



Security Administrator



Designating an Agency Head or Administrator

Each agency must file a SERS Online Security Form with the Field Services Division at SERS. The SERS Online Security Form designates the agency head or administrator who appoints Retirement Coordinators. Online access is denied for all employees until this form is filed with SRS.



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P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

SERS Online Security Form

Agency: _____

Location: _____

*Facility/Bureau: _____
if applicable

Agency Head/Administrator: _____
(person who appoints/approves RC)

Name

Title

Email

Date: _____

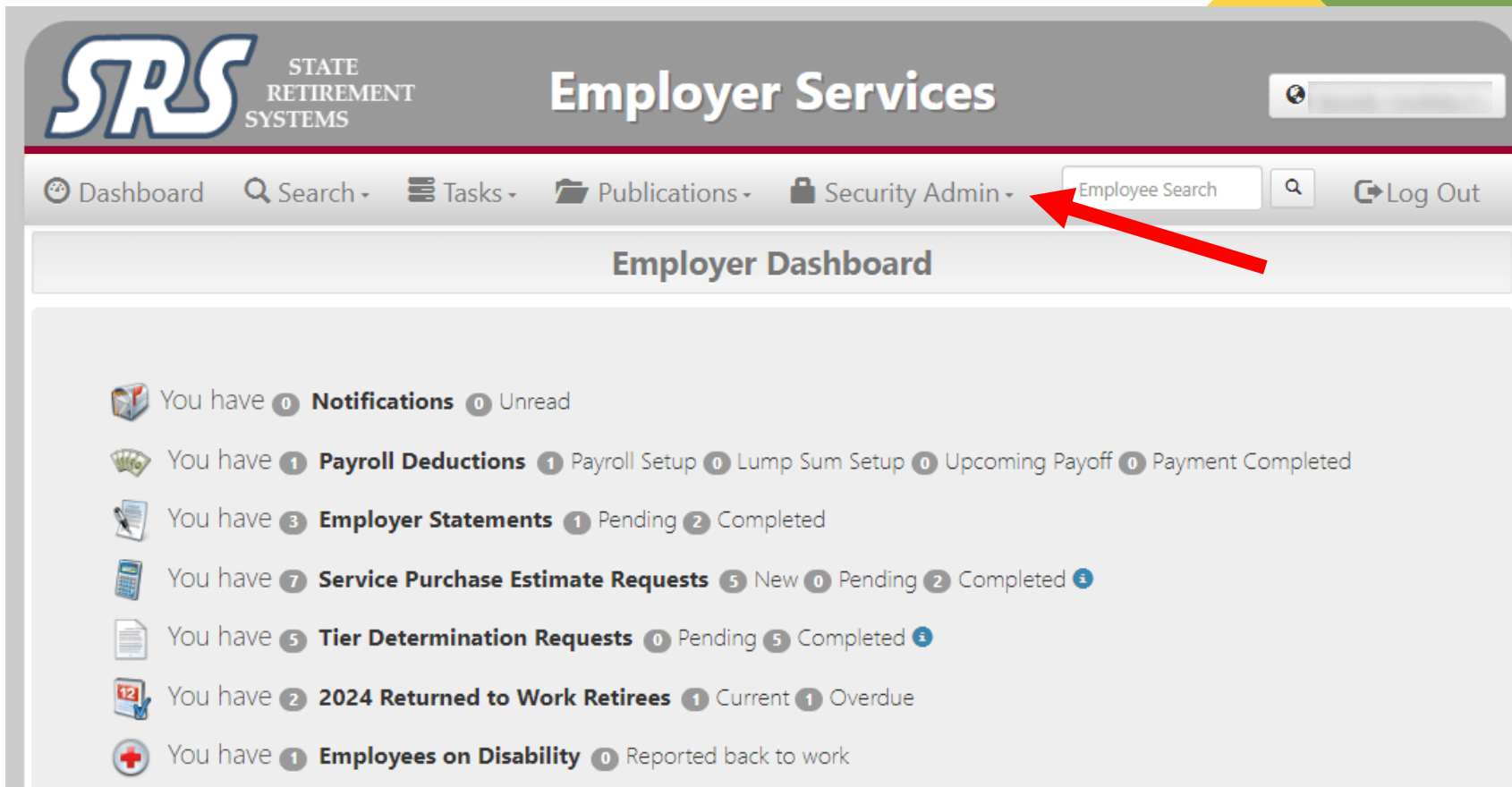
** Relevant in agencies with multiple locations*

Appoints Agency Head or Administrator

Submit By Email



Security Administrator



The screenshot displays the SRS (State Retirement Systems) Employer Services interface. The top navigation bar includes the SRS logo, the text 'STATE RETIREMENT SYSTEMS', and the title 'Employer Services'. A search bar and a 'Log Out' button are also present. The main navigation menu contains 'Dashboard', 'Search', 'Tasks', 'Publications', 'Security Admin', and 'Employee Search'. A red arrow points to the 'Security Admin' menu item. Below the navigation bar, the 'Employer Dashboard' is visible, showing various notification categories with counts:

- You have 0 Notifications 0 Unread
- You have 1 Payroll Deductions 1 Payroll Setup 0 Lump Sum Setup 0 Upcoming Payoff 0 Payment Completed
- You have 3 Employer Statements 1 Pending 2 Completed
- You have 7 Service Purchase Estimate Requests 5 New 0 Pending 2 Completed
- You have 5 Tier Determination Requests 0 Pending 5 Completed
- You have 2 2024 Returned to Work Retirees 1 Current 1 Overdue
- You have 1 Employees on Disability 0 Reported back to work

Each agency must file a SERS Online Security Form with the Field Services Division at SERS to designate a Security Administrator. The Security Administrator can then login to Employer Services to appoint Retirement Coordinators, Payroll Coordinators, Signature Designees, and Tier Determination Users.

Security Administrator

SRS STATE RETIREMENT SYSTEMS **Employer Services**

Dashboard Search Tasks Publications Security Admin Employee Search Log Out

Employer

- User Management
- Security Review

You have **0 Notifications** **0** Unread

You have **1 Payroll Deductions** **1** Payroll Setup **0** Lump Sum Setup **0** Upcoming Payoff **0** Payment Completed

You have **3 Employer Statements** **1** Pending **2** Completed

You have **7 Service Purchase Estimate Requests** **5** New **0** Pending **2** Completed

You have **5 Tier Determination Requests** **0** Pending **5** Completed

You have **2 2024 Returned to Work Retirees** **1** Current **1** Overdue

You have **1 Employees on Disability** **0** Reported back to work

Security Administrator

SRS STATE RETIREMENT SYSTEMS **Employer Services**

Dashboard Search Tasks Publications Security Admin Employee Search Log Out

User Management

[Add New User](#)

Agency	Employee Name	User Type(s)		
		Retirement Coordinator, Payroll Coordinator, Signature Designee	Edit User	Delete User
		Signature Designee	Edit User	Delete User
		Payroll Coordinator	Edit User	Delete User

To add a new user, click “Add New User”

Security Administrator

Add New User

Employee Search

Search for an employee by first name, middle name, last name, SSN, last four digits of SSN, Member Id or a combination of any of the criteria.

Enter the Employee name and click "Search"

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Add New User

Employee Search

Search for an employee by first name, middle name, last name, SSN, last four digits of SSN, Member Id or a combination of any of the criteria.

Total Records Found: 1

Step 1: Select Employee

First Name	Last Name	SSN	Birth Date	
[blurred]	[blurred]	[blurred]	[blurred]	<input type="radio"/>

Step 2: Select User Type(s)

Retirement Coordinator	<input type="checkbox"/>
Payroll Coordinator	<input type="checkbox"/>



Select the Employee

Security Administrator

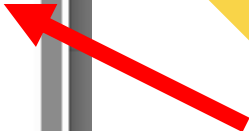
Step 2: Select User Type(s)

Retirement Coordinator	<input type="checkbox"/>
Payroll Coordinator	<input type="checkbox"/>
Signature Designee	<input type="checkbox"/>
Tier Determination User	<input type="checkbox"/>

Step 3: Select Agency

[Dropdown menu]

Close



Select the Employee's role(s)



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Step 2: Select User Type(s)

Retirement Coordinator	<input type="checkbox"/>
Payroll Coordinator	<input type="checkbox"/>
Signature Designee	<input type="checkbox"/>
Tier Determination User	<input type="checkbox"/>

Step 3: Select Agency

[Dropdown menu]

Step 4: Enter Work Email

- To verify employee has a valid Okta Workforce account, please enter employee's work email address and click on "Verify Email".

Work Email



Select the Agency



Security Administrator

Step 4: Enter Work Email

- To verify employee has a valid Okta Workforce account, please enter employee's work email address and click on "Verify Email".

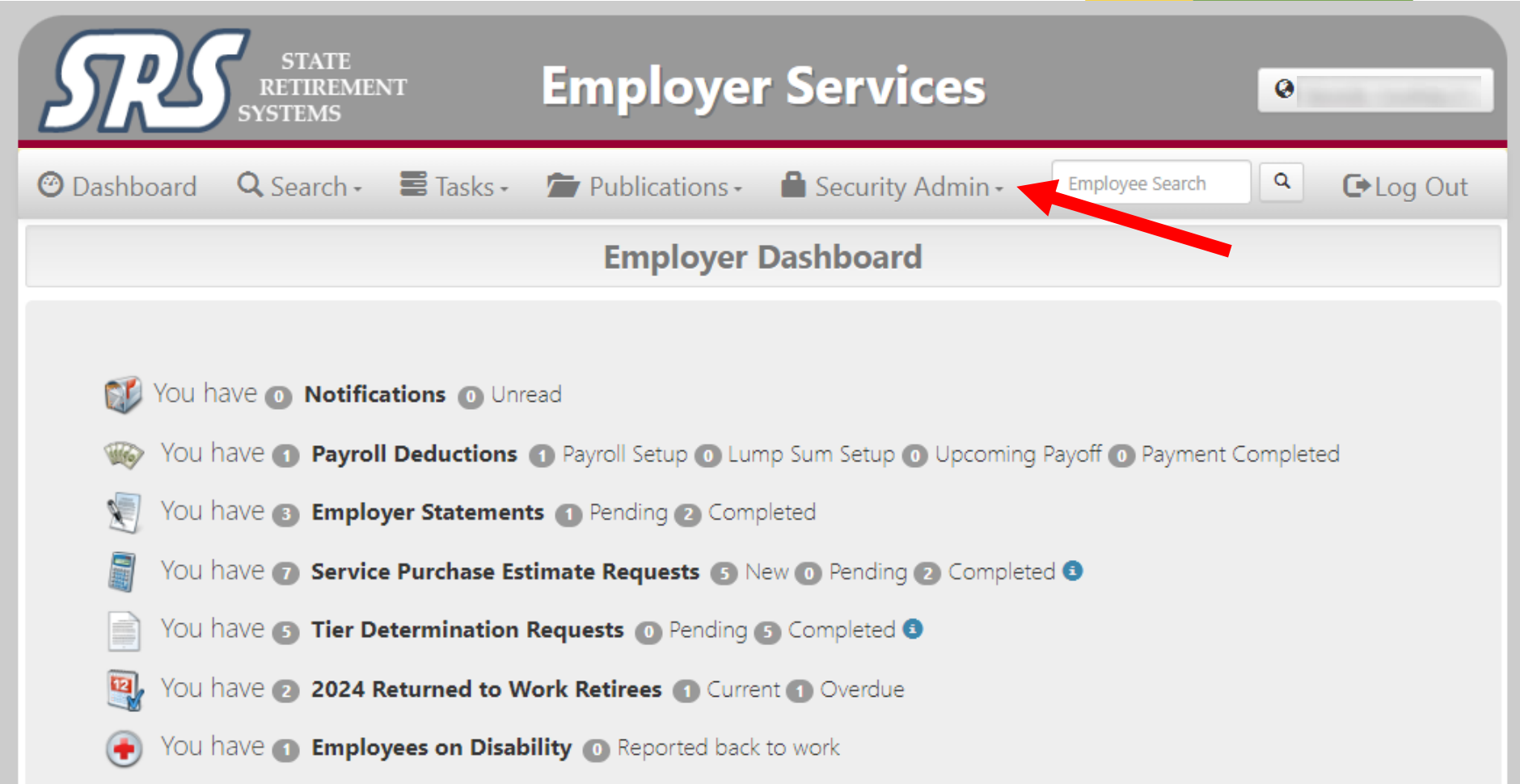
abraham.lincoln@illinois.gov ✓

Verify Email

Manage Pay Codes Save Close

Enter the Employee's work email, click "Verify Email" and click "Save"

Security Review



The screenshot shows the SRS (State Retirement Systems) Employer Services dashboard. At the top left is the SRS logo and the text "STATE RETIREMENT SYSTEMS". To the right of the logo is the page title "Employer Services" and a search bar. Below the header is a navigation menu with items: Dashboard, Search, Tasks, Publications, Security Admin, Employee Search, and Log Out. A red arrow points to the "Security Admin" menu item. The main content area is titled "Employer Dashboard" and contains several notification cards:

- You have 0 **Notifications** 0 Unread
- You have 1 **Payroll Deductions** 1 Payroll Setup 0 Lump Sum Setup 0 Upcoming Payoff 0 Payment Completed
- You have 3 **Employer Statements** 1 Pending 2 Completed
- You have 7 **Service Purchase Estimate Requests** 5 New 0 Pending 2 Completed
- You have 5 **Tier Determination Requests** 0 Pending 5 Completed
- You have 2 **2024 Returned to Work Retirees** 1 Current 1 Overdue
- You have 1 **Employees on Disability** 0 Reported back to work

Return to the Employer Dashboard in order to view “Security Review”, where you can remove Employees’ roles

Security Review

The screenshot shows the SRS (State Retirement Systems) Employer Services dashboard. At the top left is the SRS logo and the text "STATE RETIREMENT SYSTEMS". The main header is "Employer Services". On the right of the header is a search bar. Below the header is a navigation bar with icons and labels for "Dashboard", "Search", "Tasks", "Publications", "Security Admin", "Employee Search", and "Log Out". A dropdown menu is open under "Security Admin", showing "User Management" and "Security Review". A red arrow points to the "Security Review" option. Below the navigation bar is a section titled "Employer" with a list of notifications and statistics:

- You have **0 Notifications** **0** Unread
- You have **1 Payroll Deductions** **1** Payroll Setup **0** Lump Sum Setup **0** Upcoming Payoff **0** Payment Completed
- You have **3 Employer Statements** **1** Pending **2** Completed
- You have **7 Service Purchase Estimate Requests** **5** New **0** Pending **2** Completed **i**
- You have **5 Tier Determination Requests** **0** Pending **5** Completed **i**
- You have **2 2024 Returned to Work Retirees** **1** Current **1** Overdue
- You have **1 Employees on Disability** **0** Reported back to work

Security Review

The screenshot shows the SRS (State Retirement Systems) Employer Services interface. The top navigation bar includes the SRS logo, the text 'STATE RETIREMENT SYSTEMS', and the title 'Employer Services'. Below this is a secondary navigation bar with links for Dashboard, Search, Tasks, Publications, Security Admin, and an Employee Search box. The main content area is titled 'Security Administration' and displays a section for 'VERIFICATION BETWEEN 7/1/2024 AND 12/31/2024'. This section contains a table with columns for Agency, Contact Name, Contact Type(s), Keep, Remove, and Last Verified. Three rows of data are visible, each with a 'Keep' radio button selected and a 'Remove' radio button unselected. Red arrows point to the 'Keep' radio buttons in the first and third rows.

Agency	Contact Name	Contact Type(s)	Keep	Remove	Last Verified
		Retirement Coordinator, Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
		Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024

Select the option to keep or remove employees from their already designated roles.