



Employer Instructions for 3900/1404



Connecting to 

Sign in with your account to access SRS Employer Website

 WORKFORCE

Sign In

Username

 This field cannot be left blank

Keep me signed in

Next

[Unlock account?](#)

[Help](#)

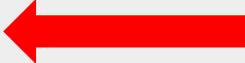


Login to Employer Services.

Employer Dashboard

 You have **3 Notifications** **3** Unread

 You have **31 Payroll Deductions** **19** Payroll Setup **3** Lump Sum Setup **8** Upcoming Payoff **1** Payment Completed

 You have **231 Employer Statements** **69** Pending **162** Completed 

 You have **0 Incorrect Payroll Deductions** **0** Pending **0** Completed 

 You have **551 Service Purchase Estimate Requests** **359** New **28** Pending **164** Completed 

 You have **312 Tier Determination Requests** **3** Pending **309** Completed 

 You have **21 2023 Returned to Work Retirees** **13** Current **8** Overdue

 You have **396 Employees on Disability** **207** Reported back to work

Either click “Employer Statements” or

- Employer Statements
- Employer Reports
- Service Purchase Estimate Request
- Manage Web Employer Users
- Military Differential Members
- Incorrect Payroll Deductions
- Payroll Deductions
- Tier Determination Requests
- Returned to Work Retirees
- Employees on Disability



Dashboard

You have 3 **Notificati**

You have 31 **Payroll D**

You have 231 **Employ**

You have 0 **Incorrect**

You have 551 **Service**

You have 312 **Tier De**

You have 21 **2023 Returned to Work Retirees** 13 Current 8 Overdue

You have 396 **Employees on Disability** 207 Reported back to work

Setup 8 Upcoming Payoff 1 Payment Completed

Completed i

Pending 164 Completed i

Completed i

Navigate to
Tasks/Employer
Statements

Employer Statements

PENDING COMPLETED

Show 10 entries

Search:

MEMBER NAME	EIN	CLAIM TYPE	RETIREMENT DATE	PAY CODE	1404 STATUS	LAST UPDATED BY	LAST UPDATED DATE
[blurred]	[blurred]	Pension	11/1/2023	29-183	Pre-Tax	Yock Tan	11/28/2023
[blurred]	[blurred]	Pension	11/1/2023	29-180	Pre-Tax	Nancy George	11/28/2023
[blurred]	[blurred]	Pension	12/1/2023	29-169	Pre-Tax	Jawni Watters	11/22/2023
[blurred]	[blurred]	Pension	12/1/2023	29-175	Pre-Tax	Amelia West	11/22/2023
[blurred]	[blurred]	Pension	12/1/2023	29-104	Pre-Tax	Austin Schmitz	11/27/2023
[blurred]	[blurred]	Pension	1/1/2024				
[blurred]	[blurred]	Pension	1/1/2024				
[blurred]	[blurred]	Pension	12/1/2023				
[blurred]	[blurred]	Pension	1/1/2024				
[blurred]	[blurred]	Pension	12/1/2023				

Select the appropriate employee. You can sort by the items on the headings or use the search bar to find them.

Last day employee physically worked:

MM/DD/YYYY

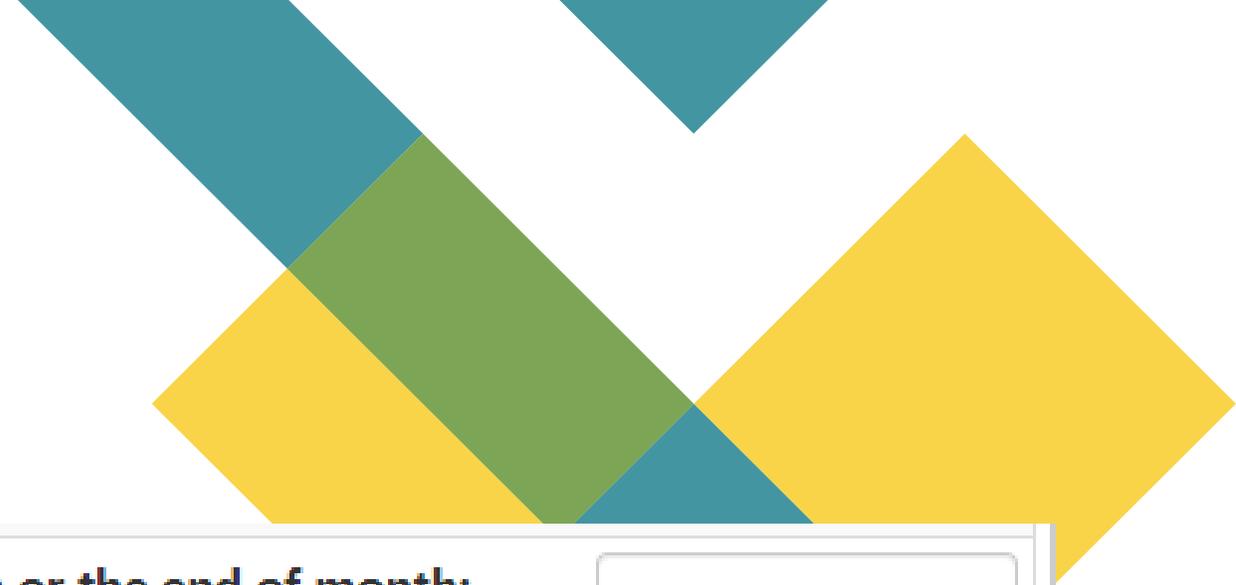
« October 2023 »

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

10/31/2023



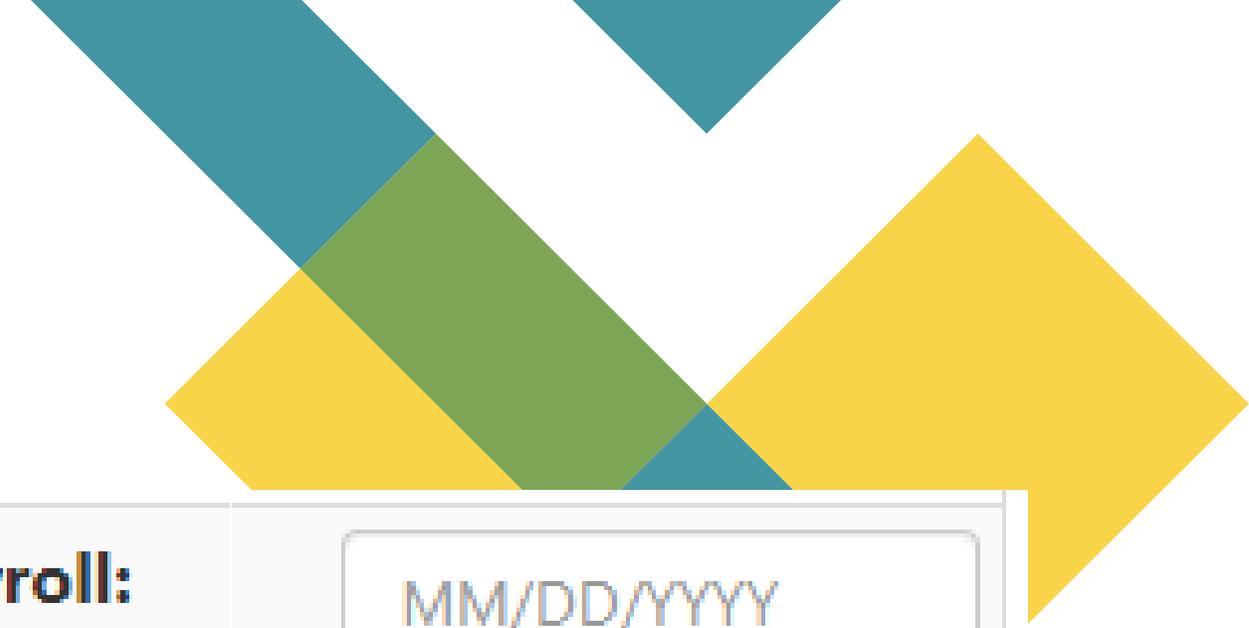
Last day employee physically worked: Input the last date the employee was present and worked.



Last pay period employee due wages, either the 15th or the end of month:

MM/DD/YYYY

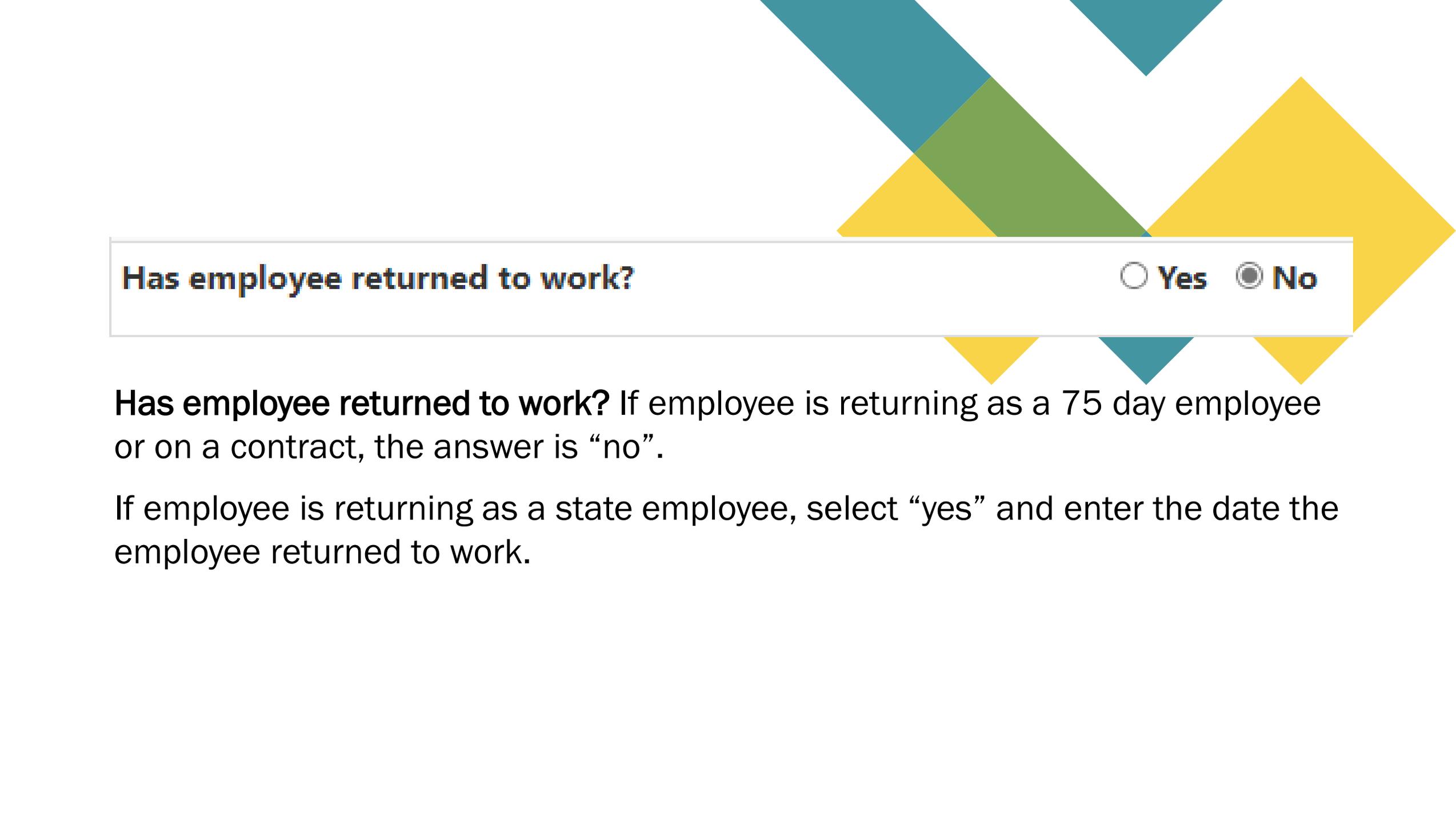
Last pay period employee due wages, either the 15th or the end of the month:
Indicate the last day of the pay period employee was paid



Date employee removed from payroll:

MM/DD/YYYY

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

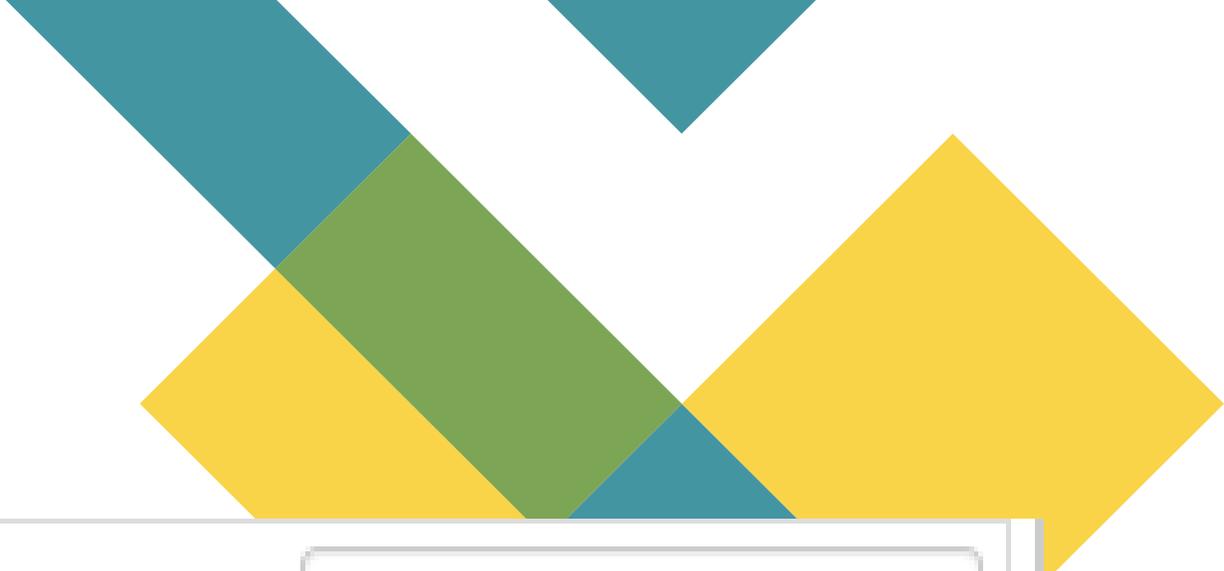


Has employee returned to work?

Yes No

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.



Date returned to work:

MM/DD/YYYY

Date returned to work: Date employee physically returned to work.

Reason for removal:	Resignation
Total unused sick days earned prior to January 1, 1	-Select One-
Total unused sick days earned after December 31,	Discharge/Dismissal
Total unused sick days earned after December 31,	Layoff
Total unused sick days earned after December 31,	Medical Leave of Absence
Total unused sick days earned after December 31,	No Leave Granted
Total unused sick days earned after December 31,	Resignation
Total unused sick days earned after December 31,	Service Connected Leave

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



Effective date of Action:

MM/DD/YYYY

Effective date of Action: Self-explanatory.



Total unused sick days earned prior to January 1, 1984:

0.00

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



Total unused sick days earned after December 31, 1997:	0.00
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Total unused sick days earned after December 31, 1997: Self-explanatory.



Total unused sick days earned after December 31, 1983 and before January 1, 1998:

0.00

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



Number of unused sick days remaining for pension calculation:

$$0 + 0 + 0/2 = 0.00$$

(rounded to 0)

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



Employee base rate of pay:

0.00

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

Employee Work Status:

-Select One-



Frequency of pay:

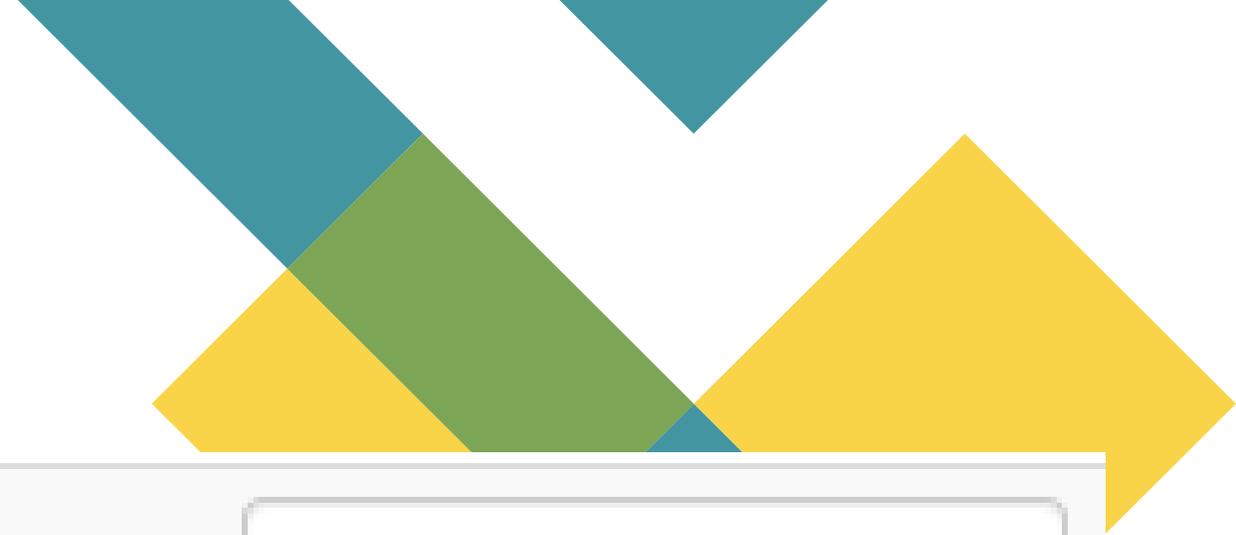
-Select One-

Full Time

Part Time

YES NO

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



Employee total rate of pay:

0.00

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

Frequency of pay:

-Select One-



-Select One-

Bi-Weekly

Daily

Hourly

Monthly

Semi-Monthly

ist the member, arising from or in

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

Will a 1404 be processed?	<input type="radio"/> Yes <input type="radio"/> No
Will a 1404 be processed? View 1404	<input checked="" type="radio"/> Yes <input type="radio"/> No
Vacation Days:	<input type="text" value="0.00"/>
Total Unused Personal Days:	<input type="text" value="0.00"/>
Is estimated 1404 ready for Member Election? 	<input type="radio"/> Yes <input type="radio"/> No

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.

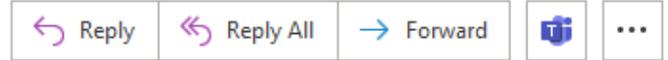
Will a 1404 be processed?	<input type="radio"/> Yes <input type="radio"/> No
Member Election Status: ⓘ Member has not made an online election. Please contact the member at therailsplitter@gmail.com .	
Vacation Days:	<input type="text" value="22.00"/>
Total Unused Personal Days:	<input type="text" value="4.00"/>
Is estimated 1404 ready for Member Election?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Member Election Status: ⓘ Member has elected Pre-Tax (BSLS) contributions to be withheld from lump sum payment. Reset Member Election	
Vacation Days:	<input type="text" value="22.00"/>
Total Unused Personal Days:	<input type="text" value="4.00"/>
Is estimated 1404 ready for Member Election?	<input checked="" type="radio"/> Yes <input type="radio"/> No

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. You can also reset the member's election if a mistake is made or if a decision is reversed.

SRS Member Services - Sick And Vacation Contribution Election Received



SRSITTestEmail
To: SRSITTestEmail



Tue 11/28/2023 8:45 AM

We have received your election on Sick and Vacation Contributions. **Please forward this email to your retirement coordinator/payroll coordinator.**

****Below are lump sum payment, months of service, and contributions due estimates. Final numbers may change upon the last date of employment.****

Lump Sum Payment from Paid Sick, Vacation and Personal Days: \$17,013.14
Paid Months of Service Established: 3.00
Contributions Due: \$1,346.38
Tax Option: Pre-Tax

Thank you,
State Retirement Systems of Illinois



This e-mail was sent to test3900@gmail.com from a notification-only address that cannot accept incoming email. Please do not reply to this message. Contact (217) 785-7444 if you have any questions regarding this message.

This is an example email that a member will receive when they make an election. As a retirement coordinator or payroll coordinator, you will need to communicate to your employees that they need to forward this email to you.

Lump Sum Payment for Sick, Vacation and Personal Days

LINCOLN, ABRAHAM - XXX-XX-1234 - [MEMBER ID: 12-3456789]

Daily Rate of Pay	\$373.24
Pay Code	29-182
Deduction Rate (Code: S)	8.5000 %
Lump Sum Payment for Paid Sick, Vacation and Personal Days	\$10,823.96
Months of Service Credit Established for Paid Time	1.50
Contributions Due	(\$10,077.48 * 8.50 %) \$856.59

LUMP SUM PAYMENT IS BEING MADE FOR:

Paid Sick Days	5.00	\$1,866.20
Vacation Days	22.00	\$8,211.28
Personal Days	2.00	\$746.48
Total Days	29.00	\$10,823.96

SERVICE IS BEING ESTABLISHED FOR:

Paid Sick Days	3.00	\$1,119.72
Vacation Days	22.00	\$8,211.28

Close

Lump Sum Payment for Sick, Vacation and Personal Days

Personal Days	2.00	\$746.48
Total Days	29.00	\$10,823.96

SERVICE IS BEING ESTABLISHED FOR:

Paid Sick Days	3.00	\$1,119.72
Vacation Days	22.00	\$8,211.28
Personal Days	2.00	\$746.48
Total Days	27.00	\$10,077.48

Best Calculation Method:

✓ Separate calculation of unpaid and paid days:

1.50 (30.00 unpaid days) + 1.50 (29.00 paid days) = 3.00 months of service credit.

Combined calculation of unpaid and paid days:

(30.00 unpaid days + 29.00 paid days = 59.00 days) = 3.00 months of service credit.

	Unpaid Time	Paid Time	Total
Months of Service Credit Established	1.50	1.50	3.00

Calculation Note:

Minimum Days Apply: Employee's paid days has been automatically adjusted to 27.00 days to establish 1.50 months of paid service credit.

Close

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?

Yes No

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?

Yes No

Please provide brief explanation of the official misconduct charges (pending, dismissed, or finalized) against the member.

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.



Please use this space to document any additional information that you feel we need to know.

Enter any additional information you feel would be helpful to SERS in processing this Employer Statement.

REVIEW AND SUBMIT ⓘ

By submitting this form electronically, I certify this information is correct and that I am aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. I understand that if the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.

Save

Submit to SRS

Employer Statement has been saved!

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.

- 
- Last day salary or wages due employee is a required field to save.
 - Date employee removed from payroll is a required field to save.
 - Effective Date of Action is a required field to save.
 - Last day employee physically worked is a required field to save.
 - Employer Work Status is a required field to save.
 - Frequency of Pay is a required field to save.
 - Unused sick days earned after 12/31/1983 and before 1/1/1998 cannot exceed 168.
 - Total Rate of Pay (\$56,465.00) must equal Current Rate of Pay (\$6,820.00). Please fix the rate or provide a reason for the discrepancy.
 - Total Unused Sick Days (852446635.00) cannot be greater than Total Months of Service (257.75). Please fix the number of days or provide a reason for the discrepancy.
 - Member has Unused Sick Days Earned Prior to January 1, 1984, but has the membership date of 1/1/1999. Please fix the number of days or provide a reason for the discrepancy.
 - Please provide brief explanation of the official misconduct charges (pending, dismissed, or finalized) against the member.
 - Will a 1404 be processed? is a required field to save.
-
- Last day salary or wages due employee must be 15th or last day of the month.

All possible errors are listed above for your reference.

REVIEW AND SUBMIT

By submitting this form electronically, I certify this information is correct and that I am aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. I understand that if the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.

Save

Submit to SRS

Employer Statement has been submitted!

[View Printable Employer Statement](#)



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.

If you find that changes need to be made after the forms have been submitted to SERS, please contact our office at SERS@SRS.illinois.gov