MICHIGAN OFFICE OF RETIREMENT SERVICES
Big Plans. Small Steps.

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Office of Retirement Services
150b – ORS for Beginners
April 26, 2022

Retirement reporting basics

Agenda

- Retirement reports.

- Detail records.

- Tools for reporting.

- Employer statements.

- Questions and answers.

The role of ORS

- Administer pension benefits.
- Collect information and money to support these benefits.
- Calculate and fund accurate pensions.

Who are reporting units

- An employer participating in the retirement plan:
  - K-12 schools.
  - Intermediate school districts.
  - Some participating public-school academies.
  - Tax-supported community colleges.
  - Seven Michigan universities.
  - Some district libraries.

The role of reporting units

- Report accurate wages and hours.
- Remit the related retirement. contributions by the due date.

Retirement reports

Submit the report

There are three ways to load a report.

1. Upload a file.
2. Copy forward.
3. Manually key member records.

Work on reports

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Things To Do

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Work on Retirement Detail Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also Create a New Report

- Work with Unposted Reports
- Work with Posted Reports
- Learn more about working with Retirement Detail Reports.

Unposted Reports

ORG Fix Required	Status	% Complete DB	% Complete DC	Date Submitted	Begin Date / End Date	Delete	Edit	Report Accepted	Edit Report	V
N/A	Suspended	98.75	100.00	08/09/2019	08/03/2019 - 08/16/2019	delete	edit	08/20/2019	View Report	To
Yes	Added	1.25	0.00	08/26/2019	08/17/2019 - 08/30/2019	delete	edit	No	View Report	To

Posted Reports

Status	Date Submitted	Begin Date / End Date	Report Accepted	View Totals	Repo
Posted	07/28/2019	07/20/2019 - 08/02/2019	07/30/2019	View Totals	Re
Posted	07/12/2019	07/06/2019 - 07/19/2019	07/15/2019	View Totals	Re
Posted	06/26/2019	06/22/2019 - 07/05/2019	06/27/2019	View Totals	Re
Posted	06/17/2019	06/08/2019 - 06/21/2019	06/18/2019	View Totals	Re
Posted	06/03/2019	05/25/2019 - 06/07/2019	06/04/2019	View Totals	Re
Posted	05/21/2019	05/11/2019 - 05/24/2019	05/22/2019	View Totals	Re
Posted	05/06/2019	04/27/2019 - 05/10/2019	05/07/2019	View Totals	Re
Posted	04/17/2019	04/13/2019 - 04/26/2019	04/23/2019	View Totals	Re

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Things To Do

Create a New Report

If you wish to create a new Wage and Contribution report, enter the correct date range and choose a method for popul

- Add a New Report.
- Learn more about.

Report Creation Form

Report Begin Date : [   ] (MM/DD/YYYY)

Report End Date : [   ] (MM/DD/YYYY)

Please choose a method for populating your report.

- ⦿ I would like to upload a payroll file to populate this report.
- ◯ I would like to copy member records from the most current posted report to this report.
- ◯ I would like to create a report with no member records.

[Next]

Create a New Retirement Detail Report

This page allows you to enter the parameters and select the method by which you wish to create the Retirement Detail

On this page, you may:

- Enter the Report Parameters
- Learn More About Creating a Retirement Detail Report

User Instructions

To create a report:

1. Enter the start and end dates for the report using a MM/DD/YYYY format.
2. Select the radio button next to the method by which you wish to populate the report.
3. Click the "Next" button to proceed.

Population Methods

Accept the report

- Overnight batch.
- Confirm the report is successfully loaded.
- Correct errors.
- Accept report.

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View Report Totals

Below are the current report totals and previous report totals for your Retirement Detail Reports. These totals must be verified to complete the Ad

Summary Information

Report Status	Added
File Status	Loaded
Begin Date	08/17/2019
End Date	08/30/2019
Total Reported Employees	40

Posted W&C Information   Download Detail

Gross Wages	$ 0.00
Gross Wages (Retirees)	$ 0.00
Exception Wages	$ 0.00
Member DB Contributions	$ 0.00
Member DC Contributions	$ 0.00
Member UAAL Contributions	$ 0.00
Employer DB Contributions	$ 0.00
Employer DC Contributions	$ 0.00
Member PHF Contributions	$ 0.00
Employer PHF Contributions	$ 0.00
TDP Deduction Amount	$ 0.00

W&C Information Not Yet Posted   Download Detail

Gross Wages	$ 64,536.14
Gross Wages (Retirees)	$ 769.23

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Summary page

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Previous Report Totals and Current Report Totals

Below are the previous report totals and current report totals for your Retirement Detail Reports. The previous report total is displayed for you as a comparison to verifying your current report totals before accepting.

The current report totals must be verified by clicking the 'I Agree' button in order to complete the accept process.

Previous Report Totals for Regular and Adjustment
For reporting period: 08/03/2019 - 08/16/2019

Total Reported Employees	41
Total Gross Wages	$ 65,482.42
Total Gross Wages (Retirees)	$ 769.23
Total Member DB Contributions	$ 3,939.34
Total Member DC Contributions	$ 1,983.61
Total Employer DB Contributions	$ 16,879.44
Total Employer DC Contributions	$ 202.22
Total TDP Deduction Amount	$ 0.00

Current Report Totals for Regular and Adjustment
For reporting period: 08/17/2019 - 08/30/2019

Total Reported Employees	40

Post the report

- Accept reports for records to post.
- Only valid records will post.
- Correct suspended or bad format records.
- Flagged records need review.

Edit records

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Edit Retirement Detail Reports

Reporting period **08/17/2019** - **08/30/2019**.
You may view , add, or edit any unposted records on the current report.

Option 1 - Finished Editing This Report?

Done Finished Editing This Report? Click the **Done** button to return to the Work on Retirement Detail Reports page. You may re-edit this report at any time in the future until all records on the report are posted.

Option 2 - Add or Edit a Record

You may add a new record or edit an existing record. Enter a Social Security Number to view or edit a record for that employee. Or add a new record by entering the Social Security Number and completing the form that appears on the following page.

Add/Edit Record

Enter SSN : [   ]   **Add or Edit Record**

Option 3 - Employees with Errors

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

Page# 1

Select Record	SSN	Employee Name	Reported Wage Code	Status	Record Type
select	xxx-xx·	LAWRENCE LUCIE	Regular wages	Flagged	DTL2
select	xxx-xx·	MORGAN MELVIN	Regular wages	Suspended	DTL2
select	xxx-xx·	NELSON NANCY	Regular wages	Suspended	DTL2
select	xxx-xx·	OLIVER OLGA	Regular wages	Suspended	DTL2

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Add/Edit a Member Record

For reporting period: **08/17/2019 - 08/30/2019**

The status of this member record is: **Suspended**

ORG Fix   - You can resolve this record.
In Queue - This record is waiting for a previous pay period's record to post and does not need any action.
On Hold   - This suspended record cannot currently be resolved by the reporting unit.

Error Messages For Member
- ORG FIX - S - The hours are zero and the wage code is 01 or 11 and the employment class code is not 8000.

Detail 2 - Wage and Service:

SSN:	
First Name:	
Last Name:	
Middle Name:	
Begin Date: (MM/DD/YYYY)	
End Date: (MM/DD/YYYY)	
Retirement Hours:	
Reported Wage Code:	
Employer Reported Wages: $	
Exception Wages: $	
Employee Contribution: $	
Employer Contribution: $	

Detail records

Detail 1 record

- Demographics
  - Required for new employees.
  - Used to make changes to name or address.

Detail 1 record

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Add/Edit a Member Record

For reporting period: **08/03/2019 - 08/16/2019**

The status of this member record is: **Posted**

ORG Fix - You can resolve this record.
In Queue - This record is waiting for a previous pay period's record to post and does not need any action.
On Hold - This suspended record cannot currently be resolved by the reporting unit.

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:	

Detail 2 record

- Defined Benefit
  - Reportable Wages.
  - Hours.
  - Member contributions.
  - Employer contributions.
  - Wage code.
  - Class code.

Detail 2 record

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Add/Edit a Member Record

For reporting period: **08/03/2019 - 08/16/2019**

The status of this member record is: **Posted**

ORG Fix - You can resolve this record.
In Queue - This record is waiting for a previous pay period's record to post and does not need any action.
On Hold - This suspended record cannot currently be resolved by the reporting unit.

Detail 2 - Wage and Service:

SSN:

First Name:

Last Name:

Middle Name:

Begin Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

Retirement Hours:

Reported Wage Code:

Employer Reported Wages: $

Exception Wages: $

Employee Contribution: $

Employer Contribution: $

Pay Rate:

Employment Class Code:

Detail 3 record

- Tax deferred payments.
- Agreement number.
- Invoice number.
- Deduction amount.

Detail 3 record

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Add/Edit a Member Record

For reporting period: **08/03/2019 - 08/16/2019**

The status of this member record is:

ORG Fix   - You can resolve this record.
In Queue - This record is waiting for a previous pay period's record to post and does not need any action.
On Hold   - This suspended record cannot currently be resolved by the reporting unit.

Detail 3 - TDP Deductions:

SSN:	
First Name:	
Last Name:	
Middle Name:	
Record Type:	⌄
TDP Deduction Amount:	
TDP Agreement Number:	
TDP Invoice Number:	
TDP Deduction Reason Code:	⌄
Reporting Period End Date: (MM/DD/YYYY)	

Save   **Cancel**

Detail 4 record

- 401(k)/457.
- Gross wages.
- DC contributions.
  - Member
  - Employer
- PHF contributions.
  - Member
  - Employer

Detail 4 record

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Add/Edit a Member Record

For reporting period: **08/03/2019 - 08/16/2019**

The status of this member record is: **Posted**

ORG Fix - You can resolve this record.
In Queue - This record is waiting for a previous pay period's record to post and does not need any action.
On Hold - This suspended record cannot currently be resolved by the reporting unit.

Detail 4 - DC Contribution:

SSN:

First Name:

Last Name:

Middle Name:

Begin Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

DC Record Type:

Employer Reported Wages: $

Member DC Contributions $

Member DC Percent(%):

Employer DC Contribution: $

Employer DC Match Percent(%):

Member PHF Contributions $

Member PHF Percent(%):

Tools for reporting

Tools for reporting

- Download details
- DC feedback files
- Member Benefit Plans link
- View Election Status link
- Reporting Instruction Manual
- Introduction to ORS Reporting Guide

Download details

Working with : ANYWHERE PUBLIC SCHOOLS COMM DISTRICT, 00000

Work on Retirement Detail Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report

- Learn more about working with Retirement Detail Reports.

Information Message

There are new MPSERS members who have not made the election.

Unposted Reports

ORG Fix Required	Status	% Complete DB	% Complete DC	Date Submitted	Begin Date / End Date	Report Accepted	Edit Report	View Totals
Yes	Suspended	97.34	100.00	03/04/2021	02/13/2021 - 02/26/2021	03/05/2021	View Report	View Totals/Accept
N/A	Suspended	99.33	100.00	02/17/2021	01/30/2021 - 02/12/2021	02/19/2021	View Report	View Totals/Accept
N/A	Suspended	99.77	100.00	02/02/2021	01/16/2021 - 01/29/2021	02/03/2021	View Report	View Totals/Accept
Yes	Added	0.00	0.00	03/16/2021	02/27/2021 - 03/12/2021	No	View Report	View Totals/Accept

Posted Reports

Status	Date Submitted	Begin Date / End Date	Report Accepted	View Totals	Report Type
Posted	01/19/2021	01/02/2021 - 01/15/2021	01/21/2021	View Totals	Regular
Posted	01/06/2021	12/19/2020 - 01/01/2021	01/08/2021	View Totals	Regular
Posted	12/23/2020	12/05/2020 - 12/18/2020	12/27/2020	View Totals	Regular
Posted	12/10/2020	11/21/2020 - 12/04/2020	12/11/2020	View Totals	Regular

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View Report Totals

Below are the current report totals and previous report totals for your Retirement Detail Reports. These totals must be verified to complete the Ad

Summary Information

Report Status	Added
File Status	Loaded
Begin Date	08/17/2019
End Date	08/30/2019
Total Reported Employees	40

Posted W&C Information   Download Detail

Gross Wages	$ 0.00
Gross Wages (Retirees)	$ 0.00
Exception Wages	$ 0.00
Member DB Contributions	$ 0.00
Member DC Contributions	$ 0.00
Member UAAL Contributions	$ 0.00
Employer DB Contributions	$ 0.00
Employer DC Contributions	$ 0.00
Member PHF Contributions	$ 0.00
Employer PHF Contributions	$ 0.00
TDP Deduction Amount	$ 0.00

W&C Information Not Yet Posted   Download Detail

Gross Wages	$ 64,536.14
Gross Wages (Retirees)	$ 769.23

Error download detail

Edit Report

Return to report summary page

Error Download Detail

Department of Technology, Management & Budget

Office of Retirement Services

Edit Report

ORGANIZATION NUMBER: 12345

ORGANIZATION NAME: PUBLIC SCHOOL DISTRICT

DATE: 06/28/2021 13:59:53
REPORTING PERIOD: 06/05/2021 - 06/18/2021

F = Flagged; S = Suspended; B = Bad Format

ORG Fix - You can resolve this record.
In Queue - This record is waiting for a previous pay period's record to post and does not need any action.
On Hold - This suspended record cannot currently be resolved by the reporting unit.

TDP download details

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Working with : ANY PUBLIC SCHOOL DISTRICT, 12345

View Employee Information

This page allows an organization representative to search for a specific employee or view a list of employees who have posted records in our system that were reported by your organization. Only records with an end date equal to or greater than 10/01/2002 are available. An organization representative can view a list of open TDP Agreements with the current balance by clicking on the 'Download TDP Agreement Details' link.

- Download TDP Agreement Details
- Learn more about this page

Search for an Employee

Enter Last Name : [_____] or SSN No : [_____] **Find**

all a b c d e f g h i j k l m n o p q r s t u v w x y z

DC feedback file

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View DC Feedback File

This page allows an organization representative to search for DC feedback File records, save unprocessed records and download the feedback file information sent by Plan Administrator to your organization.

- Learn more about this page

X

Search Criteria

SSN: [ ]   **Last Name:** [ ]   **First Name:** [ ]

Date Received (MM/DD/YYYY)

From: [ ]   **To:** [ ]   **Record Status** [▼]

[Search]

Download Feedback File
Unread Feedback

SSN	Member Name	Benefit Structure	Healthcare Choice	Employee DC %	Employer DC %	Employee PHF %	Employer PHF %	Date Received	Effective Report End Date	Read Record	Deferral Commen
XXX-XX-XXXX	L NAME, F NAME	DC	Personal Healthcare Fund	0.0	4.0	0.0	0.0	08/06/2019	08/31/2019	☐	
XXX-XX-XXXX	L NAME, F NAME	DC	Personal Healthcare Fund	0.0	4.0	1.0	1.0	08/06/2019	08/31/2019	☐	

View Member Benefit Plans

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View Member Benefit Plans

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Update My Profile

This process allows you to review basic information about an MPSERS member in order to determine the amount of employee contribution that should be withhel

To view member information:

1. Enter the member's Social Security Number in the SSN field.
2. Click the OK button.

SSN Search Form

Enter the SSN :

Social Security Number 1 :

Social Security Number 2 :   (Optional)

Social Security Number 3 :   (Optional)

Social Security Number 4 :   (Optional)

Social Security Number 5 :   (Optional)

Social Security Number 6 :   (Optional)

Social Security Number 7 :   (Optional)

Social Security Number 8 :   (Optional)

Social Security Number 9 :   (Optional)

Social Security Number 10 :   (Optional)

OK   Clear

Member Information Display

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Member Information Display

This page displays the basic information about the SSN entered and about the associated contributions.

Member Information

SSN	First Name	Last Name	Birth date	Gender	Retirement Effective Date	Beneficiary Nomination date
XXX-XX-XXXX						

Messages: **No record on file.**
This member's retirement plan is **PENSION PLUS 2**. This member's healthcare plan is **Personal Healthcare Fund (PHF)** - collect contributions at the following rates:

DB Contributions:

- 6.2% employee contribution
- 0.0% employee UAAL contribution (effective with any pay period with an end date on or after 10/01/2017)

DC Contributions:

- 2.0% member DC Contribution
- 1.0% employer DC Contribution
- 2.0% member PHF Contribution
- 2.0% employer PHF Contribution

The DC Contributions shown are the default rates. Members may change their DC contributions by visiting the third party administrator's website.

For more information on contribution rates please see the Reporting Instruction Manual(RIM) at http://www.michigan.gov/orsrim.

View Election Status

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View Election Status

New Members Yet To Make Election

SSN	Member Name	First Report End Date	Election Days Remaining
xxx-xx-	Jane Doe	08/15/2019	63
xxx-xx-	John Smith	07/15/2019	32
xxx-xx-	Ben Franklin	06/15/2019	2

New Members Who Have Made Their Election

SSN	Member Name	First Report End Date	Benefit Plan	Elected/Defaulted Date	DTL4 Adjustments Completed
xxx-xx-	Alan Anderson	05/31/2019	Defined Contribution	08/14/2019	☐
xxx-xx-	Brenda Brown	04/30/2019	Defined Contribution	07/16/2019	☐
xxx-xx-	Cathy Crayon	05/31/2019	Pension Plus 2	06/23/2019	
xxx-xx-	Denny Davis	06/15/2019	Defined Contribution	08/22/2019	☐
xxx-xx-	Elisa Evens	04/30/2019	Defined Contribution	07/16/2019	☐
xxx-xx-	Frank Friend	05/15/2019	Defined Contribution	07/23/2019	☐
xxx-xx-	George Gibson	06/15/2019	Pension Plus 2	07/06/2019	
xxx-xx-	Hank Henry	05/31/2019	Defined Contribution	08/14/2019	☐
xxx-xx-	Isabella Island	05/15/2019	Defined Contribution	07/30/2019	☐
xxx-xx-	Joe Johnson				
	Karen Kurt				

Save

Reporting Instruction Manual

Introduction to ORS Reporting Guide

INTRODUCTION TO

ORS
REPORTING

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

Understanding ORS

ORS Websites and Resources

Understanding Reporting Roles

Understanding Benefit Plans
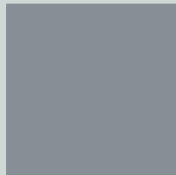
ORS Reporting

Employer Statement

Pay Cycle Reporting

Monday	Tuesday	Wednesday	Thursday	Friday
				Payday!
1	2	3 *Deadline to submit report*	4	5 *Deadline to accept payroll report*
6	7 *Deadline for pay cycle payment to ORS*	8	9	10 *Deadline to post DB and DC payroll records at ORS*

If possible, submit and accept your report before the deadlines. This keeps you on track and gives you plenty of time to make accurate payments.

Payday: End of pay cycle
Day 1: If you haven't already, start the process of submitting, accepting and making payment.
Day 2: If you haven't already, start the process of submitting, accepting and making payment.
Day 3: Submit report.
Day 4: Make corrections if needed.
Day 5: Accept report to avoid fees.
Day 6: Balance due is found in Recent Activity.
Day 7: Make payment to avoid fees. Balance due is found on the Pay Cycle Statement.*
Day 8: Make corrections if needed.
Day 9: Make corrections if needed.
Day 10: Post records at 100%.

*Changes in contributions on or after Day 7 will not be displayed on the Pay Cycle Statement, but can be seen on the Recent Activity link.

What day of the pay cycle is it?

- Days 1 through 6 – use recent activity.
- Days 7 through 10 – use pay cycle statement.

Recent activity

- Ending balance from previous statement.

- Amount due may change as reports post and changes to reports are made.

Recent activity

- Locks on the night of the 6th business day.

What day of the pay cycle is it?

- Days 1 through 6– use recent activity.
- Days 7 through 10 – use pay cycle statement.

Pay cycle statement

- Payment due on the 7th business day.
  - Risk of delinquent payment fee.

Pay cycle statements

- *Posted* records as of day 7 are the **calculated** contribution amounts.

- *Unposted* records are the **reported** contribution amounts.

Other locks

- 6th night: contribution section
- 9th night: payment section
- 10th day: entire statement

Payment tip 1

- Use Recent Activity page when making payments between days 1-6.

- Check the Pay Cycle Statement on the due date (day 7) to see if you owe any more contributions.

Payment tip 2

- Use View Employer Statement link when making payments.

- Do not pay based on Work on Reports page

Questions

Contacts

Office of Retirement Services

- Website - www.michigan.gov/ors

- Customer Service – 800-381-5111

- Employer Reporting – 800-381-5111

  - Email – ORS_Web_Reporting@michigan.gov

  - ORS-Contract-Review@michigan.gov

  - Website – www.michigan.gov/psru