

Correction to Incorrectly Assigned Roles



Sign In

Username

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**Step 1: Login to
Employer Services.**

Correction to Incorrectly Assigned Roles

SRS STATE RETIREMENT SYSTEMS

Employer Services

Dashboard Search Publications Security Admin Employee Search Log Out


User Management
Security Review


VERIFICATION BETWEEN 1/1/2025 AND 6/30/2025


Agency	Contact Name	Contact Type(s)	Keep	Remove	Last Verified
		Retirement Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Signature Designee	<input type="radio"/>	<input checked="" type="radio"/>	03/12/2025
		Retirement Coordinator, Signature Designee	<input type="radio"/>	<input checked="" type="radio"/>	02/06/2025
		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	
		Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Retirement Coordinator, Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Tier Determination User, Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Tier Determination User	<input checked="" type="radio"/>	<input type="radio"/>	
		Tier Determination User, Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025
		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/04/2025


Step 1: The security admin should go to “Security Review” listing to “Remove” employees who have incorrect roles assigned.

Employer Dashboard

 Employer Reports

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

 You have **18** **Payroll Deductions** **10** Payroll Setup **0** Lump Sum Setup **8** Upcoming Payoff **0** Payment Completed

 You have **86** **Employer Statements** **23** Pending **63** Completed

 You have **355** **Service Purchase Estimate Requests** **275** New **8** Pending **72** Completed **i**

 You have **488** **Tier Determination Requests** **8** Pending **480** Completed **i**

Step 2: Click "Security Admin".

[User Management](#)[Security Review](#)[Employer Reports](#)

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



You have **18** **Payroll Deductions** **10** Payroll Setup **0** Lump Sum Setup **8** Upcoming Payoff **0** Payment Completed



You have **86** **Employer Statements** **23** Pending **63** Completed



You have **355** **Service Purchase Estimate Requests** **275** New **8** Pending **72** Completed **i**



You have **488** **Tier Determination Requests** **8** Pending **480** Completed **i**



You have **84** **2025 Returned to Work Retirees** **81** Current **3** Overdue

Step 3: Click "User Management".



User Management

[Add New User](#)

EMPLOYEE NAME	USER TYPE(S)	OKTA USER NAME	EDIT USER	DELETE USER
Human Services, Department of				
[blurred]	[blurred]	[blurred]@Illinois.gov	Edit User	Delete User
[blurred]	[blurred]	[blurred]@Illinois.gov	Edit User	Delete User
[blurred]	[blurred]	[blurred]@illinois.gov	Edit User	Delete User



Step 4: Click "Edit User".

The screenshot shows a software interface with two main sections. The first section, titled "Step 2: Select User Type(s)", contains a list of four roles, each with an unchecked checkbox to its right:

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

The second section, titled "Step 3: Select Agency", contains a single dropdown menu with a downward arrow on the right side. At the bottom of the interface are three buttons: "Manage Pay Codes", "Save", and "Close". A red arrow points from a yellow diamond graphic on the right towards the "Retirement Coordinator" checkbox.

Step 5: Select the role(s) the employee will handle. Remember to deselect the incorrect role(s).

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]

Manage Pay Codes Save Close

Step 6: Select “Save” for Tier Determination Users, Otherwise Continue to Step 7.

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



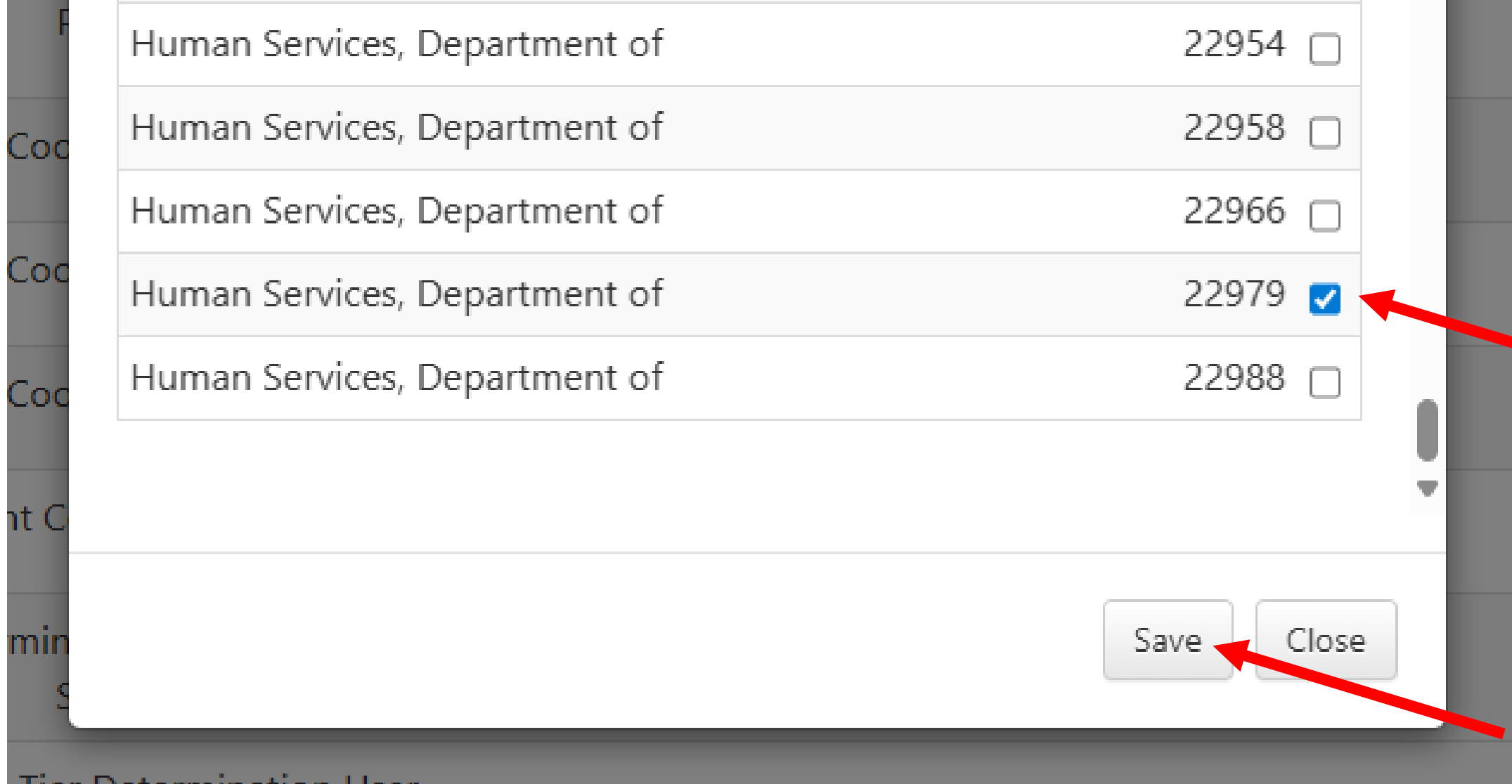
Verify Email

Manage Pay Codes

Save

Close

Step 7: click "Manage Pay Codes". If the user is a Tier Determination User, skip this step.



Step 8: click the appropriate pay code(s) and click “Save”.

User Management

[Add New User](#)

EMPLOYEE NAME	USER TYPE(S)	OKTA USER NAME	EDIT USER	DELETE USER
Human Services, Department of				
[blurred]	[blurred]	[blurred]@Illinois.gov	Edit User	Delete User
[blurred]	[blurred]	[blurred]@Illinois.gov	Edit User	Delete User
[blurred]	[blurred]	[blurred]@illinois.gov	Edit User	Delete User

If you're having issues after these steps, click "Delete User" and then "Add New User" to add the User as New (See Assigning Roles for Assistance).

User Management

Add New User

EMPLOYEE NAME	USER TYPE(S)	OKTA USER NAME	EDIT USER	DELETE USER
Human Services, Department of				
[blurred]	[blurred]	[blurred]@Illinois.gov	Edit User	Delete User
[blurred]	[blurred]	[blurred]@Illinois.gov	Edit User	Delete User
[blurred]	[blurred]	[blurred]@illinois.gov	Edit User	Delete User



To update the Okta Email Address of a user, click the email address under the “OKTA USER NAME” heading.