales Return	05-12-2026	\$150.57
Selected Credit Total:				\$0.00



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Reconciling Your Invoice

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 shows the IMRF (Indiana Motor Fuel Tax) web application interface. The top navigation bar includes the IMRF logo and the tagline "Locally funded, financially sound." The main content area is titled "My Data Collections" and features a table of data collections. The table has columns for Partner Code, Data Type, Data Collection Name, and Status. The third row, "Wage Report - 03-01-2024 - 1", is highlighted in green. To the right of the table, there is a "View" dropdown menu set to "Completed".

On the right side of the interface, there is a sidebar with a title "- Wage Report - 03-01-2024 - 1". This sidebar contains a "Data Entry Summary" section with a date of "03 March 2024" and a "Manual Entry" count of 0. Below this is a "Total Records" section showing the following counts:

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

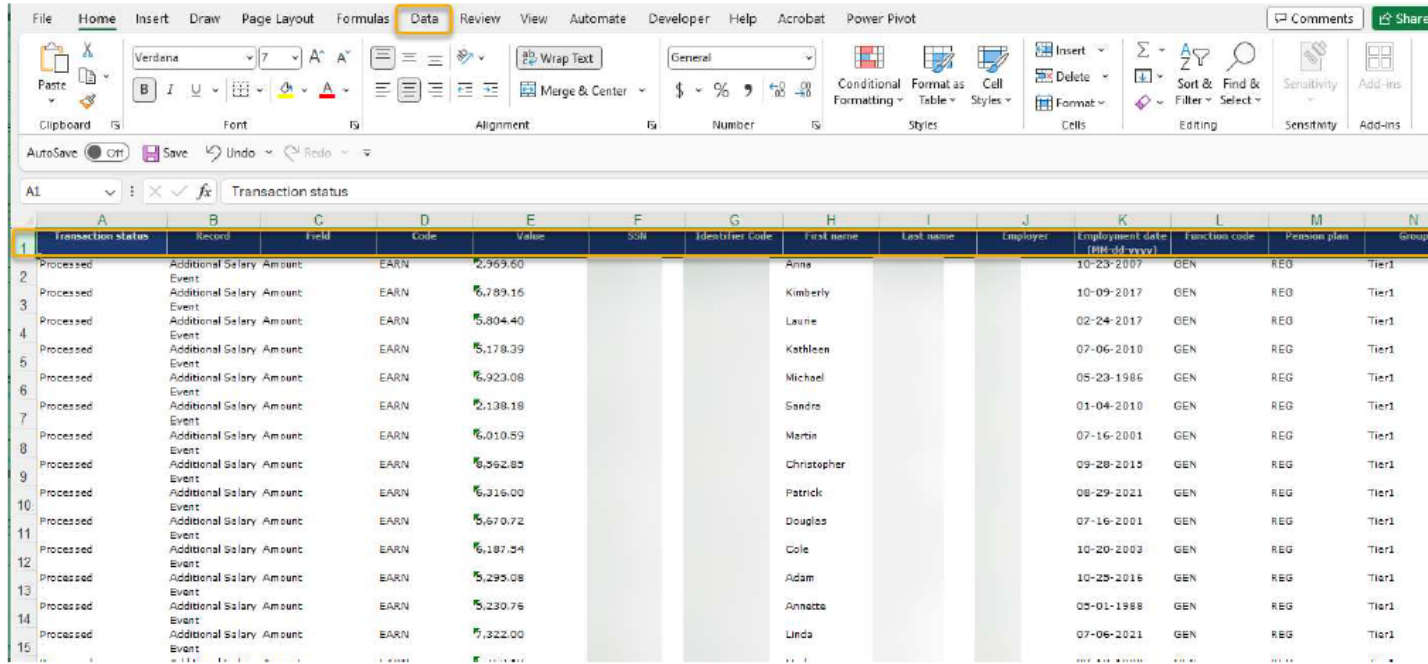
At the bottom of the sidebar is a "Reports" section with a list of available reports:

- Validations Report: D0000val.XLS
- Transactions Report: D0000tra.XLS
- Transactions Summary Report: D0000sta.XLS
- Data Change Information: D0000dci.XLS
- Missing Members Report: D0000s.XLS
- Invoice: Invoice - (IMRF)
- Invoice: Invoice - (IMRF)

The "Transactions Report: D0000tra.XLS" item is highlighted with a yellow box.

Reconciling Your Invoice Step 2

Click **Row 1** to highlight the entire top row of the spreadsheet. Then, click the **Data** tab at the top of the spreadsheet.



Transaction status	Record	Field	Code	Value	SSN	Identifier Code	First name	Last name	Employer	Employment date (MM-dd-yyyy)	Function code	Pension plan	Group
Processed	Additional Salary Amount	EARN		2,969.60			Anna			10-23-2007	GEN	REG	Tier1
Processed	Event		EARN	6,789.16			Kimberly			10-09-2017	GEN	REG	Tier1
Processed	Additional Salary Amount	EARN		5,804.40			Lauree			02-24-2017	GEN	REG	Tier1
Processed	Event		EARN	5,178.39			Kathleen			07-06-2010	GEN	REG	Tier1
Processed	Additional Salary Amount	EARN		6,923.08			Michael			05-23-1986	GEN	REG	Tier1
Processed	Event		EARN	2,138.18			Sandra			01-04-2010	GEN	REG	Tier1
Processed	Additional Salary Amount	EARN		6,010.89			Martin			07-16-2001	GEN	REG	Tier1
Processed	Event		EARN	6,362.85			Christopher			09-20-2015	GEN	REG	Tier1
Processed	Additional Salary Amount	EARN		6,316.00			Patrick			08-29-2021	GEN	REG	Tier1
Processed	Event		EARN	5,670.72			Douglas			07-16-2001	GEN	REG	Tier1
Processed	Additional Salary Amount	EARN		6,187.04			Cole			10-20-2003	GEN	REG	Tier1
Processed	Event		EARN	5,295.08			Adam			10-25-2016	GEN	REG	Tier1
Processed	Additional Salary Amount	EARN		5,230.76			Annette			05-01-1988	GEN	REG	Tier1
Processed	Event		EARN	7,322.00			Linda			07-06-2021	GEN	REG	Tier1

Reconciling Your Invoice Step 3

Click **Filter** to filter the top row.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Transaction status	Record	Field	Code	Value	SSN	Identifier Code	First name	Last name	Employer	Employment date (MM/DD/YYYY)	Function code	Pension plan	Group
1	Processed	Additional Salary Amount	EARN		2,369.60			Anna			10-28-2007	GEN	REG	Tier1
2	Processed	Event						Kimberly			10-09-2017	GEN	REG	Tier1
3	Processed	Additional Salary Amount	EARN		5,804.40			Laurie			02-24-2017	GEN	REG	Tier1
4	Processed	Event						Kathleen			07-06-2010	GEN	REG	Tier1
5	Processed	Additional Salary Amount	EARN		5,178.39			Michael			05-23-1986	GEN	REG	Tier1
6	Processed	Event						Sandra			01-04-2010	GEN	REG	Tier1
7	Processed	Additional Salary Amount	EARN		2,138.18			Martin			07-16-2001	GEN	REG	Tier1
8	Processed	Event						Christopher			09-28-2015	GEN	REG	Tier1
9	Processed	Additional Salary Amount	EARN		6,562.85			Patrick			08-29-2021	GEN	REG	Tier1
10	Processed	Event						Douglas			07-16-2001	GEN	REG	Tier1
11	Processed	Additional Salary Amount	EARN		5,670.72			Cola			10-20-2003	GEN	REG	Tier1
12	Processed	Event						Adam			10-25-2016	GEN	REG	Tier1
13	Processed	Additional Salary Amount	EARN		5,295.08			Annette			05-01-1988	GEN	REG	Tier1
14	Processed	Event						Linda			07-06-2021	GEN	REG	Tier1
15	Processed	Additional Salary Amount	EARN		7,222.00			Carl			02-13-1990	GEN	REG	Tier1

Reconciling Your Invoice Step 4

Click **Column E** to highlight the entire column. Then, click **Text to Columns** at the top of the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Transaction status	Record	Field	Code	Value	SSN	Identifier Code	First name	Last name	Employer	Employment date (MM-dd-yyyy)	Function code	Pension plan	Group
1	Processed	Additional Salary Amount	EARN		2,969.60			Anna			10-23-2007	GEN	REG	Tier1
2	Processed	Additional Salary Amount	EARN		6,789.16			Kimberly			10-09-2017	GEN	REG	Tier1
3	Processed	Additional Salary Amount	EARN		5,804.40			Laurie			02-24-2017	GEN	REG	Tier1
4	Processed	Additional Salary Amount	EARN		5,128.39			Kathleen			07-06-2010	GEN	REG	Tier1
5	Processed	Additional Salary Amount	EARN		6,923.08			Michael			05-23-1986	GEN	REG	Tier1
6	Processed	Additional Salary Amount	EARN		2,108.18			Sandra			01-04-2010	GEN	REG	Tier1
7	Processed	Additional Salary Amount	EARN		6,010.59			Martin			07-16-2001	GEN	REG	Tier1
8	Processed	Additional Salary Amount	EARN		8,562.85			Christopher			09-28-2015	GEN	REG	Tier1
9	Processed	Additional Salary Amount	EARN		6,316.00			Patrick			08-29-2021	GEN	REG	Tier1
10	Processed	Additional Salary Amount	EARN		5,670.72			Douglas			07-16-2001	GEN	REG	Tier1
11	Processed	Additional Salary Amount	EARN		6,187.54			Cole			10-20-2003	GEN	REG	Tier1
12	Processed	Additional Salary Amount	EARN		5,295.08			Adam			10-25-2016	GEN	REG	Tier1
13	Processed	Additional Salary Amount	EARN		5,230.76			Annette			05-01-1988	GEN	REG	Tier1
14	Processed	Additional Salary Amount	EARN		7,322.00			Linda			07-06-2021	GEN	REG	Tier1
15	Processed	Additional Salary Amount	EARN		6,353.19			Carl			02-13-1990	GEN	REG	Tier1

Reconciling Your Invoice Step 5

In the pop-up box, click **Next** twice, and then click **Finish**. This will allow you to sum the values in this column in the following steps.

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Value
2	2,969.60
3	6,789.16
4	5,804.40
5	5,178.39

Cancel < Back Next > Finish

Reconciling Your Invoice Step 6

Click the drop-down arrow in Column D (Code). Then, uncheck the box for the codes **EARN** and **OT**. Then click **OK**. This will remove all reported wages from the report and will only display the different contributions that are charged to the employer.

The example below does not show OT wages

A	B	C	D	E
Transaction states	Record	Field	Code	Value
Processed	Addition			2,569.00
Processed	Event	Sort A to Z		
Processed	Addition			6,785.16
Processed	Event	Sort Z to A		
Processed	Addition			5,604.40
Processed	Event	Sort by Color		
Processed	Addition			5,178.39
Processed	Event	Sheet View		
Processed	Addition			6,823.08
Processed	Event	Clear Filter From "Code"		
Processed	Addition			2,136.18
Processed	Event	Filter by Color		
Processed	Addition			6,310.59
Processed	Event	Text Filters		
Processed	Addition			8,562.85
Processed	Event			6,316.00
Processed	Addition			5,670.72
Processed	Event			6,387.54
Processed	Addition			5,295.08
Processed	Event			5,230.76
Processed	Addition			7,322.00
Processed	Event			5,753.19
Processed	Addition			3,494.40
Processed	Event			8,634.38
Processed	Addition			6,210.69
Processed	Event			6,769.22
Processed	Addition			7,496.7

Reconciling Your Invoice Step 7



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Click the E for **Column E** to highlight the entire column. In the bottom right-hand corner of the spreadsheet, you will see the total contributions for this data collection. In this example, the total is \$26,664.65. This amount should match the total of the invoice attached to this specific data collection.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Transaction status	Amount	Field	Code	Value	ISM	Identifier Code	First name	Last name	Employee #	Employment start date	Position code	Position title	Group
60	Processed	Contribution Due	Amount	RD	23.27			Pena		81231000	GEN	FECS	Ther	Active
61	Processed	Contribution Due	Amount	RD	11.36			Pena		81231000	GEN	FECS	Ther	Active
62	Processed	Contribution Due	Amount	ERISUP	10.91			Pena		81231000	GEN	FECS	Ther	Active
63	Processed	Contribution Due	Amount	ERISUP	2.30			Pena		81231000	GEN	FECS	Ther	Active
64	Processed	Contribution Due	Amount	ERIDEA	5.95			Pena		81231000	GEN	FECS	Ther	Active
65	Processed	Contribution Due	Amount	ERIFET	54.87			Pena		81231000	GEN	FECS	Ther	Active
66	Processed	Contribution Due	Amount	AVICA	195.79			Kimberly		81049100	GEN	FECS	Ther	Active
67	Processed	Contribution Due	Amount	RD	87.50			Kimberly		81049100	GEN	FECS	Ther	Active
68	Processed	Contribution Due	Amount	RD	29.84			Kimberly		81049100	GEN	FECS	Ther	Active
69	Processed	Contribution Due	Amount	ERISUP	42.99			Kimberly		81049100	GEN	FECS	Ther	Active
70	Processed	Contribution Due	Amount	ERIDEA	7.43			Kimberly		81049100	GEN	FECS	Ther	Active
71	Processed	Contribution Due	Amount	ERIDEA	11.54			Kimberly		81049100	GEN	FECS	Ther	Active
72	Processed	Contribution Due	Amount	ERIFET	180.97			Kimberly		81049100	GEN	FECS	Ther	Active
73	Processed	Contribution Due	Amount	AVICA	210.97			Loane		81034100	GEN	FECS	Ther	Active
74	Processed	Contribution Due	Amount	RD	43.83			Loane		81034100	GEN	FECS	Ther	Active
75	Processed	Contribution Due	Amount	RD	23.67			Loane		81034100	GEN	FECS	Ther	Active
76	Processed	Contribution Due	Amount	ERISUP	29.84			Loane		81034100	GEN	FECS	Ther	Active
77	Processed	Contribution Due	Amount	ERIDEA	4.64			Loane		81034100	GEN	FECS	Ther	Active
78	Processed	Contribution Due	Amount	ERIDEA	7.97			Loane		81034100	GEN	FECS	Ther	Active
79	Processed	Contribution Due	Amount	ERIFET	177.60			Loane		81034100	GEN	FECS	Ther	Active
80	Processed	Contribution Due	Amount	RD	39.81			Karlsson		87038100	GEN	FECS	Ther	Active
81	Processed	Contribution Due	Amount	RD	181.89			Karlsson		87038100	GEN	FECS	Ther	Active
82	Processed	Contribution Due	Amount	ERISUP	32.19			Karlsson		87038100	GEN	FECS	Ther	Active
83	Processed	Contribution Due	Amount	ERIFED	4.31			Karlsson		87038100	GEN	FECS	Ther	Active
84	Processed	Contribution Due	Amount	ERIDEA	5.81			Karlsson		87038100	GEN	FECS	Ther	Active
85	Processed	Contribution Due	Amount	ERIFET	79.74			Karlsson		87038100	GEN	FECS	Ther	Active
86	Processed	Contribution Due	Amount	RD	19.40			Michael		85023100	GEN	FECS	Ther	Active
87	Processed	Contribution Due	Amount	RD	250.60			Michael		85023100	GEN	FECS	Ther	Active
88	Processed	Contribution Due	Amount	ERISUP	42.90			Michael		85023100	GEN	FECS	Ther	Active
89	Processed	Contribution Due	Amount	ERIDEA	7.94			Michael		85023100	GEN	FECS	Ther	Active
90	Processed	Contribution Due	Amount	ERIDEA	11.77			Michael		85023100	GEN	FECS	Ther	Active
91	Processed	Contribution Due	Amount	ERIFET	21.16			Michael		85023100	GEN	FECS	Ther	Active
92	Processed	Contribution Due	Amount	RD	8.99			Sandra		81041100	GEN	FECS	Ther	Active
93	Processed	Contribution Due	Amount	RD	81.48			Sandra		81041100	GEN	FECS	Ther	Active
94	Processed	Contribution Due	Amount	ERISUP	82.25			Sandra		81041100	GEN	FECS	Ther	Active
95	Processed	Contribution Due	Amount	ERIDEA	1.71			Sandra		81041100	GEN	FECS	Ther	Active
96	Processed	Contribution Due	Amount	ERIDEA	2.63			Sandra		81041100	GEN	FECS	Ther	Active
97	Processed	Contribution Due	Amount	ERIFET	16.50			Sandra		81041100	GEN	FECS	Ther	Active
98	Processed	Contribution Due	Amount	RD	45.99			Marie		87040100	GEN	FECS	Ther	Active
99	Processed	Contribution Due	Amount	ERISUP	127.54			Marie		87040100	GEN	FECS	Ther	Active
100	Processed	Contribution Due	Amount	ERISUP	39.22			Marie		87040100	GEN	FECS	Ther	Active

Ready

349 of 403 records found

Accessibility Unavailable

Average: 764020000

Count: 350

Min: 1.03

Max: 734.96

Sum: 26665.64

Reconciling Your Invoice Step 8



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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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Minimum Monthly Contributions

Minimum Monthly Contributions

for IMRF Employers

Minimum Monthly Contribution is the amount employers are required to send IMRF to pay for any unfunded liability they have with IMRF. This ensures that all employer contributions needed to pay past and current member benefits are on file with IMRF.

Who Pays Minimum Monthly Contributions?

- Employers who do not have any employees.
- Employers with employees (active payroll) but whose wage report employer contribution is less than the employer Minimum Monthly Contribution

How much is the Minimum Monthly Contribution?

The amount of the Minimum Monthly Contribution varies based on the unfunded liability of the employer.

If the employer has an active payroll and the wage report employer contribution for the month exceeds the Minimum Monthly Contribution, then no additional Minimum Monthly Contribution is due.

If an employer has an active payroll and their employer contribution is less than the Minimum Monthly Contribution, then they will be invoiced for the difference between their monthly minimum contribution and their payroll.

When is the Minimum Monthly Contribution Due?

Minimum Monthly contributions are due on the last day of each month and will be invoiced on the 21st of the month.

Earnings Not Reportable to IMRF

- **Workers' compensation payments**
(Unless supplemented)
 - See Section 3.96 R in the AA MANUAL
 - Call IMRF Legal Department (*for clarification if needed*)
- Tier 1 wages in excess of **\$360,000** if member participation started after January 1, 1996
- Tier 2 participants, 2026 limit is **\$129,192.26**
- **SLEP Tier 2 overtime**



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Malcolm Baldrige
National Quality Award

2019 Award Recipient



Employer Optional Earnings

- ❖ Resolution to Include Cash Payments in Lieu of or Related to Health Insurance as IMRF Earnings;
- ❖ Resolution to Include Compensation Directed into a Retirement Health Savings Plan as IMRF Earnings;
- ❖ Resolution to Include Compensation Paid Under an IRC Section 125 Plan as IMRF Earnings;
- ❖ Resolution to Include Taxable Allowances as IMRF Earnings



Things to Remember

Complementary
Wage Report Shell
Available on the
1st of Every Month

Address all
Warnings and
Errors

Review and
process any
“Postponed” or
“Rejected” Files

Report due by the
10th of the Month.
Payment by the
20th

Questions?



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