

INTRODUCTION TO

ORS REPORTING

An introductory guide to reporting Michigan Public School Employees Retirement System information to the Office of Retirement Services.

Understanding ORS

Understanding Reporting Roles

Understanding Benefit Plans

ORS Reporting

ORS Websites and Resources:

- Public School Reporting Unit (PSRU)
- Reporting Instruction Manual (RIM)
- Data Exchange Gateway (DEG)

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I. UNDERSTANDING ORS

Who Are We?

The Office of Retirement Services (ORS) administers retirement programs for State of Michigan employees, Michigan Public School employees, Judges, State Police, Education Achievement Authority, and National Guard. The Michigan Public School Employees' Retirement System (MPERS) is a public school employee retirement plan currently operating under the provisions of Public Act 300 of 1980, as amended.

What Is Our Role with MPERS?

ORS must collect and maintain wage, service, and contribution information for all employees who are members of this retirement system. ORS uses this information to calculate and fund accurate pensions for MPERS members. ORS is responsible for processing retirement benefits for our members (you!) in retirement.

What Is Your Role?

In order to calculate a member's pension in retirement, ORS depends on Michigan public schools to report information on MPERS members. Each school district is referred to as a "reporting unit", which reports member wage, service, and contribution information to ORS. Each individual's information is called a **Record**. Records are sent to ORS based upon the reporting unit's pay period cycle. It is very important that these records accurately represent the pay and service time for each MPERS member employed by your reporting unit. This will ensure that your employees receive an accurate retirement benefit when they have completed their career.

We strive to be your partner in retirement reporting. Great customer service is our goal! Do not hesitate to call or email our Employer Reporting team if you have reporting questions.

Who Regulates Us?

The Office of Retirement Services operates within the Michigan Department of Technology, Management and Budget governed by the State of Michigan. ORS operates and implements retirement accounts for MPERS members as per Public Act 300 of 1980, as amended. The Retirement Act legislation provides the foundation for the implementation and maintenance of all member retirement accounts.

The State of Michigan Office of the Auditor General performs routine audits and reviews of ORS annually. The Auditor General conducts audits of financial transactions and accounts of the state and of all branches, departments, offices, boards, commissions, agencies, and institutions of the state established by this constitution or by law.

II. ORS WEBSITES AND RESOURCES

The goal of ORS is to provide the most current and accurate resources to benefit members and employers for their retirement-related needs. ORS maintains four different websites to assist school employers with their reporting needs. Reporting units can use the following websites to share information with their employees as well as to submit required data to ORS.

| URL | Site Description |
|---|--|
| http://www.michigan.gov/psru | ORS Employer Information website, a website with information to help you report. |
| https://ssprd.state.mi.us/SelfService (You must include the "s" in "https://" to access the secure site) | ORS Employer Reporting, the secure employer self-service website. |
| http://www.michigan.gov/orsrim | Reporting Instruction Manual, a how-to guide to reporting. |
| https://dxgeb.state.mi.us (You must include the "s" in "https://" to access the secure site) | Data Exchange Gateway, a secure data transfer site. |

Each of these websites is explained in detail below.

Employer Information Website

The Employer Information website provides resources that will help you understand and comply with ORS reporting requirements. Click the links on the left side of the screen for information on everything from the Reporting Instruction Manual (discussed later) to working after retirement. The links will direct you to various other websites including the Employer Reporting website, websites for MPSERS members, and other resources related to the State of Michigan retirement system. The links marked below will take you to commonly accessed links as an employer reporter.

The screenshot shows the ORS website homepage. At the top, it says 'Department of Technology, Management and Budget Office of Retirement Services Public School Reporting Units'. A search bar is on the right. On the left is a navigation menu with items like 'New Reporting Units', 'Reporting Instruction Manual', 'Reporting Website', 'Contribution Rates', 'Reporting Forms', 'Education & Training', 'Employee Resources', '2012 Retirement Reform', 'Working After Retirement', '2014-2015 Enhancements', 'Employer Communication Archive', 'Newsletters', 'Retirement Act', and 'Stay Updated'. The main content area has a 'What's New' section with a list of updates, a 'Featured Resources' section with a 'Reporting Instructions' link, and a banner for 'Extend the 457 Plan to your DB members— Learn how to get started'. Callout 1 points to the 'What's New' section, callout 2 points to 'Reporting Forms', callout 3 points to 'New Reporting Units', and callout 4 points to 'Reporting Website'.

1 What's New: This list will contain upcoming communications regarding changes or important notices related to retirement reporting. Each title is linked to the most recent information regarding that topic.

2 Reporting Forms: This link will take you to a list of forms intended for use by employers. Forms may periodically be updated by ORS and will be available on the website. To ensure you have the most recent version, please print your forms as needed from the link.

Examples of forms accessed through this link include Tax-Deferred Payment (TDP) forms or the New Hire Election Form. Also in this section are worksheets to assist your reporting tasks, such as the Employer Statement Reconciliation Worksheet.

- Links to other websites discussed below (3 the **Reporting Instruction Manual** and 4 the **Reporting Website**) are also found on the left-hand menu of the Employer Reporting Information website.

Employer Reporting Website

The Employer Reporting website is a web-based application for all your reporting tasks. Reporting units are able to submit payroll files, process member account changes, submit adjustment records, and complete payment transactions all on this web-based application.

To access this application, click the **Reporting Website** link on the Employer Information website or type the URL provided above. You may wish to add both the Employer Information and the Employer Reporting websites to your Favorites or Bookmarks in your browser.

In order to access the Employer Reporting website, you must establish a user account with a user ID and password. After you have opened an account, you will receive information for logging in to the website. Follow the steps below to create your account.

- 1 Click the **Open Account** link on the homepage.

Department of Technology, Management & Budget
Office of Retirement Services

MICHIGAN.GOV
Michigan's Official Web Site

Michigan.gov Login **Open Account** Employer Info Site Contact Us ORS Home

Welcome to ORS Employer Reporting!

Welcome to the ORS Employer Reporting Website. This website provides online capabilities to:

- Load pay period employer reports and make corrections
- Update your employer contact information
- Enter Federally Funded Wages and/or Optional Retirement Plan Wages (if appropriate)
- Link directly to the ORS Employer Information website for viewing documents such as the Reporting Instruction Manual, FAQs, Reporting Requirements, and other employer information
- View valuable employer-related messages

Site Availability:

The site is available 7 days per week from 5:00 a.m. to 10:30 p.m.

Click here to [view the Non-Business Days List](#)

If you have questions not answered on this website, please contact ORS at: ORS_Web_Reporting@michigan.gov

Or you may write or call our Employer Reporting Call Center at:

Office of Retirement Services
P. O. Box 30171
Lansing, MI 48909-7671
(517) 636-0166

- 2 Click the **Open a Payroll Specialist Account** link as seen below.

Department of Technology, Management & Budget
Office of Retirement Services

MICHIGAN.GOV
Michigan's Official Web Site

Michigan.Gov Login Open Account Employer Info Site Contact Us ORS Home

ORS Employer Reporting Login Page

Enter your User ID and Password below

User ID :

Password :

[Forgot My Password](#)

Are you a Payroll Specialist?

If you would like to open an account to perform payroll activities for your organization, click the link below to start work!

[Open a Payroll Specialist Account](#)

Are you a Web Administrator?

You are a web administrator if you already have a user ID and password sent to you from ORS. You may log in and start work now!

Not Sure?

If you have questions, [Contact ORS](#). We will be happy to help you!

Non Business Days

Click here to [view the Non-Business Days List](#)

- 3 Fill out the requested information and click **Next**.

Note: Entering the social security number is optional. For the Employer Numbers, enter the number assigned to your reporting unit. If you work for more than one reporting unit, enter more than one number, separated by commas.

Employer Payroll Account Creation

Welcome to the payroll specialist account creation page. You must complete the section below for the account to be created.

* indicates required fields.

Note: Password is case sensitive.

Account Information

*User ID:
(minimum 6 characters)

*Password:
(minimum 6 alpha-numeric characters)

*Confirm Password:

*First Name, MI:

*Last Name:

*Email:

*Confirm Email:

SSN:

*Employer Numbers:
(e.g., 10000,20000,30000)

4. Contact your reporting unit's web administrator, who will provide your authorization and determine the level of access you need. Keep your user ID, password, employer number, and web administrator contact information in a safe place for future reference. If you do not know who your web administrator is, please contact ORS Employer Reporting at (517) 636-0166 for assistance.
5. If you will be the web administrator or a payment processor for your reporting unit, you must request access from ORS. Please contact ORS Employer Reporting at (517) 636-0166 for assistance.

A list of the current contacts for your reporting unit can be found at the bottom of the Employer Reporting Website main page once a user logs in. If you are responsible for reporting multiple reporting units, you will need to select the reporting unit number.

Reporting Instruction Manual (RIM)

The Reporting Instruction Manual (RIM) is the authoritative guide to ORS reporting. It is a searchable web document that explains what you are reporting and how to report it accurately and timely. The RIM provides a summary of basic plan provisions under Michigan's retirement act (Public Act 300 of 1980, as amended) and the legal requirements for reporting, established by the retirement act or by ORS as allowed by law. Current laws, rates, and factors are subject to change and are updated in the RIM as quickly as possible.

The main page of the RIM has a search bar as well as a tab that allows you to view the contents organized by **1 Chapters** and their sections and a tab for the **2 Glossary**.

Under the search bar of the main page is a list of **3 Hot Topics** (commonly searched topics) and **4 Latest Articles** (recently added or updated articles). In order to avoid using outdated RIM information, please use the website for the most current accurate information.

The screenshot shows the Reporting Instruction Manual (RIM) website interface. At the top, there is a header with the Michigan Retirement Services logo and the text "Reporting Instruction Manual Office of Retirement Services Public School Employees Retirement System". Below the header, there are navigation tabs: "RIM Home", "Chapters", and "Glossary". A search bar is located below the tabs, with a "Search" button. Below the search bar, there are two columns of content: "Hot Topics" and "Latest Articles". Each column contains a list of article titles and IDs. A "POWERED BY moxie" logo is visible on the right side of the page.

Data Exchange Gateway

The Data Exchange Gateway (DEG) is a secure web-based data file transfer system ORS uses to send sensitive or identifying information to your reporting unit. Examples of files shared through the DEG are employer invoices, audit requests, or member-specific data. Files that do not contain identifying information such as social security numbers will be sent through other methods such as email or US postal mail.

Log in to the DEG using your reporting unit's username and password. Every reporting unit has one login name and password for the entire reporting unit. If you do not know your login information, please contact your web administrator.



The screenshot shows the login interface for the Data Exchange Gateway. At the top left is the "Official State of Michigan Portal" logo with "michigan.gov" and a state outline. At the top right is a "Change Password" link and the title "Data Exchange Gateway". The main heading is "Logon to Data Exchange Gateway". Below this are two input fields: "User:" and "Password:". A "Logon" button is positioned below the password field. A disclaimer in small text reads: "This State of Michigan computer system is for authorized acceptable use only. All actions are logged and monitored. Misuse may result in Federal and/or State criminal prosecution or civil penalties." At the bottom left is the "DTMB" logo, and at the bottom right is the "messagewaysolutions" logo.

For complete instructions and information related to the DEG see the [RIM Chapter 14: DEG Guide](#).

IV. UNDERSTANDING REPORTING ROLES

A **Reporting Unit** is an employer participating in the Michigan Public Schools Retirement System. Reporting units include all K-12 schools, intermediate school districts, some participating public school academies and charter schools, tax-supported community colleges, seven Michigan universities, and some participating district libraries.

As an employee of a reporting unit who submits wages, hours, and contributions on each MPSERS member to the retirement system, the accuracy and reliability of members' pensions depend on the information you provide to ORS. Your role is essential to maintaining the stability of the retirement system.

ORS has designated a number of **user types** to categorize the type of tasks and responsibilities a reporting unit's staff may have. Each user type has its own roles and responsibilities, and each has a different level of access to ORS's reporting system. The following chart explains the user types and their roles and levels of access.

| User Type | User Role/Responsibility/Access |
|---------------------------------|--|
| Web Administrator | <ul style="list-style-type: none"> • The "lead payroll reporter" for each reporting unit. • Access to all reporting functions in the employer reporting system. • Maintains ORS contact information for the reporting unit. • Activates/deactivates other reporting user accounts within their designated reporting unit. • Manages and controls access for all web users within their designated reporting unit. • Unlocks user accounts (with exception of their own). • Resets user passwords. • Adds, edits, deletes contact types. • Account must be created by ORS and certified by Superintendent. |
| Employer Reporting (1-5) | <ul style="list-style-type: none"> • The primary submitter of payroll reports to the retirement system. • Access to all reporting processing functions, such as submitting reports and making adjustments. • Receives and responds to ORS requests for additional information regarding member accounts including final salary information. • Can change password for their own account. • Cannot submit payments; reporting functionality only. |
| Payment Processor (1-3) | <ul style="list-style-type: none"> • Submits payments for employer and member contributions. • Access to online payment processing. • Access to employer statements and financial records. • Receives communications regarding financial information or changes related to financial reporting. • No access to reporting functions. |
| Member Inquiry (1-2) | <ul style="list-style-type: none"> • Access to the Member Benefit Inquiry screen only which allows the user to look up a member's benefit structure. • Can change password for their own account. • No access to reporting functionality. • Cannot submit payments. |

At some reporting units, one person may perform tasks in more than one user type, but only one User ID will be associated with a specific role. If a reporting unit has more than one person performing the role of a specific user type, each is designated by a different number. For example, if a reporting unit has three people assigned

to Employer Reporting, they will be designated as Employer Reporting 1 (ER1), ER2, and ER3. If a reporting unit has only person doing both Employer Reporting tasks and Payroll Processor tasks, that person may be designated as both ER1 and Payment Processor 1, with a unique User ID and password for each role. But two people will never share a designation such as ER1.

Note that one reporting unit may have a staff of ten and another a staff of two, but both should have a person designated as Web Administrator, Employer Reporting 1, and Payment Processor 1.

If the employee listed as the Employer Reporting 1 terminates employment, the web administrator should replace that user type with another employee assuming their responsibilities. ORS will continue to send communications and important information to the person listed as “Employer Reporting 1” for your reporting unit. If this contact information is not current or accurate, your reporting unit may miss out on important retirement-related communications.

Additional Contacts: Non-reporting roles

Additional contacts may be created for staff that do not require access to reporting or financial records but may need to be contacted for other purposes, such as a superintendent. The reporting unit decides which of their staff should be added as contacts and which type of contact they are. Below is a list of ORS contact types who do not have access to the Employer Reporting Website:

- Superintendent
- Business Official
- Administrator 1
- Administrator 2
- Other 1
- Other 2
- Human Resources Official
- Technical 1
- Technical 2
- Escalation 1
- Escalation 2

Whenever possible, the escalation contact(s) should be someone who oversees the reporting and payment processes – someone other than those with web reporting or payment processor access. This may be the supervisor or director for the payroll office.

For more information about ORS user types and setting up user accounts see the [RIM Chapter 12: Managing Web User Accounts](#).

VI. UNDERSTANDING BENEFIT PLANS

ORS administers multiple plans held within MPSERS, including a Defined Benefit pension plan, Defined Contribution plan, and a plan called Pension Plus which is a hybrid of the two, so that the member has a traditional pension as well as a DC component when they retire. Understanding the basic fundamentals of a Defined Benefit plan and a Defined Contribution plan and the differences between them is essential to reporting your employees.

A **Defined Benefit plan (DB)** is a retirement plan that provides a guaranteed lifetime pension payment in retirement based on a set formula. A DB plan is a traditional pension in which a member receives a predetermined monthly payment in retirement for their lifetime. To qualify for a pension in retirement, members must meet certain age and service (employment) requirements.

A **Defined Contribution plan (DC)** is a retirement plan in which a percentage of earnings are set aside each pay period by the employer and the employee for the benefit of the employee. DC contributions made by the employer and the employee are invested in the State of Michigan 401(k) and 457 Plans. This type of retirement plan is strictly an investment account to be used in retirement. No predetermined monthly payment is guaranteed.

Employees hired by Michigan public schools are placed in a benefit structure based on when they first became members of MPSERS. In addition, in 2012 the legislature passed a retirement reform that allowed members to choose to convert to a modified plan. The benefit structure categorizes a member's retirement plan type, which varies based on available benefits, eligibility requirements, contribution rates, and pension factors. For public school employees there are ten benefit structures:

| Defined Benefit (DB) | Hybrid of DB and DC | Defined Contribution (DC) |
|--|--|--|
| <ul style="list-style-type: none"> • MIP Fixed • MIP Graded • MIP Plus • MIP 7% • Basic • Basic 4% | <ul style="list-style-type: none"> • Pension Plus | <ul style="list-style-type: none"> • DC • MIP DC Converted • Basic DC Converted |

In addition, each member has a retiree healthcare plan:

- **Premium Subsidy** – a portion of the monthly insurance premiums are paid by the retirement system after retirement.
- **Personal Healthcare Fund (PHF)** – a fund established to provide for medical expenses in retirement. Members with PHF are considered to have a DC component to their benefit structure.

For more detailed information see the [RIM 6.01.00: History of the Plans.](#)

VII. ORS REPORTING

MPSERS Membership – Who Must Be Reported?

Almost all employees of a reporting unit are members of the retirement system (MPERS) – but not all. Who is a MPERS member and how do you know who to report? According to the Retirement Act, a member of MPERS is any public school employee not excluded from membership. A rule of thumb is if a member is hired and paid directly as employee of the school district, they most likely are considered a MPERS member. Once an employee is identified as a MPERS member they are placed into the appropriate benefit structure based on their date of hire, as discussed previously. Any member hired on or after September 4, 2012, will be placed initially into the Pension Plus plan with the Personal Healthcare Fund (PHF) as their retiree healthcare plan. New hires then have 75 days to elect the Defined Contribution plan if they want.

In addition to reporting MPERS members, you must report MPERS retirees who return to work. These employees were members until they retired; now they collect a pension. ORS collects information about their wages to ensure they are in compliance with wage limits for retirees. New employees who receive a MPERS pension are required to inform their employer of this fact when they are hired.

For a complete description of the categories of members and nonmembers, see the [RIM Chapter 3: Definition of a Member](#).

What Must Be Reported?

As a payroll officer, you report several types of information that determine the pension and other benefits that MPERS members receive upon retirement. The three main types of information you must report include:

- **Wages and other types of compensation:** reportable compensation must be accurately reported using the correct code indicating the type of compensation. Required contributions and pensions are based on compensation.
- **Hours:** accurate reporting of employee hours, or service, allows ORS to calculate an employee's eligibility for retirement, which is based on their Years of Service. Employees earn service and can buy service credit in order to meet the Years of Service requirement for retirement.
- **Contributions:** depending on the member's benefit plan, various member and employer contributions are paid into the MPERS system or into the member's Defined Contribution account, where it is invested. Accurate and timely reporting and payments of contributions ensure that members are building their retirement accounts as they directed, and ensure the fiscal health of the retirement system.

Compensation

Understanding what information to submit to ORS can be complex. A reporting unit has the right to compensate their employee any amount negotiated; however, not all the compensation may be reportable to ORS. Only certain types of compensation are recognized as reportable for the purposes of determining a member's pension as defined in the PA 300 of 1980.

Examples of Reportable Compensation

- Regular Wages
- Investments into a Tax Sheltered Annuity
- Longevity
- Merit Pay
- Vacation, Holiday, Sick Leave or Workers' Compensation Leave – as long as it is used while the member was absent from work.

Examples of Nonreportable Compensation

- Cash in lieu of an excluded benefit
- Unused vacation or annual leave pay
- Unused sick leave pay
- Termination/severance pay
- Normal costs of employment

The lists above are not all inclusive of reportable and nonreportable compensation.

For a complete list of types of compensation see the [RIM Chapter 4: Reportable and Nonreportable Compensation](#).

Normal Salary Increases (NSI)

Michigan's retirement act (PA 300 of 1980) states that for certain employment classes, only compensation increases that fall within a normal salary schedule are reportable for retirement purposes. For these employees, salary increases in excess of a normal salary schedule is considered nonreportable compensation. ORS establishes annual Normal Salary Increase (NSI) rates and posts the rates in Chapter 4 of the RIM. The NSI rates inform reporting units what percentage level increase is reportable towards a member's retirement account. Members impacted by the NSI rates include:

- Superintendent (Employment Class Code 1110)
- Assistant Superintendent (1120)
- Administrative Assistant (1130)

The Board of Education has the right to compensate their employees for any amount as the result of contract negotiation. However, for these employment classes ORS can only recognize increases in compensation up to the amount allowed by the NSI percentages including what is allowed for reportable compensation. Any amount over the NSI is nonreportable compensation.

For example: Let's say the NSI rate for 2014 is 3.6% for a given employment class, according to the rate table in the RIM. Member A's wages are \$75,000 for the 2013 contract year and \$80,000 for the 2014 contract year.

- The NSI limit increase: \$2,700 (3.6% of \$75,000)
- Total allowable limit for 2014: \$77,700 (\$75,000 plus \$2,700)

This member's compensation is over the NSI limit for 2014 by \$2,300 for their classification. You may only report \$77,700 total for Member A during the 2014 contract year despite their actual earnings of \$80,000. If wages have already been reported for this contract year, an adjustment would be required.

For more information see the [RIM 4.03.00: Normal Salary Increase](#).

Detail Records

The employer reporting system organizes member data into four different types of records containing different details. Payroll reports are made up of a set of Detail Records. Each record contains specific information related to that member for that specific pay period. ORS names these detail records:

- Detail 1 (DTL1) record – Demographic information
- Detail 2 (DTL2) record – Wage (compensation) and hours information
- Detail 3 (DTL3) record – Tax-Deferred Payment information
- Detail 4 (DTL4) record – Gross wages and employer and member DC contribution information

Detail 1 (DTL1) records contain the member's demographic information including social security number (SSN), name and address. These records are submitted when a member is new to the system or makes some change to their demographic information.

Detail 1 - Member Demographics:

SSN:

Old SSN:

First Name:

Last Name:

Middle Name:

Name Change Indicator:

Address - 1:

Address - 2:

Address - 3:

City:

State:

Zip - 1:

Zip - 2:

Province:

Country Code:

Postal Code:

Status Code:

Status Date: (MM/DD/YYYY)

Date Of Birth: (MM/DD/YYYY)

Gender:

Detail 2 (DTL2) records contain reportable Defined Benefit (DB) plan wages and hours. Nearly every member you report in a given pay period will have one or more DTL2 records.

When determining wages to report to ORS, what is reported on the Detail 2 may be different from what is reported on the Detail 4. **Employer Reported Wages** on the Detail 2 should include all **reportable compensation** as defined by statute. **Employer Reported Wages** on the Detail 4 should include gross wages as found in Box 1 (Earnings) of the member's W-2 form.

Detail 2

- **Employer Reported Wages = Reportable Compensation**
(as defined by statute)

Detail 4

- **Employer Reported Wages = Gross Wages**
(exceptions include nontaxable exclusions per IRS rules and regulations)
- Gross wages are found on a member's W-2 form (Box 1: Earnings)

Detail 2 - Wage and Service:

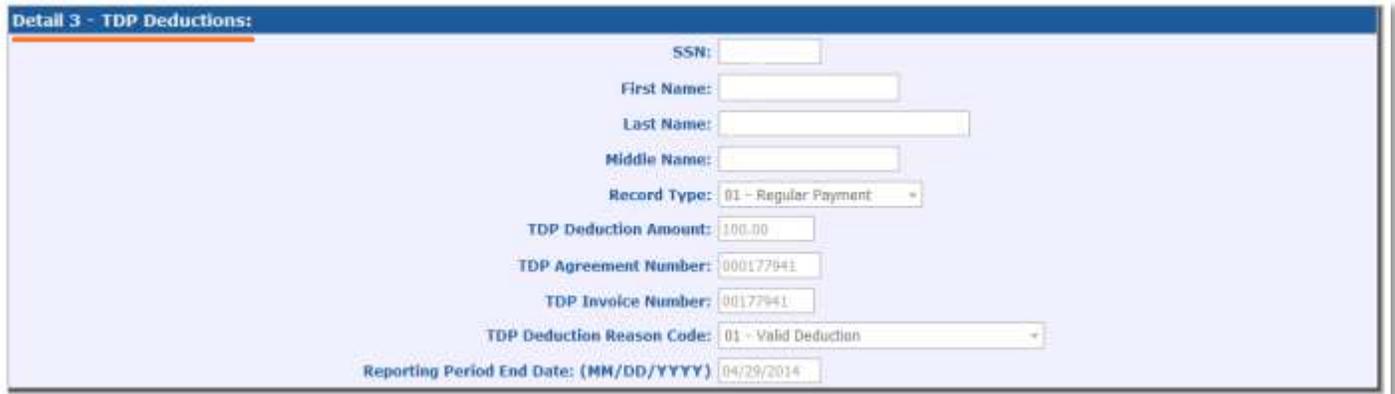
| | |
|-----------------------------------|----------------------|
| SSN: | <input type="text"/> |
| First Name: | Member |
| Last Name: | C |
| Middle Name: | <input type="text"/> |
| Begin Date: (MM/DD/YYYY) | 06/28/2014 |
| End Date: (MM/DD/YYYY) | 07/11/2014 |
| Retirement Hours: | 36.00 |
| Reported Wage Code: | 01 - Regular wages |
| Employer Reported Wages: | \$ 486.00 |
| Exception Wages: | \$ 0.00 |
| Employee Contribution: | \$ 0.00 |
| Employer Contribution: | \$ 101.87 |
| Pay Rate: | 13.50 |
| Employment Class Code: | 1240 - Teaching |
| Contract Begin Date: (MM/DD/YYYY) | <input type="text"/> |
| Contract End Date: (MM/DD/YYYY) | <input type="text"/> |
| Frequency Of Pay: | 04 |

1.5% indicator will work for record end dates July 1, 2010 to June 30, 2011 only

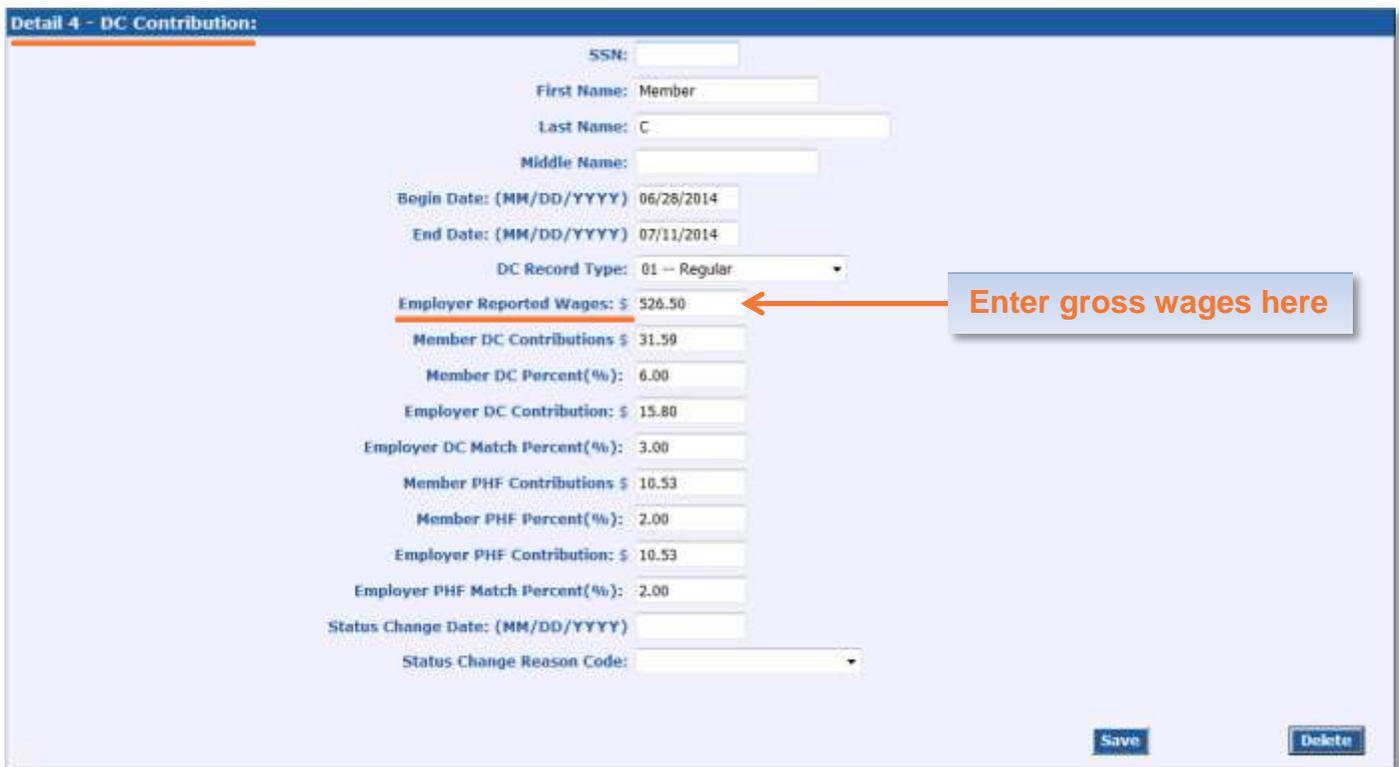
Save Delete

Enter reportable compensation here

Detail 3 (DTL 3) records contain information about a member’s Tax-Deferred Payments (TDP) for service credit purchases. Only members with TDP agreements require records of this type. For more information on Tax-Deferred Payments see the [RIM](#) Chapter 10: Tax-Deferred Payments.



Detail 4 (DTL 4) records contain wages and contribution amounts for employees who have a DC component in their benefit structure (a DC plan or Pension Plus, Personal Healthcare Fund) or who make a Deferred Compensation Option contribution. An employee’s gross wages – found in Box 1 (earnings) of the employee’s W-2 form – should be entered in **Employer Reported Wages**. This may be different from the member’s reportable compensation entered in their Detail 2 record.



For more information on the reporting process and complete instructions on how to report see the [RIM Chapter 7: Payroll Reporting](#).

Employment Class and Wage Codes

Member wages are reported using a combination of class codes and wage codes. The class codes define your employees' positions within your reporting unit. Quite often, employees will work in more than one position. When a member works in two or more different positions, you will need to submit separate Detail 2 (DTL2) records using the correct employment class code, wage code, and pay rate for each position.

For example: Member B is a teacher who also coaches basketball and is paid for his coaching over multiple pay periods. During this pay period, Member B also received a lump-sum longevity payment for \$800 and \$1,000 in merit pay – both are types of reportable compensation without hours. Member B earns \$78,000 in teaching wages over the year. Member B has requested their pay be paid in 26 pay periods instead of 21. For this pay period, Member B's records would use the following class and wage codes:

Example 1:

| Wage Type | Amount | Wage Code Description | Employment Class Code | Comments |
|--------------------------|---------|--------------------------|-------------------------------|---|
| Teaching Wages | \$3,000 | 01 – Regular Wages | 1240 – Teaching | |
| Coaching Wages | \$1,500 | 11 – Coaching Wages | 1560 – Coaches – Recreational | |
| Longevity Pay, Merit Pay | \$1,800 | 09 – Wages Without Hours | 1240 – Teaching | Longevity and merit pay can be combined and reported with wage code 09. |

During the summer months you will need to change Member B's wage code to reflect their summer spread wages. During the summer Member B would be reported with **Class Code 1240 - Teaching** and **Wage Code 08 - Summer Spread Wages**. You reported hours for the actual time worked throughout the school year; therefore, the summer spread wage code does not allow for hours.

Example 2:

| Wage Type | Amount | Wage Code Description | Employment Class Code |
|----------------|---------|--------------------------|-------------------------------|
| Teaching Wages | \$3,000 | 08 – Summer Spread Wages | 1240 – Teaching |
| Coaching Wages | \$1,500 | 11 – Coaching Wages | 1560 – Coaches – Recreational |

Example 2 shows a compensation for a pay period during the summer. In this pay period, Member B did not receive longevity or merit pay, which are lump-sum payments. The summer spread wage code (08) is used in place of a regular wage code. Also note the coaching wages shown above. This member receives \$3,000 in regular wages (spread over the summer months) but in addition has a summer coaching position. Wages for the two class codes are reported separately as shown above, with hours reported only for the coaching wages.

For a complete list see the [RIM 13.01 Employment Class Codes and Definitions](#). A one-page reference guide is included as Appendix B at the end of this guide.

Submitting Reports

Creating and submitting payroll reports is the primary task of the Employer Reporting role. Reports must be submitted according to a schedule that corresponds to the pay periods at your reporting unit. Incomplete reports incur fees, so it is important to understand your reporting unit's payroll calendar for reports. See the [RIM Section 7.02: Report Due Dates](#) and [RIM Section 7.03.00: Payroll Calendars](#) for more information.

Reports are made up of basic information, such as the reporting unit number, pay period begin and end dates, and a set of Detail Records containing the data you are reporting.

Payroll reporting has five basic steps:

1. **Submit** a report by uploading, copying forward, or manually entering data into a payroll report on the Employer Reporting website. The employer reporting system will verify the data submitted overnight through a process known as Edits and Validations. Records in the report that do not pass this verification process will be flagged or suspended. These records must be reviewed and corrected. ORS will send a status report email indicating the number of flagged, suspended and posted records. At this point the report is considered unposted.
2. **Work on the report** to make all records valid. Using tools on the Employer Reporting website, such as the Download Detail, verify report totals and check that the number of employees, gross wages, retiree wages, DB and DC employer contributions, DB and DC member contributions and Tax-Deferred Payments are correct. The report may need to run through the overnight verification process more than once before all the records are in valid status.
3. **Accept** the payroll report after you have verified your information and are confident it is accurate. Valid data will now post to the member accounts, and the report is considered posted. Once you accept a report, **it cannot be deleted** if even one record has posted. In addition, posted records cannot be deleted. Corrections to posted records in a posted report must be made by using adjustment codes in detail records included in a later report.
4. **Make payments** for contributions through the Employer Reporting Website using ACH, an online payment system. For more information and instructions see the [RIM Section 8:03.01.00 Online \(ACH\) Payments](#).
5. **Reconcile** your employer statements, payments, and financial records to ensure accurate reporting.

For complete instructions on populating a report see the [RIM 7.04.02 Populating Your Report](#).

The Download Detail

The Download Detail link on the Employer Reporting Website allows you to view the details on submitted reports in spreadsheet form. You can view a Download Detail for your entire report, posted records only, unposted records only, or adjustment records only. Use the Download Detail to help you identify unposted records with errors to be corrected or posted records that require adjustments.

The Download Detail spreadsheet can be especially helpful when looking for discrepancies in DB and DC member and employer contribution amounts. The information on this spreadsheet can be used to reconcile your reports with your payroll system output.

For more information see the [RIM 7.04.05: Using the Download Detail Link.](#)

IX. ORS CONTACT INFORMATION

As you are becoming familiar with the tasks and responsibilities of reporting to ORS, we welcome calls and emails to clarify the information in this guide. ORS Employer Reporting is available for assistance during normal ORS business hours. ORS business days are Monday through Friday, except for the days listed below. Non-business days include:

- Weekends (Saturday and Sunday)
- State of Michigan holidays

| Contact | Phone | Email | Purpose |
|------------------------------------|----------------|--|--|
| ORS Employer Reporting | (517) 636-0166 | ORS_Web_Reporting@michigan.gov | Answer any of your retirement reporting questions or needs. |
| ORS Member Customer Service | (800) 381-5111 | N/A | Answer any of your personal member retirement account needs. |

X. APPENDIX A: ORS ACRONYMS

*The following acronyms are commonly used by ORS.

| Acronym | Term | Definition |
|---------------|--|--|
| CS | Critical Shortage | A employment position type as defined by the Michigan Department of Education |
| DB | Defined Benefit | A retirement plan consisting of a pension benefit |
| DC | Defined Contribution | A retirement plan consisting of a 401k/457 component – no pension benefits |
| DEG | Data Exchange Gateway | Secure site for transmission of sensitive data |
| DTL | Detail Record | Records that are submitted to ORS (DTL1 – Demographic; DTL2 – wages and hours; DTL3 – TDP; DTL4 – DC) |
| ER | Employer Reporting | The section of ORS that interacts with reporting units |
| ESS | Employer Self Service | The web application for reporting wages and hours to ORS |
| FAC | Final Average Compensation | Average wages used in the calculation of pension benefits |
| FF | Federally Funded | Wages funded by federal programs – reported to ORS quarterly |
| FPD | Final Payroll Details | The form that provides information regarding a retiring member's wages and hours at the reporting unit |
| HCC | Health Care Contribution | 3% contribution is required for members in the Premium Subsidy health benefit for retirees |
| LTD | Long-Term Disability | Pay for a member that is covered under a plan for a disability that lasts an extended period of time |
| MIP | Member Investment Plan | One facet of the retirement plans offered through MPSERS |
| MPSERS | Michigan Public School Employees Retirement System | The retirement system that manages wages, hours and retirement benefits for K-12 schools, ISDs, public school academies and charter schools |
| NSI | Normal Salary Increase | The maximum expected increase in a member's wages in subsequent years |
| ORS | Office of Retirement Services | The administrator of State of Michigan retirement plans |
| PHF | Personal Health Care Fund | A fund established in lieu of premium subsidy health benefit established to provide for medical expenses in retirement |
| PSRU | Public Schools Reporting Unit | Employer Information Website: www.michigan.gov/psru |
| RIM | Reporting Instruction Manual | The authoritative guide to reporting. This manual contains instruction on how, why and what to report. www.michigan.gov/orsrim |
| RU | Reporting Unit | A school system that reports members to MPSERS |
| SC | Service Credit | Service time in a reporting unit used for the calculation of pension benefits. |
| STD | Short Term Disability | Pay for a member that is covered under a plan for a disability that does not last an extended period of time |
| TDP | Tax-Deferred Payment | A payment taken out of a member's salary pre-tax to cover the cost of purchasing service credit |
| TSA | Tax-Sheltered Annuity | A savings plan similar to a DC plan used to accumulate money toward a member's retirement |
| UAAL | Unfunded Actuarial Accrued Liability | The unfunded liability that is included in the employer contribution for active members AND specific retiree's returning to work |
| WAR | Working After Retirement | Retirees who return to any reporting unit. Special reporting rules apply |
| WWC | Weekly Worker's Compensation | Payments made to injured employees out of the state serviced program paid into by employers |

XI. APPENDIX B: EMPLOYMENT CLASS CODES AND WAGE CODES

| Employment Class Codes | | | | | |
|--|------------------------------|------|---|------|---|
| Code | Description | Code | Description | Code | Description |
| 1110 | Superintendent | 1480 | Occupational Therapy | 1920 | Sal - OT Professional Education |
| 1120 | Assistant Superintendent | 1490 | Other Professional | 1930 | Sal - OT Professional Business |
| 1130 | Administrative Assistant | 1510 | Data Processing | 1940 | Sal - OT Professional Other |
| 1150 | Principal | 1530 | Purchasing | 1950 | Sal - OT Technical |
| 1160 | Supervision | 1540 | Testing | 1960 | Sal - OT Operation & Service |
| 1170 | Program/Department Direction | 1550 | Crafts & Trades | 1970 | Sal - OT Teaching |
| 1180 | Research | 1560 | Coaches - Recreational | 1980 | Sal - Clerical - Admin Support |
| 1190 | Other Administration | 1590 | Other Technical | 1990 | Sal - OT Other |
| 1210 | Curriculum | 1610 | Vehicle Operation | 8000 | Workers' Compensation |
| 1220 | Counseling | 1620 | Secretary - Clerical - Bookkeeper | 8500 | Short Term Disability |
| 1230 | Library | 1630 | Aide | 9001 | Employee Professional Services Leave |
| 1240 | Teaching | 1640 | Custodian | 9002 | Employee Professional Services Leave |
| 1250 | Instructional Consulting | 1650 | Food Service | 9003 | Retiree - Teacher |
| 1260 | Instructional Media | 1660 | Security & Monitor | 9004 | Retiree - Administrator |
| 1270 | Visually Handicapped Media | 1670 | Laborer | 9005 | Retiree - Other |
| 1280 | Speech & Language Therapist | 1680 | Attendance | 9013 | Critical Shortage Retiree (Teacher) |
| 1290 | Other Professional Education | 1690 | Other Operation & Service | 9014 | Critical Shortage Retiree (Admin) |
| 1310 | Accounting | 1790 | Other Special Payments | 9015 | Critical Shortage Retiree (Other) |
| 1320 | Auditing | 1810 | Administration | | |
| 1330 | Legal | 1820 | Professional - Education | | |
| 1340 | Personnel | 1830 | Professional - Business | | |
| 1350 | Architect - Engineer | 1840 | Professional - Other | | |
| 1390 | Other Professional Business | 1850 | Technical | | |
| 1410 | Medical - Dental | 1860 | Operation & Service | | |
| 1430 | Psychological | 1870 | Teaching (Temporary) | 9510 | Supplemental Employment 1 |
| 1440 | Social Work | 1880 | Sub Clerical | 9520 | Supplemental Employment 2 |
| 1450 | Nursing | 1890 | Other | 9530 | Supplemental Employment 3 |
| 1470 | Physical Therapy | 1910 | Sal - OT Administrative | | |
| Bolded Class Codes - Most Commonly Used | | | Dashed Border - Retiree Codes | | |
| Wage Codes | | | | | |
| Code | Regular | Code | Positive Adjustment | Code | Negative Adjustment |
| 01 | Regular Wages | 05 | Regular Wages Positive Adjustment | 06 | Regular Wages Negative Adjustment |
| 07 | Retiree Wages | 75 | Retiree Wages Positive Adjustment | 76 | Retiree Wages Negative Adjustment |
| 11 | Coaching Wages | 25 | Coaching Wages Positive Adjustment | 26 | Coaching Wages Negative Adjustment |
| 08 | Summer Spread Wages | 85 | Summer Spread Wages Positive Adjustment | 86 | Summer Spread Wages Negative Adjustment |
| 09 | Wages Without Hours | 15 | Wages Without Hours Positive Adjustment | 16 | Wages Without Hours Negative Adjustment |
| 04 | Retroactive Wages | 45 | Retroactive Wages Positive Adjustment | 46 | Retroactive Wages Negative Adjustment |

For a complete list of class codes and descriptions see the [RIM 13.01 Employment Class Codes and Definitions](#).