

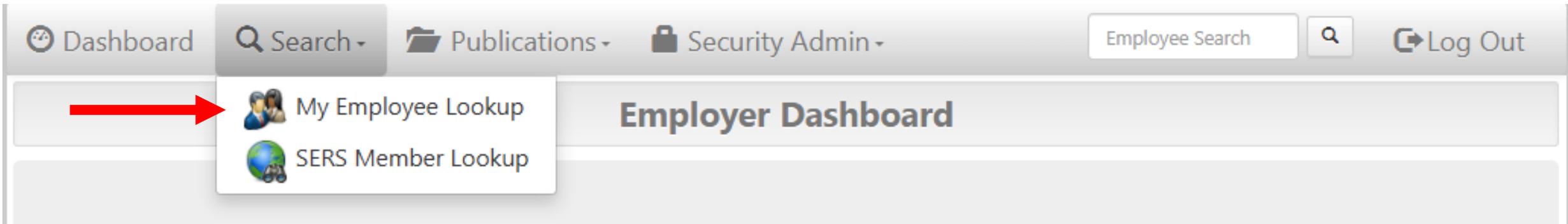


Employee Lookup Member Services



My Employee Lookup

You can access the My Employee Lookup screen by selecting the Search item in the main menu bar and then selecting the My Employee Lookup menu item in the drop down:



My Employee Lookup

You can search for your employee by first name, middle name, last name, SSN, last four digits of SSN, birth date, phone number or any combination. Below are some sample search criteria. Example: John L. Smith, SSN: 123-45-6789, DOB: 2/10/1962

Smith 123-45-6789

Smith 6789

John L Smith

6789 2/10/1962



My Employee Lookup

Employee Search

Search for your Active and Inactive employees by first name, middle name, last name, SSN, last four digits of SSN, Member Id, birth date, phone number or a combination of any of the criteria. View the [Help](#) page for information about which types of employees you can view.

My Employee Lookup

After you enter in your Search Criteria for your employees, click on the Search button to view the search results. A grid listing employees that matched the search criteria will display with their redacted SSN, Last Name, First Name, Middle Name, Birth Date, Pay Code, and Member Id. Use the grid column headers to sort on columns and the drop-down arrows to apply filters to the search results. Click on a row in the grid to view the employee's membership record.

My Employee Lookup

Employee Search

Search for your employees by first name, middle name, last name, SSN, last four SSN, birth date, phone number or a combination of any of the criteria.

Total Records Found: 6

SSN	Last Name	First Name	Middle Name	Birth Date	Pay Code	Member Id
XXX-XX-6789	Smith	Alice	M	10/5/1968	50032	11-1111111
XXX-XX-7891	Smith	Joan	L	7/12/1965	50032	22-2222222
XXX-XX-1234	Smith	John	L	2/10/1962	50131	44-4444444
XXX-XX-9876	Smith	John	S	11/19/1975	50030	66-6666666
XXX-XX-9999	Smith	Karen	A	8/17/1965	50030	55-5555555
XXX-XX-9123	Smith	Nancy	A	6/20/1951	50030	33-3333333

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Please select an employee by clicking on a row. Use column headers to sort members and the text boxes with drop down arrows to apply filters to the list.

- SERS MEMBERSHIP RECORD
- DEMOGRAPHICS
- FORMS & APPLICATIONS

View Employee Membership Record

After you have selected an employee from the My Employee Lookup search results or from the Global Employee search results, you will be directed to the employee’s Membership Record.

Membership Record

The employee’s membership record will display information grouped into three tabs. The “Basic” tab will display a member’s basic information and last payroll or disability posting information.

BASIC	ACCOUNT	BENEFIT	COLA BUYOUT	TOTAL BUYOUT
Retirement System		State Employees' Retirement System		
Status	Active			
Birth Date	1/26/1959			
Age	66 years 2 months			
Membership Date	07/01/2007			
Tier	Tier 1			
LAST PAYROLL OR DISABILITY POSTING				
Type	Salary			
Current Plan	[1] SERS Regular - Coordinated, Tier 1, 4%			
Pay Code	10-110			
Agency	Human Services, Department of			
Position Code	19785			
Timeworked Basis	Monthly			
Pickup Code	00 (None)			
Last Salary Date	03/15/2025			
Current Rate	\$7,838.00			

For Tier 1 SERS Members, the Tier Summary will display the type of account transaction used for the Tier 1 coding (either Salary or Retroactive pay), the date of the account transaction, and the calculation note with the Tier 1 reasoning. The Tier Summary data is to be printed and used by agencies to code payroll and within personnel packets and files.

If the member is considered Tier 1 due to reciprocal service, the Tier Summary will display which reciprocal system the member has service with and their associated membership date with that reciprocal system. The Tier Summary data is to be printed and used by agencies to code payroll and within personnel packets and files.

SERS TIER SUMMARY	
Calculated Tier	Tier 1
Used Account Transaction Earning Type	Salary
Used Account Transaction From Date	07/01/2007
Used Reciprocal Service	
Used Reciprocal Membership Date	
Calculation Note	Salary or Retroactive Earned prior to 1/1/2011

For Tier 2 SERS Members, an additional warning message will display stating that the member is currently coded as Tier 2, but could qualify to be changed to Tier 1 based on service with a reciprocal retirement system. By clicking the Submit button, a Tier Determination Request will be submitted to the SRS Accounting Division for review. The agency will receive a notification once the Tier Determination case has been completed. The results will be accessible and be able to be used to document the tier.

If the system cannot determine if the member is Tier 1 or Tier 2, the tier will display as Unknown. For all members with an Unknown Tier, a Tier Determination Request must be submitted, via clicking the Submit button, to the SRS Accounting Division to determine the member's correct tier.

SERS TIER SUMMARY	
Calculated Tier	Tier 2 *
Used Account Transaction Earning Type	Salary
Used Account Transaction From Date	02/16/2016
Used Reciprocal Service	
Used Reciprocal Membership Date	
Calculation Note	Salary or Retroactive Earned on or after 1/1/2011

- SERS MEMBERSHIP RECORD**
- DEMOGRAPHICS
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BASIC
ACCOUNT
BENEFIT
COLA BUYOUT
TOTAL BUYOUT

Total Service Credit ⓘ	17 years 8 months
Total Contributions	<u>\$51,161.37</u>
Final Average Compensation (FAC) ⓘ	<u>\$9,024.55</u>

EARNINGS AND SERVICE CREDIT

Earnings and Service Credit	Earnings and Service Credit by Calendar Year
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The “Account” tab will display account information, such as the member’s total service credit, total contributions, final average compensation (FAC), and Earnings and Service Credit information.

- SERS MEMBERSHIP RECORD
- DEMOGRAPHICS
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- BASIC
- ACCOUNT
- BENEFIT**
- COLA BUYOUT
- TOTAL BUYOUT

[Print Statement On-Demand](#)

*Your estimated benefits have been calculated as of **3/27/2025**. The estimate is based on the most recent payroll data that we have received and posted to your account (**3/15/2025**). As additional payrolls are received and posted to your account, the benefit calculations will be updated accordingly.*

ESTIMATED RETIREMENT BENEFITS

These benefits assume continuous service at current rate of pay through benefit effective date.

Regular Retirement - Monthly Benefit	4/1/2025	<u>\$2,665.68</u>
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Age 60 with 8 Years of Service: You must be at least age 60 with 8 years of service

Earned Retirement - Monthly Benefit	4/1/2025	<u>\$2,665.68</u>
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You have currently earned a benefit of \$2,665.68 that is payable on 04/01/2025. This amount is based on what you have earned in retirement benefits up to the present date. If you left state employment on 03/27/2025, this is the amount you can receive in retirement benefits on 04/01/2025.

For each month (21 days) of unpaid sick days and/or paid sick and vacation days, your projected monthly gross is anticipated to increase by \$12.56.

The “Benefit” tab will display benefit estimate information, including estimates of the member’s retirement, disability, and death/survivor benefits. If the member has reciprocal service with another agency, the record will also be displayed in this tab.

SERS MEMBERSHIP RECORD

DEMOGRAPHICS

FORMS & APPLICATIONS

The employee's demographic record will display the member's profile information, current addresses, current phone numbers, and current email addresses.

PROFILE

Full Name

SSN

Gender

Birth Date

ADDRESSES

Mailing Address

Home

PHONE NUMBERS

Cell ★

EMAIL ADDRESSES

Home ★

SERS MEMBERSHIP RECORD

DEMOGRAPHICS

FORMS & APPLICATIONS

Under Forms & Applications, a selected group of pre-populated PDF forms are available for you to fill out, print, or email to the employee. These forms are specific to the selected member and contain specific member information. If you are printing or emailing these forms for an employee, please make sure you have the correct employee selected before providing the employee the form. Using Adobe Reader, you can open the form, complete the form electronically, and save the changes to the form so you can submit it to SRS.

Click on the form name (ex: Beneficiary Nomination) to either open or download the pre-populated PDF form.

SERS MEMBER FORMS

APPLICATION FOR NON OCC DISABILITY ⬇	Form 3924_Non
APPLICATION FOR OCC DISABILITY ⬇	Form 3924_occ
APPLICATION FOR TEMPORARY DISABILITY ⬇	Form 3924_T
AUTHORIZATION TO RELEASE ⬇	Form 3934
BENEFICIARY NOMINATION ⬇	Form 101
CLAIM NOTIFICATION ⬇	Form 3901
CLAIM NOTIFICATION DISABILITY ⬇	Form 3901_D
JOB DUTY STATEMENT ⬇	Form 3935
MEMBER DEMOGRAPHIC CONFIRMATION ⬇	Form 1006
NON OCC DISABILITY MEDICAL REPORT ⬇	Form 3114
OCC DISABILITY MEDICAL REPORT ⬇	Form 3213
STATEMENT OF EMPLOYER DEATH ⬇	Form 3900
STATEMENT OF EMPLOYER NON OCC DISABILITY ⬇	Form 3900_D
STATEMENT OF EMPLOYER OCC DISABILITY ⬇	Form 3900_D
STATEMENT OF EMPLOYER TEMP DISABILITY ⬇	Form 3900_D
STATEMENT OF EMPLOYER TOTAL BUYOUT ⬇	Form 3900
TEMPORARY DISABILITY MEDICAL REPORT ⬇	Form 3135

Global Employee Search

Alternatively, you can use the global employee search to quickly search for an employee to view their membership record. The global employee search uses the same search criteria as the Employee Search on the My Employee Lookup page.

The screenshot shows a web application interface. At the top right, there is a user profile dropdown menu with a globe icon and the text "Taker, Screenshot L". Below this is a search bar containing the text "Smith". To the right of the search bar is a search button with a magnifying glass icon. Further right is a "Log Out" button with a circular arrow icon. A red arrow points from the search button to the search bar. Below the search bar is a dropdown menu showing a search result for "Test M Case". The result includes a profile picture of a woman, the name "Test M Case", and two lines of text: "SSN: XXX-XX-4444" and "ID: 22-7777777". A red arrow points from the search bar to the dropdown menu.