

# Employer Hub Quick Guide

## SSRS Reports

### Active Member List



Active member lists to enable you to review your membership profile and take any corrective action where necessary

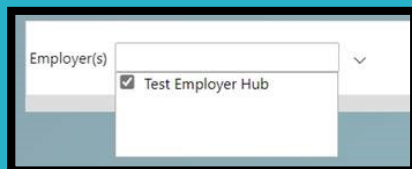
1. After logging in to [Employer Hub](#), click on the *SSRS Reports* tile on the homepage:



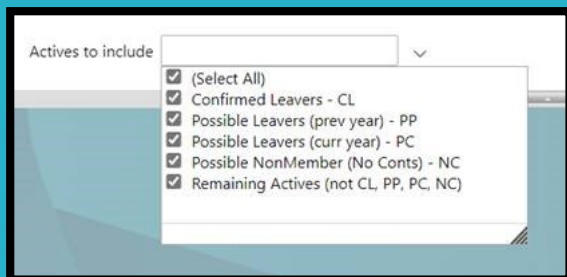
2. Then click *WMPF - List of Active Members*



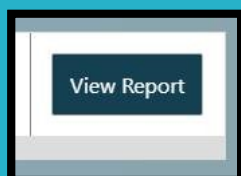
3. Select the employer for whom you wish to run the report using the drop-down arrow to the right of the *Employer(s)* box



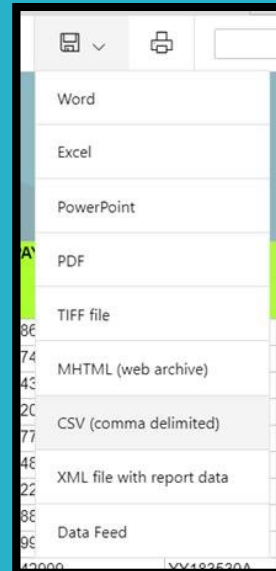
4. Select the type of active member that you would like to include in the report (we suggest selecting all)



5. Click *View Report*



6. The report can then be viewed in Hub, or exported to a program of your choice (we recommend exporting it to Excel to allow filters to be applied)



We recommend that you review the records of any members that have a 'Y' in the following columns, as these are members that have not had any earnings and contributions recorded against their record for a period of time:

CONFIRMED LEAVER NO S4	POSSIBLE LEAVER (PREVIOUS YEARS)	POSSIBLE LEAVER (CURRENT YEAR)	POSSIBLE NON MEMBER (NO CONTS)

If there are members on your report flagged as possible leavers that should not be active, please submit the relevant S4 notifications via Hub.

If you are unsure what type of leaver notification to submit, please take a look at our [Leaver Flowchart](#).

If you believe any of the members flagged as leavers should still be active, please review the earnings and contributions on the record, as it may be that they are not up to date. If that is the case, corrective action will need to be taken.