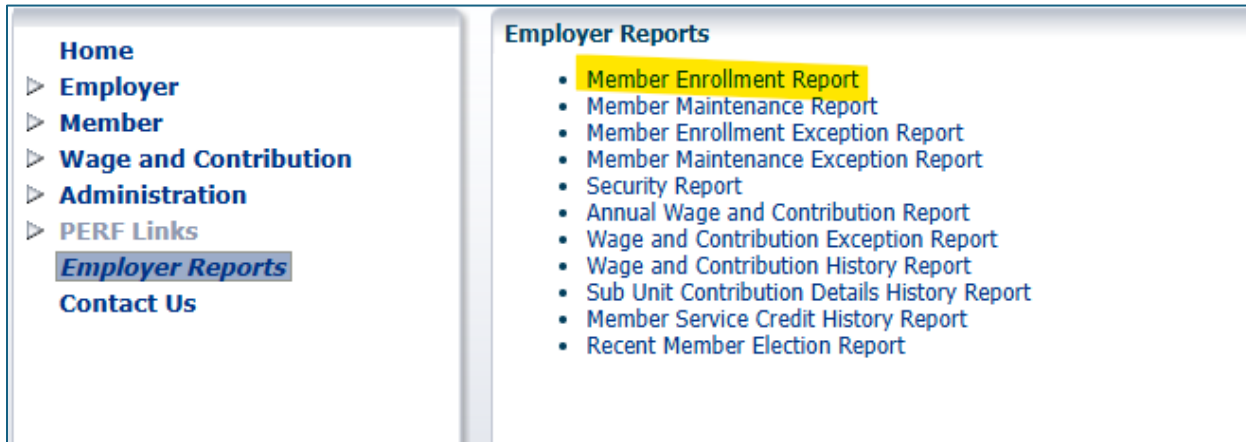


How to identify if My Choice employees are eligible for the 2nd chance option to elect membership to the Hybrid Plan by using the Member Enrollment Report in ERM.

△ Log into ERM

△ On left side navigation select Employer Reports then Member Enrollment Report



△ Enter the required data elements: Submission Unit and Hire Date Range

△ Submission unit status is an optional field to execute the report but needs to be filled in as “Active” because this status is a requirement for a member to be eligible for 2nd chance.

- If you want to search for a specific member, that can be done by entering the member’s PID or SSN in the section to the right of the yellow highlighted fields.

△ Hit search. The result(s) will populate in the Member window below the search window section. This will show all members hired and active between the date range entered.

△ Locate the member or members you are looking for to see if they are in a My Choice or Only Eligible for My Choice status in the *My Choice Column* and if they are 100% vested in the *Vesting %* column.

Note: To protect personally identifiable information (PII) the screen shot does not show the results. In this example I exported the results to excel (green arrow).

Member Enrollment Report Back

Search

* Submission Unit ID Pension ID * Required

Submission Unit Status SSN

* Hire Date -

Search Reset

Members Export to Excel

Pension ID	Last 4 Digits of SSN	First Name	Last Name	Gender	Birth Date	Marital Status	Hire
No data to display.							

△ Below is the export to excel results with the PII scrubbed out.

△ If using the excel export, the results can be filtered to only show members that are in My Choice or Only Eligible for My Choice status in the My Choice Column (M) and if they are 100% vested or not in the Vesting % column (H).

Pension ID	Last 4 Digits of SSN	First Name	Last Name	Gender	Birth Date	My Choice	Vesting %	Marital Status	Hire Date	Submission Unit Status
00000001	1234	First Name	Last Name	Male	2/28/1966	MyChoice	100	Married	11/16/2015	Active
00000002	1234	First Name	Last Name	Female	9/14/1962	Only Eligible for My Choice	20	Unknown	2/16/2026	Active
00000003	1234	First Name	Last Name	Male	1/12/1987	MyChoice	100	Unknown	2/17/2014	Active
00000004	1234	First Name	Last Name	Male	1/8/1959	MyChoice	100	Married	4/13/2015	Active
00000005	1234	First Name	Last Name	Male	8/17/1984	MyChoice	100	Married	8/18/2014	Active
00000006	1234	First Name	Last Name	Male	6/18/1981	Only Eligible for My Choice	100	Married	1/7/2025	Active
00000007	1234	First Name	Last Name	Female	1/28/1972	MyChoice	100	Married	8/18/2014	Active
00000008	1234	First Name	Last Name	Female	6/20/1976	Only Eligible for My Choice	100	Married	4/29/2019	Active
00000009	1234	First Name	Last Name	Female	7/6/1972	MyChoice	100	Married	8/24/2015	Active
00000010	1234	First Name	Last Name	Female	10/28/1985	Only Eligible for My Choice	100	Married	11/20/2017	Active
00000011	1234	First Name	Last Name	Female	3/18/1981	MyChoice	100	Single	1/5/2015	Active
00000012	1234	First Name	Last Name	Male	5/24/1959	MyChoice	100	Unknown	11/18/2013	Active
00000013	1234	First Name	Last Name	Male	3/29/1984	MyChoice	100	Unknown	2/24/2014	Active
00000014	1234	First Name	Last Name	Male	11/28/1962	MyChoice	100	Married	1/30/2017	Active
00000015	1234	First Name	Last Name	Male	2/12/1982	MyChoice	100	Married	4/17/2017	Active
00000016	1234	First Name	Last Name	Male	9/9/1987	MyChoice	100	Married	3/20/2017	Active
00000017	1234	First Name	Last Name	Female	10/22/1971	MyChoice	100	Married	1/16/2018	Active
00000018	1234	First Name	Last Name	Female	2/20/1989	Only Eligible for My Choice	100	Married	6/24/2024	Active
00000019	1234	First Name	Last Name	Male	7/8/1985	MyChoice	100	Married	10/9/2018	Active
00000020	1234	First Name	Last Name	Female	3/4/1979	MyChoice	100	Unknown	6/3/2019	Active
00000021	1234	First Name	Last Name	Female	11/28/1951	MyChoice	100	Unknown	8/26/2019	Active
00000022	1234	First Name	Last Name	Female	6/15/1970	MyChoice	100	Married	12/16/2019	Active
00000023	1234	First Name	Last Name	Male	12/19/1974	MyChoice	100	Unknown	10/7/2019	Active
00000024	1234	First Name	Last Name	Male	5/19/1982	MyChoice	100	Married	1/27/2020	Active
00000025	1234	First Name	Last Name	Male	7/1/1976	MyChoice	100	Unknown	5/17/2021	Active