



Service Purchases



Optional Service Purchases

Qualifying Periods, Tier 1 only

- 0 months: 1-1-72 to 12-31-83
- 6 months: 1-1-84 to 11-30-10
- 0 months: after 1-1-11 (Tier 2 began)

Short Periods – no temporary or contractual time allowed.

Previously Refunded Service – AFTER 24 months of subsequent state service.



Optional Service Purchases

- Previously Refunded Service
- Military Time
 - Maximum of 48 months of active duty
(can be purchased in one-month increments)
- Service for Leaves of Absence
 - Must be after 1982 and less than one year
- Sick & vacation days (at retirement only)



Service Purchases

The Service Purchase Estimate Request module allows you to submit Service Purchase requests on your employees' behalf. This module can be accessed through the Employer Dashboard.

The screenshot shows a dashboard with several menu items, each with an icon and a count of items. A red arrow points to the 'Service Purchase Estimate Requests' item.

- 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

Service Purchases Estimate Request List

As an employer, you will be able to see the Service Purchase Estimate Requests made by your employees. The Service Purchase Estimate Request List is separated by three tabs: New, Pending and Completed.

Service Purchase Estimate Requests

NEW PENDING COMPLETED [Add New Estimate Request](#)

Show 10 entries Search:

EMPLOYEE NAME	PLANNED RETIREMENT DATE	SUBMITTED BY	SUBMITTED DATE	STATUS
<input type="text"/>	1/1/2025			New Request
<input type="text"/>	2/1/2060			New Request
<input type="text"/>	7/1/2037			New Request

Showing 1 to 3 of 3 entries Previous 1 Next

Service Purchases New Estimate Request

You can search for employees by entering the first name, middle name, last name, SSN, last four digits of SSN, Member ID, or a combination of any of the criteria and clicking on the Search button.

The Employee Search will return the number of total records found and a list of employees that meet the search criteria.

Request to Establish Optional Service Credits

Employee Search

lori

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: 2

Select Employee

First Name	Last Name	SSN	Birth Date
Lorie	TestName	XXX-XX-	1/1/1979 <input checked="" type="radio"/>
Lori	TestName2	XXX-XX-	12/31/1980 <input type="radio"/>

Enter Planned Retirement Date

The Planned Retirement Date defaults to the earliest calculated date that you would be eligible for a pension benefit. A date is required in this field, but it does not commit you to that retirement date in any way. The date is necessary to help us organize our workflow. You can override it if the Planned Retirement Date is different.

7/1/2021

Service Purchases

New Estimate Request

Once a new request is created, you or the employee cannot create another estimate request until the review has been completed by SERS staff. If you are trying to add a request when an employee already has an active request, you will get the error “Member already has an active Service Purchase Estimate Request.”

Request to Establish Optional Service Credits

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 already has an active Service Purchase Estimate Request.

Service Purchases Estimate Request Detail

Click on “Add Optional Service” button to continue the request. You can update the Planned Retirement Date or add the optional additional comments if you would like.

You can click on the Add Optional Service button to the add optional services you would like to estimate for your employee.

The Save button will allow you to save the request without submitting it. The Submit Request button will be enabled when at least one Optional Service request has been added. Both you and your employee can access, edit, submit, and revise the request.

Service Purchase Estimate Requests

Request has been created! Click on 'Add Optional Service' to continue the request.

Test, Subject - XXX-XX 1234 - [MEMBER ID: 12-34567 | [RETURN TO ESTIMATE REQUEST LISTING](#)

Planned Retirement Date: 1/1/2040 **Request Status:** New Request

REQUEST TO ESTABLISH OPTIONAL SERVICE CREDITS

Please enter and complete the requested information based on the type of service credit for which you may be interested in purchasing.

Service Purchase Type	Start Date	End Date	Agency	Add Optional Service
No records found. Please click on Add Optional Service to start.				

Please use this space to document any additional information about your service purchase request that you feel we need to know.

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 Request](#)

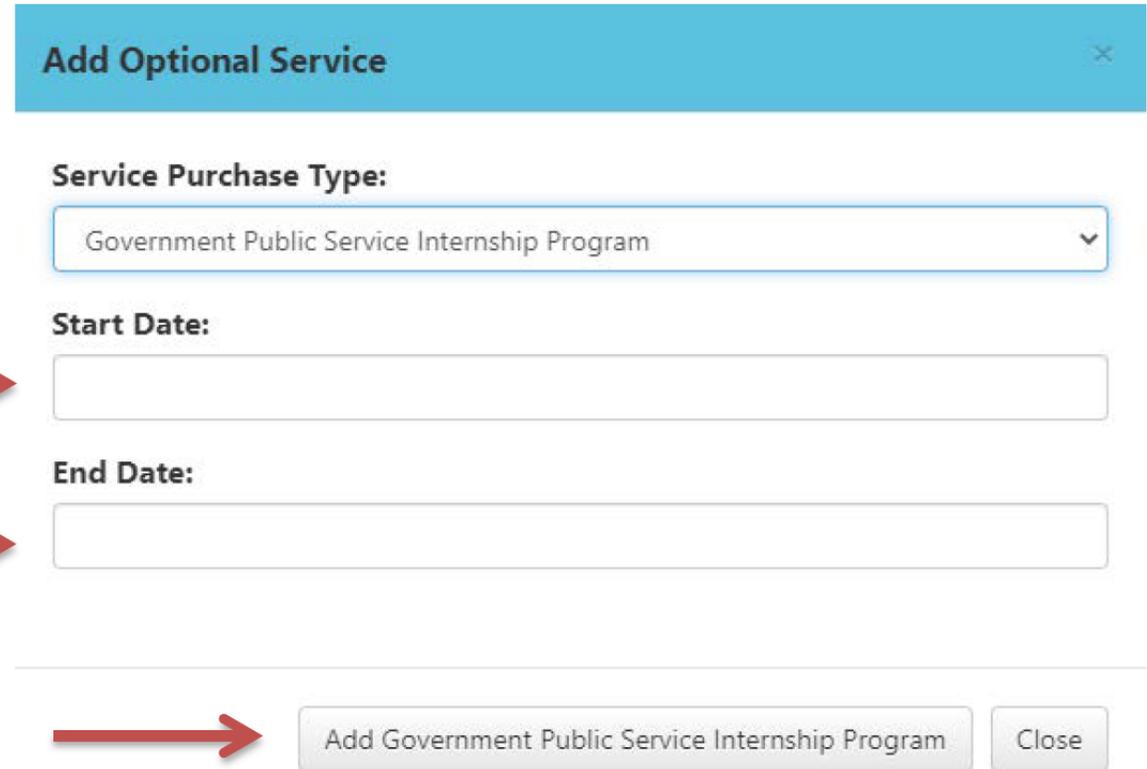
Red arrows in the image point to the 'Add Optional Service' button in the table header, the 'Planned Retirement Date' field, the 'Add Optional Service' button in the table header, and the 'Save' button.

Service Purchases

Add Optional Service

- **Start Date:** The Start Date is required and must be a date in the past.
- **End Date:** The End Date is required, must be past date and greater than Start Date.
- Click on **Add Government Public Service Internship Program** button to add GPSI to the request.

No duplicate GPSI service with the same start and end dates can be added.



Add Optional Service ✕

Service Purchase Type:

Start Date:

End Date:

Service Purchases

Add Optional Service

- **Start Date:** The Start Date is required and must be past date.
- **End Date:** The End Date is required, must be past date and greater than Start Date.
- Click on Add Legislative Staff Internship Program button to add to the request. No duplicate

ILSIP with the same Start Date and End Date can be added.

The screenshot shows a modal window titled "Add Optional Service" with a close button (X) in the top right corner. The form contains the following fields and buttons:

- Service Purchase Type:** A dropdown menu with "Legislative Staff Internship Program" selected.
- Start Date:** An empty text input field with a red arrow pointing to it from the left.
- End Date:** An empty text input field with a red arrow pointing to it from the left.
- Buttons:** At the bottom, there are two buttons: "Add Legislative Staff Internship Program" and "Close". A red arrow points to the "Add Legislative Staff Internship Program" button from the left.

Service Purchases

Add Optional Service

- You will be instructed on how to submit the **DD-214** supportive document to SERS.
- **Start Date:** The Start Date is required and must be past date.
- **End Date:** The End Date is required, must be past date and greater than Start Date.
- Click on **Add Military Service** button to add to the request. No duplicate Military Service with the same Start Date and End Date can be added.

Add Optional Service ✕

Service Purchase Type:

Military Service ▼

SERS members are eligible to purchase optional service credit for their active military service. Members may establish up to 48 months of active duty military service with supporting documentation.

To verify active duty military service, please mail a copy of your DD-214 to:

State Employees' Retirement System
Attn: Accounting Division/Service Purchase
PO Box 19255
Springfield, IL 62794-9255.

The estimate cannot be completed until the DD-214 has been received and verified.

Start Date: ⓘ

End Date:

Service Purchases

Add Optional Service

- No data entry is required for Qualifying Period. The SRS staff will be able to find all the Qualifying Period the employee is eligible for, if any.
- Click on Add Qualifying Period button to add to the request. Only one Qualifying period can be added for each request.

Add Optional Service ✕

Service Purchase Type:

Qualifying Period ▾

A qualifying period is the period of employment that preceded your date of membership in the retirement system (i.e., your first six months of service in state government)

- For those that entered state service prior to 01/01/1972, there was a twelve(12) month qualifying period
- For those that entered state service between 01/01/1972 and 12/31/1983, there was no qualifying period
- For those that entered state service between 01/01/1984 and 11/30/2010, there was a six(6) month qualifying period
- The qualifying period was eliminated for all who entered state service on or after 12/01/2010
- Tier 2 members do not have a qualifying period to purchase
- If you have ever taken a termination refund of your SERS membership, you will have to pay back your entire refund prior to purchasing the related qualifying period.

Please click the Add Qualifying Period button below to request Qualifying Period which you may be eligible to purchase.



Add Qualifying Period

Close

Service Purchases

Add Optional Service

- No data entry is required for Short Period. The SERS staff will be able to find all Short Periods the employee is eligible to purchase, if any.
- Click on the Add Short Period button to the request. Only one Short Period can be added for each request.

Add Optional Service ×

Service Purchase Type:

Short Period ▾

A short period is a qualifying period that never finished.

You would not have been contributing to the retirement system nor earning service credit if you worked for a short period. Examples of short periods include summer workers at the state fair or seasonal workers at IDOT.

Please click the Add Short Period button below to request Short Period which you may be eligible to purchase.



Add Short Period

Close

Service Purchases

Repayment of Refund

- **Start Date:** The Start Date is required and must be past date.
- **End Date:** The End Date is required, must be past date and greater than Start Date.
- **Agency:** The Agency will be populated with employee's current and previous place of employment and is required.
- Click on **Add Repayment of Refund** button to add to the request. No duplicate Repayment of Refund with the same Start Date, End Date and Agency can be added.

Add Optional Service [Close]

Service Purchase Type:
Repayment of Refund [v]

If you previously took a refund of your prior State of Illinois service, you may elect to reestablish the service credit by repaying that refund with interest.

To be eligible to repay a refund, you must have established at least 2 years of service credit with SERS or a reciprocal system (i.e., IMRF) since taking your prior SERS refund.

Start Date: [i] [Date Input Field]

End Date: [Date Input Field]

Agency: [i] [-Select One-] [v]

[Add Repayment of Refund] [Close]

Service Purchases Edit and Delete

You can update the Optional Service by clicking on the Edit button, or you can delete from the request by clicking on the Delete button. The Edit button will not be available for Qualifying and Short Periods since there are nothing to edit for either type.

REQUEST TO ESTABLISH OPTIONAL SERVICE CREDITS

Please enter and complete the requested information based on the type of service credit for which you may be interested in purchasing.

Service Purchase Type	Start Date	End Date	Agency	
Leave of Absence	9/1/1980	4/13/1982	Natural Resources, Department of	<input type="button" value="Add Optional Service"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Qualifying Period	N/A	N/A	N/A	<input type="button" value="Delete"/>
Government Public Service Internship Program	4/1/1999	4/13/2000	N/A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

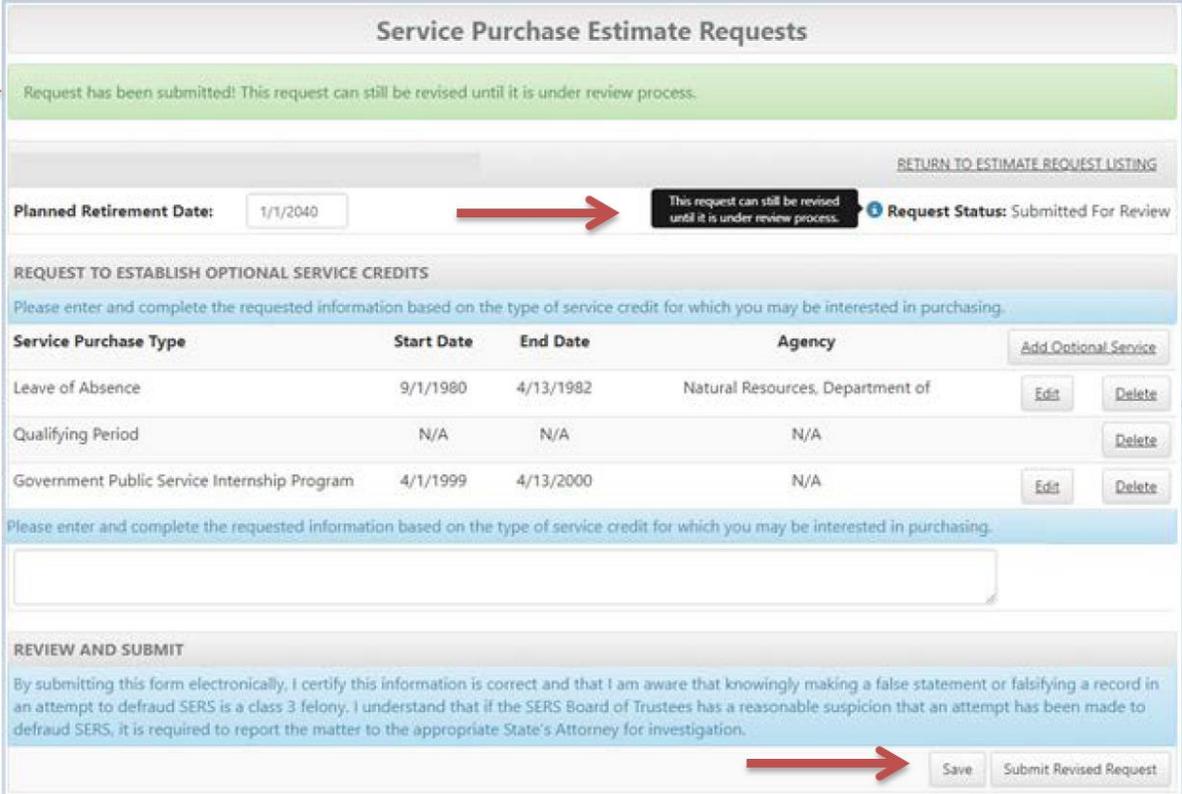
Please use this space to document any additional information about your service purchase request that you feel we need to know.

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.

Service Purchases Submit and Revise

Once you click on the Submit Request button, you will see an information message indicating “Request has been submitted! This request can still be revised until it’s under review process”. You or your employee can still edit the request up until SERS staff has accepted and begun the review process.



Service Purchase Estimate Requests

Request has been submitted! This request can still be revised until it is under review process.

[RETURN TO ESTIMATE REQUEST LISTING](#)

Planned Retirement Date: 1/1/2040 This request can still be revised until it is under review process. **Request Status:** Submitted For Review

REQUEST TO ESTABLISH OPTIONAL SERVICE CREDITS

Please enter and complete the requested information based on the type of service credit for which you may be interested in purchasing.

Service Purchase Type	Start Date	End Date	Agency	
Leave of Absence	9/1/1980	4/13/1982	Natural Resources, Department of	Add Optional Service Edit Delete
Qualifying Period	N/A	N/A	N/A	Delete
Government Public Service Internship Program	4/1/1999	4/13/2000	N/A	Edit Delete

Please enter and complete the requested information based on the type of service credit for which you may be interested in purchasing.

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 Revised Request](#)

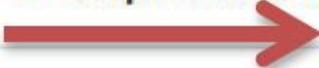
Service Purchases

Request Review In-Process

Once SERS has begun the review process, the status will be updated to “Review In-Process”. The request at this time will be locked and no more changes will be accepted.

Service Purchase Estimate Requests

[RETURN TO ESTIMATE REQUEST LISTING](#)

Planned Retirement Date:	<input type="text" value="1/1/2040"/>		<div style="background-color: black; color: white; padding: 5px; border-radius: 5px;">This request is locked and can no longer be editable.</div>		Request Status: Review In-Process
---------------------------------	---------------------------------------	--	---	---	--

Service Purchases Request Completed

When the request has been fully reviewed by the SRS staff, you will see the status updated to “Completed”. If the employee has eligible service to buy, they will receive an offer letter. If the employee has no eligible service to buy, they will receive a denial letter. Once the request has been completed, you or your employee can submit new estimate requests.

Service Purchase Estimate Requests

[RETURN TO ESTIMATE REQUEST LISTING](#)

Planned Retirement
Date:

1/1/2040



Request Status: Completed