

RC



Training for Retirement Coordinators



(Revised 11/21/2024)



Training for Retirement Coordinators



Contact Information

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Employer Website

employer.srs.illinois.gov





Member Services





State Employees' Retirement System

Judges' Retirement System

General Assembly Retirement System



State Retirement Systems of I



Select Language

search

Home Contact SERS Disability Insurance Tier 1 Retirement Tier 2 Retirement Resources Publications

State Employees' Retirement System



Member Services
Login
Instructions



Workshops & Webinars



Paystubs & ePass



Forms



Calculators

Helpful Links



Retiree Corner



Retirement Coordinators



Employer Services Login



Sign in using ILogin



Member Services Login Instructions



Member Services Registration Instructional Video



ILogin

Sign In

Email or Username

Next

[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)

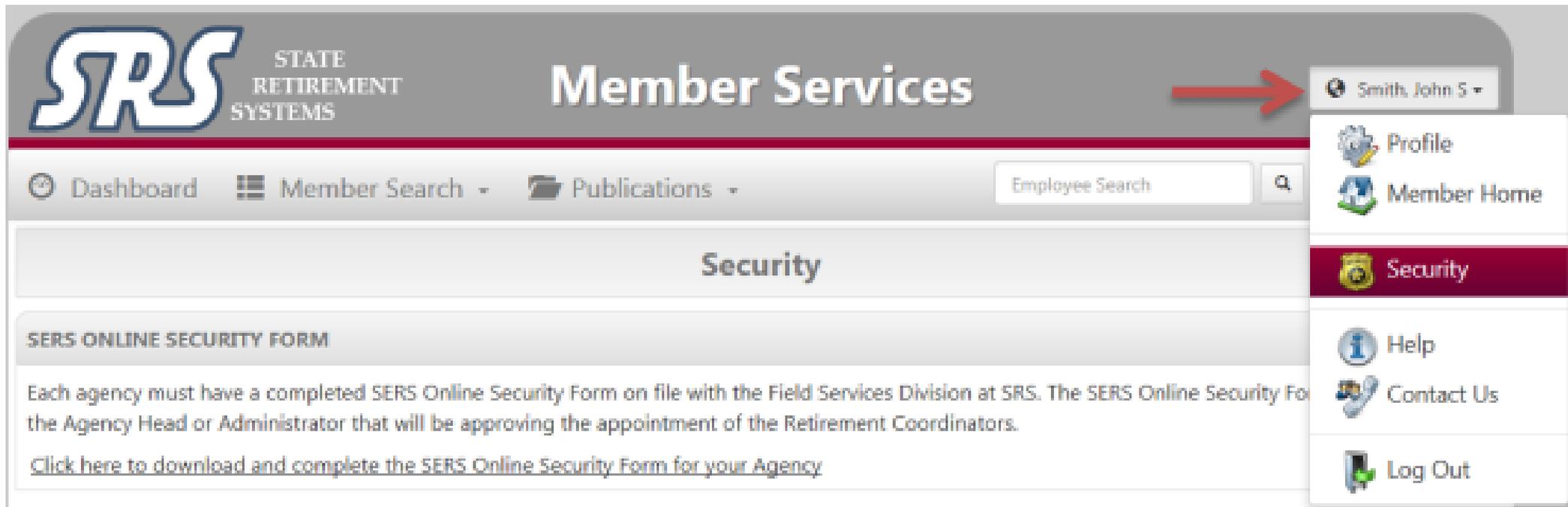


If you already have an account, sign in as usual

First time users should click "Sign up"

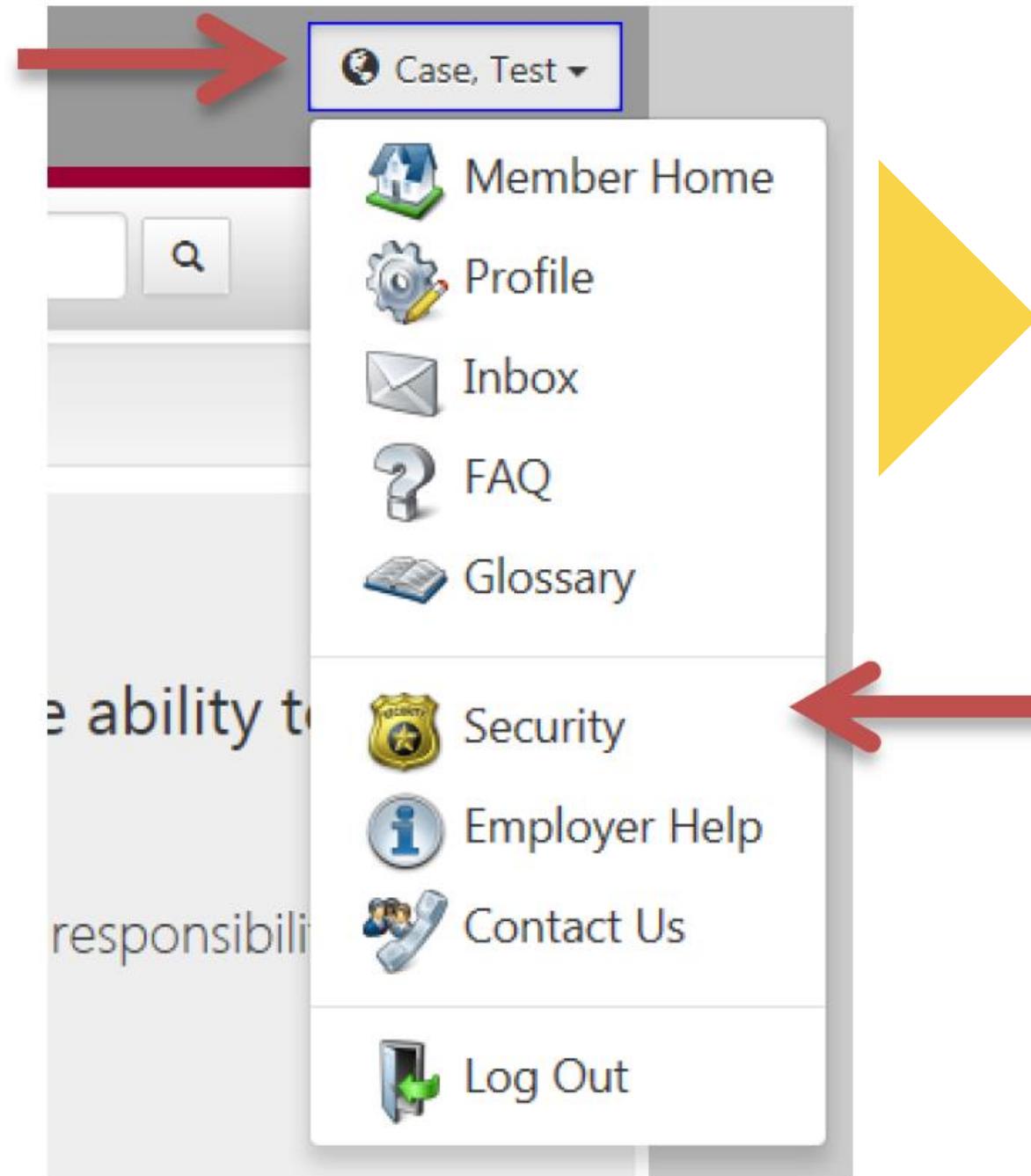
Forms for RC's

The SERS Online Security Form is available on the Security page of the Employer Website.



The screenshot displays the SERS Member Services website interface. At the top left is the SRS logo (STATE RETIREMENT SYSTEMS). The main header reads "Member Services". A user profile dropdown menu is open, showing "Smith, John S" and a list of options: Profile, Member Home, Security (highlighted with a red arrow), Help, Contact Us, and Log Out. The main content area is titled "Security" and contains a section for the "SERS ONLINE SECURITY FORM". The text in this section states: "Each agency must have a completed SERS Online Security Form on file with the Field Services Division at SRS. The SERS Online Security Form must be approved by the Agency Head or Administrator that will be approving the appointment of the Retirement Coordinators." Below this text is a link: "Click here to download and complete the SERS Online Security Form for your Agency".

Security Forms for RC's





2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

SERS Online Security Form

Agency: _____

Location: _____

*Facility/Bureau: _____
if applicable

Agency Head/Administrator: _____
(person who appoints/approves RC)

Name

Title

Email

Date: _____

* *Relevant in agencies with multiple locations*

Form to Appoint Agency Head

Submit By Email





Security Administrator



Designating a Security Administrator

Each agency must file an Employer's request to appoint the Security Administrator Form with the Field Services Division at SERS. The form designates the Security Administrator who appoints Retirement Coordinators. Online access is denied for all employees until this form is filed with SRS.



2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

Employer's request to appoint the Security Administrator for the SRS Employer Services website

Complete this form to appoint your Security Administrator for the SRS Employer Services Website who will have access to such website and shall be responsible to validate and apply changes to access rights for the employees designated to access such website on behalf of your agency.

All fields are required

Name: _____

Date of Birth: _____ Last four of SSN: _____
mm/dd/yyyy

Agency Name: _____

Work Address: _____

Work Phone: _____ Fax: _____
(area code) xxx-xxxx ext.

Work Email: _____

Is the SA also a Payroll Coordinator?

Check box if appointee is a new Security Administrator.

Reset Form

Email to SRS

Legal Disclaimer:

_____, has been designated to perform Website Security Administrator functions related to the access rights for our employees who access the SRS Employer Services website on behalf of our agency .

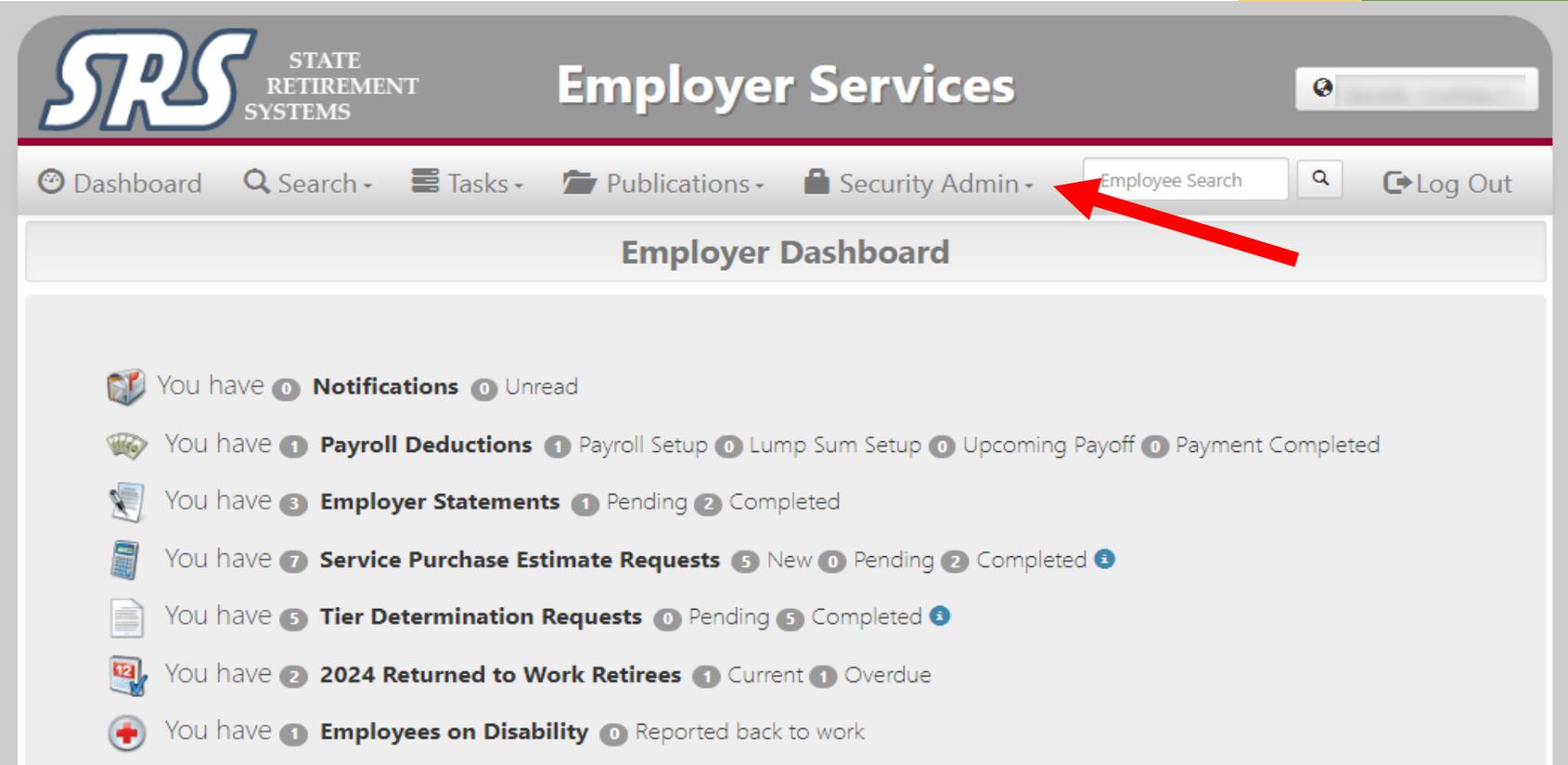
Upon the submission of this form to SERS, the Security Administrator agrees that they will be given access to this Employer Services data site on an as needed basis to perform their Website Security Administrator duties. The Security Administrator agrees to limit the use of this Employer Services data site, data solely for legitimate SERS member-related business purposes. The Security Administrator's employing agency also agrees that the Security Administrator will not use or disclose SERS records or data for any purpose other than in connection with the specific member for whom the data is sought.

The employing agency and Security Administrator agree to take all reasonable and appropriate measures to protect the information accessed from the SRS Employer Services data site and to prevent unauthorized access to the site by unauthorized third parties. SERS is responsible only for its security issues and does not assume any responsibility for the security issues of the Security Administrator's employer or any consequences resulting from the Security Administrator's access to the Employer Services data site. The information displayed on the SRS Employer Services data site reflects the records of SERS. These records can change because of an audit or because of new data received from a member or an employer.

The Security Administrator acknowledges that the right to access the SRS Employer Services data site can be terminated with or without notice at any time by SERS.

Form to Appoint Security Administrator

Security Administrator Assigning Roles



Each agency must file an Employer’s request to appoint the Security Administrator Form with the Field Services Division at SERS to designate a Security Administrator. The Security Administrator can then login to Employer Services to appoint Retirement Coordinators, Payroll Coordinators, Signature Designees, and Tier Determination Users.

Security Administrator Assigning Roles

SRS STATE RETIREMENT SYSTEMS

Employer Services

Dashboard Search Tasks Publications Security Admin Employee Search Log Out

Employer

- User Management
- Security Review

You have **0 Notifications** **0** Unread

You have **1 Payroll Deductions** **1** Payroll Setup **0** Lump Sum Setup **0** Upcoming Payoff **0** Payment Completed

You have **3 Employer Statements** **1** Pending **2** Completed

You have **7 Service Purchase Estimate Requests** **5** New **0** Pending **2** Completed

You have **5 Tier Determination Requests** **0** Pending **5** Completed

You have **2 2024 Returned to Work Retirees** **1** Current **1** Overdue

You have **1 Employees on Disability** **0** Reported back to work

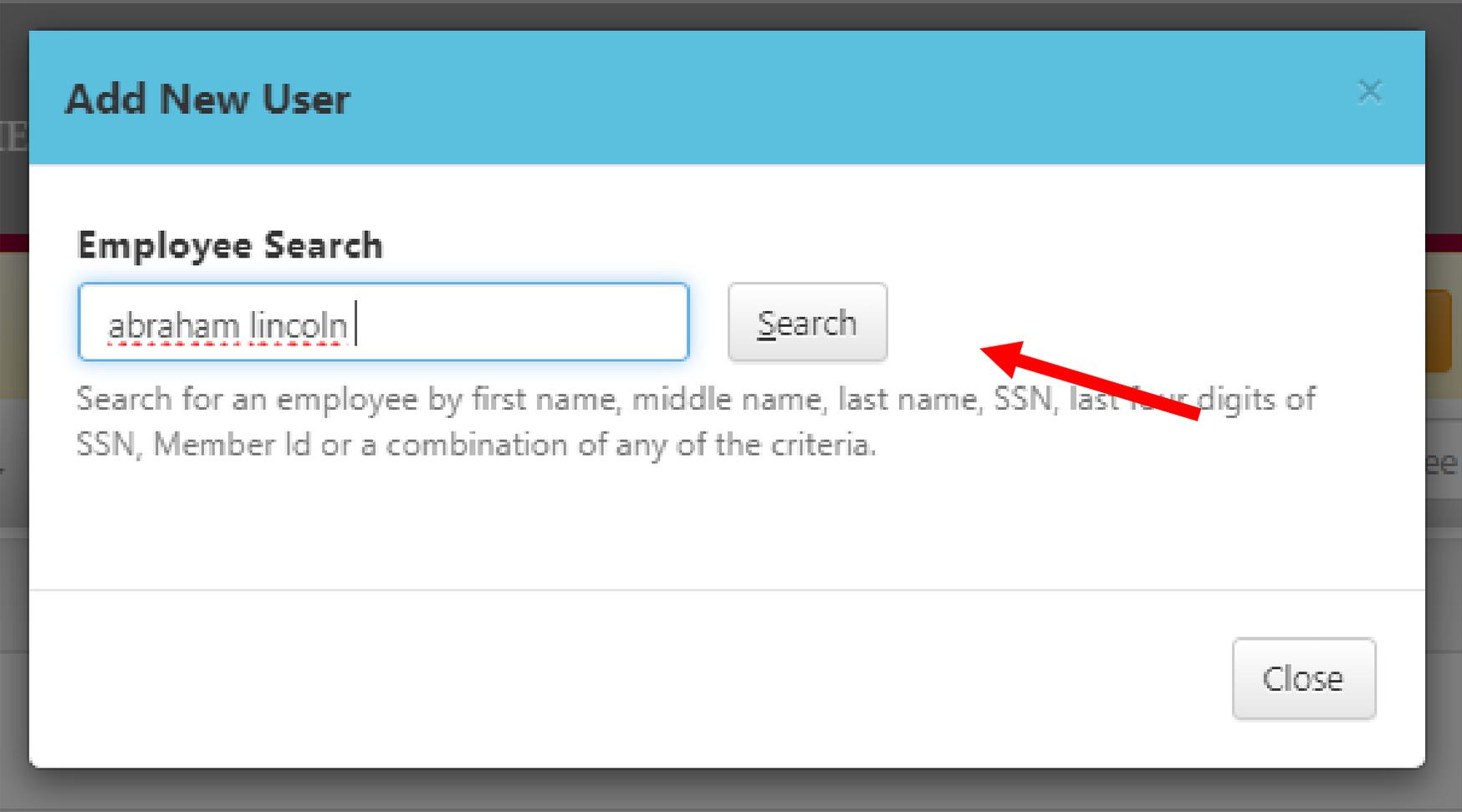
Security Administrator Assigning Roles

The screenshot shows the SRS Employer Services interface. At the top left is the SRS logo (STATE RETIREMENT SYSTEMS). The main header is 'Employer Services'. Below the header is a navigation bar with links for Dashboard, Search, Tasks, Publications, Security Admin, Employee Search, and Log Out. The main content area is titled 'User Management' and contains a table of users. A red arrow points to the 'Add New User' button in the top right corner of the table area.

Agency	Employee Name	User Type(s)		
		Retirement Coordinator, Payroll Coordinator, Signature Designee	Edit User	Delete User
		Signature Designee	Edit User	Delete User
		Payroll Coordinator	Edit User	Delete User

To add a new user, click “Add New User”

Security Administrator Assigning Roles



Add New User [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.

Enter the Employee name and click "Search"

Security Administrator Assigning Roles

Add New User

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	
[blurred]	[blurred]	[blurred]	[blurred]	<input type="radio"/>

Step 2: Select User Type(s)

Retirement Coordinator	<input type="checkbox"/>
Payroll Coordinator	<input type="checkbox"/>

Select the Employee

Security Administrator Assigning Roles

Step 2: Select User Type(s)

Retirement Coordinator	<input type="checkbox"/>
Payroll Coordinator	<input type="checkbox"/>
Signature Designee	<input type="checkbox"/>
Tier Determination User	<input type="checkbox"/>

Step 3: Select Agency

Close



Select the Employee's role(s)



Security Administrator Assigning Roles

Step 2: Select User Type(s)

Retirement Coordinator	<input type="checkbox"/>
Payroll Coordinator	<input type="checkbox"/>
Signature Designee	<input type="checkbox"/>
Tier Determination User	<input type="checkbox"/>

Step 3: Select Agency

[Dropdown menu]

Step 4: Enter Work Email

- To verify employee has a valid Okta Workforce account, please enter employee's work email address and click on "Verify Email".

Work Email



Select the Agency

Security Administrator Assigning Roles

Step 4: Enter Work Email

- To verify employee has a valid Okta Workforce account, please enter employee's work email address and click on "Verify Email".

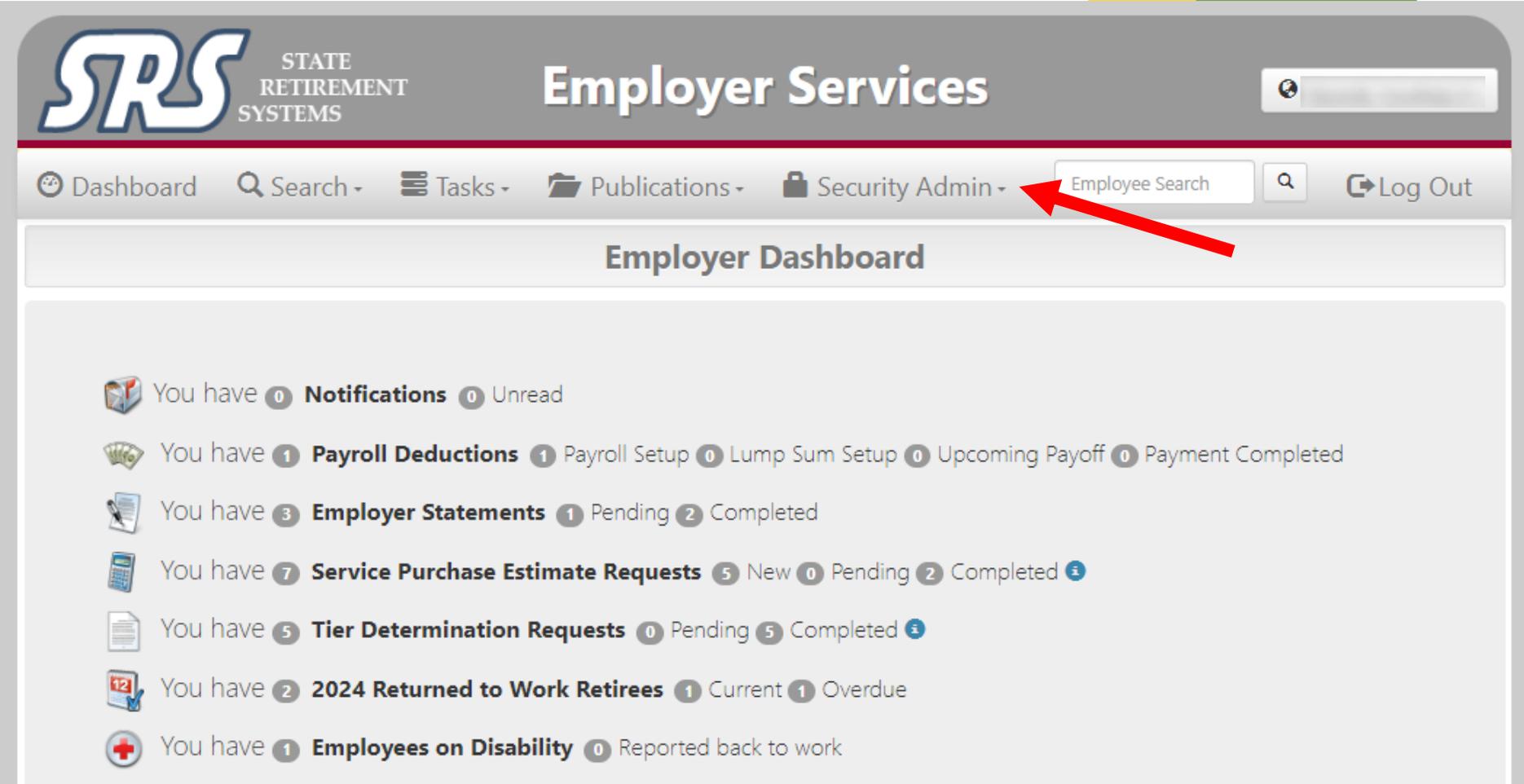
abraham.lincoln@illinois.gov ✓

Verify Email

Manage Pay Codes Save Close

Enter the Employee's work email, click "Verify Email" and click "Save"

Security Review to Add/Remove Roles



The screenshot shows the SRS (State Retirement Systems) Employer Services dashboard. The top navigation bar includes the SRS logo, the text "STATE RETIREMENT SYSTEMS", and the main title "Employer Services". Below this is a secondary navigation bar with menu items: Dashboard, Search, Tasks, Publications, Security Admin, Employee Search, and Log Out. A red arrow points to the "Security Admin" menu item. The main content area is titled "Employer Dashboard" and displays several notification cards with icons and counts:

- You have 0 **Notifications** 0 Unread
- You have 1 **Payroll Deductions** 1 Payroll Setup 0 Lump Sum Setup 0 Upcoming Payoff 0 Payment Completed
- You have 3 **Employer Statements** 1 Pending 2 Completed
- You have 7 **Service Purchase Estimate Requests** 5 New 0 Pending 2 Completed
- You have 5 **Tier Determination Requests** 0 Pending 5 Completed
- You have 2 **2024 Returned to Work Retirees** 1 Current 1 Overdue
- You have 1 **Employees on Disability** 0 Reported back to work

Return to the Employer Dashboard in order to view "Security Review", where you can remove Employees' roles

Security Review to Add/Remove Roles

The screenshot shows the SRS (State Retirement Systems) Employer Services interface. At the top left is the SRS logo and the text 'STATE RETIREMENT SYSTEMS'. The main header is 'Employer Services'. Below the header is a navigation bar with the following items: Dashboard, Search, Tasks, Publications, Security Admin, Employee Search, and Log Out. The 'Security Admin' menu is expanded, showing 'User Management' and 'Security Review'. A red arrow points to the 'Security Review' option. Below the navigation bar, there is a section for 'Employer' with a list of notifications and tasks:

- You have 0 Notifications 0 Unread
- You have 1 Payroll Deductions 1 Payroll Setup 0 Lump Sum Setup 0 Upcoming Payoff 0 Payment Completed
- You have 3 Employer Statements 1 Pending 2 Completed
- You have 7 Service Purchase Estimate Requests 5 New 0 Pending 2 Completed
- You have 5 Tier Determination Requests 0 Pending 5 Completed
- You have 2 2024 Returned to Work Retirees 1 Current 1 Overdue
- You have 1 Employees on Disability 0 Reported back to work

Security Review to Add/Remove Roles

SRS STATE RETIREMENT SYSTEMS **Employer Services**

Dashboard Search Tasks Publications Security Admin Employee Search Log Out

Security Administration

VERIFICATION BETWEEN 7/1/2024 AND 12/31/2024

Agency	Contact Name	Contact Type(s)	Keep	Remove	Last Verified
		Retirement Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
		Retirement Coordinator, Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
		Retirement Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
		Tier Determination User	<input checked="" type="radio"/>	<input type="radio"/>	

Select the option to keep or remove employees from their already designated roles.

Security Review to Add/Remove Roles

- As necessary, mark contacts as keep or remove. Then, click the submit button in the lower right-hand corner. Upon successful submission, the page will refresh, and a verification message will appear above the listing. Modified reviews will also be dated in the “Last Verified” column.
- Upon submission of these reviews, if a user is marked as “remove” from their agency record, this user’s contact record(s) with this agency will be marked as inactive.
- **Warning:** If a user has no other active contact records with any other agencies, then the user will also be **immediately** removed from the user’s assigned roles. The user will still be able to access the member portion of the website, but the user will no longer be able to access the employer areas of the website.

Tier Determination Requests

When your agency has employees who need their Tier determined, Security Admins can request SERS to perform a Tier Determination. This process is being implemented to correct roles that have been incorrectly assigned. Those who have been assigned as a Payroll Coordinator or Signature Designee to perform Tier Determination requests can now be removed by following step 1 and reassigned to Tier Determination User by following step 2. For new Tier Determination Users, you can proceed to step 2.

Tier Determination Requests

SRS STATE RETIREMENT SYSTEMS **Employer Services** Environment: QA

Dashboard Search Tasks Publications Security Admin Employee Search Log Out

Security Admin User Management Security Review

VERIFICATION BETWEEN 1/1/2024 AND 6/30/2024

Agency	Contact Name	Contact Type(s)	Keep	Remove	Last Verified
Corrections, Department of		Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Payroll Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Retirement Coordinator, Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Signature Designee	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024
Corrections, Department of		Payroll Coordinator	<input checked="" type="radio"/>	<input type="radio"/>	02/22/2024

Step 1: Select "Remove" to remove employee who is tier determination user but was assigned incorrect role.

Step 1: The security admin should go to “Security Review” listing to “Remove” employees who have incorrect roles assigned.

Tier Determination Requests

er Services

Security Admin

Employee Se

g Out

User Management

Security Review

Add New User

Added By

Remove User

Remove User

Step 2: Assign users to the correct Tier Determination role by going to "User Management" and click on "Add New Users"

Step 2: The security admin then should go to “User Management” to assign users to the correct role. At this time, only Tier Determination user is available for this release.

Tier Determination Requests

This is the menu to add a new user.

Add New User

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: 2

Step 1: Select Employee

First Name	Last Name	SSN	Birth Date
			<input type="radio"/>
			<input type="radio"/>

Step 2: Select User Type

Tier Determination User

Step 3: Select Agency

-Select One-

Step 4: Enter Work Email

- To verify employee has a valid Okta Workforce account, please enter employee's work email address and click on "Verify Email".

Work Email

Close

Callouts:

- Search for employee by name, last 4 SSN or both.
- Select the correct employee
- Tier Determination User is pre-populated for initial release.
- Verify employee's work email address (okta workforce account) and click on "Verify Email" button

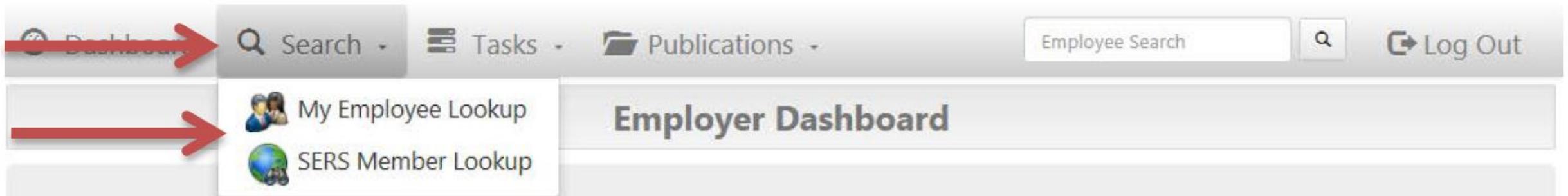


Employee Lookup Member Services



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

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

1

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.

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 displays a user interface for a global employee search. At the top right, a user profile is visible: "Taker, Screenshot L". Below this is a search bar containing the text "Smith". To the right of the search bar is a search button (magnifying glass icon) and a "Log Out" button. A dropdown menu is open below the search bar, showing a search result for "Test M Case". The result includes a profile picture of a woman, the name "Test M Case", and two identifiers: "SSN: XXX-XX-4444" and "ID: 22-7777777". Red arrows point to the search button, the dropdown menu, and the search result.



Employer Dashboard



Employer Dashboard

 You have **3 Notifications** **3** Unread

 You have **31 Payroll Deductions** **19** Payroll Setup **3** Lump Sum Setup **8** Upcoming Payoff **1** Payment Completed

 You have **231 Employer Statements** **69** Pending **162** Completed

 You have **0 Incorrect Payroll Deductions** **0** Pending **0** Completed **i**

 You have **551 Service Purchase Estimate Requests** **359** New **28** Pending **164** Completed **i**

 You have **312 Tier Determination Requests** **3** Pending **309** Completed **i**

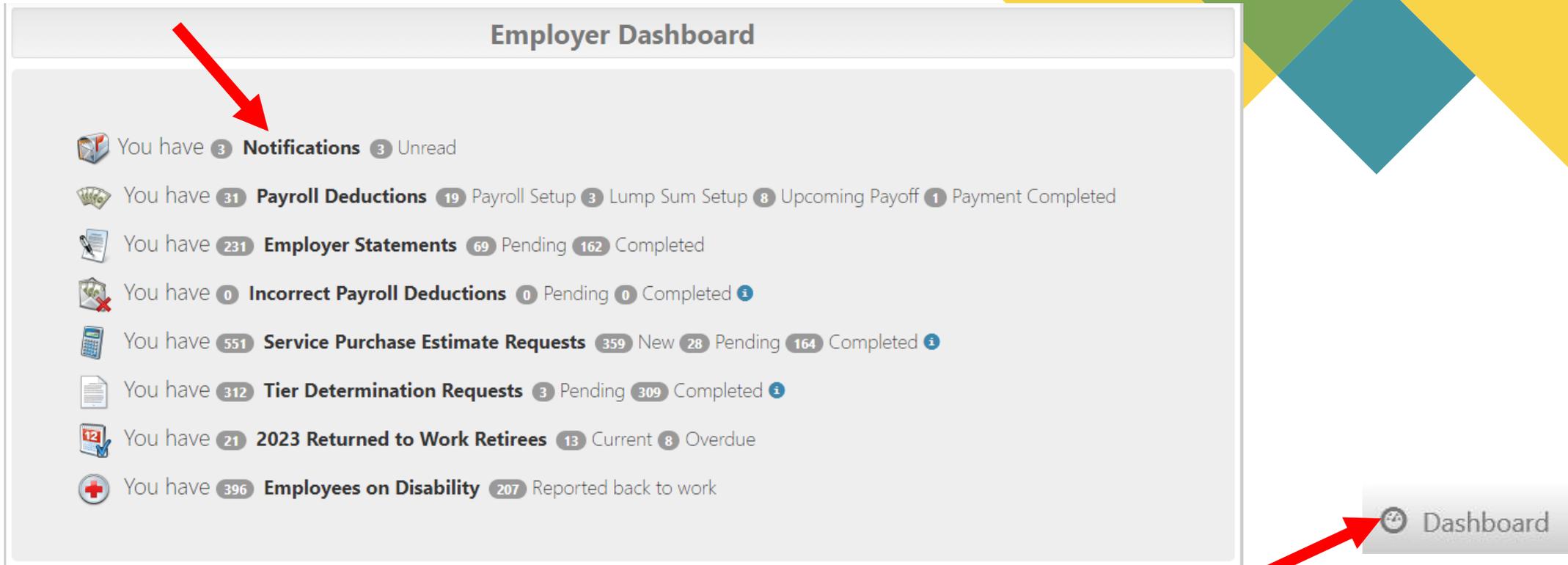
 You have **21 2023 Returned to Work Retirees** **13** Current **8** Overdue

 You have **396 Employees on Disability** **207** Reported back to work

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

Employer Dashboard

- Click on bolded text to reach the desired category



The screenshot shows the 'Employer Dashboard' interface. At the top, there is a header bar with the text 'Employer Dashboard'. Below this, a list of categories is displayed, each with an icon, a count, and a bolded category name. A red arrow points to the 'Notifications' category. The categories listed are:

- You have **3 Notifications** 3 Unread
- You have **31 Payroll Deductions** 19 Payroll Setup 3 Lump Sum Setup 8 Upcoming Payoff 1 Payment Completed
- You have **231 Employer Statements** 69 Pending 162 Completed
- You have **0 Incorrect Payroll Deductions** 0 Pending 0 Completed [i](#)
- You have **551 Service Purchase Estimate Requests** 359 New 28 Pending 164 Completed [i](#)
- You have **312 Tier Determination Requests** 3 Pending 309 Completed [i](#)
- You have **21 2023 Returned to Work Retirees** 13 Current 8 Overdue
- You have **396 Employees on Disability** 207 Reported back to work

At the bottom right of the dashboard, there is a button labeled 'Dashboard' with a home icon. A red arrow points to this button.

- When done working on the category, click “Dashboard” to return to the dashboard



Benefits



Tier 1 How Soon? Regular Formula

- Age 60 with 8 Years Service Credit
- Rule of 85 (Age + Service = 85)
- Any age with 35 Years of Service

Tier 1 Member: Individuals who became a member of SERS or a reciprocal system before January 1, 2011. (needs 8 years service credit to be vested)

FAC: Final Average Compensation.

Coordinated Employee: Employee who pays into Social Security.

Non-Coordinated Employee: Employee who does not pay into Social Security.



Tier 1 How Soon? Alternative Formula

- Age 50-54 with 25 years of service credit.
- Age 55-59 with 20 years of service credit.

No Rule of 75



Tier 2 How Soon? Regular Formula

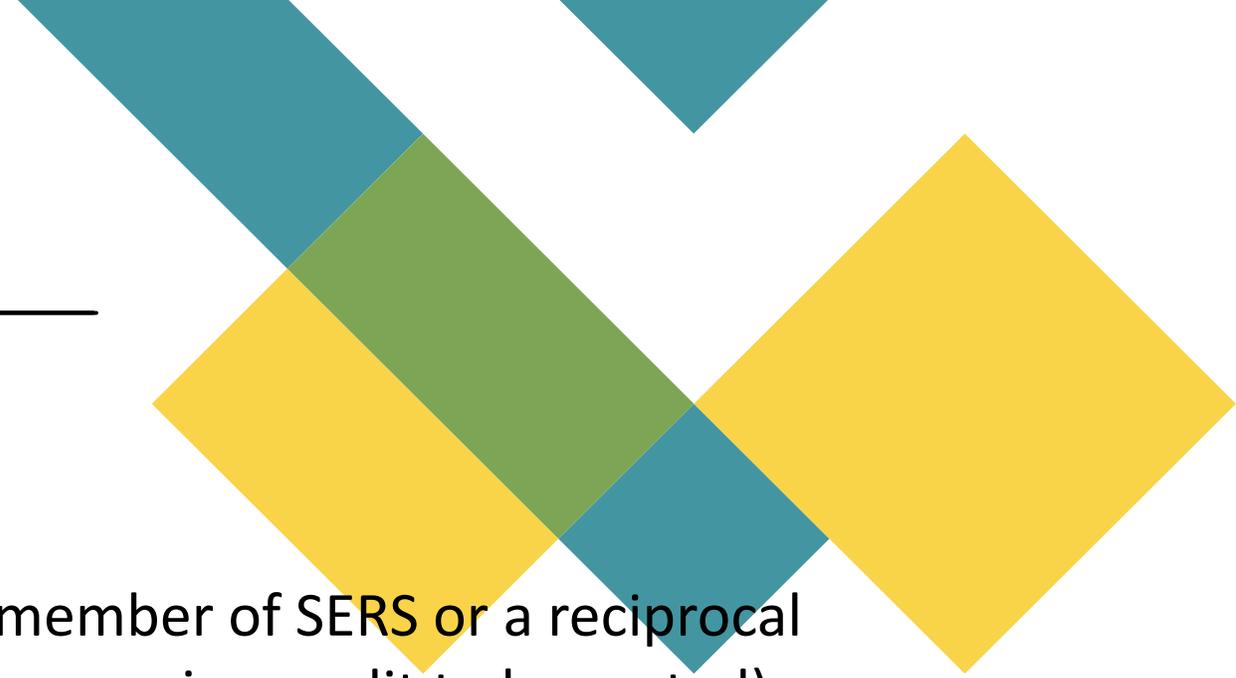
Age 67 with 10 Years Service Credit

Tier 2 Member: Individuals who became a member of SERS or a reciprocal system after January 1, 2011. (needs 10 years service credit to be vested)

FAC: Final Average Compensation.

Coordinated Employee: Employee who pays into Social Security.

Non-Coordinated Employee: Employee who does not pay into Social Security.



Tier 2 How Soon?

Alternative Formula

- Age 60 with 20 years of alternative service credit.
- Age 55 with 20 years of alternative service credit (certain job positions only).

Tier 2 Alternative Formula Employees Non-Coordinated

- State Police*
- Conservation Police Officers*
- Secretary of State Investigators*
- Attorney General Investigators*
- Commerce Commission Police Officers*
- Gaming Board Investigators*
- Department of Revenue Investigators*
- Arson Investigators*
- Firefighters

*These positions are eligible to retire at Age 55 with 20 years of alternative service credit.

Service

Monthly Employees	Hourly Employees	Daily Employees	Monthly Credit
15 or more days	75 or more hours	10 or more workdays	1
8 – 14 days	38 – 74 hours	5 – 9 workdays	½
Less than 8 days	Less than 38 hours	Less than 5 workdays	¼

Sick & Vacation Days



- Meet your eligibility date to retire
- Can increase your pension once your eligibility date has been reached
- Counts towards getting your free insurance premium



Calculators

[Social Security Benefit Estimate Calculator](#)

[Service Credit Calculator](#)

[Sick Leave and Vacation Chart](#)

[Pension Estimate Calculator Training Video](#)



[Back to top ^](#)

SERS CONTACT INFORMATION

2101 S. Veterans Parkway
Springfield, IL 62704
Phone: 217-785-7444
Fax: 217-785-7019

[Email SERS](#)

HELPFUL LINKS

Illinois State Board of Investments

[Report SERS Fraud](#)

[Report JRS Fraud](#)

[Report GARS Fraud](#)

JRS/GARS CONTACT INFO



FOR JRS/GARS MEMBERS ONLY
JRS/GARS representatives do not have the ability or authorization to access SERS member data, or to assist SERS members.

2101 S. Veterans Parkway
Springfield, IL 62704
Phone: 217-782-8500
Fax: 217-524-9039

[Email JRS](#)

[Email GARS](#)

Sick Leave & Vacation Service Credit Conversion Chart

Days	=	Months	Days	=	Months
1-5	=	0.25	131-135	=	6.25
6-10	=	0.50	136-140	=	6.50
11-21	=	1.00	141-151	=	7.00
22-26	=	1.25	152-156	=	7.25
27-32	=	1.50	157-161	=	7.50
33-43	=	2.00	162-173	=	8.00
44-48	=	2.25	174-178	=	8.25
49-53	=	2.50	179-183	=	8.50
54-65	=	3.00	184-195	=	9.00
66-70	=	3.25	196-200	=	9.25
71-75	=	3.50	201-205	=	9.50
76-86	=	4.00	206-216	=	10.00
87-91	=	4.25	217-221	=	10.25
92-96	=	4.50	222-226	=	10.50
97-108	=	5.00	227-238	=	11.00
109-113	=	5.25	239-243	=	11.25
114-118	=	5.50	244-248	=	11.50
119-130	=	6.00	249-260	=	12.00

Sick Time

Tier 1 Before 1984	Tier 1 1984 – 1997 (168 max)	Tier 1 After 1997	Tier 2 After 1997
# of unused sick days = FREE service credit	½ sick days – paid days plus service credit ½ sick days – FREE service credit	# of unused sick days = FREE service credit	# of unused sick days = FREE service credit

Sick & Vacation Time

Vacation days = 67

Sick days (unpaid) = 130

Paid	Unpaid
V = 67	S = 130
3.25 Months	6 Months

Pay contributions for paid time to receive 3.25 months of credit

Unpaid time for 6 months is Free

TOTAL SERVICE CREDIT = 9.25 Months (within 90 days of retiring)





Calculators

[Social Security Benefit Estimate Calculator](#)

[Service Credit Calculator](#)

[Sick Leave and Vacation Chart](#)

[Pension Estimate Calculator Training Video](#)



[Back to top](#)

SERS CONTACT INFORMATION

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Phone: 217-785-7444
Fax: 217-785-7019

[Email SERS](#)

HELPFUL LINKS

Illinois State Board of Investments

[Report SERS Fraud](#)

[Report JRS Fraud](#)

[Report GARS Fraud](#)

JRS/GARS CONTACT INFO



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2101 S. Veterans Parkway
Springfield, IL 62704
Phone: 217-782-8500
Fax: 217-524-9039

[Email JRS](#)

[Email GARS](#)



Service Credit Calculator

Service Credit Calculator

Remember: this is a projection based on information you provide.

This calculator is a tool to estimate how many months of service you have for your unused sick, vacation, and personal days.

Unused Sick Days earned before 1-1-1984

Unused Sick Days earned after 12-31-1997

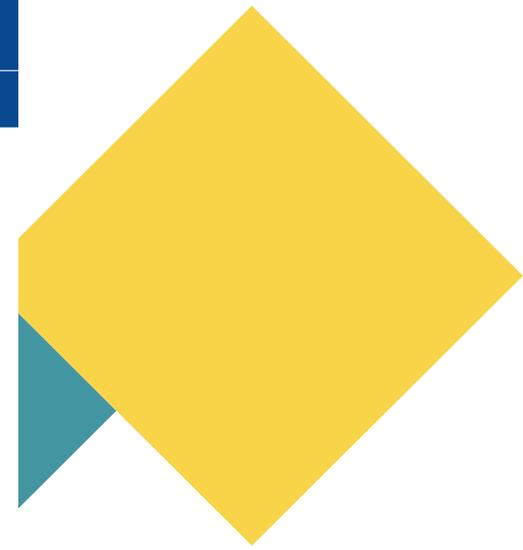
Unused Sick Days earned between 12-31-1983 and 1-1-1998

Unused Vacation Days

1/2 Unused Personal Days (input half your unused days)

Calculate

Total Number of Months



Reciprocal Systems*

- Chicago Teachers' Pension Fund
- County Employees' Annuity & Benefit Fund of Cook County
- Forest Preserve District Employees' Annuity & Benefit Fund of Cook County
- General Assembly Retirement System
- Illinois Municipal Retirement Fund
- Judges' Retirement System
- Laborers' Annuity & Benefit Fund of Chicago
- Metropolitan Water Reclamation District Retirement Fund
- Municipal Employees' Annuity & Benefit Fund of Chicago
- Park Employees' Annuity & Benefit Fund of Chicago
- State Employees' Retirement System of Illinois
- Teachers' Retirement System
- State Universities Retirement System

*Members with questions regarding Reciprocal Time should contact SERS.



Pension Section Death Benefit / Total Buyout Forms





2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

Employer Statement

1. Type of claim

- Death
- Total Buyout

Member information

Name (Last, first, middle) _____

SSN (last 4) or Member ID _____

Address (Street, City, State, Zip) _____

Phone number _____

2. Last day employee physically worked (MM/DD/YYYY) _____

3(a). Last day of salary or wages due employee: (MM/DD/YYYY) _____

(b). Date employee removed from payroll, biweekly or either the 15th or the end of month: _____

(c). Has employee returned to work? Yes No Date returned to work: _____

4(a). Reason for removal:

Resignation

Medical Leave of Absence

Discharge/Dismissal

Service Connected Leave

Layoff

Death (Was member on an approved medical leave of absence at death? Yes No)

(b). Effective date of removal action (MM/DD/YYYY) _____

5. Total unused sick days earned prior to Jan. 1, 1984 (A)

Total unused sick days earned after Dec. 31, 1997 (B)

Total unused sick days earned after Dec. 31, 1983 and before Jan. 1, 1998

Subtract one-half of unused sick days earned after Dec. 31, 1983 and before Jan. 1, 1998 (C)

Number of unused sick days remaining for pension calculation (A)+(B)+(C)=

6(a). Employee base rate of pay: \$ _____; (b). Employee work status: Full time Part time

(c). Employee total rate of pay: \$ _____; (d). Pay frequency: monthly semi-monthly biweekly hourly

7. Will a Form 1404 (Retirement Contributions on Lump-Sum Pay for Sick Leave, Vacation and/or Personal Days) be processed?

Yes No

8. Are you aware of any official misconduct charges (pending, dismissed, or finalized) against the member, relating to, or arising out of, or in connection with their employment with the state of Illinois? Yes No

Retirement Coordinator signature _____ Date _____

Phone number _____

1. Type of claim

- Death
- Total Buyout

2. Last day employee physically worked (MM/DD/YYYY) _____

3(a). Last day of salary or wages due employee: (MM/DD/YYYY) _____

(b). Date employee removed from payroll, biweekly or either the 15th or the end of month: _____

(c). Has employee returned to work? Yes No Date returned to work: _____

Please Note

1. Select the type of claim

2. Input the date for this specific separation of employment

3 (a). When the agency last paid the member

3 (b). 15th, 30th, or 31st

3 (c). Has the employee physically returned to work from the specific leave the member is submitting a claim for?



4(a). Reason for removal:

- Resignation
- Medical Leave of Absence
- Discharge/Dismissal
- Service Connected Leave
- Layoff
- Death (Was member on an approved medical leave of absence at death?

(b). Effective date of removal action (MM/DD/YYYY)

Yes No)

Please Note

4 (a). Select the reason for the member's removal from employment

4 (a). If death was selected, was the member on an approved medical leave of absence at the time of death?

4 (b). Input the effective date of the removal from employment



5. Total unused sick days earned prior to Jan. 1, 1984 _____ (A)
 Total unused sick days earned after Dec. 31, 1997 _____ (B)
 Total unused sick days earned after Dec. 31, 1983 and before Jan. 1, 1998 _____
 Subtract one-half of unused sick days earned after Dec. 31, 1983 and before Jan. 1, 1998 (_____) _____ (C)
 Number of unused sick days remaining for pension calculation (A)+(B)+(C)= _____

Please Note

- 5 (A). Input the total amount of unused sick days earned prior to January 1, 1984
 - 5 (B). Input the total amount of unused sick days earned after December 31, 1997
 - 5 (B). Input the total amount of unused sick days earned after December 31, 1983 but before January 1, 1998
 - 5 (C). Input half of the amount of the number of unused sick days earned after December 31, 1983 but before January 1, 1998. Both lines should match.
 - 5 (C). Add the numbers together from 5 (A), 5 (B), and 5 (C)
- 

- 6(a). Employee base rate of pay: \$ _____; (b). Employee work status: Full time Part time
- (c). Employee total rate of pay: \$ _____; (d). Pay frequency: monthly semi-monthly biweekly hourly
7. Will a Form 1404 (Retirement Contributions on Lump-Sum Pay for Sick Leave, Vacation and/or Personal Days) be processed?
 Yes No
8. Are you aware of any official misconduct charges (pending, dismissed, or finalized) against the member, relating to, or arising out of, or in connection with their employment with the state of Illinois? Yes No

Please Note

- 6 (A). Rate of pay at the time of separation of employment, not current rate of pay
- 6 (B). Select Full time or Part time
- 6 (C). Including longevity pay or this will cause a discrepancy
- 6 (D). Monthly, semi-monthly, biweekly, or hourly
7. Yes or No
8. This question is asking for felonies at your job against the State of Illinois



Disability



Disability

SERS offers three types of disability benefits:

- Nonoccupational
- Occupational
- Temporary



Nonoccupational Disability

Requirements for Nonoccupational Disability Benefits

- 18 months of credited service with SERS (reciprocal service with TRS or SURS can apply)
- Must use all accumulated sick leave
- Must be granted a medical leave of absence by agency
- Submit all required forms to SERS
- SERS determines you are disabled
- Disability must continue beyond 30 days after stopping work

Nonoccupational Disability

When payments begin & end

Benefits begin:

- The 31st day of absence from work because of disability (includes days when sick pay was received)
- The 31st day after the medical onset of disability
- The last day wages were received (including periods when sick pay was received)

Benefits end:

- When ½ of service credit is exhausted
- When disability ends
- When member returns to work for the State or becomes gainfully employed
- When member reaches age 65 (if disability began after age 60, benefits are payable for five years)



Disability (Nonocc) Half Time Ceasing

If a member's Nonoccupational benefit is terminated because of the ½ time limit and the member is still disabled, they are eligible for an unreduced retirement annuity if:

Tier 1

- Member is age 60 with at least 8 years of service credit
- Member is age 55 with at least 15 years of service credit
- Member is age 50 with at least 20 years of service credit

Tier 2

- Member is age 67 with at least 10 years of service credit

Tier 2 (reduced option)

- Member is 62 with at least 10 years of service credit

Occupational Disability

Requirements for Occupational Disability Benefits

- File a claim with the Illinois Workers' Compensation Commission to determine if your disability is work-related
- Submit an application and all required documents to SERS

Occupational Disability

When payments begin & end

Benefits begin:

- SERS determines you are disabled
- You receive benefits under the Workers' Compensation or Occupational Diseases Act
- You are removed from your agency payroll

Benefits end:

- Your disability ends
- You resume employment
- Workers' Compensation stops paying benefits
- You reach age 65 (if disability begins after age 60, benefits are payable for five years)



Occupational Disability

Benefit Amounts

Tier 1 Members

75% of member's Final Average Compensation or monthly rate of pay on the date removed from payroll, whichever is greater

Tier 2 Members

75% of Final Average Compensation on the date removed from payroll

The benefit amount is reduced by any payments made under the Workers' Compensation Act or the Workers' Occupational Diseases Act



Temporary Disability

- This benefit is only available when there is a disputed Workers' Compensation claim
- Members **are not eligible** for a Non-Occupational disability benefit if they are appealing a Workers' Compensation denial or suspension of TTD benefits
- Members are not required to exhaust their sick time for a Temporary benefit



Temporary Disability Eligibility

If the claim for TTD is denied:

- SERS determines you are disabled
- You have at least 18 months of credited service with SERS (includes reciprocal service)
- You filed an appeal with the Illinois Workers' Compensation Commission
- You submit the required forms to SERS
- You have not received, or had a right to receive, any compensation for at least 30 days

An approved medical leave of absence is NOT required

Members do not have to exhaust their sick time

Temporary Disability Eligibility

If TTD is terminated:

- SERS determines you are disabled
- You have at least 18 months of credited service with SERS (includes reciprocal service)
- You submit the required forms to SERS
- You have filed an appeal with the Illinois WCC (19b)

An approved medical leave of absence is NOT required
Members do not have to exhaust their sick time

Temporary Disability

Temporary benefits will be offset by any Social Security Disability or retirement benefits a member is eligible to receive.

Temporary Disability

When payments begin & end

Benefits begin:

- on the 31st day from the date member received any compensation, if your claim was denied by the Workers' Compensation Act

OR

- Benefits are payable the next day after cessation of TTD

Benefits end:

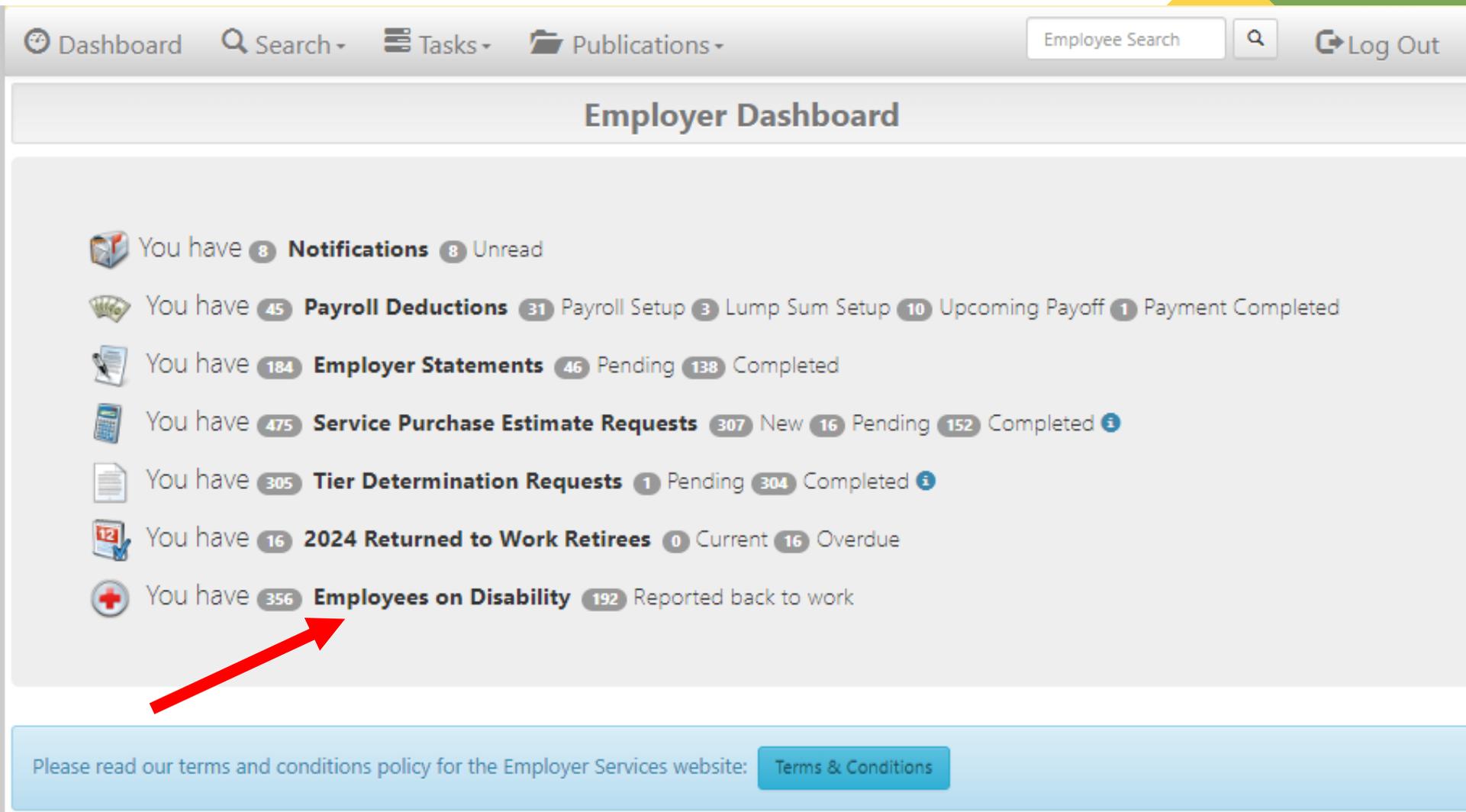
- When $\frac{1}{2}$ of credited service has been exhausted
- When the disability ends
- When the member returns to a State job or resumes gainful employment
- When member reaches age 65
(if disability began age 60 or after, can only receive benefits for 5 years)

Disability

Returning to Work

- It is both the member and the agency's responsibility to notify SERS when they return to work
- If a member returns to work and they become disabled from the SAME cause within 60 days, the 30-day waiting period is waived
- If a member is off work on a non-occupational disability and they suffer another injury or illness, their disability can be extended, and they would not have another 30-day waiting period – as long as they never physically return to work

Disability Report Employee Returning to Work



The screenshot shows the Employer Dashboard interface. At the top, there is a navigation bar with links for Dashboard, Search, Tasks, and Publications. On the right side of the navigation bar, there is an Employee Search box and a Log Out button. The main content area is titled "Employer Dashboard" and contains several notification cards. A red arrow points to the "Employees on Disability" notification, which shows 356 total employees and 192 reported back to work.

Dashboard Search Tasks Publications Employee Search Log Out

Employer Dashboard

- You have **8 Notifications** 8 Unread
- You have **45 Payroll Deductions** 31 Payroll Setup 3 Lump Sum Setup 10 Upcoming Payoff 1 Payment Completed
- You have **184 Employer Statements** 46 Pending 138 Completed
- You have **475 Service Purchase Estimate Requests** 307 New 16 Pending 152 Completed [i](#)
- You have **305 Tier Determination Requests** 1 Pending 304 Completed [i](#)
- You have **16 2024 Returned to Work Retirees** 0 Current 16 Overdue
- You have **356 Employees on Disability** 192 Reported back to work

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

Select “Employees on Disability” from the Employer Dashboard

Disability Report Employee Returning to Work

Employees on Disability				
Show 10 entries	Search: <input type="text"/>			
NAME	BIRTH DATE	SSN	MEMBER ID	MANAGE EMPLOYEE ON DISABILITY
Corrections, Department of				
				Manage Employee on Disability
				Manage Employee on Disability
				Manage Employee on Disability
				Manage Employee on Disability ⓘ
				Manage Employee on Disability ⓘ
				Manage Employee on Disability ⓘ
				Manage Employee on Disability ⓘ
				Manage Employee on Disability
				Manage Employee on Disability

Showing 1 to 10 of 356 entries

Previous 1 2 3 4 5 ... 36 Next



Select “Manage Employee on Disability” from the menu

Disability Report Employee Returning to Work

Report Employee on Disability Back to Work

- Returned To Work
- Returned to Payroll
- Resigned From Agency

Enter Date Employee Physically Returned Back To Work

4/16/2024

Save

Close

Select one of the three options and then enter that specific date. Click "Submit" (Future dates not allowed)

Disability Report Employee Returning to Work

Employees on Disability				
Show 10 entries	Search: <input type="text"/>			
NAME	BIRTH DATE	SSN	MEMBER ID	MANAGE EMPLOYEE ON DISABILITY
Corrections, Department of				
				Manage Employee on Disability 
				Manage Employee on 
				Manage Employee on 
				Manage Employee on Disability 
				Manage Employee on Disability 
				Manage Employee on Disability 
				Manage Employee on Disability 
				Manage Employee on Disability
				Manage Employee on Disability
				Manage Employee on Disability

Showing 1 to 10 of 356 entries

Previous 1 2 3 4 5 ... 36 Next

Employee has been reported back to work on 6/16/2022.

The icon will show indicating the member has been reported back to work.

Hovering your mouse over it will display a tooltip to confirm.



Disability Section Forms





2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

Employer Statement for Disability

- 1. Type of claim
 - Occupational disability
 - Nonoccupational disability
 - Temporary disability

Member information

Name (Last, first, middle) _____

SSN (last 4) or Member ID _____

Address (Street, City, State, Zip) _____

Phone number _____

2. Last day employee physically worked: (MM/DD/YYYY) _____

3 (a). Last day of salary or wages due employee: (MM/DD/YYYY) _____

(b). Date employee removed from payroll, biweekly or either the 15th or the end of month: _____

(c). Has employee returned to work? Yes | No Date returned to work: _____

4 (a). Reason for removal:

- Medical Leave of Absence
- Service Connected Leave

(b). Effective date of removal action: (MM/DD/YYYY) _____

5. Number of unused sick days remaining: _____

6 (a). Employee base rate of pay: \$ _____

(b). Employee work status: Full time | Part time

(c). Employee total rate of pay: \$ _____

(d). Pay frequency: monthly semi-monthly biweekly hourly

7 (a). Has the employee filed a claim for Worker's Compensation benefits? Yes | No

(b). Was Worker's Compensation claim denied? Yes | No

8 (a). Is there any indication this is a work-related disability? Yes | No

(b). If yes, was there a 3rd party involved? Yes | No

9. Are you aware of any official misconduct charges (pending, dismissed, or finalized) against the member, relating to, arising out of, or in connection with their employment with the state of Illinois? Yes | No

Retirement Coordinator signature _____ Date _____

Phone number _____

1. Type of claim

- Occupational disability
- Nonoccupational disability
- Temporary disability

2. Last day employee physically worked: (MM/DD/YYYY) _____

3 (a). Last day of salary or wages due employee: (MM/DD/YYYY) _____

(b). Date employee removed from payroll, biweekly or either the 15th or the end of month: _____

(c). Has employee returned to work? Yes No Date returned to work: _____

Please Note

1. Select the type of claim being applied for

2. Input the date when the member was last physically at work

3 (a). When the agency last paid the member (sick time will have been exhausted)

3 (b). 15th, 30th, or 31st

3 (c). Has the employee physically returned to work from the specific injury the member is submitting a claim for?



4 (a). Reason for removal:
Medical Leave of Absence
Service Connected Leave

(b). Effective date of removal action: (MM/DD/YYYY) _____

Please Note

4 (a). Medical Leave of Absence: Nonoccupational Disability Claim

4 (a). Service Connected Leave: Occupational Disability Claim

4 (b). This date is the date the agency takes the action to remove the member from payroll. (If the member is going on an occupational benefit and the agency pays them 5 service connected days then it would be 5 days from the last day worked. Nonoccupational and Temporary claims would not be 5 days from when the member last physically worked.)



5. Number of unused sick days remaining: _____
- 6 (a). Employee base rate of pay: \$_____
- (b). Employee work status: Full time Part time
- (c). Employee total rate of pay: \$_____
- (d). Pay frequency: monthly semi-monthly biweekly hourly
- 7 (a). Has the employee filed a claim for Worker's Compensation benefits? Yes No
- (b). Was Worker's Compensation claim denied? Yes No

Please Note

5. For Nonoccupational claims this number needs to be 0
- 6 (a). Rate of pay at the time of leave for this specific leave, not current rate of pay
- 6 (b). Full time or Part time
- 6 (c). Including longevity pay or this will cause a discrepancy
- 6 (d). Monthly, semi-monthly, biweekly, or hourly
- 7 (a). Yes or No
- 7 (b). If the answer if yes, then the member should be applying for Temporary Disability



8 (a). Is there any indication this is a work-related disability? | Yes | No

(b). If yes, was there a 3rd party involved? | Yes | No

9. Are you aware of any official misconduct charges (pending, dismissed, or finalized) against the member, relating to, arising out of, or in connection with their employment with the state of Illinois? | Yes | No

Please Note

8 (a). Yes or No

8 (b). Yes or No

9. This question is asking for felonies at your job against the State of Illinois



2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

Job Duty Statement

Member information

Name (Last, first, middle)

SSN (last 4) or Member ID

Address (Street, City, State, Zip)

Job title (no temporary titles)

To be completed by the member's supervisor.

Please indicate, by using the numbers 0-3 in the grading system below, the average daily job demand of the above named member. If lifting is involved, please indicate if the employee must also carry the object. Also, indicate if the employee would have intermittent rest while performing the demand.

Grading system

0 - Never 1 - Monthly 2 - Weekly 3 - Daily

Please complete section below based on actual job duties employee is required to perform.

1. _____ Working on or with moving machinery (with without intermittent rest)
2. _____ Working on or with moving machinery using foot controls (with without intermittent rest)
3. _____ Driving automotive equipment, including loading & unloading (with without intermittent rest)
4. _____ Driving automotive equipment (with without intermittent rest)
5. _____ Lifting 1-10 lbs (with without carrying) (with without intermittent rest) (with without help available)
6. _____ Lifting 11-25 lbs (with without carrying) (with without intermittent rest) (with without help available)
7. _____ Lifting 26-50 lbs (with without carrying) (with without intermittent rest) (with without help available)
8. _____ Lifting 51-100 lbs (with without carrying) (with without intermittent rest) (with without help available)
9. _____ Pushing and hand trucking (weight _____) (number of times per day _____) (with without intermittent rest)
10. _____ Climbing stairs (with without intermittent rest)
11. _____ Climbing ladders (with without intermittent rest)
12. _____ Walking (with without intermittent rest)
13. _____ Standing (with without intermittent rest)
14. _____ Sitting
15. _____ Running
16. _____ Bending or stooping (with without intermittent rest)
17. _____ Reaching above shoulder level (with without intermittent rest)
18. _____ Use of hands for gross manipulation (grasping, twisting, handling)
19. _____ Use of hands for fine manipulation (typing, good finger dexterity)
20. _____ Wet work- (hands feet)
21. _____ Dust, fumes, gases - (respiratory irritants skin irritants allergic irritants)
22. _____ Use of a weapon
23. _____ Dealing with combative individuals
24. _____ Maintain an appropriate work pace
25. _____ Perform complex or varied tasks
26. _____ Relate to others (co-workers and /or public)
27. _____ Make critical decisions
28. _____ Manage or supervise projects or staff
29. _____ Interact with public or co-workers in written form
30. _____ Other/comments (use back of form if necessary to describe any job demands unique to this employee's duties)

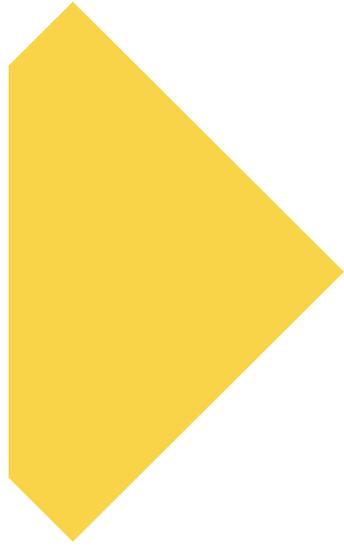
Supervisor signature _____ Date _____

Agency name/address _____ Phone _____



Please complete section below based on actual job duties employee is required to perform.

1. _____ Working on or with moving machinery (with without intermittent rest)
2. _____ Working on or with moving machinery using foot controls (with without intermittent rest)
3. _____ Driving automotive equipment, including loading & unloading (with without intermittent rest)
4. _____ Driving automotive equipment (with without intermittent rest)
5. _____ Lifting 1-10 lbs (with without carrying) (with without intermittent rest) (with without help available)
6. _____ Lifting 11-25 lbs (with without carrying) (with without intermittent rest) (with without help available)
7. _____ Lifting 26-50 lbs (with without carrying) (with without intermittent rest) (with without help available)
8. _____ Lifting 51-100 lbs (with without carrying) (with without intermittent rest) (with without help available)
9. _____ Pushing and hand trucking (weight _____) (number of times per day _____) (with without intermittent rest)
10. _____ Climbing stairs (with without intermittent rest)
11. _____ Climbing ladders (with without intermittent rest)
12. _____ Walking (with without intermittent rest)
13. _____ Standing (with without intermittent rest)
14. _____ Sitting
15. _____ Running
16. _____ Bending or stooping (with without intermittent rest)
17. _____ Reaching above shoulder level (with without intermittent rest)
18. _____ Use of hands for gross manipulation (grasping, twisting, handling)
19. _____ Use of hands for fine manipulation (typing, good finger dexterity)
20. _____ Wet work- (hands feet)
21. _____ Dust, fumes, gases - (respiratory irritants skin irritants allergic irritants)
22. _____ Use of a weapon
23. _____ Dealing with combative individuals
24. _____ Maintain an appropriate work pace
25. _____ Perform complex or varied tasks
26. _____ Relate to others (co-workers and /or public)
27. _____ Make critical decisions
28. _____ Manage or supervise projects or staff
29. _____ Interact with public or co-workers in written form
30. _____ Other/comments (use back of form if necessary to describe any job demands unique to this employee's duties)





2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62704-9255

217-785-7444
Email: sers@srs.illinois.gov

Claim Notification (Disability)

Member information

Name *(Last, first, middle)*

Address *(Street, City, State, Zip)*

Email address

Agency information

Agency name

Retirement Coordinator (RC) signature

Date

SSN *(last 4)* or Member ID

Phone number

(H)

(W)

(C)

RC phone number

Member Tier

Tier 1 Tier 2

Claim information

If employee had WC claim denied OR if TTD benefits stopped. Complete section below for temporary disability only.

Nonoccupational disability

Date last worked _____

Date leave of absence begins _____

Maternity? Yes No

Occupational disability

Date of accident _____

Date removed from payroll _____

Temporary disability *(if WC claim denied or TTD ended)*

Date last worked _____

Date last paid _____

Did employee have WC claim denied? Yes No

Did TTD payments stop? Yes No

Comments:





2101 South Veterans Parkway
P.O. Box 19255
Springfield, IL 62794-9255

217-785-7444
Email: sers@srs.illinois.gov

Claim Notification (Disability)

Member information

Name *(Last, first, middle)*

Address *(Street, City, State, Zip)*

Email address

Agency information

Agency name

Retirement Coordinator (RC) signature

Date

SSN *(last 4)* or Member ID

Phone number

(H)

(W)

(C)

RC phone number

Member Tier

Tier 1 Tier 2





Claim information

If employee had WC claim denied OR if TTD benefits stopped. Complete section below for temporary disability only.

Nonoccupational disability

Date last worked _____

Maternity? Yes No

Date leave of absence begins _____

Occupational disability

Date of accident _____

Date removed from payroll _____

Temporary disability *(if WC claim denied or TTD ended)*

Date last worked _____

Date last paid _____

Did employee have WC claim denied? Yes No

Did TTD payments stop? Yes No

Comments:



Please Note

In Regards to Disability Claims

- Your agency should never put a member back on payroll when they are on a disability benefit
- Returning to payroll is not the same as physically returning to work.

Leaving SERS/ Termination Refund



Leaving SERS/Termination Refund

When a member resigns, is discharged, dismissed, or laid-off from state employment, they may choose to withdraw their contributions or leave them in SERS. The member must be off the payroll for 14 days to be eligible for a refund of their contributions.

If the member leaves their contributions in SERS

- A member with at least eight years of service credit will qualify for a monthly benefit upon reaching retirement age.
- A member with at least one year of service credit but less than eight years of SERS service credit may be eligible for a SERS monthly benefit upon reaching retirement age if they have service credit in another reciprocal system; but the combined service credit under the reciprocal systems must meet each system's minimum service credit requirements.

Leaving SERS/Termination Refund



If the member has their contributions refunded

- The member will receive no interest on their contributions.
- They will forfeit all rights to future benefits.

May 17, 2022

Re:
Member ID:
Payroll Code:

TERMINATION REFUND AGENCY CERTIFICATION

TO BE COMPLETED ONCE ALL FINAL AGENCY PAYROLL TRANSACTIONS ARE POSTED

The above member applied for a refund of all contributions made to their retirement account. Please complete and return this form once all payroll transactions are finalized with your agency.

1. Reason for Separation from service (check one only). Resignation Discharge Dismissal Layoff

2. Date of Separation _____.

3. Payroll period **FINAL** SERS contributions or employer pickup of employee retirement contributions were paid.

From _____ Through _____

4. If dates in No. 2 and No. 3 do not match, explain: _____

5. Do any member contributions remain outstanding to your agency as of the separation date? Yes No
If yes, how will your agency collect the funds:

Payroll Reversal. Complete Form 1210 and provide details of when reversal will be completed:

Payroll period: _____ Reversal Amount: _____

Payroll period: _____ Reversal Amount: _____

Involuntary Withholding. Must be filed with IOC in IDROP.

Order Number: _____ Date Filed: _____ Gross Amount: _____

Coordinator/Authorized Designee Signature: _____

Telephone Number: _____ Signature Date: _____

1. Reason for Separation from service (check one only). Resignation Discharge Dismissal Layoff

2. Date of Separation _____.

3. Payroll period **FINAL** SERS contributions or employer pickup of employee retirement contributions were paid.

From _____ Through _____

4. If dates in No. 2 and No. 3 do not match, explain: _____

5. Do any **member contributions** remain outstanding to your agency as of the separation date? Yes No

If yes, how will your agency collect the funds:

Payroll Reversal. Complete **Form 1210** and provide details of when reversal will be completed:

Payroll period: _____ Reversal Amount: _____

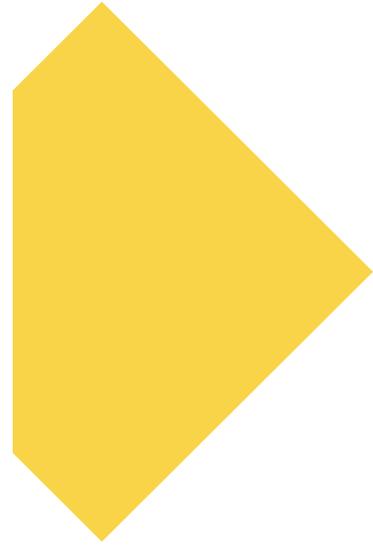
Payroll period: _____ Reversal Amount: _____

Involuntary Withholding. Must be filed with IOC in IDROP.

Order Number: _____ Date Filed: _____ Gross Amount: _____

Coordinator/Authorized Designee Signature: _____

Telephone Number: _____ Signature Date: _____





Returning to SERS



Returning to SERS

Returning to Work After Retiring

- If you return to state employment on a permanent basis after retirement, you should notify SERS immediately.
- There are two methods of returning to state employment that may affect the continuation of your SERS pension: contractual and non-permanent.

Returning to SERS

Reciprocity

- If you receive a pension from more than one Illinois public retirement system which participates in the Retirement Systems' Reciprocal Act, you must notify each retirement system.
- Each reciprocal retirement system has specific rules to determine if retirees are eligible to receive pension benefits during reemployment.

Returning to SERS



Reciprocity

Tier 1 retirees receiving a proportional annuity from another reciprocal retirement system that return to service under that system will have the proportional annuities payable from that System and SERS suspended for the duration of that service.

Tier 2 retirees who return to work with a system that participates in the Retirement Systems' Reciprocal Act will have their pension suspended even if the retiree did not retire reciprocally.

Returning to SERS

Contractual Employment

Tier 1

If you return to State employment on a contractual basis after retiring and were not a participant in the 2002-2003 Early Retirement Incentive (ERI) program or if you return to employment in the private sector, your SERS benefit will not be affected. Early Retirement Incentive participants from 2002-03 are not allowed to return to work on a contractual basis.

Tier 2

If you return to State employment as a contractor with the employer from which you retired, your benefit shall be suspended.

Returning to SERS

Non-Permanent Reemployment

- If your employment with the state will last for 75 or less working days (any part of a day is counted as a full day), you will continue to receive your pension payment.
- During your employment, you make no contributions to SERS, but you must contribute to Social Security.
- If you work more than 75 working days, your pension benefit will end on the 76th day and you will resume contributing to SERS.
- 75-day employment requires certification to be submitted to SERS.

Returning to SERS

Permanent Reemployment

- If you are reemployed by the state on a permanent basis, you won't be eligible for pension benefits while working. You will make contributions to both SERS and Social Security during your employment and earn additional service credit.
- After you again retire from state employment, you must reapply for a pension. Your new pension amount will be the benefit earned before reemployment, plus the pension amount earned during reemployment.
- If you re-enter state service within three years after retiring, you may qualify to have your new retirement benefit computed as though you never retired. To qualify, you must repay all of the pension benefits you received, plus interest.
- The repayment may be made in a lump sum, by installments paid within five years after your reemployment, or before your next retirement date, whichever is first.

Returning to SERS

Returning to Work After Receiving a Refund

If you return to state employment after receiving a refund, you may repay your refunded contributions with interest and have your previous service credit restored after you complete at least two years of credited service subsequent to the date of the refund.

Credited service from other public retirement systems under the Reciprocal Act can also be used to meet the two year requirement.

Reporting Returned to Work Retirees

Select the “Returned to Work Retirees” category

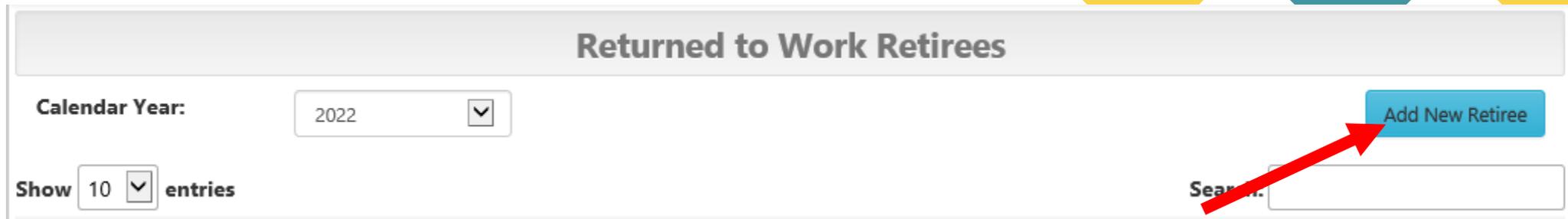
Employer Dashboard

- You have **3** **Notifications** **3** Unread
- You have **31** **Payroll Deductions** **19** Payroll Setup **3** Lump Sum Setup **8** Upcoming Payoff **1** Payment Completed
- You have **231** **Employer Statements** **69** Pending **162** Completed
- You have **0** **Incorrect Payroll Deductions** **0** Pending **0** Completed **i**
- You have **551** **Service Purchase Estimate Requests** **359** New **28** Pending **164** Completed **i**
- You have **312** **Tier Determination Requests** **3** Pending **309** Completed **i**
- You have **21** **2023 Returned to Work Retirees** **13** Current **8** Overdue
- You have **307** **Employees on Disability** **207** Reported back to work

A red arrow points to the '2023 Returned to Work Retirees' category.

Reporting Returned to Work Retirees

Select “Add New Retiree”

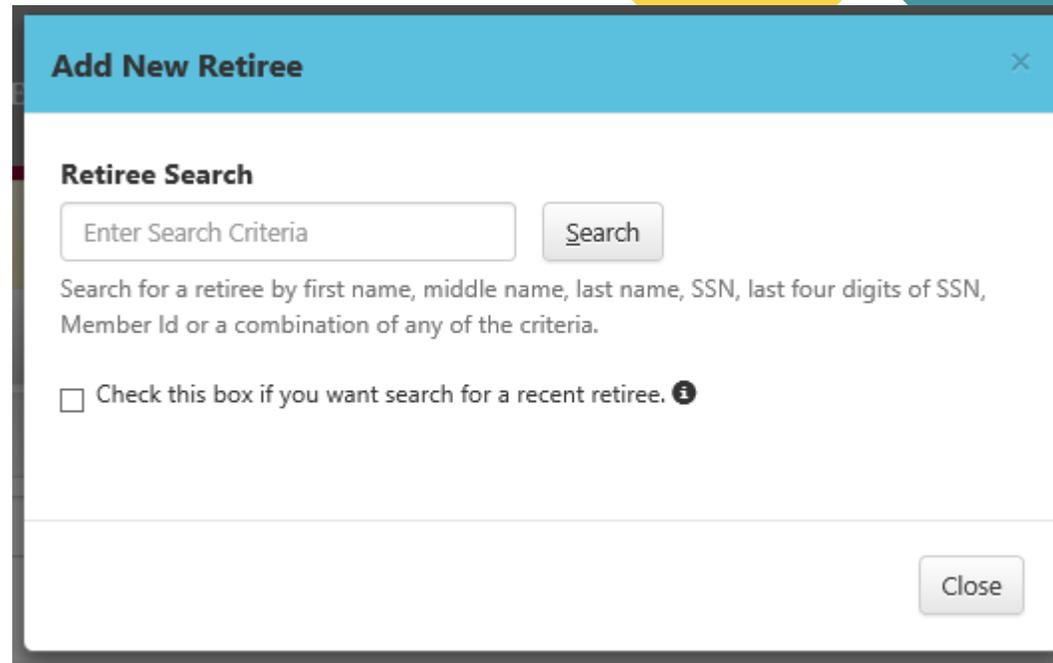


The screenshot shows a web interface for managing 'Returned to Work Retirees'. At the top, there is a header bar with the title 'Returned to Work Retirees'. Below the header, there are several controls: a 'Calendar Year:' dropdown menu currently set to '2022', a 'Show 10 entries' dropdown menu, and a search bar labeled 'Search:'. On the right side of the interface, there is a blue button labeled 'Add New Retiree'. A red arrow points from the bottom left towards this button, highlighting it as the target for the instruction.

Reporting Returned to Work Retirees

Find the retiree using the search box

Select "Add"

A screenshot of a software dialog box titled 'Add New Retiree'. The dialog has a blue header bar with a close button (X) in the top right corner. Below the header, there is a section titled 'Retiree Search' containing a text input field labeled 'Enter Search Criteria' and a 'Search' button. Below the search field, there is a line of text: 'Search for a retiree by first name, middle name, last name, SSN, last four digits of SSN, Member Id or a combination of any of the criteria.' Below this text is a checkbox with the label 'Check this box if you want search for a recent retiree.' followed by an information icon (i). At the bottom right of the dialog, there is a 'Close' button.



Returned to Work Retirees

Do I need to continue submitting Form #3904 - Report of Retiree Non-Permanent Employment?

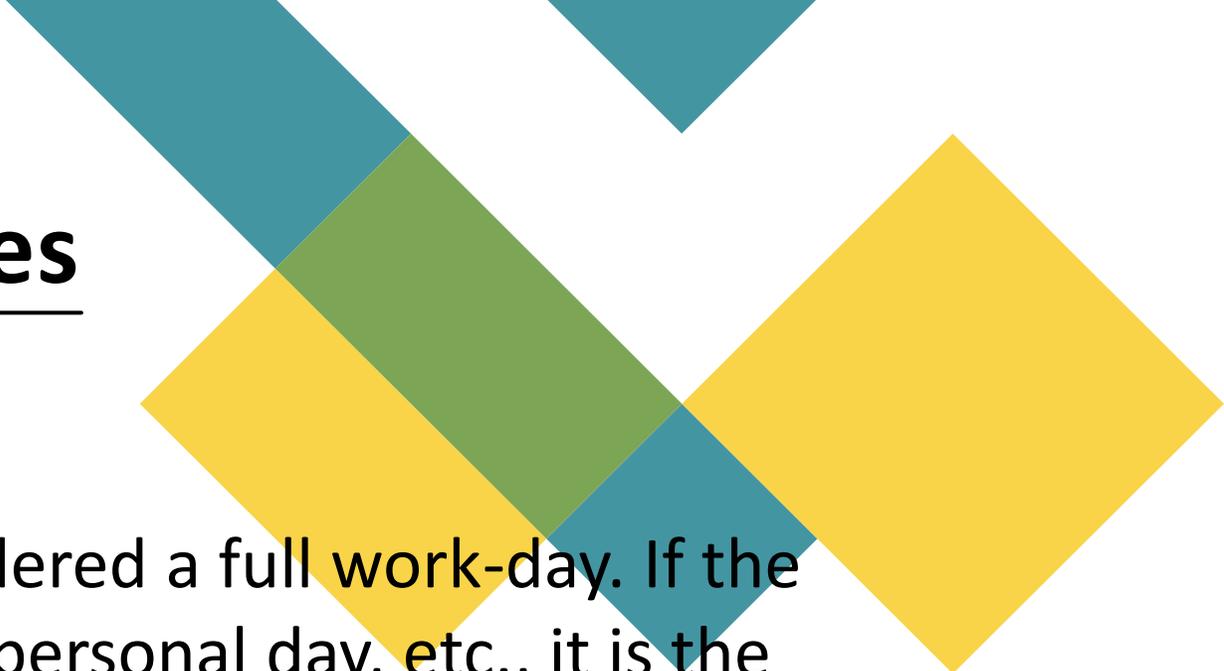
No, all Retirees employed in a nonpermanent position need to be reported under the Returned to Work Retirees Task. At the end of each payroll period, the dates the Retiree worked should be entered and certified. Each payroll period needs to be certified. You can certify all remaining payroll periods as final once the Retiree has completed their contract with the Agency. All Retirees, Reported Days Worked, and Certifications need to be submitted by February 15 of the following year.



Returned to Work Retirees

Do I need to continue submitting Form #3905 - Certification of Retiree Return to State Employment?

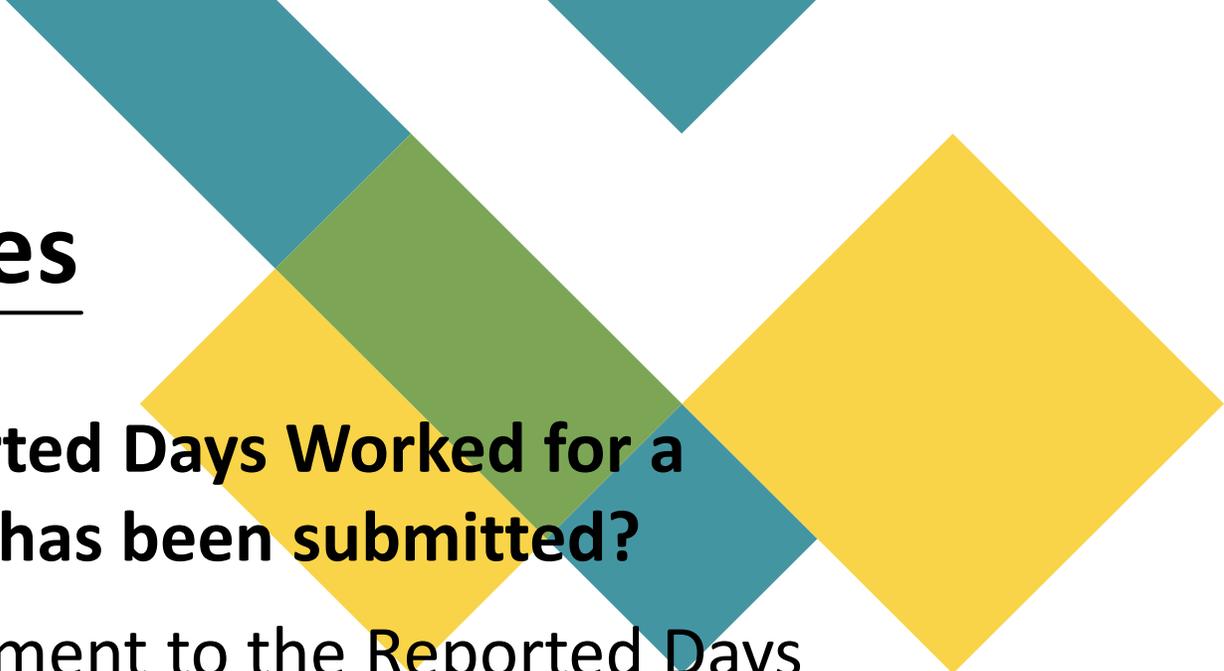
No, Form #3905 – Certification of Retiree Return to State Employment is no longer required. All Retirees employed in a nonpermanent position will have access to the information reported by each Agency online on the SRS Member Services Website. Retirees are encouraged to register online with the SRS Member Services website so they can view, verify, and track their total number of days worked for a Calendar Year.



Returned to Work Retirees

What days should be reported?

Any fraction of a day worked is considered a full work-day. If the Retiree is paid for a holiday, sick day, personal day, etc., it is the same as if the day was worked and must be reported.



Returned to Work Retirees

Can I make a correction to the Reported Days Worked for a payroll period after the certification has been submitted?

Yes, you are allowed to add an adjustment to the Reported Days Worked and recertify until February 15th of the following year. After February 15th, you will not be able to modify any of the data entered for the previous calendar year.



Returned to Work Retirees

What happens if a Retiree exceeds the 75-day limit?

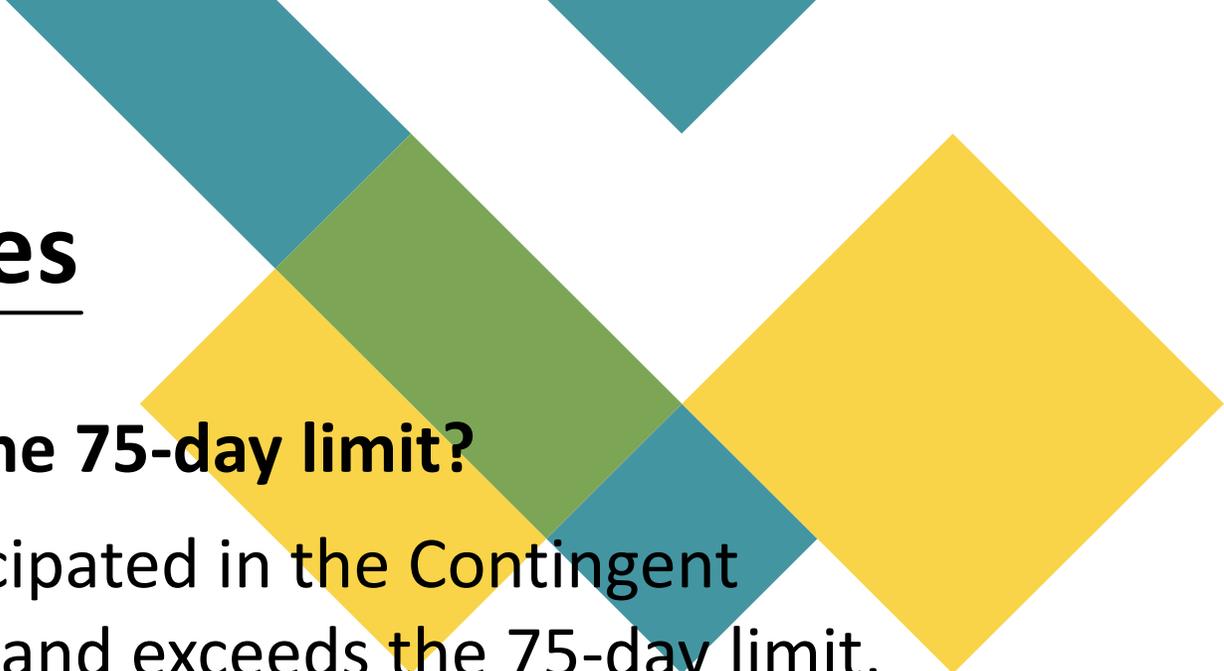
When a retired nonpermanent employee exceeds 75 working days during a calendar year the SERS pension is suspended, and their employment status must be changed to permanent. Reciprocal system pensions are also suspended.

The permanent status is effective the first pay period following the date the employee completed 75 working days in a calendar year and SERS retirement contributions must be deducted from salary.

Returned to Work Retirees

What happens if a Retiree exceeds the 75 day limit?

If the nonpermanent employee participated in any Alternative Retirement Cancellation Payment (ARCP) buyout and exceeds the 75-day limit, or returns to full time employment, the employee is required to repay to SERS the ARCP portion of their buyout within 60 days of the return-to-work date. Reciprocal system pensions are also terminated. Retirement deductions must be made from their salary for SERS effective the first pay period following the date they complete 75 working days.



Returned to Work Retirees

What happens if a Retiree exceeds the 75-day limit?

If the nonpermanent employee participated in the Contingent Lump Sum Incentive Program (CLSIP) and exceeds the 75-day limit, or returns to full time employment, the employee is required to repay to Central Management Services the full amount of the incentive, including any amounts withheld for taxes, etc. The employing agency should contact Central Management Services' Personnel for clarification of employment restrictions.



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 service.



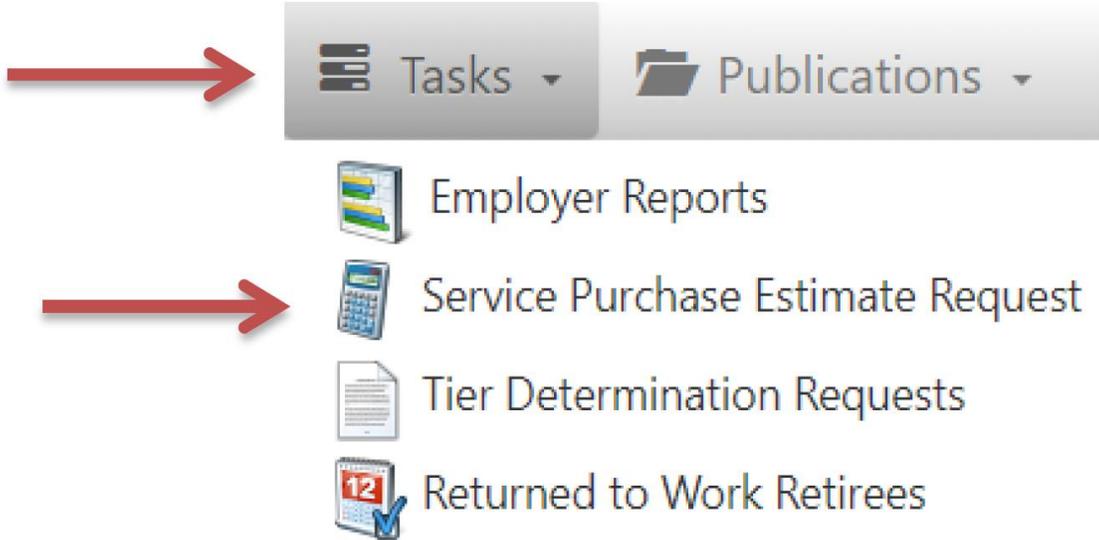
Optional Service Purchases

- 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 or under Tasks from the main menu.



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

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.

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](#)

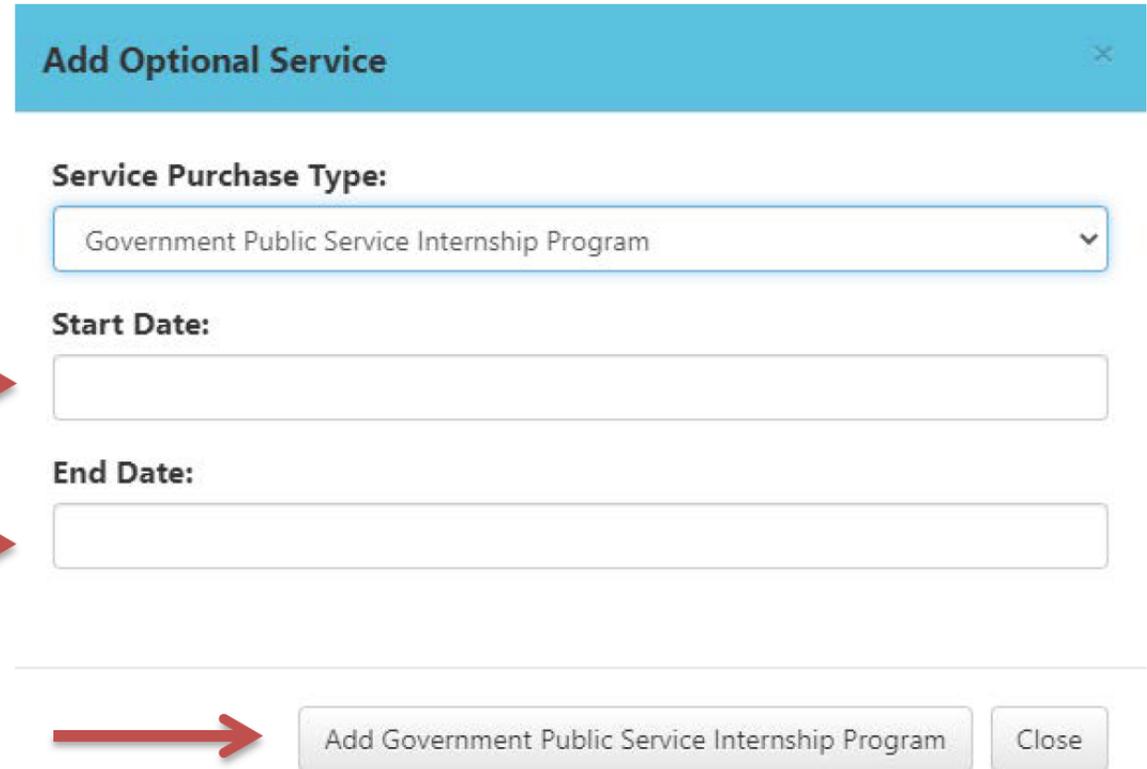
Red arrows in the image point to the 'Add Optional Service' button in the table header, the 'Planned Retirement Date' field, the 'Add Optional Service' button in the table header, and the 'Save' button.

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:
Government Public Service Internship Program ▼

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:

Add Military Service Close

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] []

End Date: []

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="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.

The screenshot shows the 'Service Purchase Estimate Requests' interface. A green message bar at the top states: 'Request has been submitted! This request can still be revised until it is under review process.' A red arrow points to this message. Below the message is a 'RETURN TO ESTIMATE REQUEST LISTING' link. The 'Planned Retirement Date' is set to '1/1/2040', with a red arrow pointing to a tooltip that says 'This request can still be revised until it is under review process.' To the right, the 'Request Status' is 'Submitted For Review'. The main section is titled 'REQUEST TO ESTABLISH OPTIONAL SERVICE CREDITS' and includes a table of service credits. Below the table is a 'REVIEW AND SUBMIT' section with a disclaimer and 'Save' and 'Submit Revised Request' buttons. A red arrow points to the 'Submit Revised Request' button.

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

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: 1/1/2040

→

This request is locked and can no longer be editable.

→

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



Payroll Deductions



Payroll Deductions

The Payroll Deductions module provides you the ability to view and track payroll deductions for your employees. It can be accessed through the Employer Dashboard or under Tasks from the main menu.

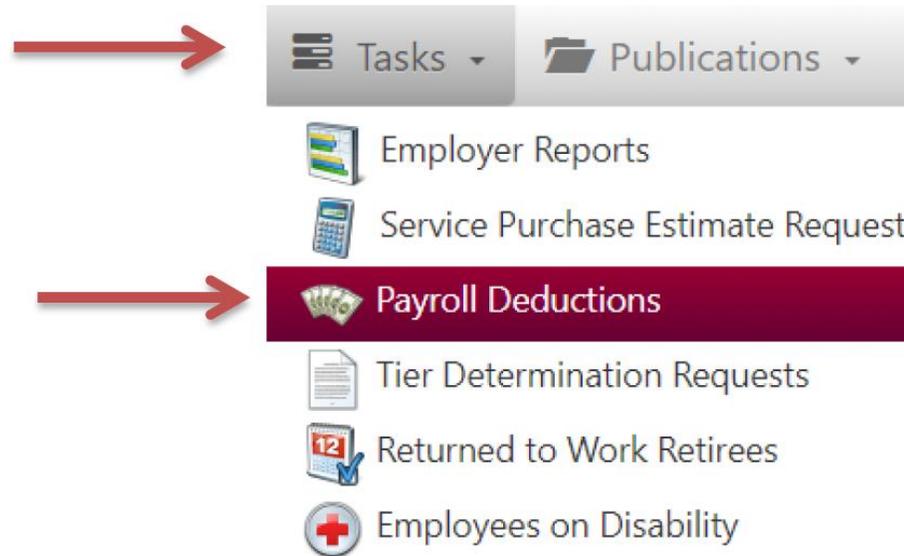


Figure 1: Payroll Deduction link under Tasks

Payroll Deduction List

As an employer, you will be notified by email if your employee requires payroll deductions. You can access the payroll deduction listing and track payroll deduction progress on Member Services website.

The Payroll Deduction List is separated by four tabs: Installment Setup, Lump Sum Setup, Upcoming Payoff and Payment Completed.



Payroll Deductions

INSTALLMENT SETUP | LUMP SUM SETUP ⓘ | UPCOMING PAYOFF | PAYMENT COMPLETED

Show 10 entries Search:

MEMBER NAME	SSN	EIN	PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
State Police, Illinois	XXX-XX-1234		Pre-Tax	12/1/2021	\$1,162.31	<input type="checkbox"/>

Payroll Deduction List

- **Installment Setup** tab displays receivables that need payroll deduction setup.
- **Lump Sum Setup** tab displays receivables that need lump sum sick and vacation payout deduction setup.
- **Upcoming Payoff** tab displays receivables that are going to pay off in 60 days.
- **Payment Completed** tab displays receivables that have been paid off and require payroll deduction stop.



Payroll Deductions

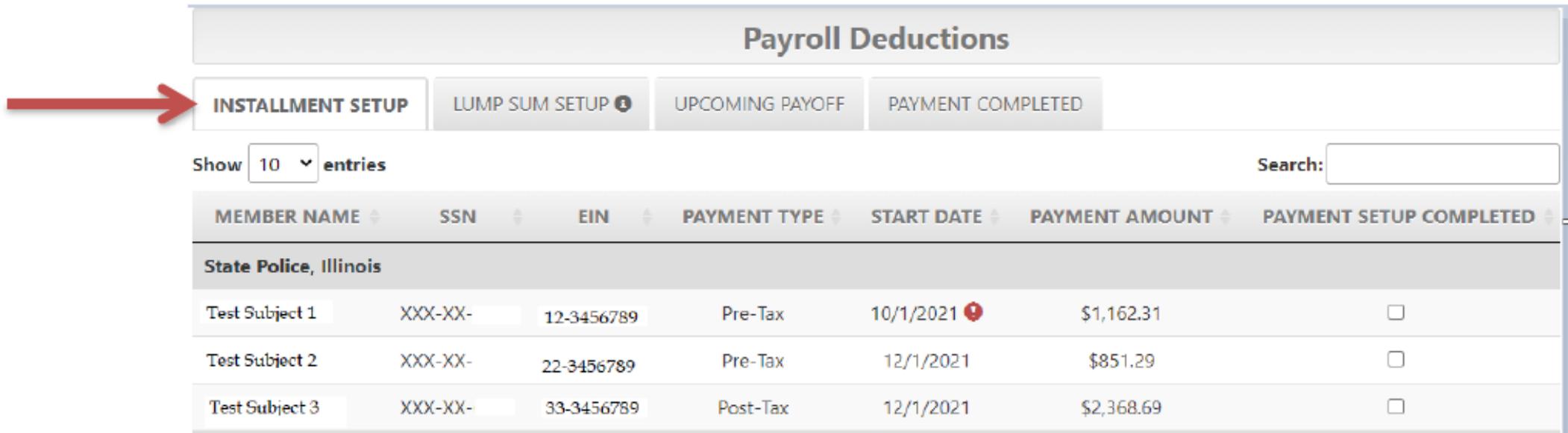
INSTALLMENT SETUP | LUMP SUM SETUP ⓘ | UPCOMING PAYOFF | PAYMENT COMPLETED

Show 10 entries Search:

MEMBER NAME	SSN	EIN	PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
State Police, Illinois	XXX-XX-1234		Pre-Tax	12/1/2021	\$1,162.31	<input type="checkbox"/>

Installment Setup

You can access the Installment Setup List by selecting Installment Setup tab. The Installment Setup List displays a list of employees whose receivables require payroll deduction setup. The list will display the member's name, redacted SSN, EIN, Payment Type (Post-Tax or Pre-Tax), Start Date and Payment Amount that you have to setup for your employees.



The screenshot shows the 'Payroll Deductions' interface. A red arrow points to the 'INSTALLMENT SETUP' tab, which is highlighted. Other tabs include 'LUMP SUM SETUP', 'UPCOMING PAYOFF', and 'PAYMENT COMPLETED'. Below the tabs, there is a 'Show 10 entries' dropdown and a search box. The main table lists three test subjects with their respective details.

MEMBER NAME	SSN	EIN	PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
State Police, Illinois						
Test Subject 1	XXX-XX-	12-3456789	Pre-Tax	10/1/2021	\$1,162.31	<input type="checkbox"/>
Test Subject 2	XXX-XX-	22-3456789	Pre-Tax	12/1/2021	\$851.29	<input type="checkbox"/>
Test Subject 3	XXX-XX-	33-3456789	Post-Tax	12/1/2021	\$2,368.69	<input type="checkbox"/>

Installment Setup Warning

The Installment Setup List will display a red warning icon next to the Start Date if the Installment Setup is past due for the employee. Don't be alarmed if you have already setup the payroll deductions but see the red warning icon. It may take Accounting up to two weeks to post the payments. The employee should drop off from the list the next pay period. However, if you haven't setup the payroll deductions, the employee will remain on the list until the first payment is received and posted by SRS.

PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYM
Post-Tax →	10/1/2021 !		
Pre-Tax	12/1/2021	\$657.97	

Payroll deduction setup is overdue. Please setup this member's payroll deduction.

Installment Setup Tracking

The Installment Setup List provides a way for you to keep track of Installment Setup progress for your employees. You can indicate that you have completed the setup by checking the box under Payment Setup Completed column. Once you do that, a tooltip will show you when the setup is completed and who completed the setup. This is especially useful for larger agencies that have multiple payroll coordinators managing the Installment Setup List.

START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
10/1/2021 	\$544.97	 <input checked="" type="checkbox"/> 
12/1/2021	\$657.97	<input type="checkbox"/>

Payment Setup Completed by
[redacted]
on 10/6/2021.

Lump Sum Setup List

You can access the Lump Sum Setup List by selecting Lump Sum Setup tab. The Lump Sum Setup List displays a list of employees whose receivables require lump sum sick and vacation payout deduction setup. The list will display the member's name, redacted SSN, EIN, Payment Type (Post-Tax or Pre-Tax), Start Date and Payment Amount that you have to setup for your employees.



Payroll Deductions						
LUMP SUM SETUP		UPCOMING PAYOFF		PAYMENT COMPLETED		
Show	10	entries		Search:		
MEMBER NAME	SSN	EIN	PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
State Police, Illinois						
Test Subject 1	XXX-XX-	12-3456789	Pre-Tax	9/30/2021	\$15,190.17	<input type="checkbox"/>
Test Subject 2	XXX-XX-	22-3456789	Pre-Tax	3/31/2022	\$5,205.78	<input type="checkbox"/>

Lump Sum Setup Warning

The Lump Sum Setup List will display a red warning icon next to the Start Date if the Lump Sum Setup is past due for the employee. Don't be alarmed if you have already setup the deduction but see the red warning icon. It may take Accounting up to two weeks to post the payments. The employee should drop off from the list the next pay period. However, if you haven't setup the deduction, the employee will remain on the list until the payment is received and posted by SRS.

PAYMENT TYPE	START DATE	PAYMENT AMOUNT	PAY
Pre-Tax	9/30/2021 		
Pre-Tax	3/31/2022	\$5,205.78	

Lump Sum Sick and Vacation setup is overdue. Please setup this member's deduction.

Lump Sum Setup Tracking

The Lump Sum Setup List provides a way for you to keep track of Lump Sum Setup progress for your employees. You can indicate that you have completed the setup by checking the box under Payment Setup Completed column. Once you do that, a tooltip will show you when the setup is completed and who completed the setup. This is especially useful for larger agencies that have multiple payroll coordinators managing the Lump Sum Setup List.

START DATE	PAYMENT AMOUNT	PAYMENT SETUP COMPLETED
9/30/2021 	\$15,190.17	 <input checked="" type="checkbox"/> 
3/31/2022	\$5,205.78	<input type="checkbox"/>

Lump Sum Sick and Vacation Setup Completed by
Completed by
on 11/1/2021.

Upcoming Payoff List

You can access the Upcoming Payoff List by selecting Upcoming Payoff tab. The Upcoming Payoff List displays a list of employees whose receivables are going to pay off within 60 days. The list will display member's name, redacted SSN, EIN, Payment Type (Post-Tax or Pre-Tax), Payoff Date and Final Payment Amount. You may need to make a payroll deduction adjustment on your employees' final payment.

Payroll Deductions

PAYMENT GROUP | **UPCOMING PAYOFF** | PAYMENT COMPLETED

Show entries Search:

MEMBER NAME	SSN	EIN	PAYMENT TYPE	PAYOFF DATE	FINAL PAYMENT	ADJUSTMENT COMPLETED
State Police, Illinois						
Test Subject	XXX-XX-1234	12-3456789	Post-Tax	11/30/2021	\$219.56	<input type="checkbox"/>

Showing 1 to 1 of 1 entries Previous Next

Upcoming Payoff Warning

The Upcoming Payoff List will display a yellow warning icon next to the Final Payment if the employee is missing more than two payments.

PAYMENT TYPE	PAYOFF DATE	FINAL PAYMENT	ADJUSTMENT COM
Post-Tax	11/30/2021	\$219.56 	

Final payment does not pay amount due in full, Please review member's payroll deduction total.

Previous 1

Upcoming Payoff Tracking

The Upcoming Payoff List provides a way for you to keep track of payment adjustment progress for your employees. You can indicate that you have completed final payment adjustment by checking the box under Adjustment Completed column. Once you do that, a tooltip will show you when the adjustment is completed and who completed the adjustment. This is especially useful for larger agencies that have multiple payroll coordinators managing the Upcoming Payoff List.

FINAL PAYMENT	ADJUSTMENT COMPLETED
\$219.56 !	<input checked="" type="checkbox"/> ⓘ

Previous

Final Payment Adjustment Completed by [redacted] on 10/6/2021.

Payment Completed List

The Payment Completed List displays a list of employees whose receivables have been paid off and the payroll deduction will need to stop. The list will display the member's name, redacted SSN, EIN, Payment Type (Post-Tax or Pre-Tax), and Payoff Date.

Payroll Deductions						
PAYMENT SETUP	UPCOMING PAYOFF	PAYMENT COMPLETED				
MEMBER NAME	SSN	EIN	PAYMENT TYPE	PAYOFF DATE	STOP PAYMENT COMPLETED	
State Police, Illinois						
Test Subject	XXX-XX-1234	12-3456789	Post-Tax	11/30/2021	<input type="checkbox"/>	

Showing 1 to 1 of 1 entries

Previous **1** Next

Payment Completed Warning

The Payment Completed List will display a red warning icon next to the Payoff Date if the employee has paid in full and has past the payoff date. Don't be alarmed if you have already stopped the payroll deduction for the employee but see the red warning icon. It may take Accounting up to two weeks to post the payments. The employee should drop off from the list the next pay period. However, if you haven't stopped the payroll deductions, please ensure you do that as soon as possible to avoid over payment.

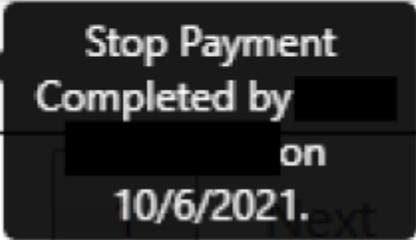
PAYMENT TYPE	PAYOFF DATE	STOP PAYMENT COMPLETED
Post-Tax	9/30/2021 	<input type="checkbox"/>

Member's amount due is paid in full. Please stop payroll deductions for this member.

Previous 1 Next

Payment Completed Tracking

The Payment Completed List provides a way for you to keep track of stop payment progress for your employees. You can indicate that you have completed stop payment by checking the box under Stop Payment Completed column. Once you do that, a tooltip will show you when the stop payment is completed and who completed the stop payment. This is especially useful for larger agencies that have multiple payroll coordinators managing the Payment Completed List.

PAYOFF DATE	STOP PAYMENT COMPLETED
9/30/2021 	 <input checked="" type="checkbox"/> 
	Previous  Next



Employer Statement Instructions (3900/1404)



Connecting to 

Sign in with your account to access SRS Employer Website



Sign In

Username

 This field cannot be left blank

Keep me signed in

Next

[Unlock account?](#)

[Help](#)



Login to Employer Services.

Employer Dashboard

 You have **3 Notifications** **3** Unread

 You have **31 Payroll Deductions** **19** Payroll Setup **3** Lump Sum Setup **8** Upcoming Payoff **1** Payment Completed

 You have **231 Employer Statements** **69** Pending **162** Completed 

 You have **0 Incorrect Payroll Deductions** **0** Pending **0** Completed 

 You have **551 Service Purchase Estimate Requests** **359** New **28** Pending **164** Completed 

 You have **312 Tier Determination Requests** **3** Pending **309** Completed 

 You have **21 2023 Returned to Work Retirees** **13** Current **8** Overdue

 You have **396 Employees on Disability** **207** Reported back to work

Either click “Employer Statements” or

- Employer Statements
- Employer Reports
- Service Purchase Estimate Request
- Manage Web Employer Users
- Military Differential Members
- Incorrect Payroll Deductions
- Payroll Deductions
- Tier Determination Requests
- Returned to Work Retirees
- Employees on Disability



Notifications: You have 3

Payroll: You have 31

Employment: You have 231

Incorrect: You have 0

Service: You have 551

Tier De: You have 312

2023 Returned to Work Retirees: You have 21 (13 Current, 8 Overdue)

Employees on Disability: You have 396 (207 Reported back to work)

Setup: 8 Upcoming Payoff: 1 Payment Completed

Pending: 164 Completed

Navigate to Tasks/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
[blurred]	[blurred]	Pension	11/1/2023	29-183	Pre-Tax	Yock Tan	11/28/2023
[blurred]	[blurred]	Pension	11/1/2023	29-180	Pre-Tax	Nancy George	11/28/2023
[blurred]	[blurred]	Pension	12/1/2023	29-169	Pre-Tax	Jawni Watters	11/22/2023
[blurred]	[blurred]	Pension	12/1/2023	29-175	Pre-Tax	Amelia West	11/22/2023
[blurred]	[blurred]	Pension	12/1/2023	29-104	Pre-Tax	Austin Schmitz	11/27/2023
[blurred]	[blurred]	Pension	1/1/2024				
[blurred]	[blurred]	Pension	1/1/2024				
[blurred]	[blurred]	Pension	12/1/2023				
[blurred]	[blurred]	Pension	1/1/2024				
[blurred]	[blurred]	Pension	12/1/2023				

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

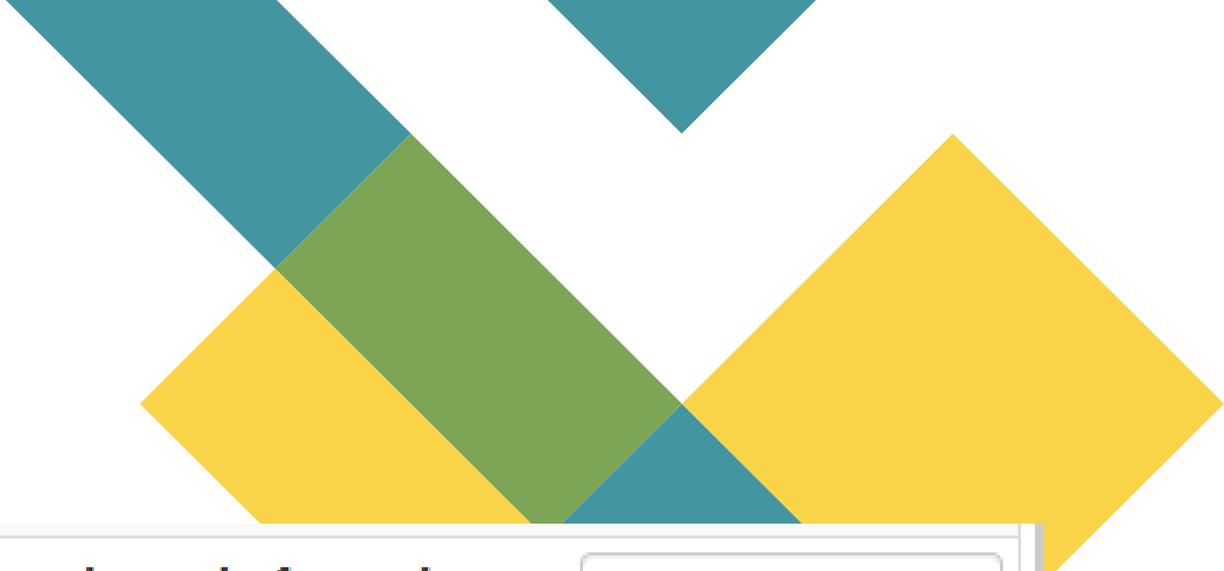
« October 2023 »

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



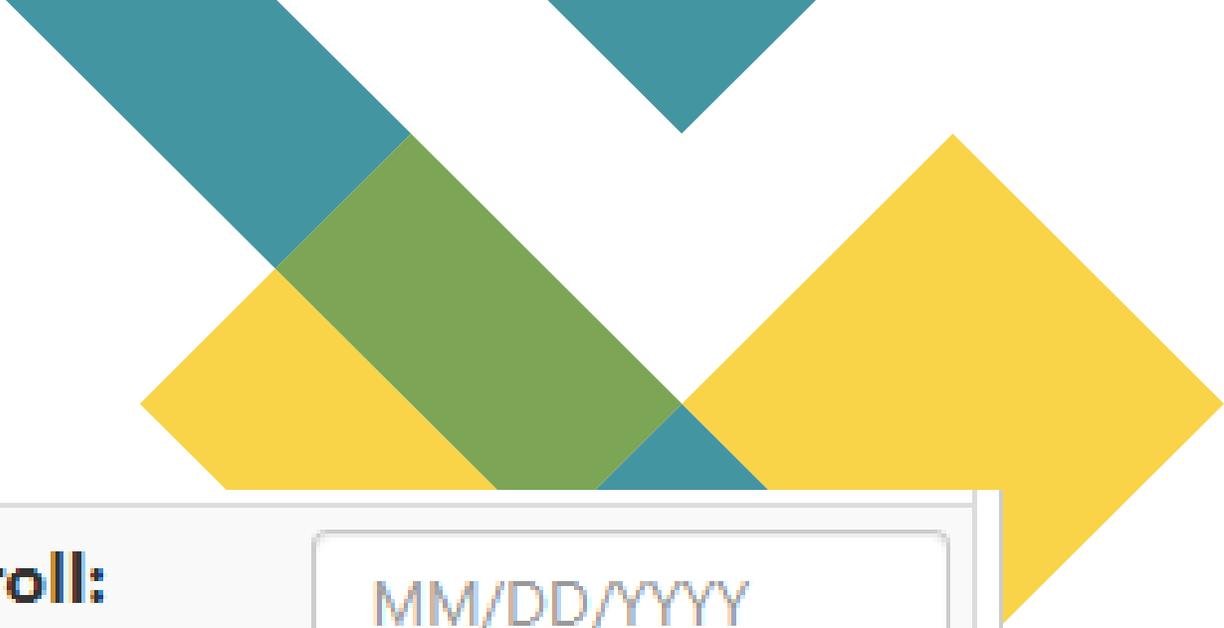
Last day employee physically worked: Input the last date the employee was present and worked.



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

MM/DD/YYYY

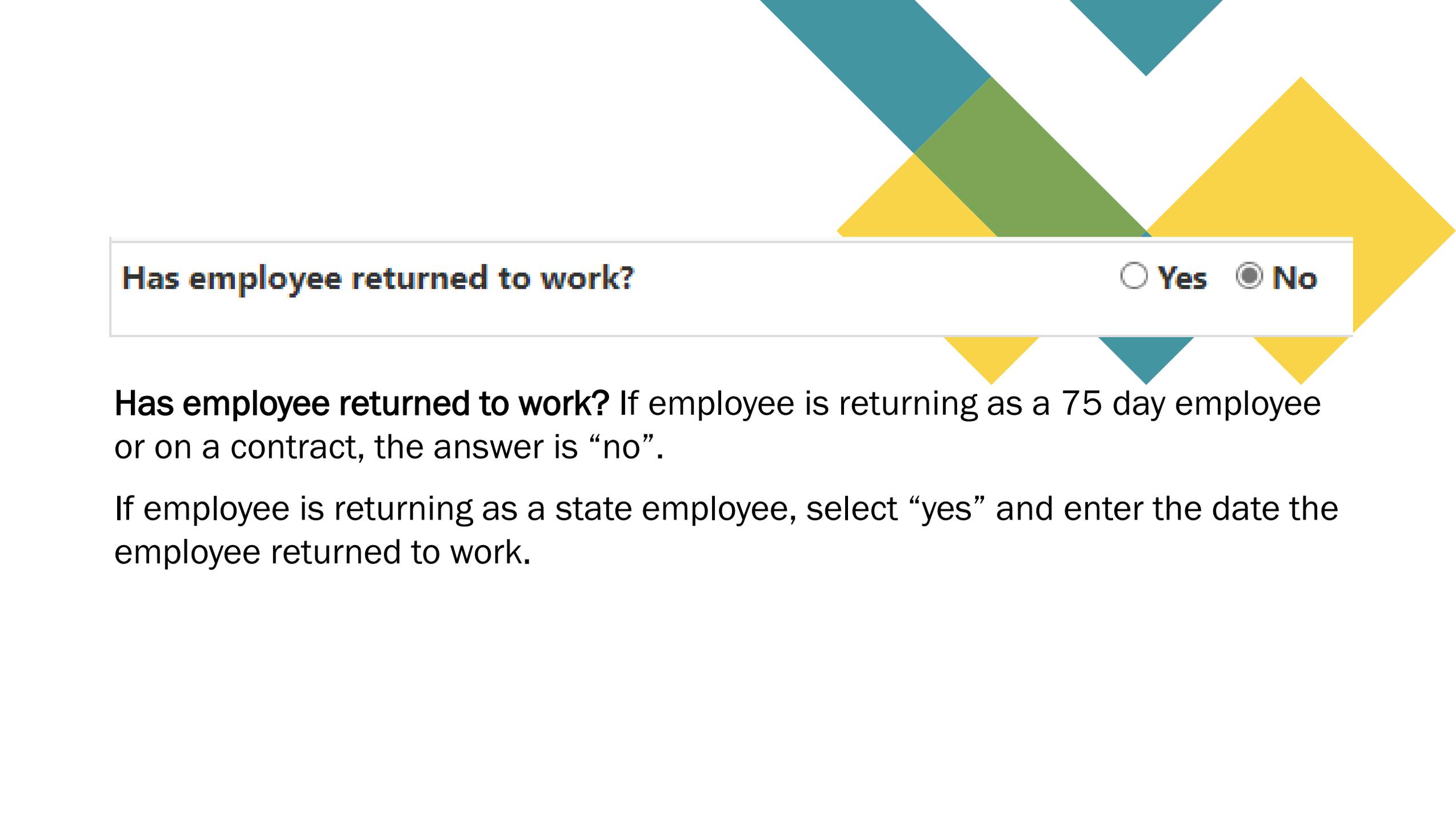
Last pay period employee due wages, either the 15th or the end of the month:
Indicate the last day of the pay period employee was paid



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.

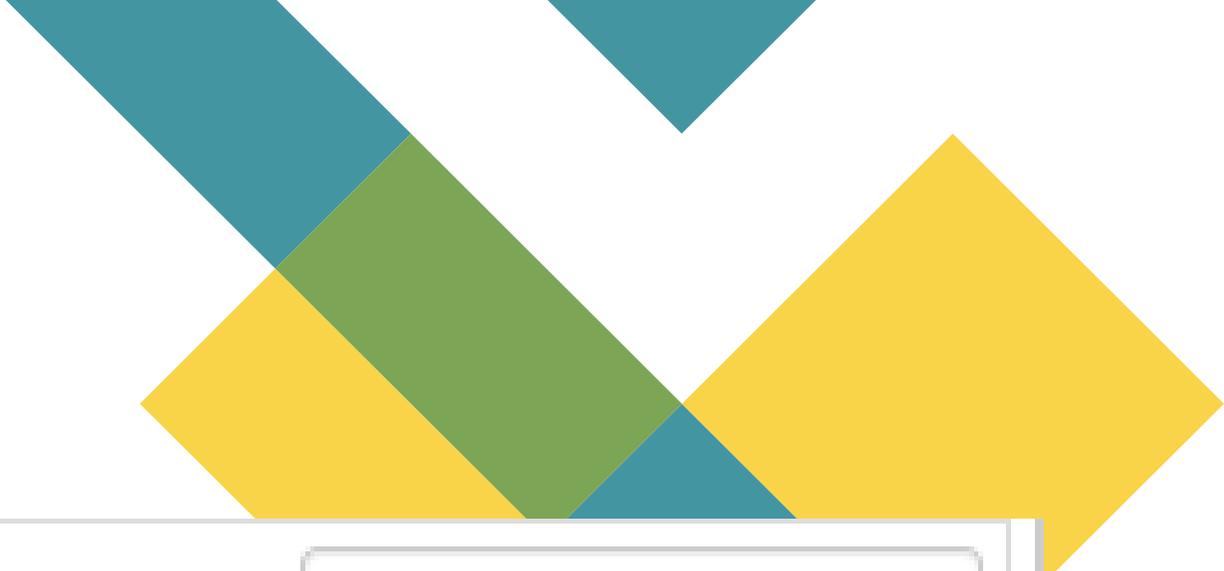


Has employee returned to work?

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-
Total unused sick days earned after December 31,	Discharge/Dismissal
Total unused sick days earned after December 31,	Layoff
Total unused sick days earned after December 31,	Medical Leave of Absence
Total unused sick days earned after December 31,	No Leave Granted
Total unused sick days earned after December 31,	Resignation
Total unused sick days earned after December 31,	Service Connected Leave

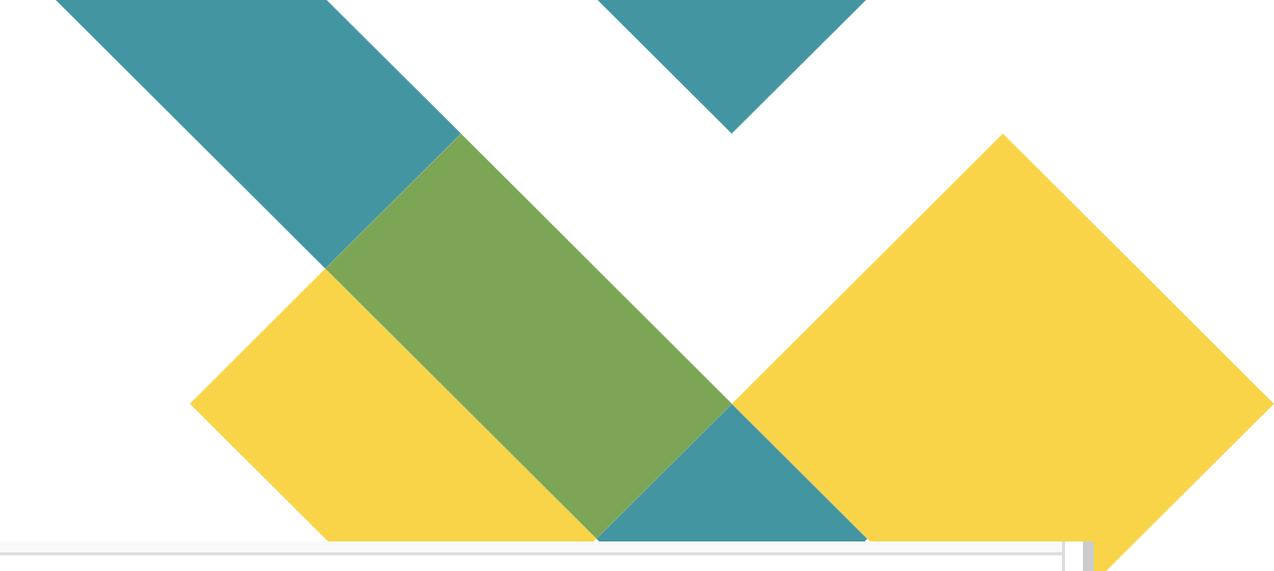
Reason for removal: Use the drop down menu to select the reason for the member's removal from employment.



Effective date of Action:

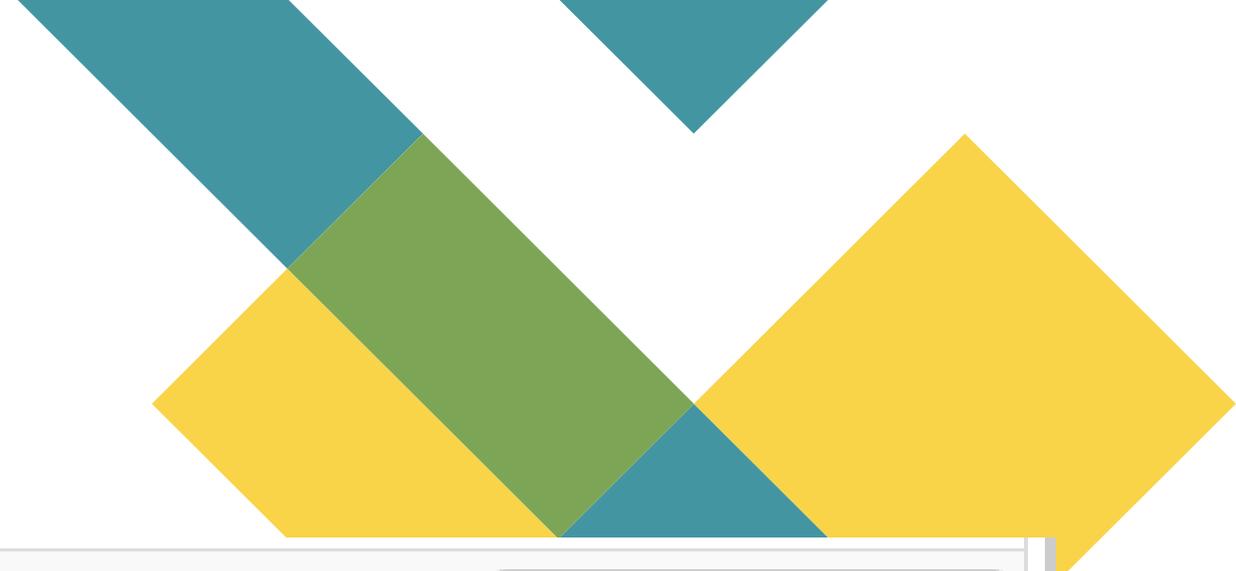
MM/DD/YYYY

Effective date of Action: Self-explanatory.



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

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.

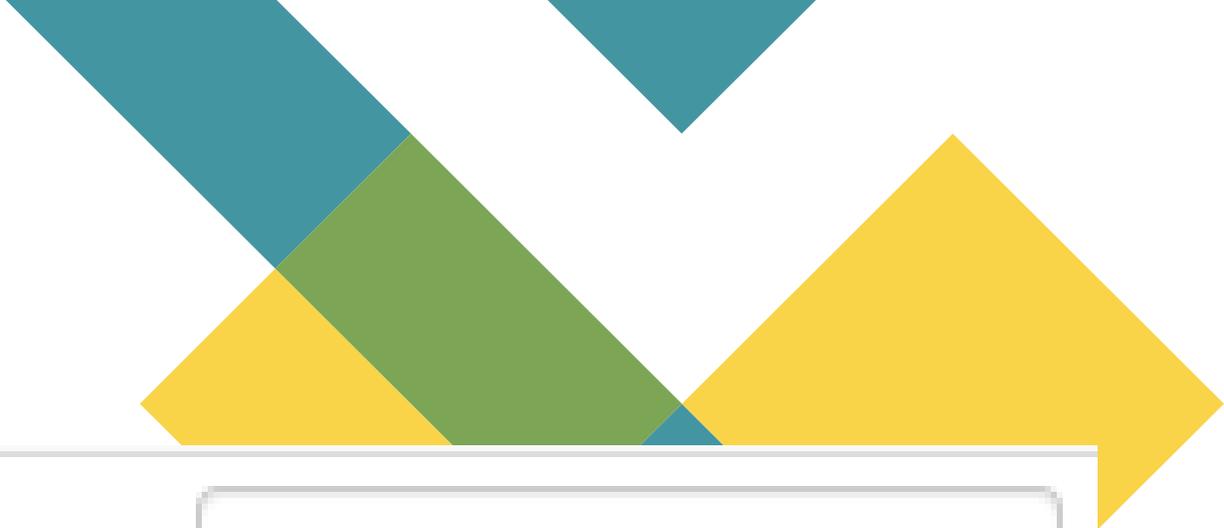


Number of unused sick days remaining for pension calculation:

$$0 + 0 + 0/2 = 0.00$$

(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-

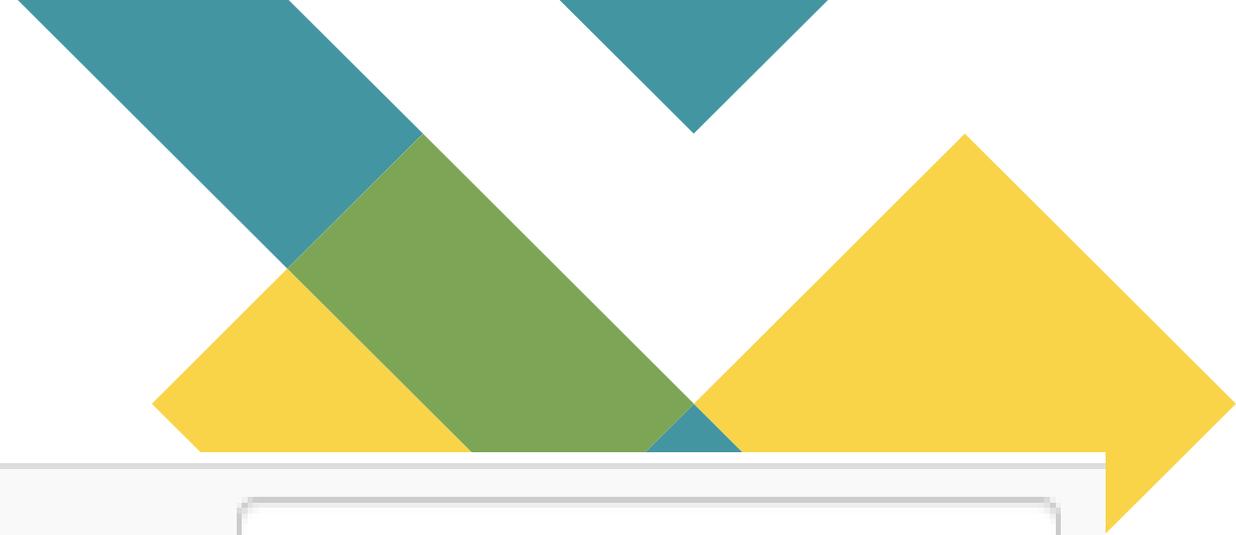
Full Time

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?

Yes No

Will a 1404 be processed? | [View 1404](#)

Yes No

Vacation Days:

0.00

Total Unused Personal Days:

0.00

Is estimated 1404 ready for Member Election? 

Yes 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: **i** 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: **i** 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

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: i

✓ 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

Dashboard Search Tasks Publications Employee Search Log Out

Employer Statements

PENDING COMPLETED

Show 10 entries Search:

MEMBER NAME	EIN	CLAIM TYPE	RETIREMENT DATE	PAY CODE	1404 STATUS	LAST UPDATED BY	LAST UPDATED DATE
[REDACTED]	[REDACTED]	Pension	11/1/2023	29-183	Pre-Tax	Yock Tan	11/28/2023
[REDACTED]	[REDACTED]	Pension	11/1/2023	29-180	Pre-Tax	Nancy George	11/28/2023
[REDACTED]	[REDACTED]	Pension	12/1/2023	29-169	Pre-Tax	Jawni Watters	11/22/2023
[REDACTED]	[REDACTED]	Pension	12/1/2023	29-175	Pre-Tax	Amelia West	11/22/2023
[REDACTED]	[REDACTED]	Pension	12/1/2023	29-104	Pre-Tax	Austin Schmitz	11/27/2023
[REDACTED]	[REDACTED]	Pension	1/1/2024	29-301	Pre-Tax	Emily Zumwalt	11/21/2023
[REDACTED]	[REDACTED]	Pension	1/1/2024	29-188	Pre-Tax	Austin Schmitz	11/28/2023
[REDACTED]	[REDACTED]	Pension	12/1/2023	29-167	Pending	Silvestre Diaz	11/20/2023
[REDACTED]	[REDACTED]	Pension	1/1/2024	29-105	Pending	Emily Zumwalt	11/22/2023
[REDACTED]	[REDACTED]	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:	<input type="text" value="Resignation"/>
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"/>



Pre-Retirement Workshops

Investing in Your Future (IYF)

For employees who are more than 15 years from retirement

Education for Tomorrow's Choices (ETC)

For members between 4 to 15 years from retirement.

Countdown to Retirement (CDR)

For members within 3 years of retirement.

Sworn Officers (SWORN)

For Sworn Officers within 3 years of retirement.

Pension Application

For members within 6 months of retirement.



Any Questions?