


Employer Statement Instructions (3900/1404)



Connecting to  SRS

Sign in with your account to access SRS Employer Website

 IL WORKFORCE

Sign In

Username

 This field cannot be left blank

☐ Keep me signed in


Next


[Unlock account?](#)


[Help](#)


Login to Employer
Services.

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 

 You have **492 Tier Determination Requests** **7** Pending **485** Completed 

 You have **84 2025 Returned to Work Retirees** **83** Current **1** Overdue

 You have **451 Employees on Disability** **108** Reported back to work

Click “Employer
Statements”

Employer Statements

PENDING

COMPLETED



Payable Benefit Time Calculator

Show

10

 entries

Search:

MEMBER NAME	EIN	CLAIM TYPE	RETIREMENT DATE	PAY CODE	1404 STATUS	LAST UPDATED BY	LAST UPDATED DATE
MEMBER NAME	EIN	Pension	4/1/2025	10-158	Pending	Marilyn Kennedy	3/3/2025
MEMBER NAME	EIN	Pension	4/1/2025	10-158	Pending	Marilyn Kennedy	2/5/2025
MEMBER NAME	EIN	Pension	4/1/2025	10-158	Pending	Marilyn Kennedy	3/3/2025
MEMBER NAME	EIN	Pension	5/1/2025	10-179	Pre-Tax	Marilyn Kennedy	3/19/2025
MEMBER NAME	EIN	Pension	5/1/2025	10-139	Pending	Marilyn Kennedy	2/13/2025
MEMBER NAME	EIN	Pension	5/1/2025	10-110			
MEMBER NAME	EIN	Pension	5/1/2025	10-174			
MEMBER NAME	EIN	Pension	5/1/2025	10-215			
MEMBER NAME	EIN	Pension	5/1/2025	10-195			
MEMBER NAME	EIN	Pension	5/1/2025	10-154			

Select “Payable Benefit Time Calculator” to create an unofficial estimate for the employee.

Payable Benefit Time Calculator

SERS PAYABLE BENEFIT TIME CALCULATOR

Plan Tier: [1] SERS Regular - Coordinated, Tier 1, 4% ▼

Retirement Date: 02/01/2026

Employee total monthly rate of pay: 10,000.00

Total unused sick days earned prior to January 1, 1984: 0.00

Total unused sick days earned after December 31, 1997: 0.00

Total unused sick days earned after December 31, 1983 and before January 1, 1998: 0.00

Vacation Days: 20.00

Total Unused Personal Days: 0.00

Calculate

Cancel

Select a Plan Tier,
Retirement Date, input
Total monthly rate of
pay and Sick/Vacation
Days, then click
“Calculate”

SERS Payable Benefit Calculator

SERS PAYABLE BENEFIT TIME ESTIMATE

Retirement Date	2/1/2026
Daily Rate of Pay	\$459.77
Deduction Rate	4.0000 %
Lump Sum Payment for Paid Sick, Vacation and Personal Days	\$9,195.40
Months of Service Credit Established for Paid Time	1.00
Contributions Due	$(\$5,057.47 * 4.0000 \%)$ \$202.30

LUMP SUM PAYMENT IS BEING MADE FOR:

Paid Sick Days	0.00	\$0.00
Vacation Days	20.00	\$9,195.40
Personal Days	0.00	\$0.00
Total Days	20.00	\$9,195.40

SERVICE IS BEING ESTABLISHED FOR:

Paid Sick Days	0.00	\$0.00
Vacation Days	11.00	\$5,057.47

Print

Close

Scroll down to see the rest of the estimate or click "Print" to print a copy.

Sample Estimate



SERS Payable Benefit Time Estimate

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Employer Dashboard



Employer Reports



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...	...	Pension	4/1/2025	10-158	Pending	Marilyn Kennedy	3/3/2025
...	...	Pension	4/1/2025	10-158	Pending	Marilyn Kennedy	2/5/2025
...	...	Pension	4/1/2025	10-158	Pending	Marilyn Kennedy	3/3/2025
...	...	Pension	5/1/2025	10-179	Pre-Tax	Marilyn Kennedy	3/19/2025
...	...	Pension	5/1/2025	10-139	Pending	Marilyn Kennedy	2/13/2025
...	...	Pension	5/1/2025	10-110			
...	...	Pension	5/1/2025	10-174			
...	...	Pension	5/1/2025	10-215			
...	...	Pension	5/1/2025	10-195			
...	...	Pension	5/1/2025	10-154			

Select the appropriate employee. You can sort by the items on the headings or use the search bar to find them.

Last day employee physically worked:

MM/DD/YYYY

« October 2023 »

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

10/31/2023



Last day employee physically worked: Input the last date the employee was present and worked.



Last pay period employee due wages, either the 15th or the end of month:

MM/DD/YYYY

Last pay period employee due wages, either the 15th or the end of the month:
Indicate the last day of the pay period employee was paid



Date employee removed from payroll:

MM/DD/YYYY

Date employee removed from payroll: Indicate the pay period ending date of when employee was removed from payroll.



Has employee returned to work?

☐ **Yes** ☒ **No**

Has employee returned to work? If employee is returning as a 75 day employee or on a contract, the answer is “no”.

If employee is returning as a state employee, select “yes” and enter the date the employee returned to work.



Date returned to work:

MM/DD/YYYY

Date returned to work: Date employee physically returned to work.

Reason for removal:

Resignation

Total unused sick days earned prior to January 1, 1

-Select One-

Discharge/Dismissal

Layoff

Medical Leave of Absence

No Leave Granted

Total unused sick days earned after December 31,

Resignation

Total unused sick days earned after December 31,

Service Connected Leave

Reason for removal: Use the drop down menu to select the reason for the member's removal from employment.



Effective date of Action:

MM/DD/YYYY

Effective date of Action: Self-explanatory.



Total unused sick days earned prior to January 1, 1984:

0.00


Total unused sick days earned prior to January 1, 1984: Self-explanatory.



Total unused sick days earned after December 31, 1997:

0.00

Total unused sick days earned after December 31, 1997: Self-explanatory.



Total unused sick days earned after December 31, 1983 and before January 1, 1998:

0.00

Total unused sick days earned after December 31, 1983 and before January 1, 1998: Self-explanatory.



Number of unused sick days remaining for pension calculation:

$0 + 0 + 0/2 = 0.00$
(rounded to 0)

Number of unused sick days remaining for pension calculation: This is automatically calculated by the system.



Employee base rate of pay:

0.00

Employee base rate of pay: Rate of pay at the time of separation of employment.

Employee Work Status:

Frequency of pay:

-Select One-



-Select One-

Full Time

Part Time



YES



NO

Employee Work Status: Select Full time or Part time from the drop down menu.



Employee total rate of pay:

0.00

Employee total rate of pay: Include base rate of pay plus longevity, bilingual, and permanent differential.

Frequency of pay:

-Select One-



-Select One-

Bi-Weekly

Daily


Hourly

Monthly

Semi-Monthly

ist the member, arising from or in

Frequency of pay: Select bi-weekly, daily, hourly, monthly, or semi-monthly from the drop down menu.

Will a 1404 be processed?	<input type="radio"/> Yes <input type="radio"/> No
Will a 1404 be processed? View 1404	<input checked="" type="radio"/> Yes <input type="radio"/> No
Vacation Days:	<input type="text" value="0.00"/>
Total Unused Personal Days:	<input type="text" value="0.00"/>
Is estimated 1404 ready for Member Election? 	<input type="radio"/> Yes <input type="radio"/> No

Will a 1404 be processed? Select Yes or No from the button menu. Selecting “Yes” will make the applicable questions appear. Selecting “No” will keep them hidden.

If you selected “Yes”, enter the amount of vacation days, total unused personal days, and is the estimate ready for Member Election? When you select yes to the estimate, the member will be able to make an election on their Member Services account.

Select Payment Method

Your employer has indicated that you would like to establish extra months of service using your lump sum payment for Paid Sick, Vacation and Personal Days. If this is correct, please select either the Pre-Tax or Post-Tax option, the contributions will be withheld from your lump sum payment. If this is incorrect, please select No, I did not want to establish extra months of service.

☐ **Pre-Tax** (Contributions are not taxed until after employee retires.)
I elect and authorize the deduction of employee retirement contributions for my lump sum pay for sick days, vacation and or personal days on a pre-tax (i.e. tax deferred) basis.

IRREVOCABLE PAYROLL AUTHORIZATION

I hereby authorize and understand that this authorization is binding and irrevocable.

- A deduction is to be made from my lump sum sick and vacation payment in the amount of **\$1,540.54**.
- For the effective period of this agreement, payments are to be made by my employer. While this agreement is in effect, I understand that SERS will only accept payment from my employer and not directly from me.
- My employer is obligated to make payment pursuant to this agreement only if there are sufficient funds from my earnings to do so after any other mandatory deductions.

☐ **Post-Tax (Uncommon)** (Contributions are taxed at the time of Lump Sum payment.)
I elect and authorize the deduction of employee retirement contributions on my lump sum pay for sick days, vacation and/or personal days on a post-tax (i.e. NOT tax deferred) basis.

☐ **No, I DID NOT want to establish extra months of service.**

Review and Confirm Sick and Vacation Election

Member Election

SICK AND VACATION MEMBER ELECTION

Lump Sum Payment from Paid Sick, Vacation and Personal Days \$6,052.47

Paid Months of Service Established 1.50

Contributions Due \$514.46

Tax Option Pre-Tax

☐ I understand that by checking this box I elect and authorize the deduction of employee retirement contributions for my lump sum pay for sick days, vacation and or personal days on a pre-tax (i.e. tax deferred) basis.

☐ I understand that checking this box constitutes a legal signature under Illinois Law that confirms I acknowledge and warrant the truthfulness of the information provided in this official record of the retirement system. I understand that pursuant to State law, any person who knowingly makes a false statement or falsifies a record in an attempt to defraud the retirement system is guilty of a Class 3 felony.

☒ Please send me an e-mail receipt of this election confirmation. Your notification e-mail address is: d-witt1969@hotmail.com. Click [Profile](#) to update your e-mail address.

Submit

Close

Member Election

Will a 1404 be processed?

☐ Yes ☐ No

Member Election Status:  Member has not made an online election. Please contact the member at therailsplitter@gmail.com .

Vacation Days:

22.00

Total Unused Personal Days:

4.00

Is estimated 1404 ready for Member Election?

☒ Yes ☐ No

Member Election Status:  Member has elected Pre-Tax (BSLS) contributions to be withheld from lump sum payment. [Reset Member Election](#)

Vacation Days:

22.00

Total Unused Personal Days:

4.00

Is estimated 1404 ready for Member Election?

☒ Yes ☐ No

You will need to enter an estimated number of days as the member will make the election while they are still working. When the agency submits the form, the number of days must be the final numbers. You can also reset the member's election if a mistake is made or if a decision is reversed.

SRS Member Services - Sick And Vacation Contribution Election Received



SRSITTestEmail
To: SRSITTestEmail

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

Tue 11/28/2023 8:45 AM

We have received your election on Sick and Vacation Contributions. Please forward this email to your retirement coordinator/payroll coordinator.

Below are lump sum payment, months of service, and contributions due estimates. Final numbers may change upon the last date of employment.

Employee Name:

Member ID:

Paid Months of Service Established: 1.00

Contributions Due: \$113.33

Tax Option: Pre-Tax

Thank you,
State Retirement Systems of Illinois



This e-mail was sent to test3900@gmail.com from a notification-only address that cannot accept incoming email. Please do not reply to this message. Contact (217) 785-7444 if you have any questions regarding this message.

This is an example email that a member will receive when they make an election. As a retirement coordinator or payroll coordinator, you will need to communicate to your employees that they need to forward this email to you.

Lump Sum Payment for Sick, Vacation and Personal Days

LINCOLN, ABRAHAM - XXX-XX-1234 - [MEMBER ID: 12-3456789]

Daily Rate of Pay \$286.02

Pay Code 27-101

Deduction Rate (Code: 1) 4.0000 %

Lump Sum Payment for Paid Sick, Vacation and Personal Days \$15,067.53

Months of Service Credit Established for Paid Time 2.50

Contributions Due (\$14,014.98 * 4.00 %)
\$560.60

Member Election Pre-Tax (BSLS)

LUMP SUM PAYMENT IS BEING MADE FOR:

Paid Sick Days 0.00 \$0.00

Vacation Days 51.68 \$14,781.51

Personal Days 1.00 \$286.02

Total Days 52.68 \$15,067.53

SERVICE IS BEING ESTABLISHED FOR:

Paid Sick Days 0.00 \$0.00

Close

Lump Sum Payment for Sick, Vacation and Personal Days

Personal Days 1.00 \$286.02

Total Days 52.68 \$15,067.53

SERVICE IS BEING ESTABLISHED FOR:

Paid Sick Days 0.00 \$0.00

Vacation Days 48.00 \$13,728.96

Personal Days 1.00 \$286.02

Total Days 49.00 \$14,014.98

Best Calculation Method:

✓ Separate calculation of unpaid and paid days:
4.50 (93.70 unpaid days) + 2.50 (52.68 paid days) = 7.00 months of service credit.

Combined calculation of unpaid and paid days:
(93.70 unpaid days + 52.68 paid days = 146.38 days) = 7.00 months of service credit.

	Unpaid Time	Paid Time	Total
Months of Service Credit Established			
	4.50	2.50	7.00

Calculation Note:

Minimum Days Apply: Employee's paid days has been automatically adjusted to 49.00 days to establish 2.50 months of paid service credit.

Close

Are you aware of any official misconduct charges (pending, dismissed, or finalized) against the member, arising from or in connection with their employment with the state of Illinois?

☐ Yes ☐ No

Are you aware of any official misconduct charges (pending, dismissed, or finalized) against the member, arising from or in connection with their employment with the state of Illinois?

☒ Yes ☐ No

Please provide brief explanation of the official misconduct charges (pending, dismissed, or finalized) against the member.

Are you aware of any official misconduct charges (pending, dismissed, or finalized) against the member, arising from or in connection with their employment with the state of Illinois? This question is asking for felonies at the job against the State of Illinois.



Please use this space to document any additional information that you feel we need to know.

Enter any additional information you feel would be helpful to SERS in processing this Employer Statement.

REVIEW AND SUBMIT


By submitting this form electronically, I certify this information is correct and that I am aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. I understand that if the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.

Save

Submit to SRS

Employer Statement has been saved!

Select “Save” at the bottom of the page. If there are errors in the form, an explanation will be given at the top of the page for you to address.

- 
- Last day salary or wages due employee is a required field to save.
 - Date employee removed from payroll is a required field to save.
 - Effective Date of Action is a required field to save.
 - Last day employee physically worked is a required field to save.
 - Employer Work Status is a required field to save.
 - Frequency of Pay is a required field to save.
 - Unused sick days earned after 12/31/1983 and before 1/1/1998 cannot exceed 168.
 - Total Rate of Pay (\$56,465.00) must equal Current Rate of Pay (\$6,820.00). Please fix the rate or provide a reason for the discrepancy.
 - Total Unused Sick Days (852446635.00) cannot be greater than Total Months of Service (257.75). Please fix the number of days or provide a reason for the discrepancy.
 - Member has Unused Sick Days Earned Prior to January 1, 1984, but has the membership date of 1/1/1999. Please fix the number of days or provide a reason for the discrepancy.
 - Please provide brief explanation of the official misconduct charges (pending, dismissed, or finalized) against the member.
 - Will a 1404 be processed? is a required field to save.
-
- Last day salary or wages due employee must be 15th or last day of the month.

All possible errors are listed above for your reference.

REVIEW AND SUBMIT

By submitting this form electronically, I certify this information is correct and that I am aware that knowingly making a false statement or falsifying a record in an attempt to defraud SERS is a class 3 felony. I understand that if the SERS Board of Trustees has a reasonable suspicion that an attempt has been made to defraud SERS, it is required to report the matter to the appropriate State's Attorney for investigation.

Save

Submit to SRS

Employer Statement has been submitted!

[View Printable Employer Statement](#)



Submit to SRS. All errors must be resolved before submitting to SRS. The employee must be off payroll. The number of sick/vacation/personal days must be finalized. If the lump sum sick and vacation time is being purchased, the employee must make the election in Member Services before “Submit to SRS” is available.

If you find that changes need to be made after the forms have been submitted to SERS, please contact our office at SERS@SRS.illinois.gov

Print Employer Statement

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Employer Statements

[PENDING](#) [COMPLETED](#)

Show entries

MEMBER NAME	EIN	CLAIM TYPE	RETIREMENT DATE	PAY CODE	1404 STATUS	LAST UPDATED BY	LAST UPDATED DATE
Yock Tan	15-1770000	Pension	11/1/2023	29-183	Pre-Tax	Yock Tan	11/28/2023
Nancy George	15-1770000	Pension	11/1/2023	29-180	Pre-Tax	Nancy George	11/28/2023
Jawni Watters	15-1770000	Pension	12/1/2023	29-169	Pre-Tax	Jawni Watters	11/22/2023
Amelia West	15-1770000	Pension	12/1/2023	29-175	Pre-Tax	Amelia West	11/22/2023
Austin Schmitz	15-1770000	Pension	12/1/2023	29-104	Pre-Tax	Austin Schmitz	11/27/2023
Emily Zumwalt	15-1770000	Pension	1/1/2024	29-301	Pre-Tax	Emily Zumwalt	11/21/2023
Austin Schmitz	15-1770000	Pension	1/1/2024	29-188	Pre-Tax	Austin Schmitz	11/28/2023
Silvestre Diaz	15-1770000	Pension	12/1/2023	29-167	Pending	Silvestre Diaz	11/20/2023
Emily Zumwalt	15-1770000	Pension	1/1/2024	29-105	Pending	Emily Zumwalt	11/22/2023
	15-1770000	Pension	12/1/2023	29-163			

Showing 1 to 10 of 67 entries [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Next](#)

Employer Statement for Pension

View Printable Payable Benefit Time

View Printable Employer Statement

[RETURN TO EMPLOYER STATEMENT LISTING](#)

Retirement Date:	1/1/2024	Type of Claim:	Pension
Date Received:	1/11/2024	Submitted:	1/11/2024 By Stuart L Bogan

EMPLOYER STATEMENT

Please enter and complete the requested information below.

Last day employee physically worked:		<input type="text" value="12/29/2023"/>
Last pay period employee due wages, either the 15th or the end of month:		<input type="text" value="12/31/2023"/>
Date employee removed from payroll:		<input type="text" value="12/31/2023"/>
Has employee returned to work?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Date returned to work: <input type="text" value="MM/DD/YYYY"/>
Reason for removal:	<div>Resignation</div>	Effective date of Action: <input type="text" value="12/31/2023"/>
Total unused sick days earned prior to January 1, 1984:		<input type="text" value="0.00"/>
Total unused sick days earned after December 31, 1997:		<input type="text" value="104.53"/>
Total unused sick days earned after December 31, 1983 and before January 1, 1998:		<input type="text" value="8.00"/>