Employer Statement Instructions

Steps to access the Employer Statement on Employer Services

Login ➔ Employer Dashboard ➔ Employer Statements ➔ Select the appropriate Employee ➔ Fill out the information

Steps to fill out the Employer Statement
(Retirement Date, Type of Claim, Date Received, and Last Updated will be prepopulated by SERS)

Step 1) Last day employee physically worked: Input the last date the employee was present and worked.

Step 2) Last pay period employee due wages, either the 15th or the end of the month: Indicate the last day of the pay period employee was paid.

Step 3) Date employee removed from payroll: Indicate the pay period ending date of when employee was removed from payroll.

Step 4) Has employee returned to work? If employee is returning as a 75 day employee or on a contract, the answer is "no".

If employee is returning as a state employee, select "yes" and enter the date the employee returned to work.

Step 5) Date returned to work: Date employee physically returned to work.

Step 6) Reason for removal: Use the drop down menu to select the reason for the member's removal from employment.

Step 7) Effective date of Action: Self-explanatory.

Step 8) Total unused sick days earned prior to January 1, 1984: Self-explanatory.

Step 9) Total unused sick days earned after December 31, 1997: Self-explanatory.

Step 10) Total unused sick days earned after December 31, 1983 and before January 1, 1998: Self-explanatory.

Step 11) Number of unused sick days remaining for pension calculation: This is automatically calculated by the system.

Step 12) Employee base rate of pay: Rate of pay at the time of separation of employment.

Step 13) Employee Work Status: Select Full time or Part time from the drop down menu.

Step 14) Employee total rate of pay: Include base rate of pay plus longevity, bilingual, and permanent differential.

Step 15) Frequency of pay: Select bi-weekly, hourly, monthly, or semi-monthly from the drop down menu.

Step 16) Will a 1404 be processed? Select Yes or No from the button menu. Selecting "Yes" will make the applicable questions appear. Selecting "No" will keep them hidden.

If you selected "Yes", enter the amount of vacation days, total unused personal days, and is the estimate ready for Member Election? When you select yes to the estimate, the member will be able to make an election on their Member Services account.

You will need to enter an estimated number of days as the member will make the election while they are still working. When the agency submits the form, the number of days must be the final numbers.

Step 17) Are you aware of any official misconduct charges (pending, dismissed, or finalized) against the member, arising from or in connection with their employment with the state of Illinois? This question is asking for felonies at the job against the State of Illinois.

Step 18) Select "Save" at the bottom of the page. If there are errors in the form, an explanation will be given at the top of the page for you to address.

Step 19) Submit to SRS. All errors must be resolved before submitting to SRS. The employee must be off payroll. The number of sick/vacation/personal days must be finalized. If the lump sum sick and vacation time is being purchased, the employee must make the election in Member Services before "Submit to SRS" is available.