

# Open Mic for Payroll Processors

MSBO Annual Conference, Amway Grand, Grand Rapids, MI

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## Payroll Resources

Site	Description	Web Address
American Bankers Association	Check/Verify Routing Numbers	<a href="https://routingnumber.aba.com/Search1.aspx">https://routingnumber.aba.com/Search1.aspx</a>
IRS EFTPS	Form 941 Federal Tax Payments	<a href="https://www.eftps.gov/eftps/home.do">https://www.eftps.gov/eftps/home.do</a>
Michigan Department of Treasury Sales & Withholding Tax	Forms & Questions	<a href="https://www.michigan.gov/taxes/business-taxes/withholding">https://www.michigan.gov/taxes/business-taxes/withholding</a>
Michigan New Hires Operation Center	Portal for Reporting New Employees	<a href="https://www.mi-newhire.com/#/public/public-landing/login">https://www.mi-newhire.com/#/public/public-landing/login</a>
Michigan Public School Accounting Manual - Bulletin 1022	Accounting Codes Appendix	<a href="https://www.michigan.gov/mde/services/financial-management/state-aid/publications/michigan-public-school-accounting-manual">https://www.michigan.gov/mde/services/financial-management/state-aid/publications/michigan-public-school-accounting-manual</a>
Michigan Treasury Online (MTO)	Paying Withholding & Sales Tax	<a href="#">Michigan Treasury Online</a>
Michigan Unemployment Insurance Agency	UIA Sites & Resources	<a href="https://www.michigan.gov/leo/bureaus-agencies/ui">https://www.michigan.gov/leo/bureaus-agencies/ui</a>
Michigan Unemployment Insurance Agency - MIWAM	Uploading Unemployment File to State of MI	<a href="#">MiWAM For Employers (state.mi.us)</a>
MiLogin	Employer ORS Web Reporting	<a href="https://milogintp.michigan.gov/eai/tpl/login/authenticate?URL=/">https://milogintp.michigan.gov/eai/tpl/login/authenticate?URL=/</a>
ORS Contribution Rates	ORS ER Contribution Rates	<a href="https://www.michigan.gov/psru/reporting-resources/contribution-rates">https://www.michigan.gov/psru/reporting-resources/contribution-rates</a>
ORS General	ORS Information	<a href="https://www.michigan.gov/ors/">https://www.michigan.gov/ors/</a>
ORS Reporting Website	ER Resources	Access through MiLogin
ORS Reporting Retirees	ORS Reporting Retirees Guidance	<a href="https://www.michigan.gov/psru/reporting-resources/reporting-retirees">https://www.michigan.gov/psru/reporting-resources/reporting-retirees</a>

ORS Reporting Instruction Manual (RIM)	Reporting Information & Resources	<a href="https://www.michigan.gov/psru/reporting-resources/reporting-instruction-manual">https://www.michigan.gov/psru/reporting-resources/reporting-instruction-manual</a>
ORS TDP Calculations	Calculating TDP payments breakdown	<a href="#">TDP Deductions - State of Michigan</a>
Social Security Administration ER	ER W-2 Filing Instructions	<a href="https://www.ssa.gov/employer/">https://www.ssa.gov/employer/</a>
Social Security Business Services Online	Uploading Federal W2's to Social Security	<a href="#">Business Services Online (ssa.gov)</a>
Tax Bandits	Electronically file Form 941 Quarterly Returns	<a href="https://www.taxbandits.com/">https://www.taxbandits.com/</a>
US Department of Labor	Forms & Information	<a href="https://www.dol.gov/">https://www.dol.gov/</a>
US Citizenship & Immigration Services	Form I-9	<a href="https://www.uscis.gov/i-9">https://www.uscis.gov/i-9</a>
Affordable Care Act Information Returns (AIR)	1095-C Federal Reporting	<a href="#">Affordable Care Act Information Returns (AIR)   Internal Revenue Service (irs.gov)</a>

## **Possible Topics - Please Come With Topics, Issues, Concerns To Be Discussed**

### **This Is Your Session!!**

#### **ORS**

- Retirees returning to work
- Reporting retirees
- Employer reporting issues
- ORS audits
- Work comp reporting
- Reporting coaches
- Reporting manual
- Wage & class code questions
- Reportable vs. Non-reportable
- DB vs. DC
- Understanding ORS rate chart
- Balancing ORS bi-weekly
- Understanding UAAL
- Employee election issues
- DTL4 adjustments
- Statements
- Timeline for reporting

#### **Payroll Processing**

- New to payroll - questions?
- Importance of written procedures
- Do you have a back up to do payroll in your absence?
- Using a payroll checklist
- New hire processes
- New Federal W-4 employee issues
- 941 reporting
- Taxable vs. Non-taxable wages

## **Workers Compensation**

### **Unemployment Issues**

- Fraud claims
- Audit entries needed
- Reasonable assurance
- School denial periods

### **ACA Reporting**

- Processing
- Using a 3rd party contractor

### **Business Office**

- Regular staff meetings
- Informing Business Manager of position changes, terminating employees, new employees etc.