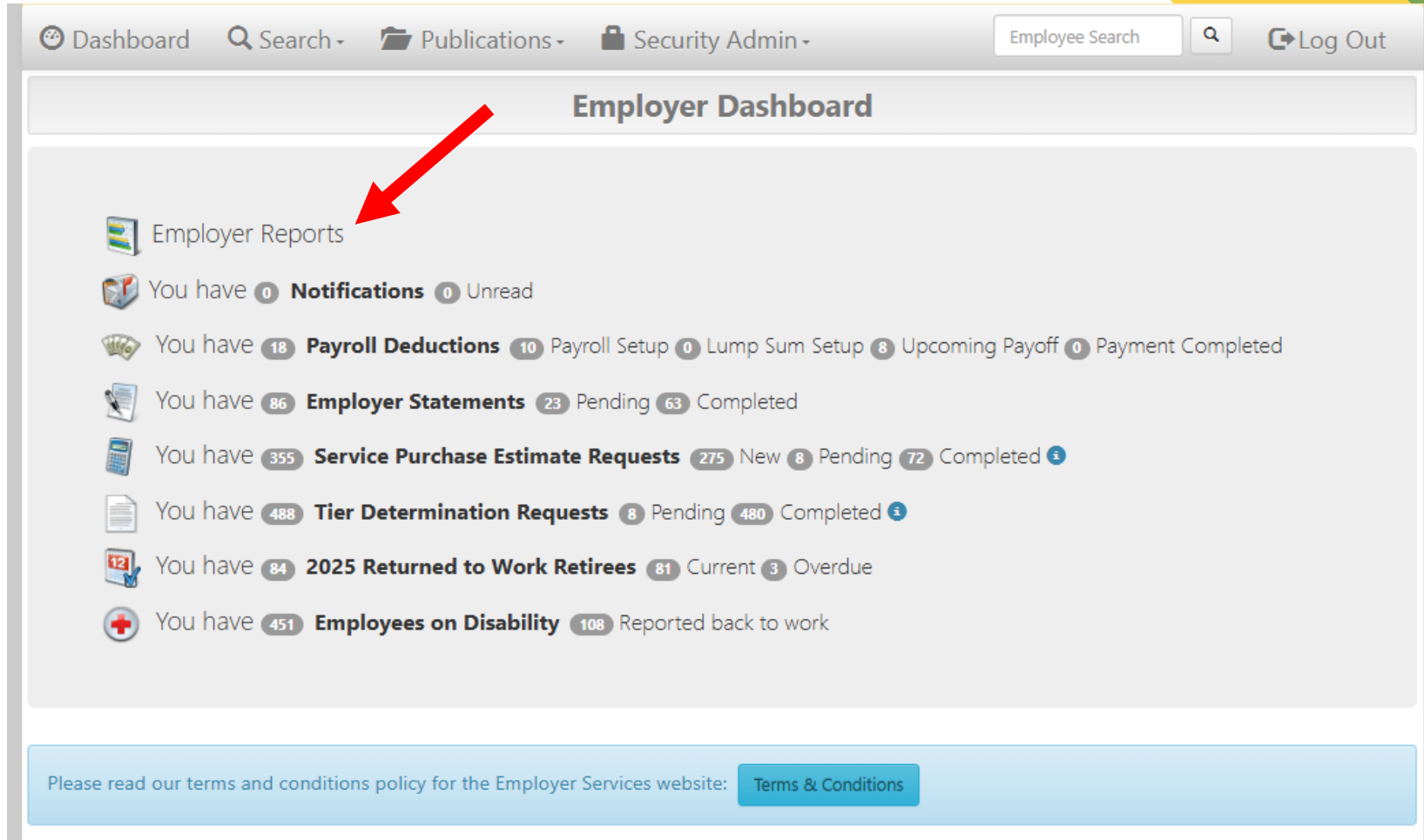


Employer Reports



Employer Reports

Step 1: Click “Employer Reports”



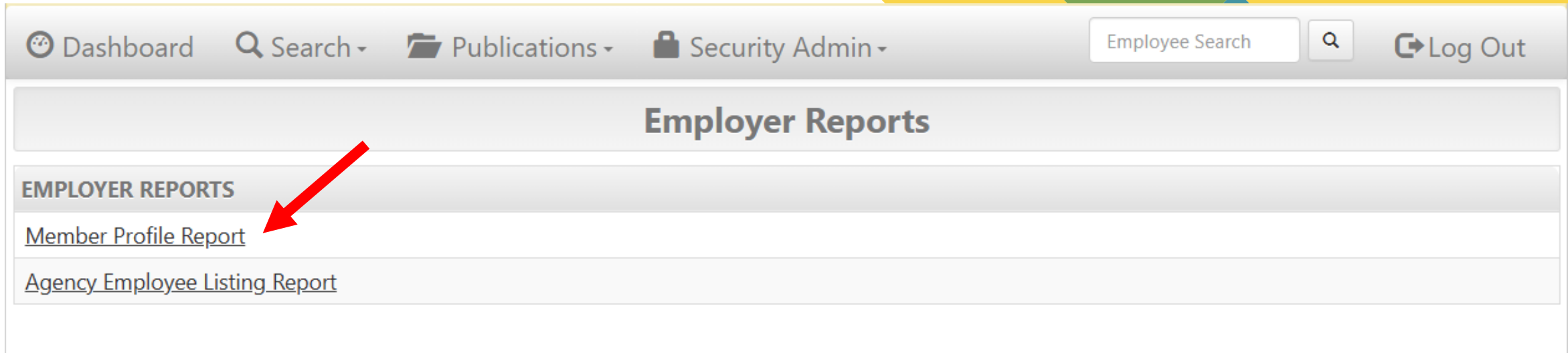
The screenshot shows the 'Employer Dashboard' interface. At the top, there is a navigation bar with links for 'Dashboard', 'Search', 'Publications', 'Security Admin', and an 'Employee Search' box. A red arrow points to the 'Employer Reports' link in the main content area. Below this link, there are several status updates with icons and counts:

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

At the bottom of the dashboard, there is a footer with the text: '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.

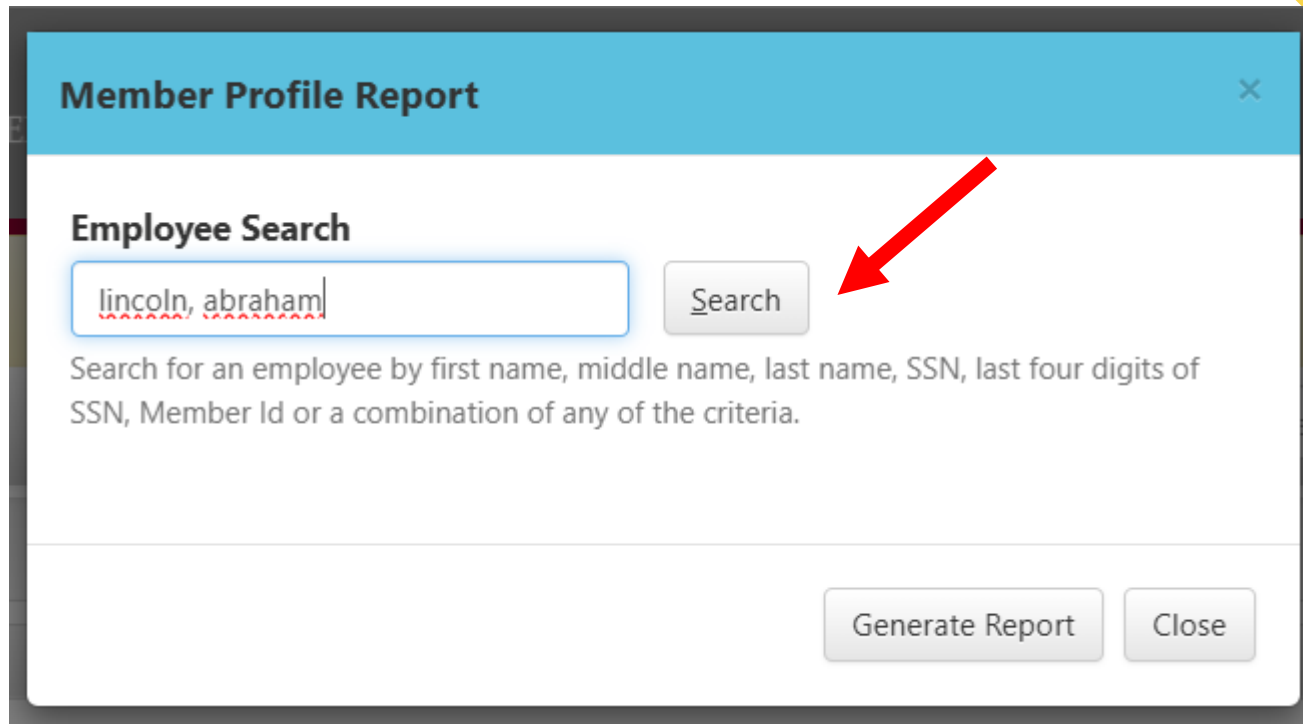


The screenshot displays a web application interface. At the top, there is a navigation bar with links for Dashboard, Search, Publications, and Security Admin. On the right side of the navigation bar, there is an Employee Search box and a Log Out button. Below the navigation bar, the main content area is titled "Employer Reports". Under this title, there is a section labeled "EMPLOYER REPORTS" which contains two links: "Member Profile Report" and "Agency Employee Listing Report". A red arrow points to the "Member Profile Report" link.

| EMPLOYER REPORTS |
|--|
| Member Profile Report |
| Agency Employee Listing Report |

Member Profile Report

Step 3: Search for the employee



The screenshot shows a dialog box titled "Member Profile Report" with a close button (X) in the top right corner. Below the title bar is the "Employee Search" section. It contains a text input field with the text "lincoln, abraham" and a "Search" button. A red arrow points to the "Search" button. Below the input field and button is a descriptive text: "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." At the bottom of the dialog box are two buttons: "Generate Report" and "Close".

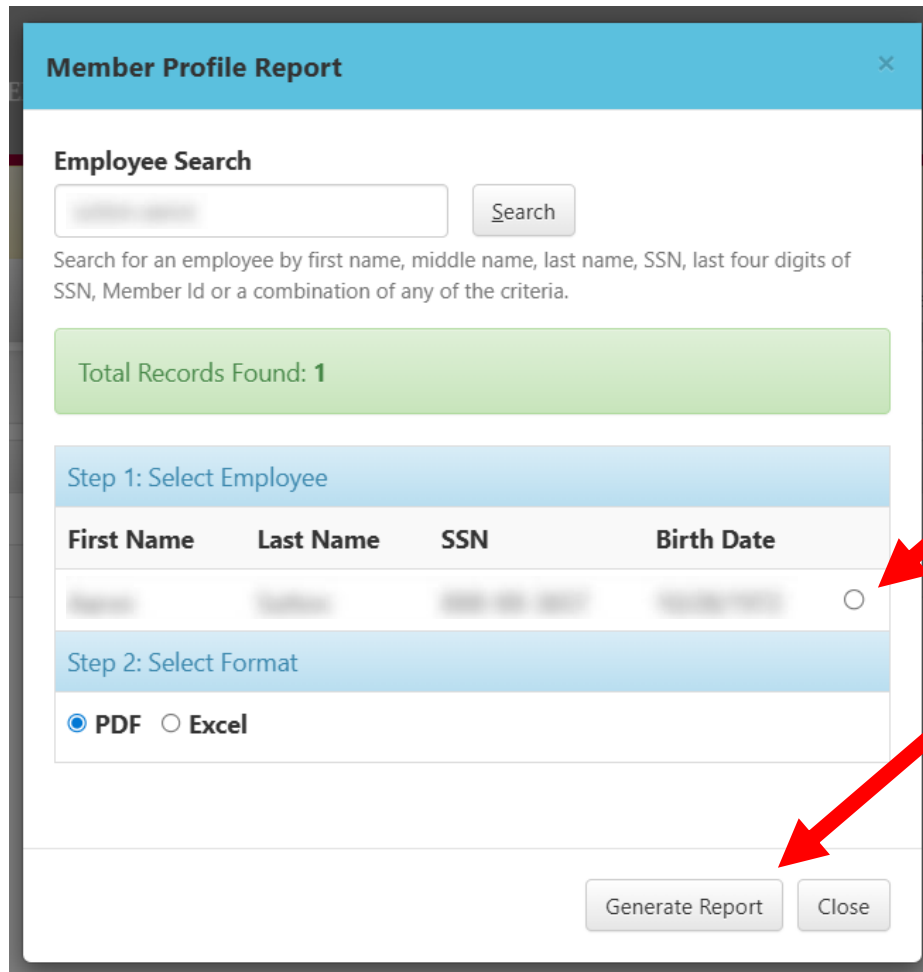
Member Profile Report [X]

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.

Member Profile Report

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



The screenshot shows a web application window titled "Member Profile Report". It features an "Employee Search" section with a text input field and a "Search" button. Below this is a green box indicating "Total Records Found: 1". The interface is divided into two steps: "Step 1: Select Employee" and "Step 2: Select Format". In Step 1, there is a table with columns for "First Name", "Last Name", "SSN", and "Birth Date". A single row of data is visible, and a red arrow points to a radio button in the right margin of this row. In Step 2, there are two radio buttons for "PDF" (selected) and "Excel". At the bottom, there are two buttons: "Generate Report" and "Close". A second red arrow points to the "Generate Report" button.

Member Profile Report [Close]

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 | |
|------------|------------|------------|------------|-----------------------|
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | <input type="radio"/> |

Step 2: Select Format

☒ PDF ☐ Excel

Member Profile Report

Step 5: View or print the report as a PDF.
The report will be generated and downloaded from the web browser.



SERS Member Profile Report

As Of Date: 1/6/2026

Demographics

| | | | | |
|------------------|-------------|---------|----------------|--|
| SERS | | | Tier 1 | |
| | Birth Date: | | Age: | |
| Membership Date: | | Gender: | Total Service: | |

Final Average Compensation (FAC)

| | |
|-------------------|--|
| Calculated FAC: | |
| Earnings for FAC: | |
| Months: | |
| Used Start Date: | |
| Used End Date: | |

Last Payroll

| | |
|---------|--|
| Plan: | |
| Agency: | |

Interest

| | |
|-----------|--|
| Interest: | |
|-----------|--|

Arrearages

| | |
|-------------|--|
| Balance Due | |
| Arrearages: | |

Contributions

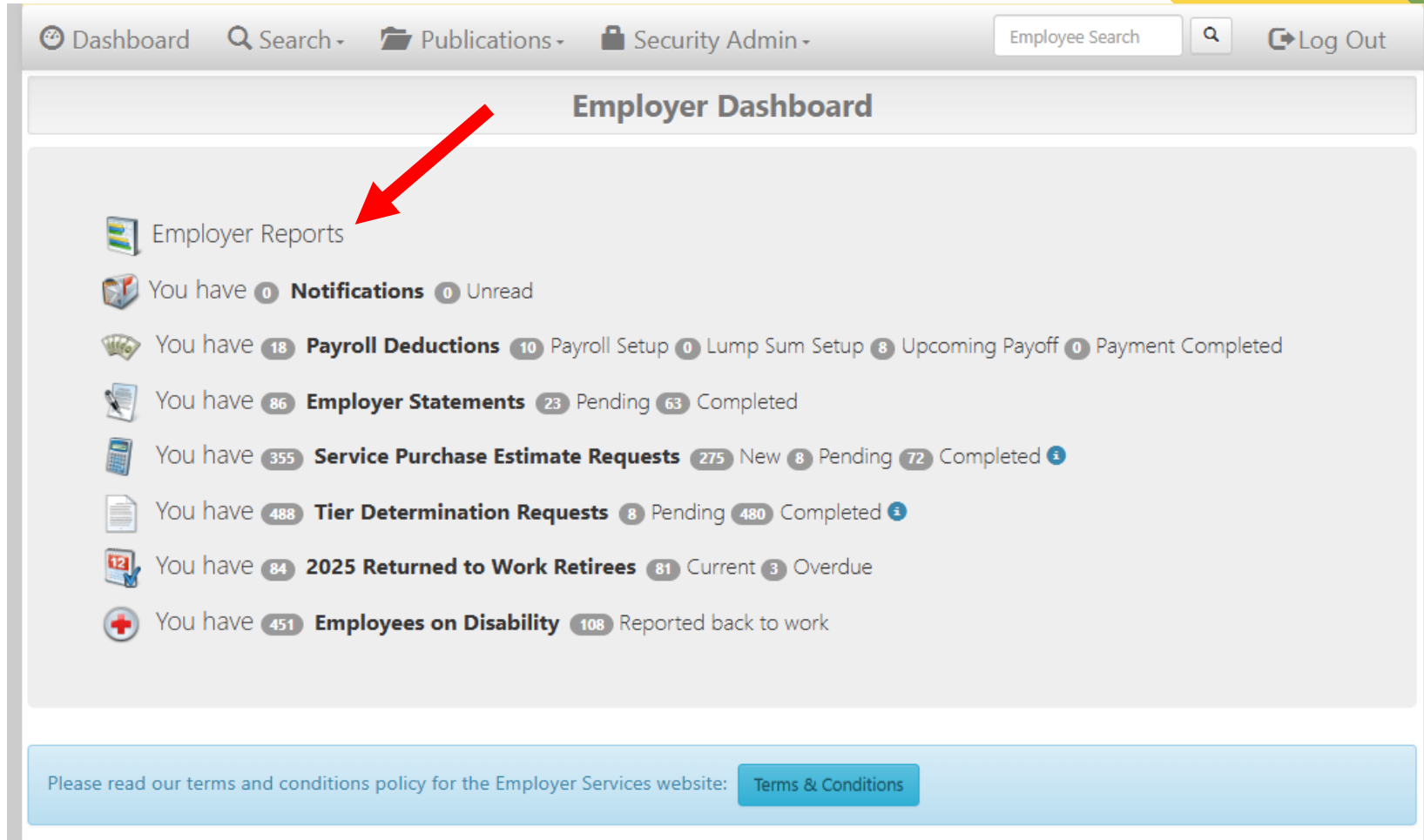
| Type | Pre-Tax | Post-Tax | Pickup | Total |
|------------------|---------|----------|--------|-------|
| Retirement | | | | |
| Widow & Survivor | | | | |
| | | | | |

Service Claimed in All Systems

| System | From | To | Months of Service | Years of Service |
|------------------------------------|------|----|-------------------|------------------|
| State Employees' Retirement System | | | | |

Employer Reports









Step 1: Click “Employer Reports”



The screenshot displays the 'Employer Dashboard' interface. At the top, there is a navigation bar with links for 'Dashboard', 'Search', 'Publications', and 'Security Admin'. On the right side of the navigation bar, there is an 'Employee Search' input field and a 'Log Out' button. The main content area is titled 'Employer Dashboard' and contains a list of links and status indicators. A red arrow points to the 'Employer Reports' link, which is the first item in the list. Below it, there are several other links with associated counts and status indicators: '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', 'You have 488 Tier Determination Requests 8 Pending 480 Completed', 'You have 84 2025 Returned to Work Retirees 81 Current 3 Overdue', and 'You have 451 Employees on Disability 108 Reported back to work'. At the bottom of the dashboard, there is a light blue footer bar with the text 'Please read our terms and conditions policy for the Employer Services website:' and a 'Terms & Conditions' button.

Dashboard Search Publications Security Admin Employee Search Log Out

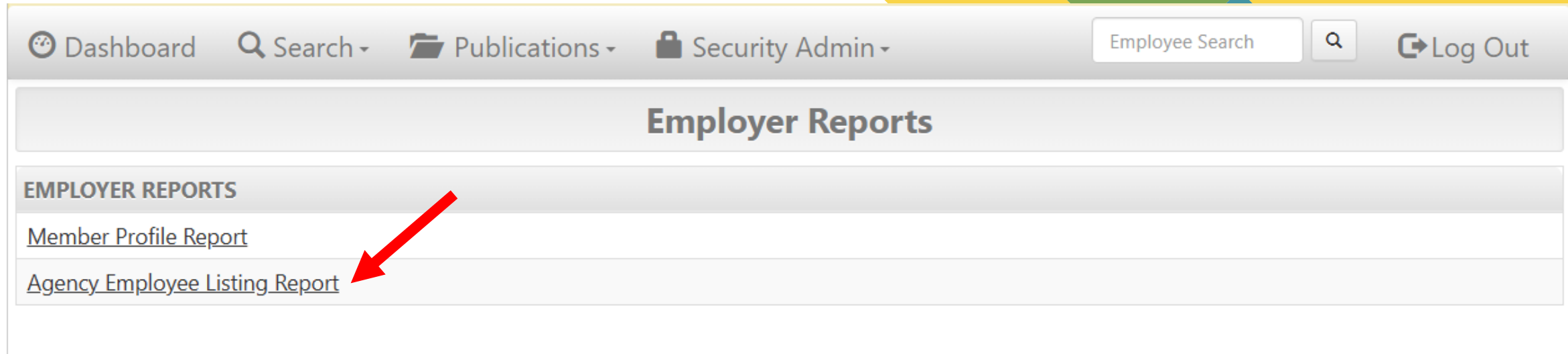
Employer Dashboard

-  [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](#)
-  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](#)

Agency Employee Listing Report

Step 2: Click “Agency Employee Listing Report”



The screenshot displays a web application interface. At the top, there is a navigation bar with links for Dashboard, Search, Publications, and Security Admin. On the right side of the navigation bar, there is an 'Employee Search' input field with a magnifying glass icon and a 'Log Out' button. Below the navigation bar, the main content area is titled 'Employer Reports'. Under this title, there is a section labeled 'EMPLOYER REPORTS' which contains 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

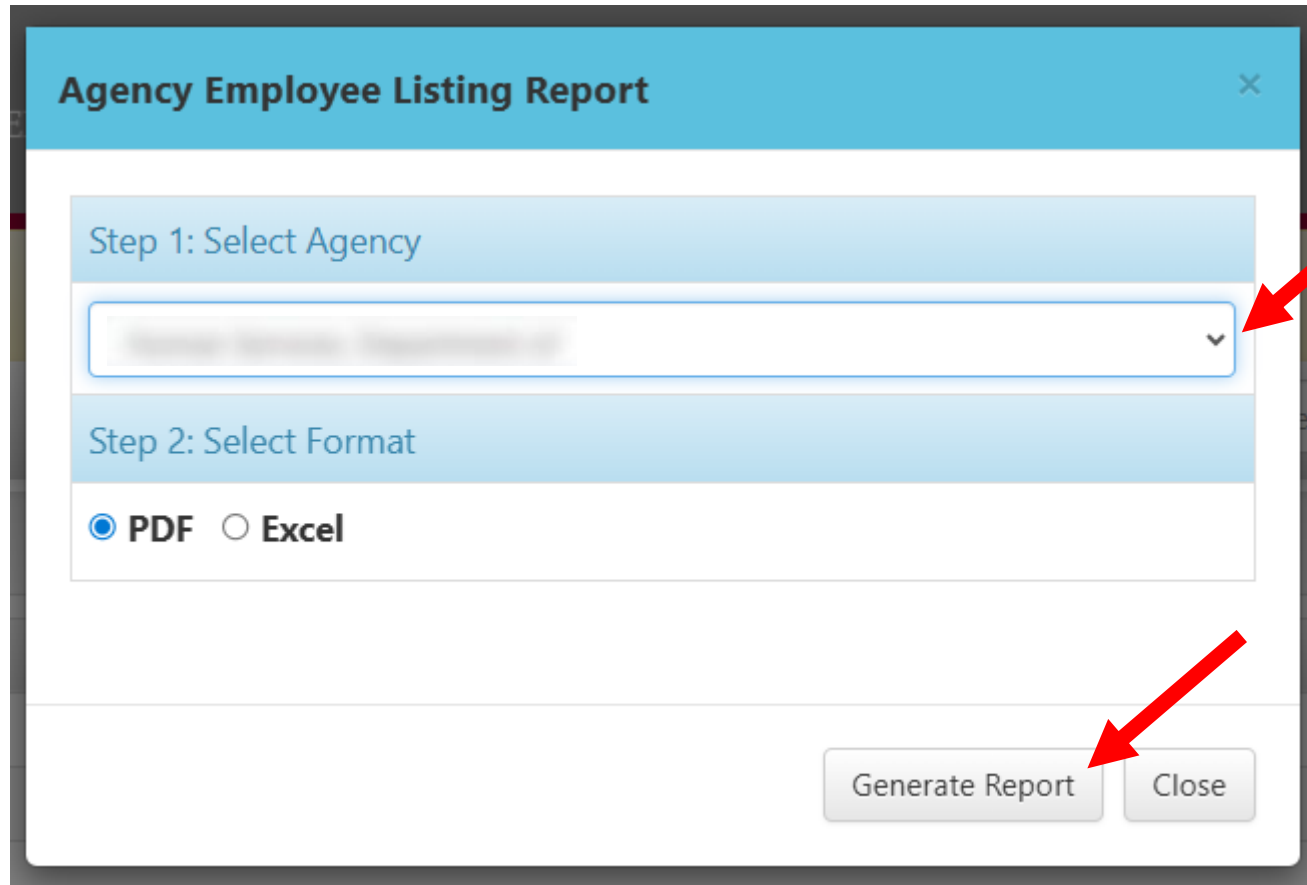
Employer Reports

EMPLOYER REPORTS

- [Member Profile Report](#)
- [Agency Employee Listing Report](#)

Agency Employee Listing Report

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



The image shows a dialog box titled "Agency Employee Listing Report" with a close button (X) in the top right corner. The dialog is divided into two sections: "Step 1: Select Agency" and "Step 2: Select Format". In Step 1, there is a dropdown menu with a downward arrow on the right. In Step 2, there are two radio buttons: "PDF" (which is selected) and "Excel". At the bottom of the dialog, there are two buttons: "Generate Report" and "Close". Two red arrows point to the dropdown menu in Step 1 and the "Generate Report" button.

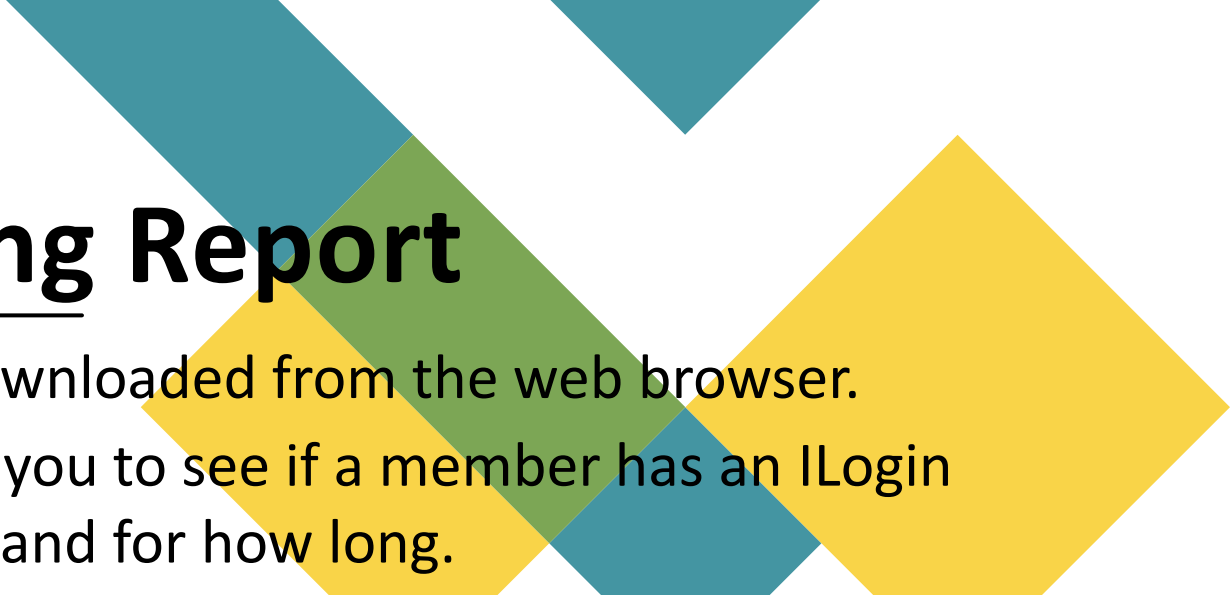
Agency Employee Listing Report

Step 1: Select Agency

Step 2: Select Format

☒ PDF ☐ Excel

Generate Report Close



ing Report

downloaded from the web browser.

you to see if a member has an ILogin

and for how long.

aded 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.

[illegible]