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BULLETIN

RE: Employer Website Tier Determination Requests

Effective October 2020 SRS tier determination requests will be going on-line via the SRS Employer Website.

Over the next two months the current tier determination process will be phased-out and agency personnel will use the [SRS Employer Website](#) to verify new hire and transfer tier determinations. This will help the agency establish the appropriate retirement payroll deduction coding and provide the personnel packets' 'Tier Determination Form'.

The new process eliminates the passing of paperwork between the agency and SRS. This allows for a single streamlined request and response methodology and will be especially useful during periods of working remotely.

The first step is to ensure agency personnel requesting tier determinations are set up with access to the [SRS Employer Website](#) as either a payroll coordinator, retirement coordinator, or signature designee. Access is granted by the agency's designated Retirement Coordinator.

Once SRS Employer Website access has been established, the specific instructions are contained within the Employer Training Guide.

Additional information will be e-mailed to the established retirement and payroll coordinators at your agency.

If you have any questions, please direct them to SRSActgDiv@srs.illinois.gov.