

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.)
- Complete IMRF’s “Should this employee be enrolled in IMRF?” checklist available at www.imrf.org.

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 and their employer**.

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 through Employer Access (paper form 6.10 if employer does not have Internet Access).
3. Employer notifies its payroll department of the IMRF deduction for new member.
4. Member will receive an IMRF Welcome Packet with appropriate Benefits Booklet and instructions on how to setup a Member Access account. Remind employee to complete their Designation of Beneficiary Form in Member Access.

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 6.05**.
- Resolution for Governing Body Officials:** Resolution for qualifying Government Body Officials to participate in IMRF (Form 6.64) must be on file with IMRF. The Online Enrollment application will create a partially pre-filled Form 6.64 for you to print out and have the governing body complete.
- 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.

