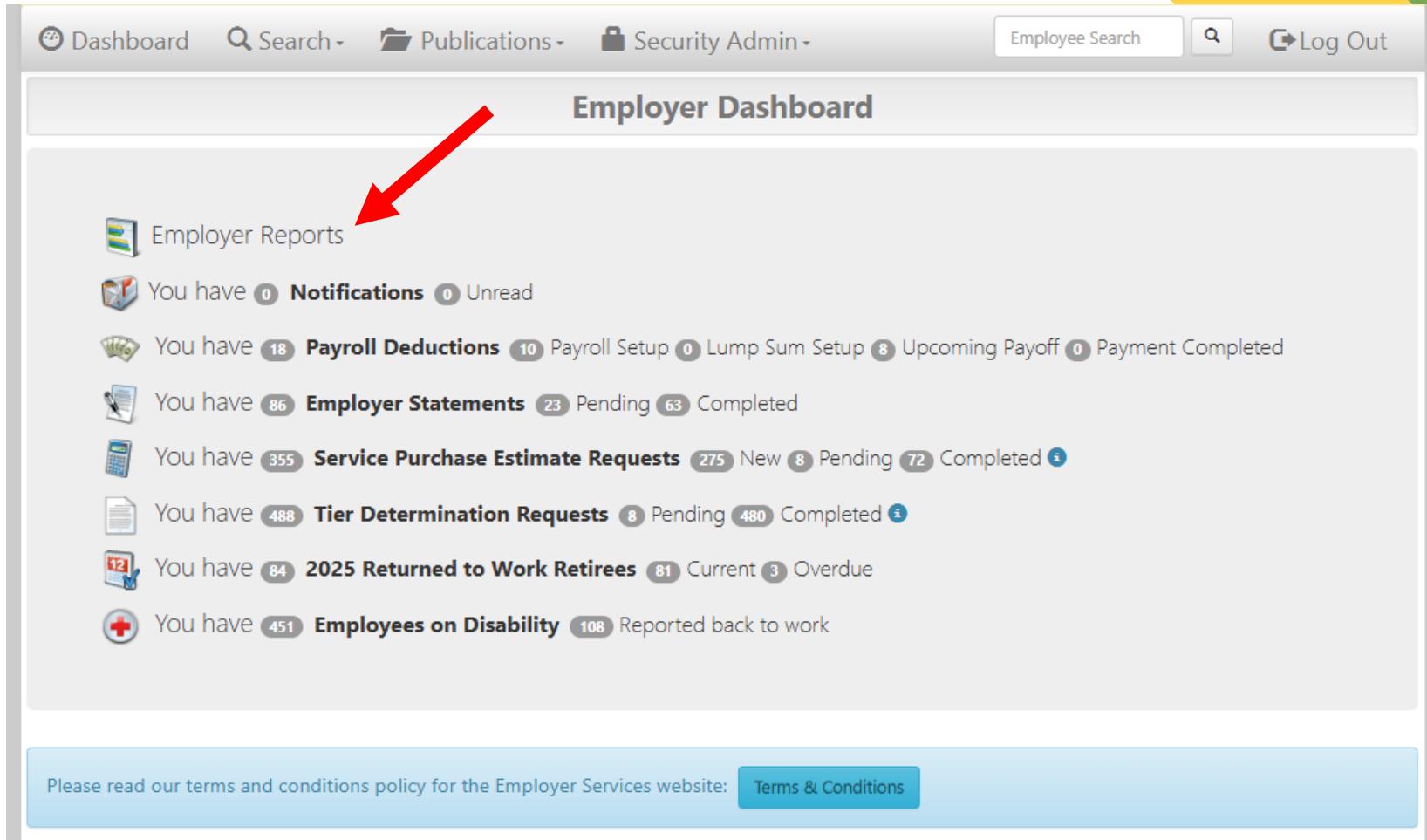


Employer Reports



Employer Reports

Step 1: Click “Employer Reports”



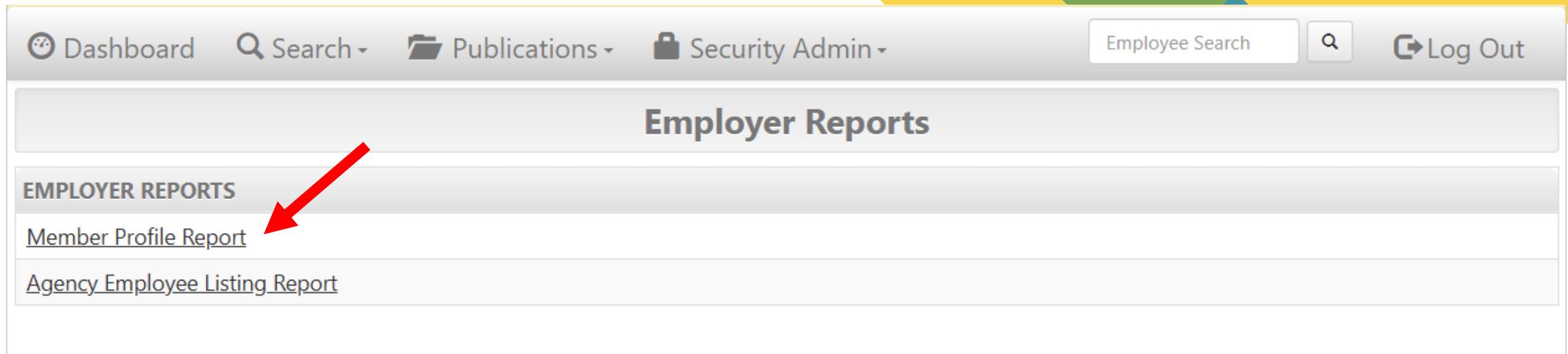
The screenshot shows the Employer Dashboard with a red arrow pointing to the 'Employer Reports' section. The dashboard includes the following sections:

- Employer Reports** (highlighted with a red arrow)
- You have 0 Notifications 0 Unread**
- You have 18 Payroll Deductions 10 Payroll Setup 0 Lump Sum Setup 8 Upcoming Payoff 1 Payment Completed**
- You have 86 Employer Statements 23 Pending 63 Completed**
- You have 355 Service Purchase Estimate Requests 275 New 8 Pending 72 Completed**
- You have 488 Tier Determination Requests 8 Pending 480 Completed**
- You have 84 2025 Returned to Work Retirees 81 Current 3 Overdue**
- You have 451 Employees on Disability 108 Reported back to work**

Please read our terms and conditions policy for the Employer Services website: [Terms & Conditions](#)

Member Profile Report

Step 2: Click “Member Profile Report” to view and print a summary of a member’s account.



The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for "Dashboard", "Search", "Publications", "Security Admin", "Employee Search", and "Log Out". Below the navigation bar, the page title is "Employer Reports". Under this title, there is a section titled "EMPLOYER REPORTS" containing two links: "Member Profile Report" and "Agency Employee Listing Report". A red arrow points to the "Member Profile Report" link.

Dashboard Search Publications Security Admin Employee Search Log Out

Employer Reports

EMPLOYER REPORTS

[Member Profile Report](#)

[Agency Employee Listing Report](#)

Member Profile Report

Step 3: Search for the employee

Member Profile Report

Employee Search

lincoln, abraham

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.

Member Profile Report

Step 4: Select the employee and click “Generate Report”

Member Profile Report

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
...

Step 2: Select Format

PDF Excel

Generate Report **Close**

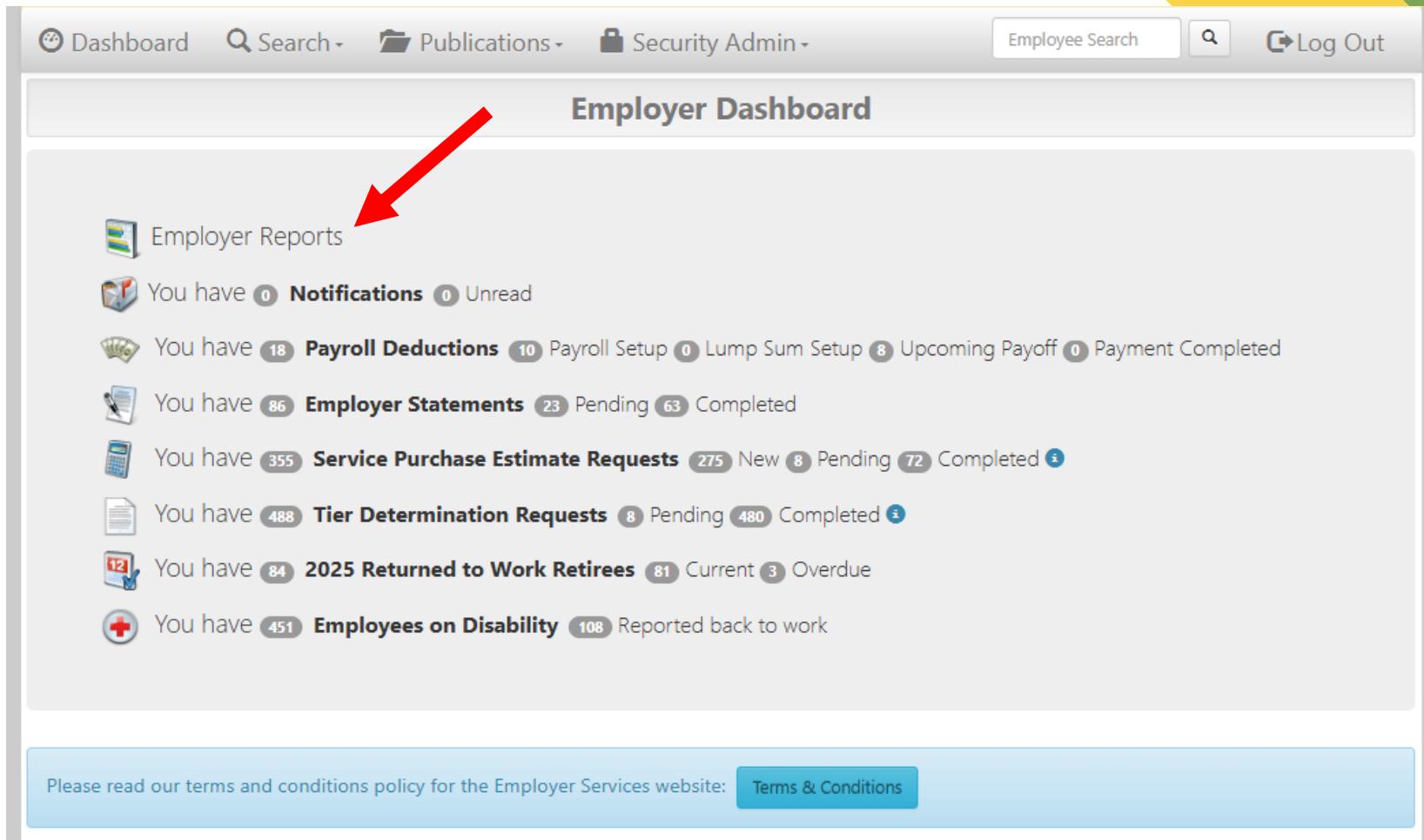
Member Profile Report

Step 5: View or print the report as a PDF.

The report will be generated and downloaded from the web browser.

Employer Reports

Step 1: Click “Employer Reports”



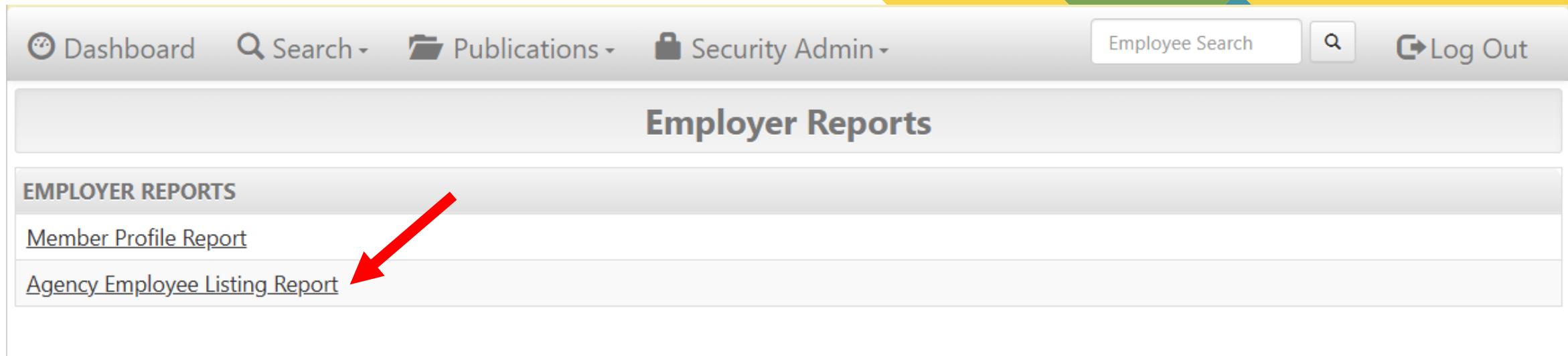
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Agency Employee Listing Report

Step 2: Click “Agency Employee Listing Report”



The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for "Dashboard", "Search", "Publications", "Security Admin", and a search bar labeled "Employee Search" with a magnifying glass icon. To the right of the search bar is a "Log Out" button. Below the navigation bar, the page title is "Employer Reports". Under this title, there is a section labeled "EMPLOYER REPORTS" containing two links: "Member Profile Report" and "Agency Employee Listing Report". A red arrow points to the "Agency Employee Listing Report" link.

Dashboard Search Publications Security Admin Employee Search Log Out

Employer Reports

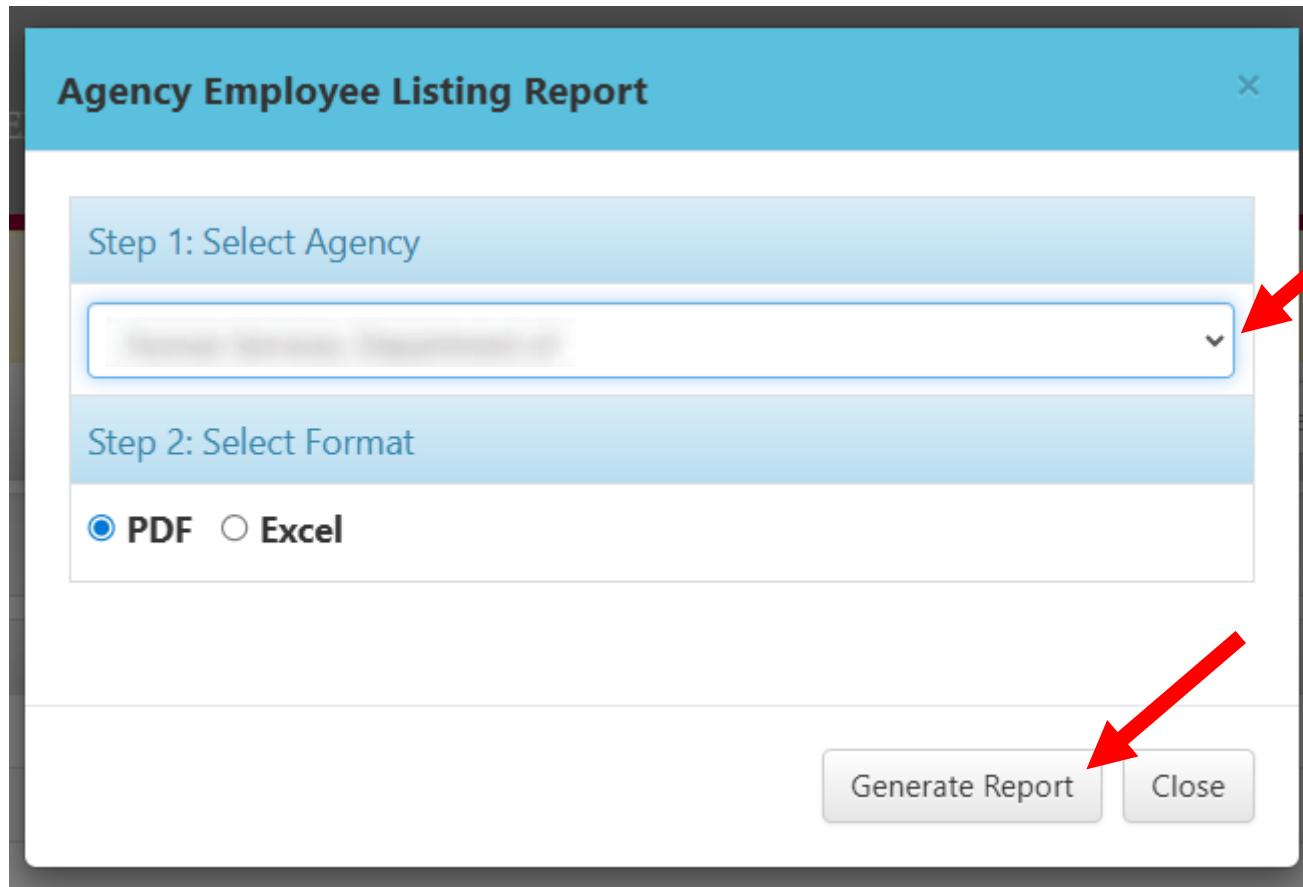
EMPLOYER REPORTS

[Member Profile Report](#)

[Agency Employee Listing Report](#)

Agency Employee Listing Report

Step 3: Select the Agency and click “Generate Report”



Agency Employee Listing Report

Step 4: The report will be generated and downloaded from the web browser.

The Agency Employee Listing Report allows you to see if a member has an ILogin account or if they have beneficiaries on file and for how long.



Agency Employee Listing Report

Agency:
Employee Count:

Human Services, Department of
15534

Name	Date of Birth	Age	Member ID	SSN	Service Credit (Months)	Last Paycode	First Normal Retirement Date	Member Services Registered	Beneficiary On File?
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	No	Yes
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Yes	Yes
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	No	No
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	No	No
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Yes	Yes
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	No	No
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Yes	Yes
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	No	Longer than 10 Years
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	No	No
Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	Redacted	No	No

