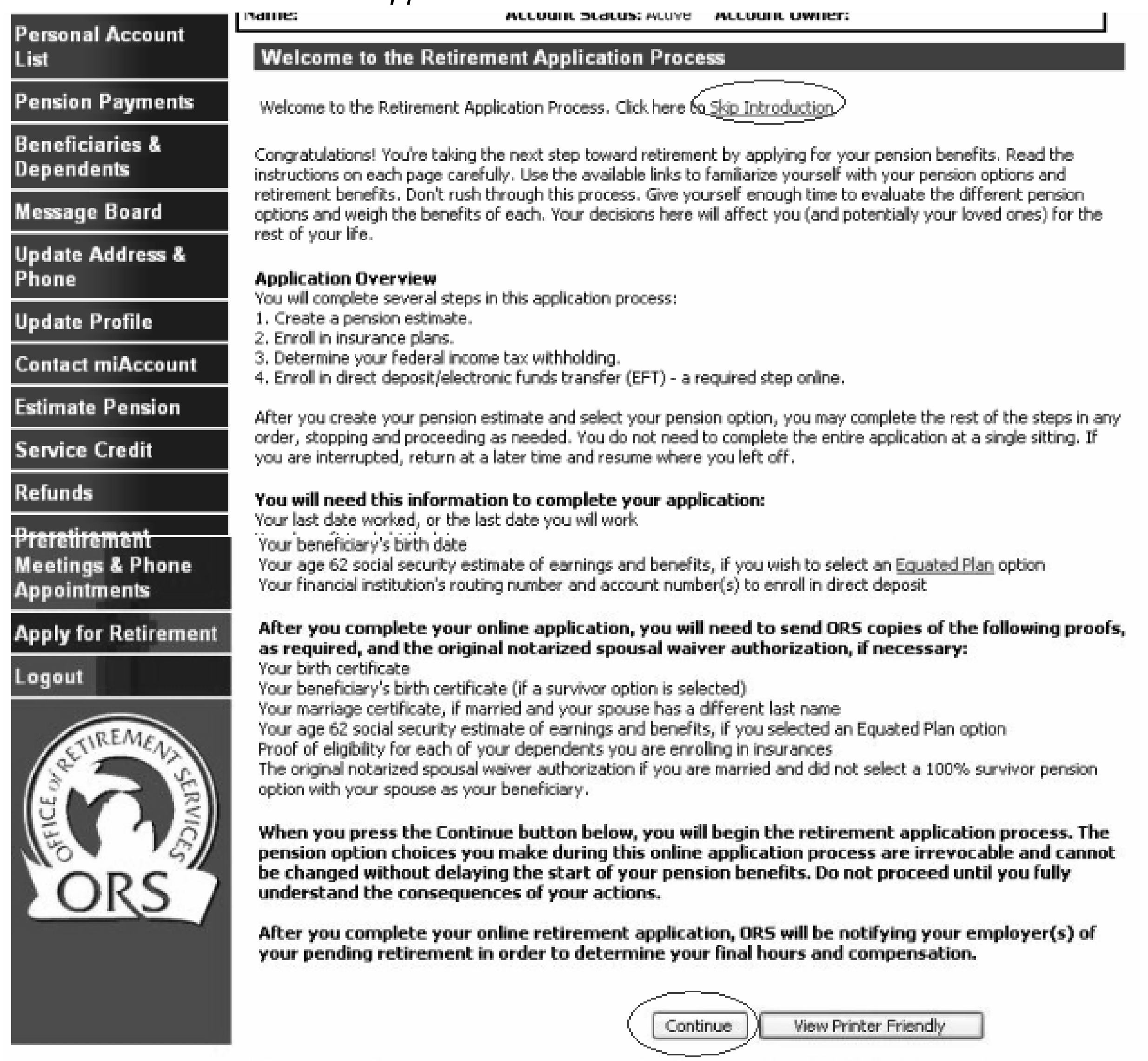
18.1. How to initiate Retirement Application Process

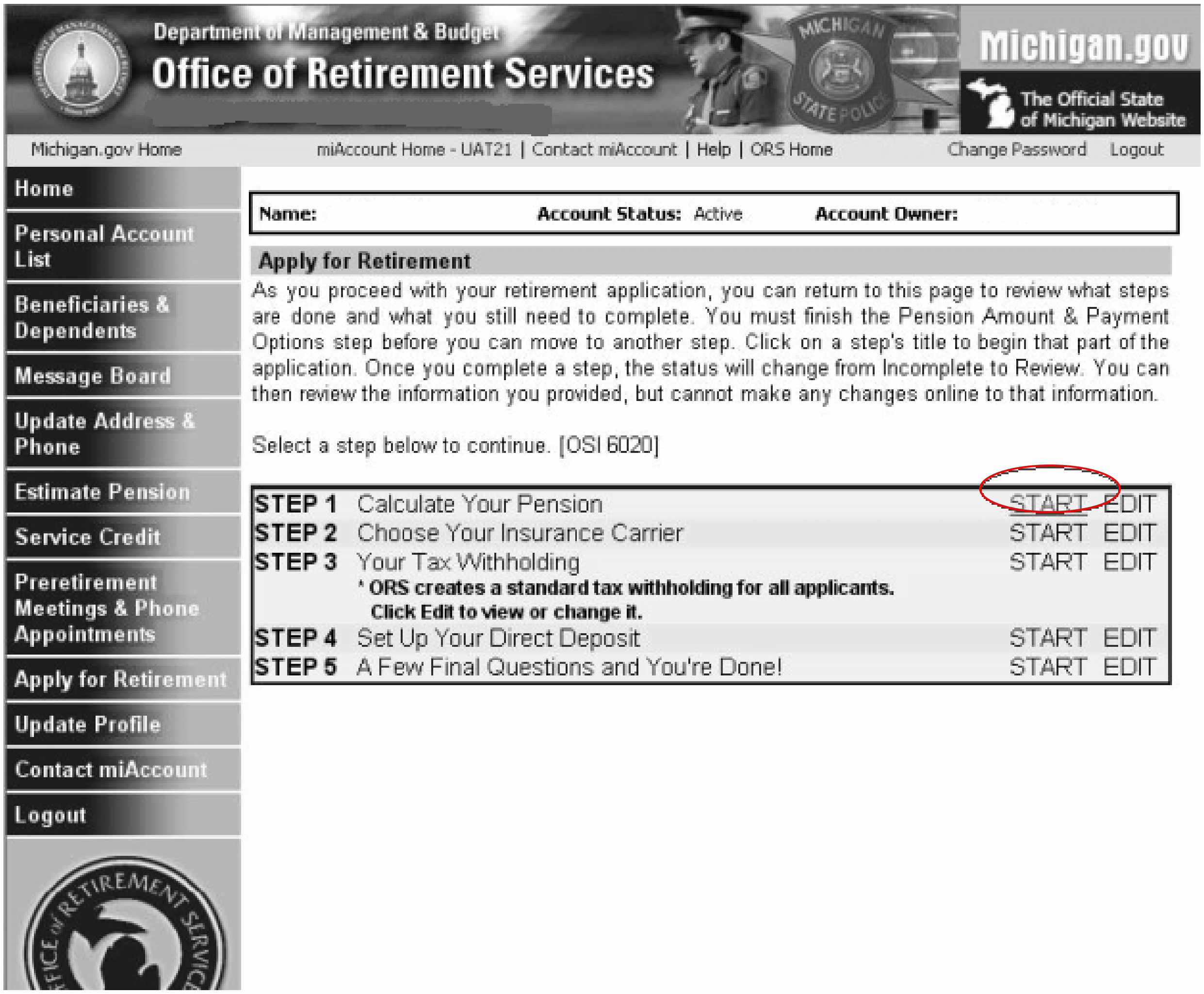
Total Number of Steps involved in the Process: 2

Welcome to the Retirement Application Process



Step 1	Click the Apply for Retirement in the left navigation bar, system will display Welcome to the Retirement Application process screen (18.1.1) with information about completing the application process.

Apply for Retirement

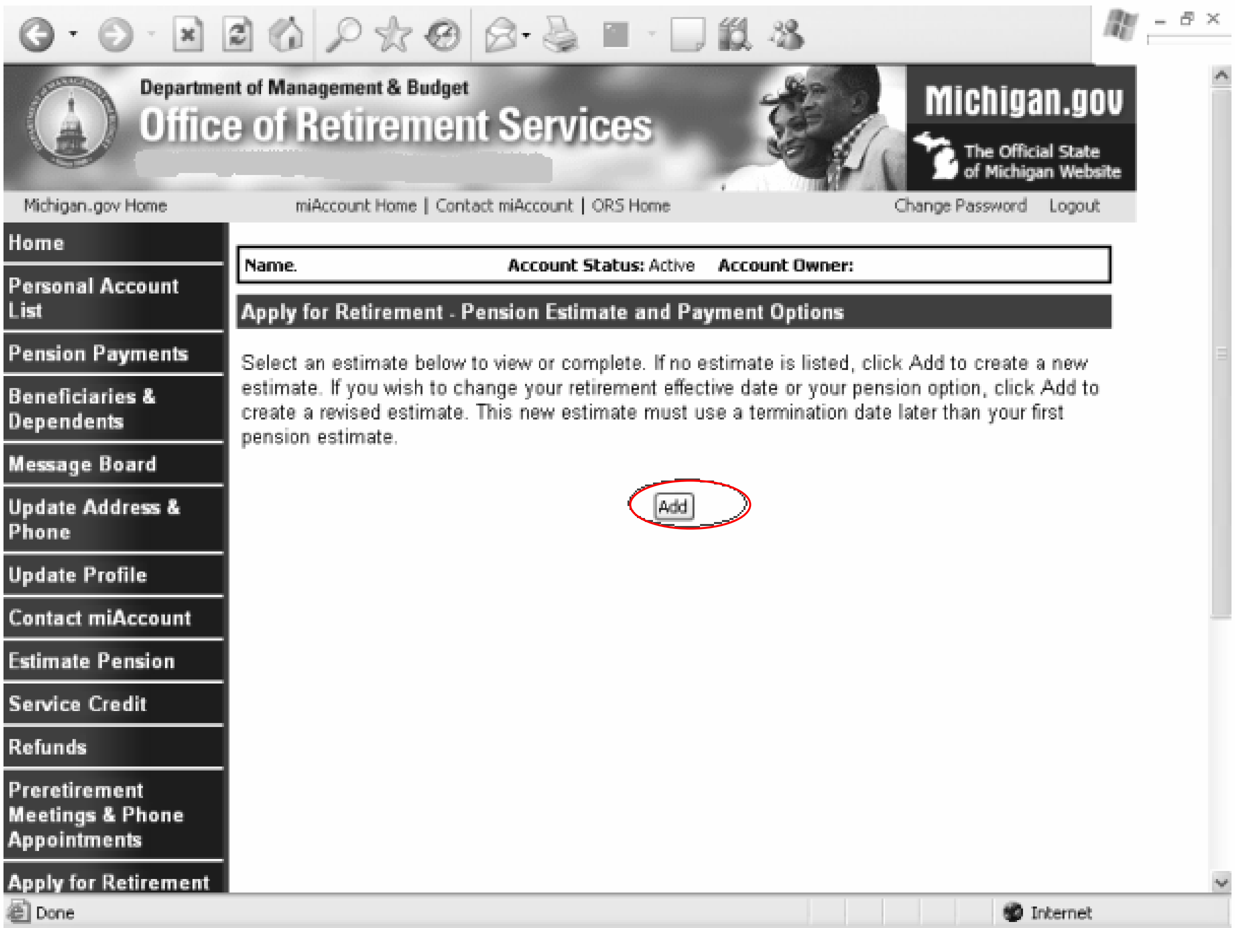


Step 2	Read the information and click on continue button provided at the bottom of the screen. System will display the Apply for Retirement screen with the list of processes you need to complete and their statuses (Screen 18.1.2). Each step has links enabled accordingly on the right side with value START or EDIT. When DONE is displayed instead of START, necessary information is available in the system for that step, and it may be possible to EDIT them. To skip the introduction click on skip Introduction link on the Welcome to the Retirement Application process screen (18.1.1) and system will display Apply for Retirement screen.

How to Estimate Pension

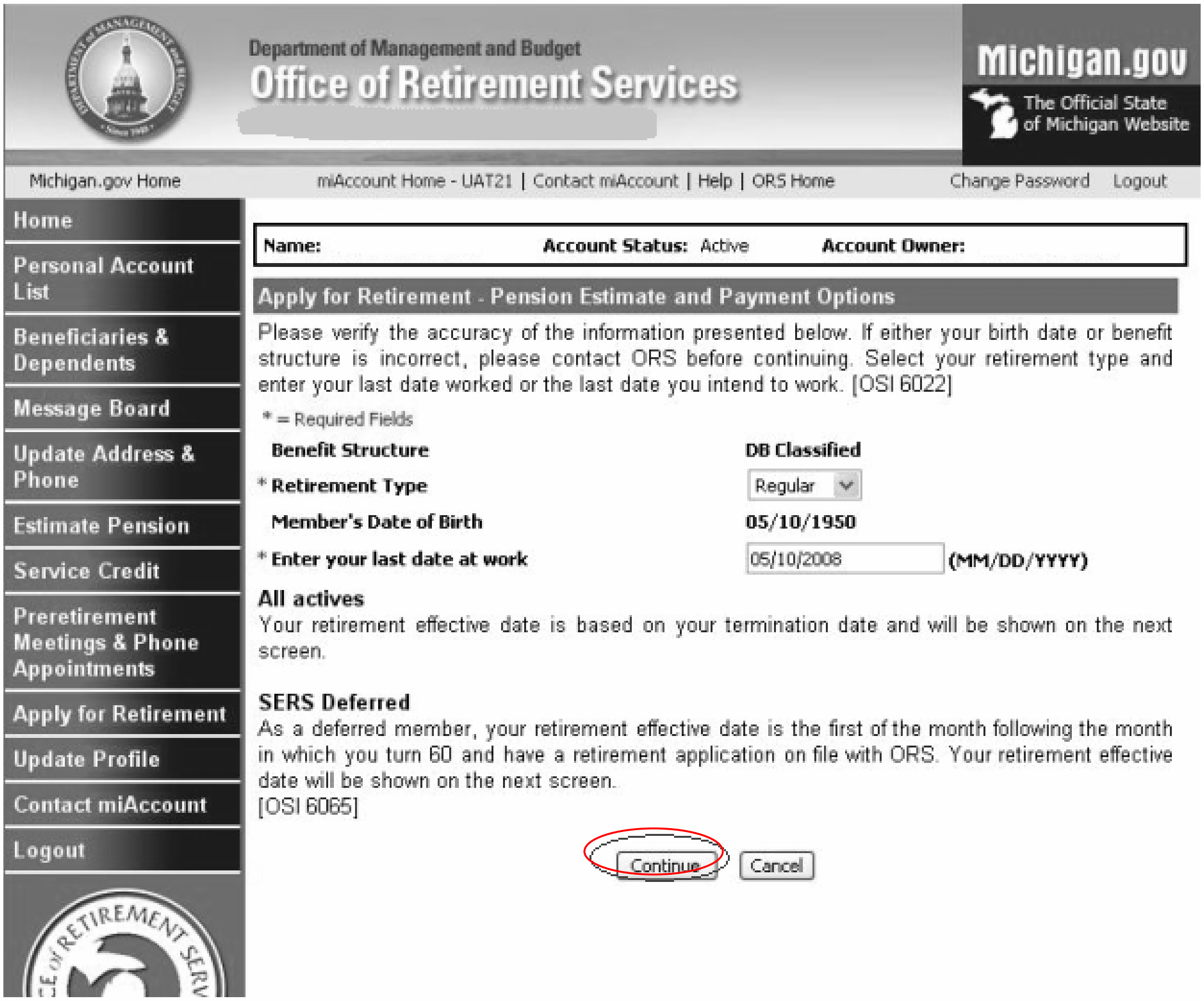
Total Number of Steps involved in the Process: 10

Apply for Retirement – Pension Amount and Payment Options



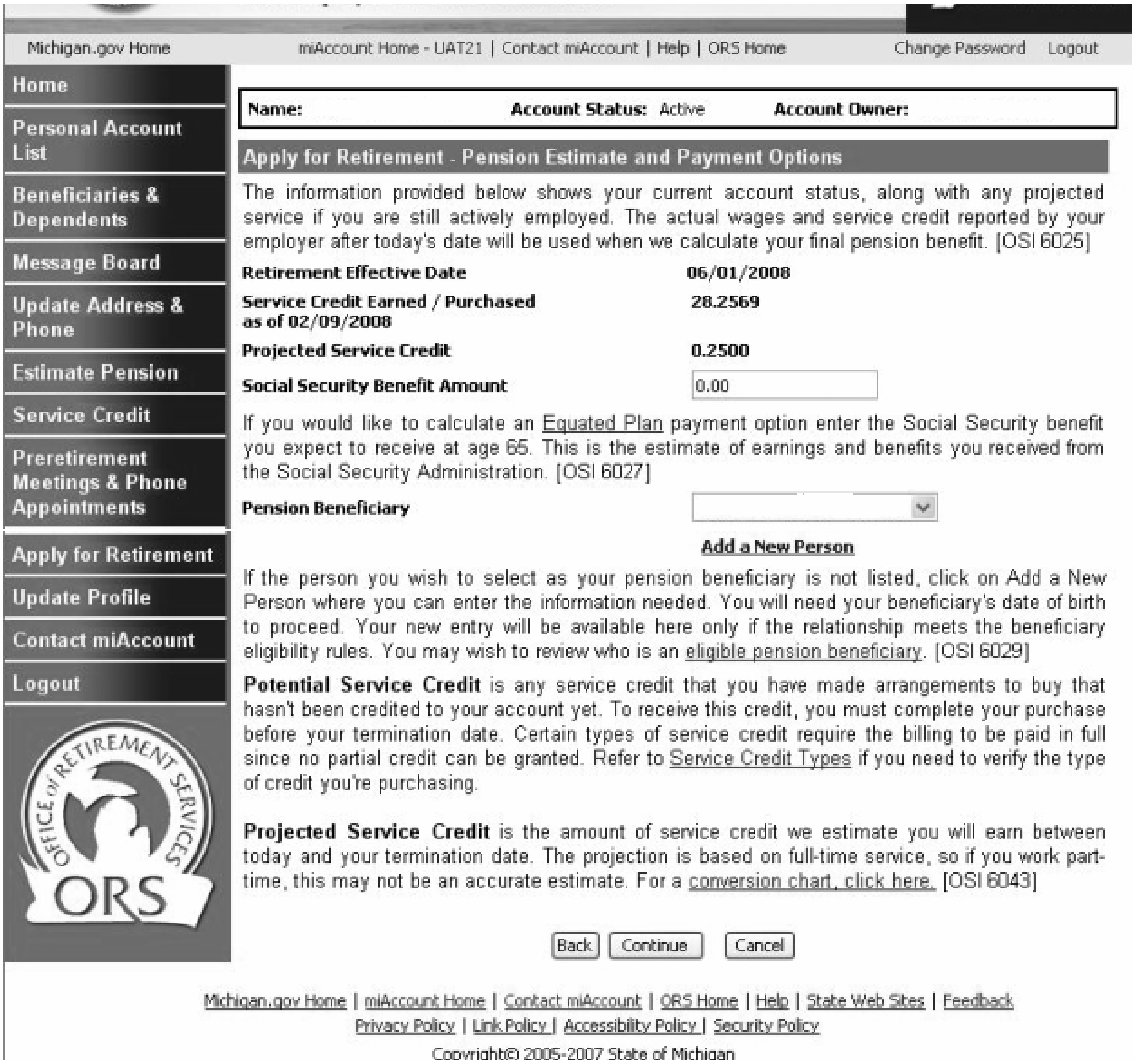
Step 1	Click on the Pension Amount and Payment Options link on the Apply for Retirement screen. System will display Apply for Retirement –Pension Amount and Payment Options screen (18.2.1)
Step 2	Click on Add button provided on Apply for Retirement –Pension Amount and Payment Options screen, system will display next screen pre-populated With your Date of birth and benefit structure (screen 18.2.2).

Apply for Retirement – Pension Amount and Payment Options



Step 3	Select a retirement type; enter Last Date at work which can not be greater than today + 12 months.
Step 4	Click on continue button provided on bottom Screen. System will display next screen (screen 18.2.3) pre-populated with Service credit earned or Covered & Non-covered Service Credit, Potential service credit, Projected service credit.

Apply for Retirement Pension Amount and Payment Options



Step 5	System will ask for Social security amount if age is less than 61 for public school employees or 64 for state employees or covered service credit is 0. Select pension beneficiary if needed and click on Continue button provided on the bottom of the screen. System will display next screen with the list of fiscal years & reported salaries for those fiscal years (screen 18.2.4)

Apply for Retirement Pension Amount and Payment Options

Department of Management and Budget
Office of Retirement Services

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- Beneficiaries & Dependents
- Message Board
- Update Address & Phone
- Estimate Pension
- Service Credit
- Preretirement Meetings & Phone Appointments
- Apply for Retirement
- Update Profile
- Contact miAccount
- Logout

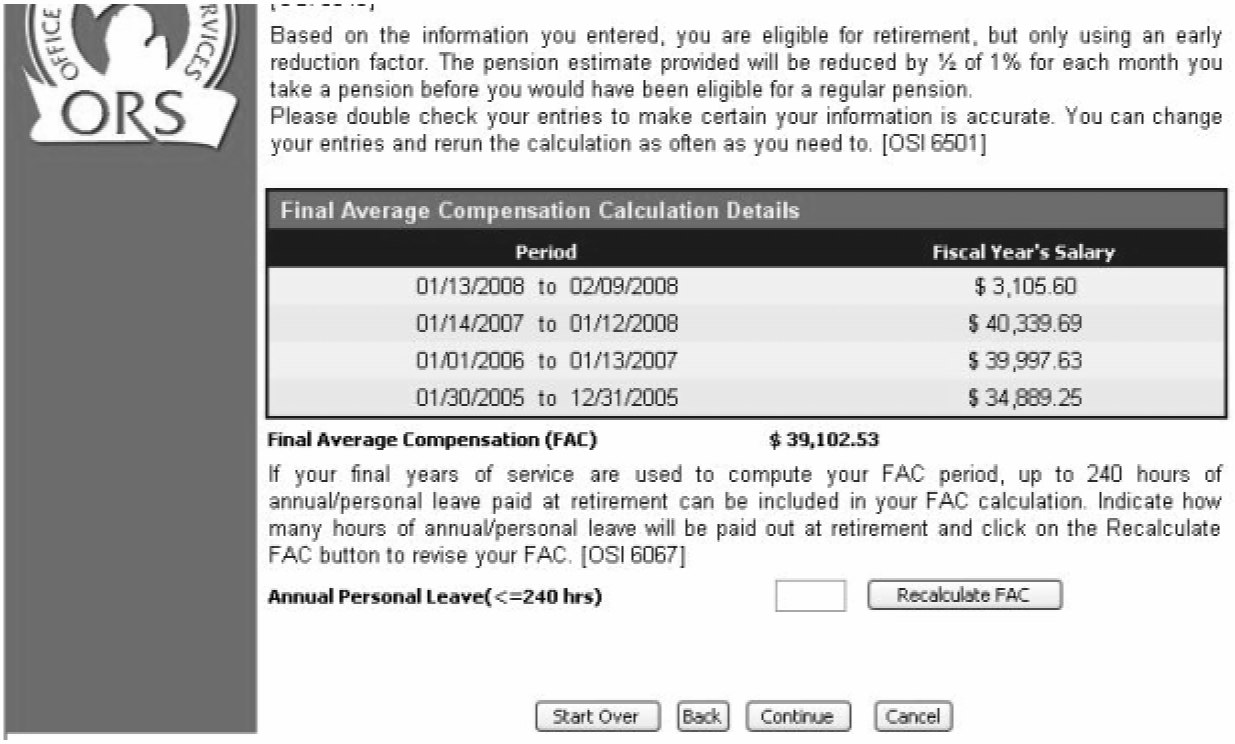
Name: **Account Status:** Active **Account Owner:**

Apply for Retirement - Pension Estimate and Payment Options

For SERS Conservation Officers
Your annual pension benefit is based on a formula that multiplies your final average compensation (FAC) by a pension factor of 60 percent. The table below shows your FAC period and the wages your employer reported that will be used to calculate your FAC. You can review what earnings are included in your FAC calculation. Your FAC period represents the highest two **consecutive** years (24 months) of earnings that are averaged to determine your FAC. Your highest two years of earnings may have occurred earlier in your career. If you believe another time period provides higher wages, please contact ORS before proceeding.

For all other SERS
Your annual pension benefit is based on a formula that multiplies your final average compensation (FAC) by a pension factor 1.5 percent (0.015) times your years of service. The previous screen showed your years of service. The table below shows your FAC period and the wages your employer reported that will be used to calculate your FAC. You can review what earnings are included in your FAC calculation
Your FAC period represents the highest three consecutive years (36 months) of earnings that are averaged to determine your FAC. Your highest three years of earnings may have occurred earlier in your career. If you believe another time period provides higher wages, please contact ORS before proceeding.

For SERS Covered Employees
As a covered employee, in addition to your regular pension benefit, you qualify for a supplemental benefit until age 62. You can read more about your supplemental benefit and how it is calculated [OSI 6046]



Based on the information you entered, you are eligible for retirement, but only using an early reduction factor. The pension estimate provided will be reduced by ½ of 1% for each month you take a pension before you would have been eligible for a regular pension.
Please double check your entries to make certain your information is accurate. You can change your entries and rerun the calculation as often as you need to. [OSI 6501]

Final Average Compensation Calculation Details

Period	Fiscal Year's Salary
01/13/2008 to 02/09/2008	$ 3,105.60
01/14/2007 to 01/12/2008	$ 40,339.69
01/01/2006 to 01/13/2007	$ 39,997.63
01/30/2005 to 12/31/2005	$ 34,889.25

Final Average Compensation (FAC) **$ 39,102.53**

If your final years of service are used to compute your FAC period, up to 240 hours of annual/personal leave paid at retirement can be included in your FAC calculation. Indicate how many hours of annual/personal leave will be paid out at retirement and click on the Recalculate FAC button to revise your FAC. [OSI 6067]

Annual Personal Leave(<=240 hrs) Recalculate FAC

Start Over Back Continue Cancel

Step 6	For Active State employees and State Police employees system will ask for annual personal leave which should not be more than 240 hours and provides option to recalculate. Click on Recalculate button provided on screen. System will recalculate the FAC amount and display it on the same screen.
Step 7	Click on continue button, system will display Retirement Options selection screen with list of all the retirement options (screen 18.2.5) based on the information provided.

Retirement Option Selection

Department of Management and Budget

Office of Retirement Services

Michigan.gov

The Official State of Michigan Website

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- Message Board
- Update Address & Phone
- Estimate Pension
- Service Credit
- Preretirement Meetings & Phone Appointments
- Apply for Retirement
- Update Profile
- Contact miAccount
- Logout

Name: **Account Status:** Active **Account Owner:**

Retirement Options Selection

For Active SERS
Based on the data provided during this retirement application process, estimates of your monthly and annual pension options are shown below. Your final benefit amount will be determined after we receive all of your documentation and you have terminated employment.

For Deferred SERS
Based on the data provided during this retirement application process, estimates of your monthly and annual pension options are shown below. Your final benefit amount will be determined after we receive all of your documentation.

For all SERS
If you are married, your spouse is automatically your 100% Survivor beneficiary. If you do not select the 100% Survivor option with your spouse named as beneficiary, your spouse must sign a Spousal Authorization of Option Election and Beneficiary Designation authorizing you to elect a 75% or 50% Survivor option or nominate someone else as the beneficiary. This form must be signed by your spouse in front of a Notary Public and returned to ORS with your required documents.

All survivor options include eligibility for insurance benefits. The survivor would receive lifetime pension and insurance benefits beginning the first of the month following the retiree's death. If the beneficiary predeceases the retiree, the pension will revert to the Straight Life amount. [OSI 6068]

ORS — Office of Retirement Services

Payment Options

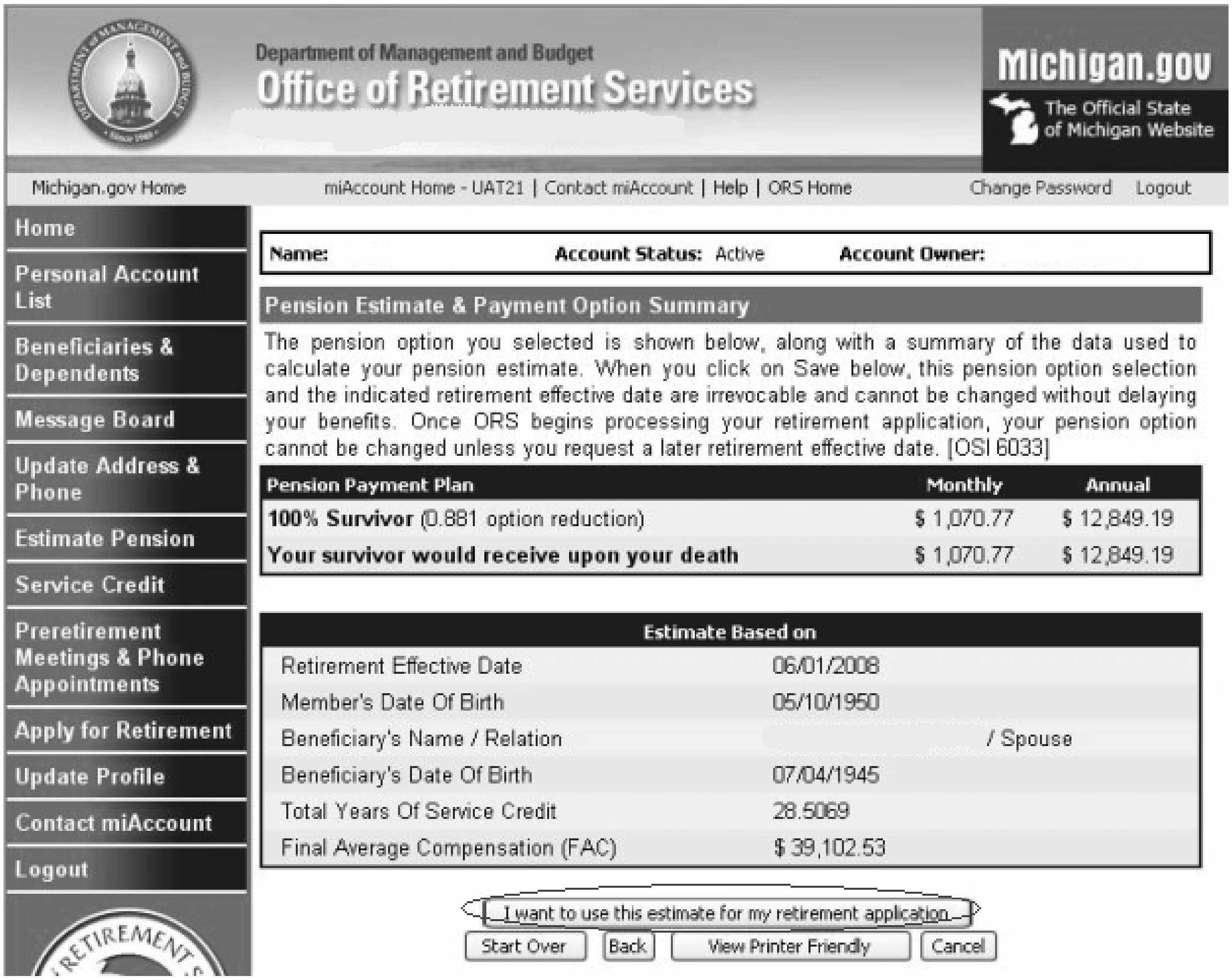
		Monthly	Annual
○	**Straight Life**	$ 1,215.40	$ 14,584.77
○	**100% Survivor** (0.881 option reduction)	$ 1,070.77	$ 12,849.19
	Your survivor would receive upon your death	$ 1,070.77	$ 12,849.19
○	**75% Survivor** (0.908 option reduction)	$ 1,103.58	$ 13,242.98
	Your survivor would receive upon your death	$ 827.69	$ 9,932.23
○	**50% Survivor** (0.937 option reduction)	$ 1,138.83	$ 13,665.93
	Your survivor would receive upon your death	$ 569.41	$ 6,832.97

Select one of the above pension options. Do not make this selection until you are certain this is the choice you want for your retirement benefits. Click on Continue when you are ready to proceed. If you want to make a change to either your retirement effective date or your pension option, click on Start Over to begin again, or on Cancel to cancel this pension and option selection. [OSI 6070]

[Start Over] [Back] [Continue] [Cancel]

Step 8	Select a Retirement option by clicking on the radio buttons provided in front of each option and click on continue button provided at the bottom of the Retirement option selection screen. System will display Pension Estimate and payment option summary screen with the selected option and the information on which your estimate is based.

Pension Estimate and Payment Option Summary screen

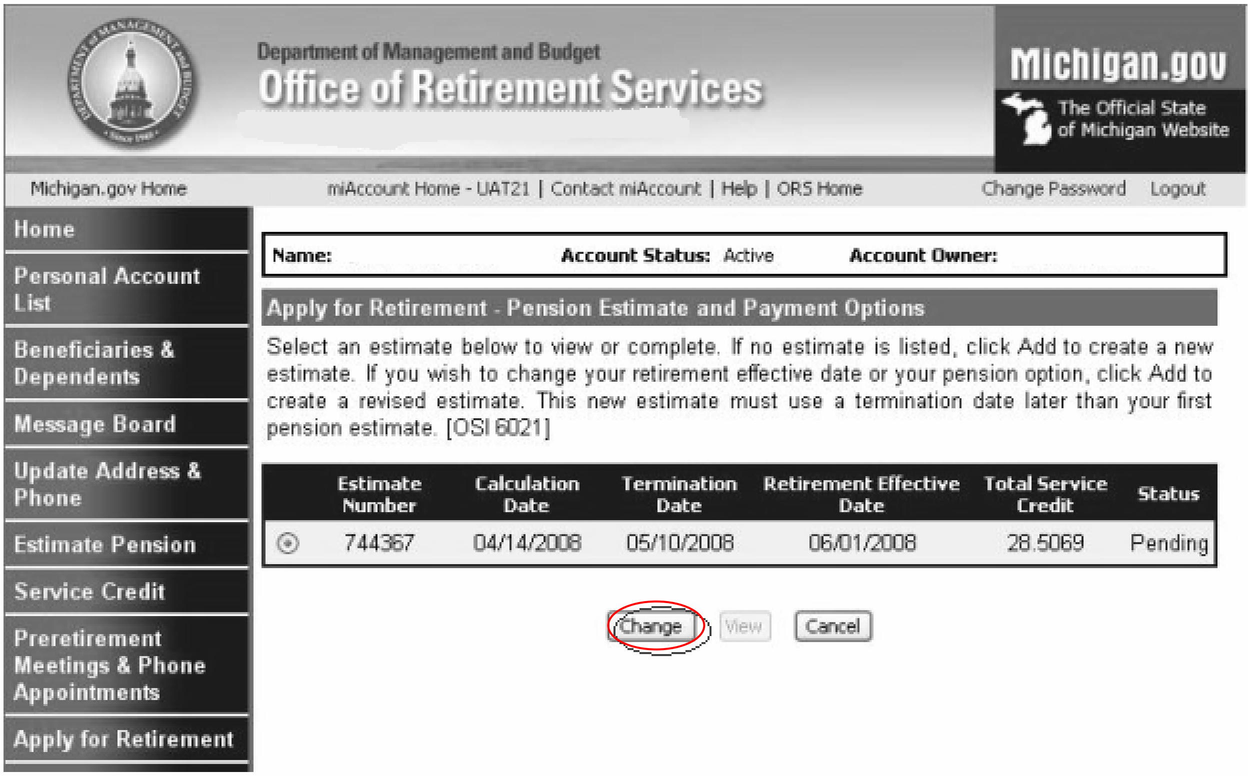


Step 9	To print, click on the View Printer Friendly button on the Pension Estimate and Payment option Summary screen to view in a printer friendly format and print the page.
Step 10	Click on the "I want to use this estimate for my retirement application" button provided on the bottom of Pension Estimate and Payment Option summary screen, System will change the status of pension estimate and display the Apply for retirement screen with other process links activated.

How to change a pending pension Estimate

Total Number of Steps involved in the Process: 10

Pension Estimate and Payment Option Summary screen



Step 1	Click on the Review Hyperlink provided next to Pension Amount and Payment Options process on the Apply for Retirement screen. System will display Apply for Retirement –Pension Amount and Payment Options screen (18.3.1)
Step 2	Click on Change button provided on Apply for Retirement –Pension Amount and Payment Options screen, system will display next screen pre-populated With your Date of birth and benefit structure (screen 18.2.2).
Step 3	Select a retirement type; enter Last Date at work which can not be greater than today + 12 months.
Step 4	Click on continue button provided on bottom Screen. System will display next screen (screen 18.2.3) pre-populated with Service credit earned or Covered & Non-covered Service Credit, Potential service credit, Projected service credit.
Step 5	System will ask for Social security amount if age is less than 61 for public school employees or 64 for state employees or covered service credit is 0. Select pension beneficiary if needed and click on Continue button provided on the bottom of the screen. System will display next screen with the list of fiscal years & reported salaries for those fiscal years (screen 18.2.4)
Step 6	For Active State employees and State Police employees system will ask for annual personal leave which should not be more than 240 hours and

	provides option to recalculate. Click on Recalculate button provided on screen. System will recalculate the FAC amount and display it on the same screen.
Step 7	Click on continue button, system will display Retirement Options selection screen with list of all the retirement options (screen 18.2.5) based on the information provided.

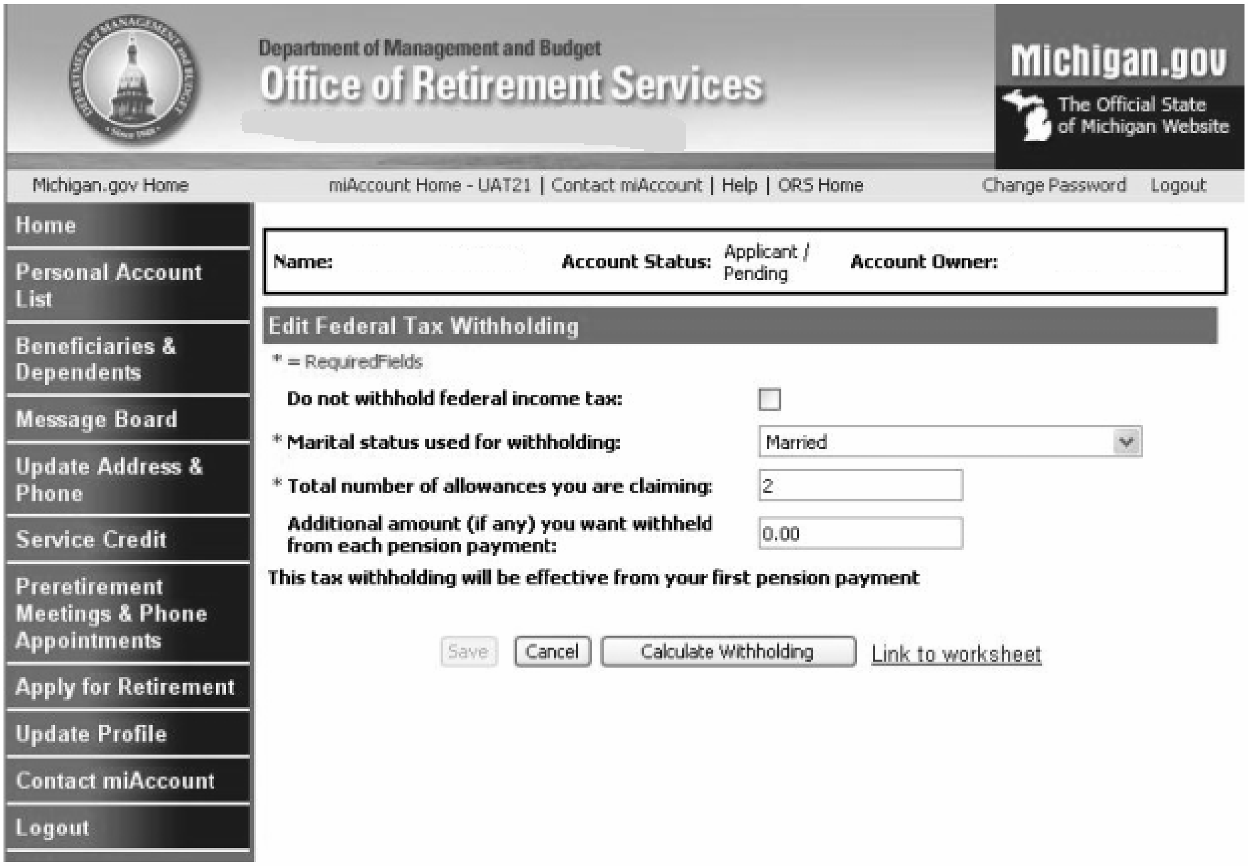
Step 8	Select a Retirement option by clicking on the radio buttons provided in front of each option and click on continue button provided at the bottom of the Retirement option selection screen. System will display Pension Estimate and payment option summary screen with the selected option and the information on which your estimate is based.
Step 9	To print, click on the View Printer Friendly button on the Pension Estimate and Payment option Summary screen to view in a printer friendly format and print the page.
Step 10	Click on the Save button provided on the bottom of Pension Estimate and Payment Option summary screen, System will change the status of pension estimate and display the Apply for retirement screen with other process links activated.

How to change or review Tax Withholding

Total Number of Steps involved in the Process: 3

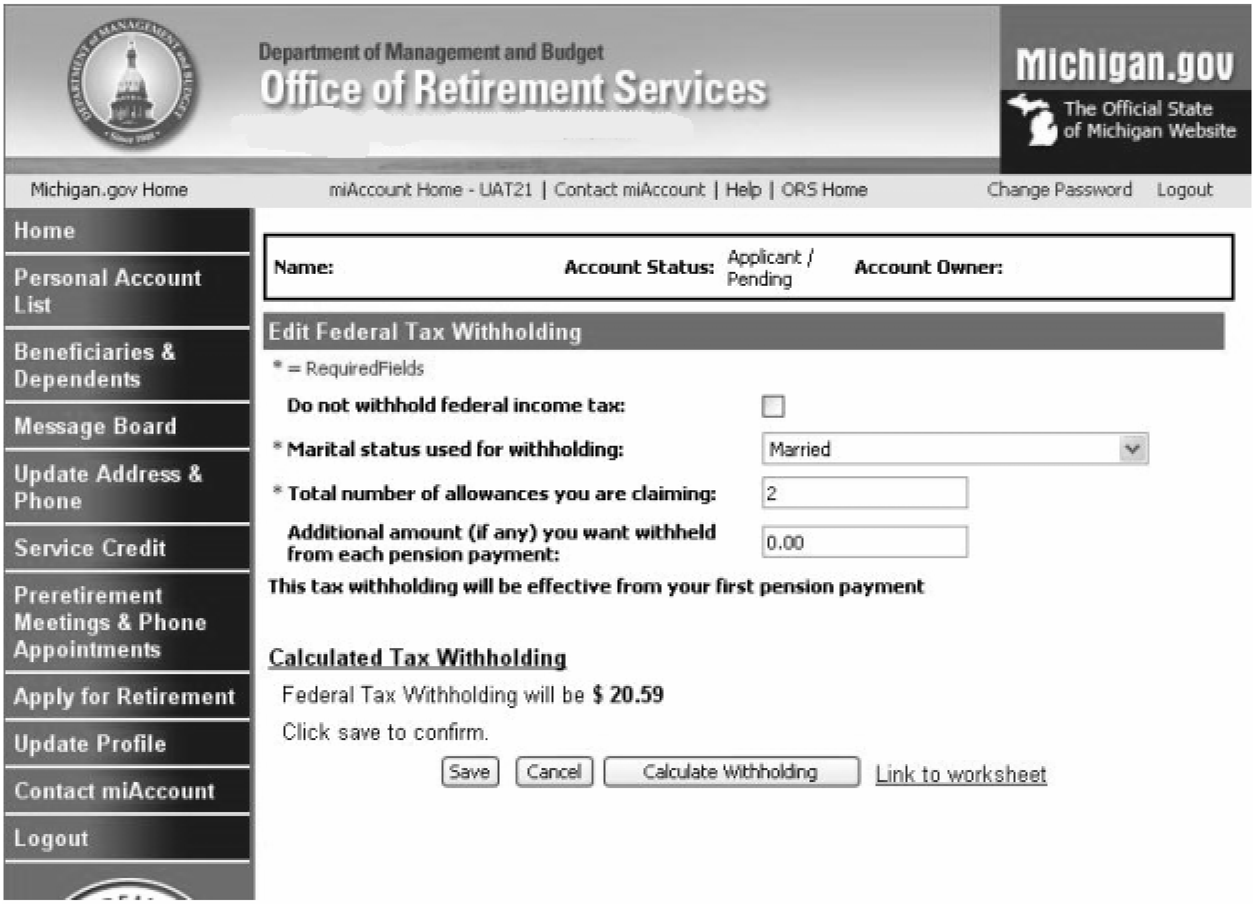
Apply for Retirement

Edit Federal Tax Withholding



Step 1	Click the Review hyperlink provided next to Tax Withholding process on Apply for retirement screen (screen 18.4.1). The system will display the Edit Federal Tax Withholding screen (screen 18.4.2). The default for the Marital Status dropdown list is “Married,” the Total number of Allowances default is 3.
Step 2	If you do not want to withhold any tax amount, select ‘Do not withhold federal income tax’ and click the save button. If you do want taxes withheld, select Marital Status from the dropdown list, enter the Total number of allowances you are claiming which should be less than 100, enter any additional amount you want withheld from each pension payment (not required) which cannot exceed the approved pension estimate amount, and select the Effective Date from the dropdown list. Click the Calculate Withholding button on the bottom of the Add Federal Tax Withholding screen. The system will calculate the Tax Withholding amount and display it on the same screen (screen 18.4.3).

Edit Federal Tax Withholding

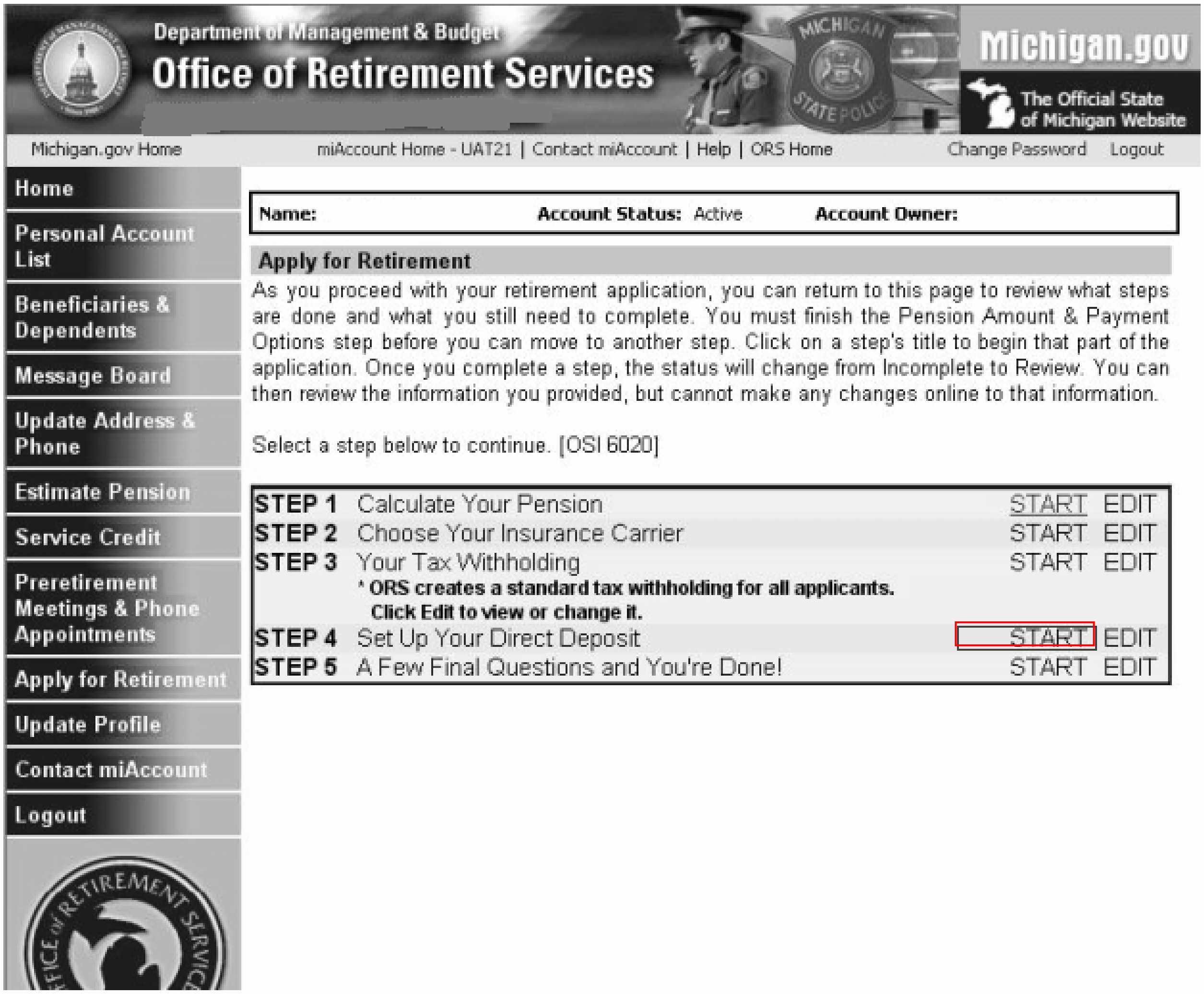


Step 3	Click on the Save button. The system will save the tax withholding and display the Apply for retirement screen with processes and statuses.

How to establish a Direct Deposit account

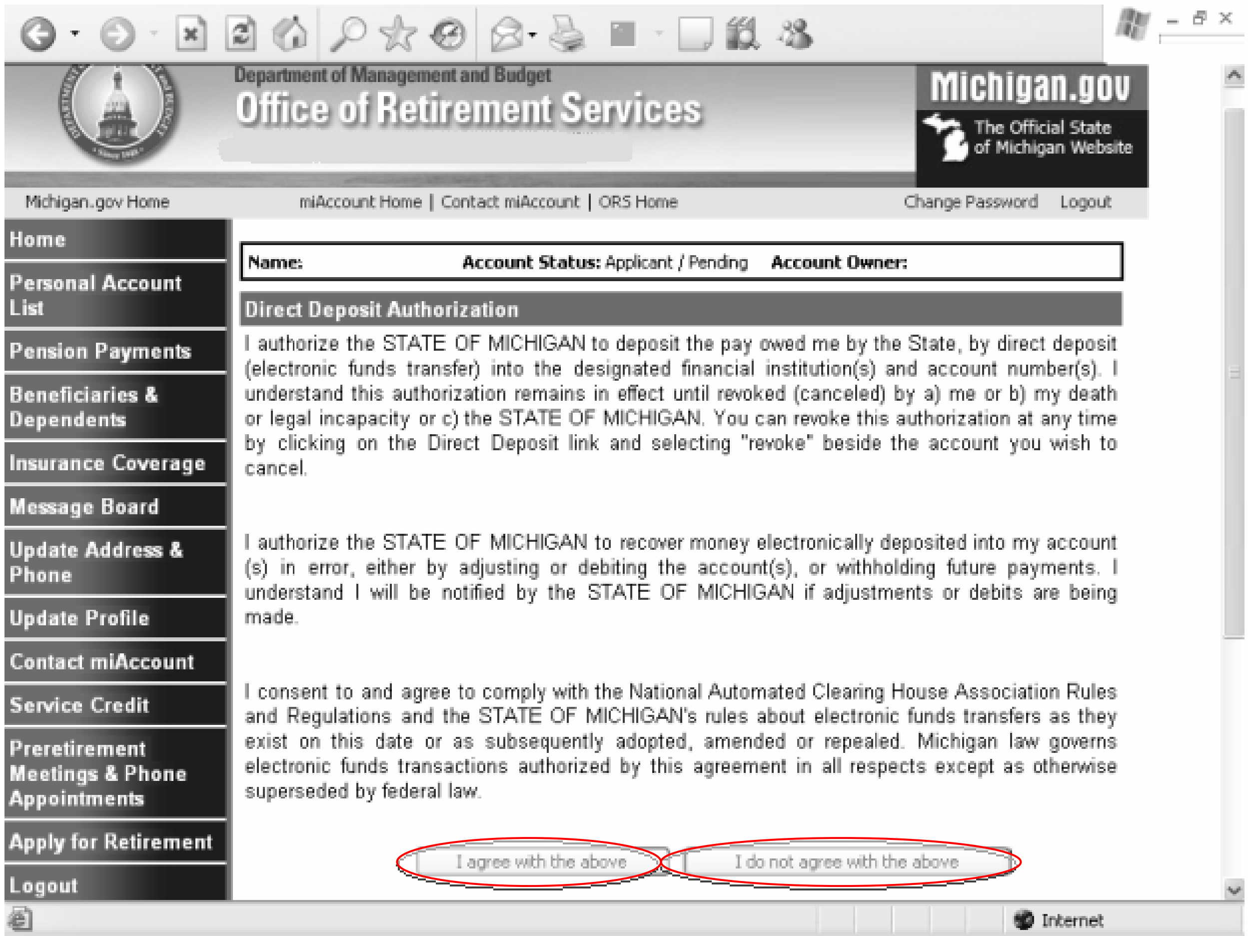
Total Number of Steps involved in the Process: 5

Apply for Retirement



Step 1	Click on the Direct Deposit link on the Apply for Retirement screen (screen 18.5.1). System will display Direct Deposit Authorization screen– (18.5.2)

Direct Deposit Authorization

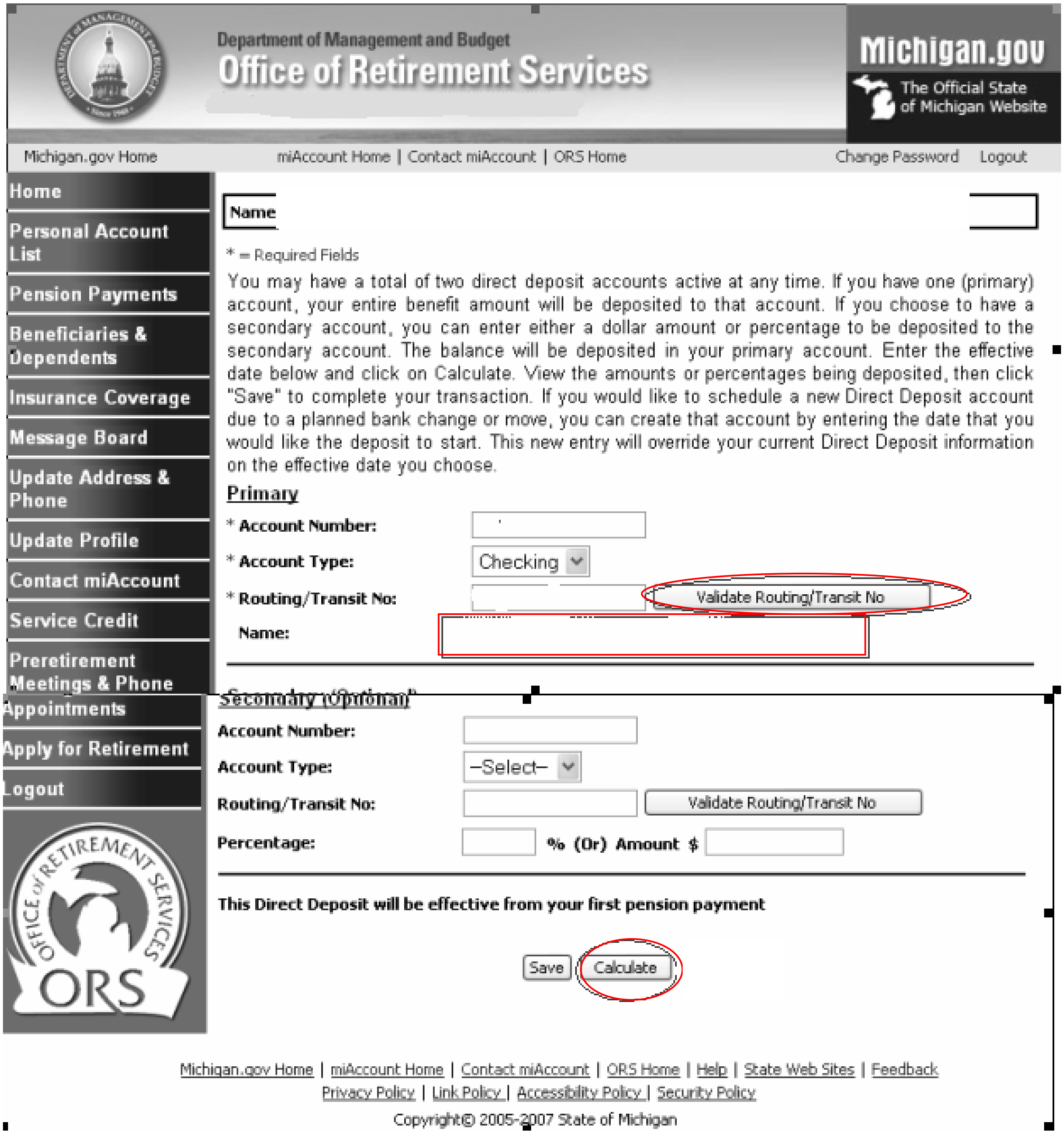


Step 2	Click on the Direct Deposit link on the Apply for Retirement screen (screen 18.5.1). System will display Direct Deposit Authorization screen– (18.5.2)

Add Direct Deposit Account(s)

Step 3	Click on ‘I agree with the above’ button on the Direct Deposit Authorization screen. The system will display the Add Direct Deposit Account(s) screen (screen 18.5.3)

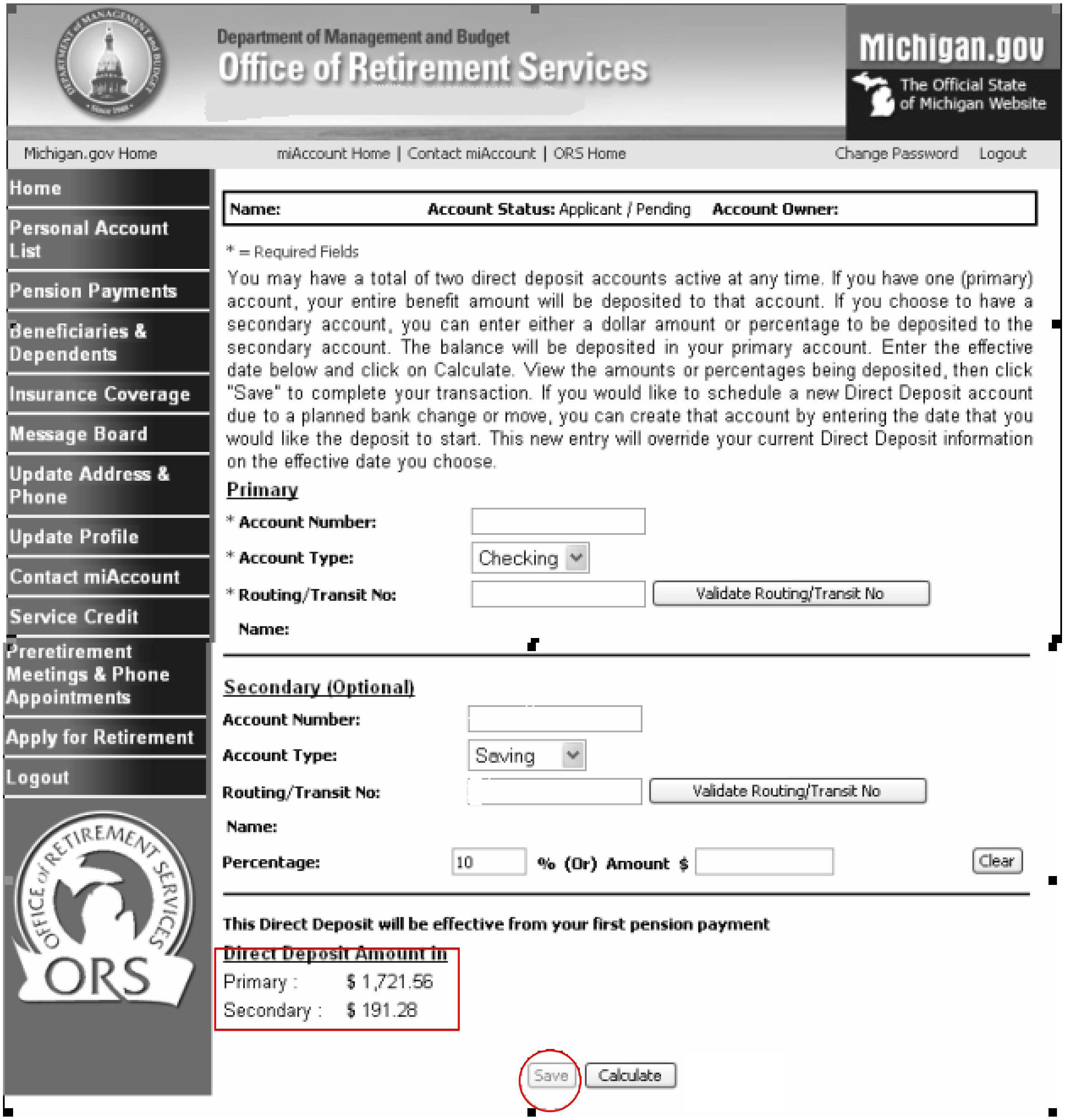
Add Direct Deposit Account(s)



Step 4	Enter the Account Number (all numeric), use the dropdown to select the Account Type, enter the financial institution's Routing/Transit Number (9-digit, all numeric and should start with 0,1,2 or 3) Click the 'Validate Routing/Transit Number' button next to the Routing/Transit No. text box. The system will display the name and address of the institution related to the routing number you entered (screen 18.5.4) If you want a second account, enter the secondary account information. Use the dropdown list to select the Effective Date. Click the Calculate button. The

	system will calculate the primary and secondary account's amount and display it at the bottom of the screen (screen 18.5.5).

Add Direct Deposit Account(s)



Step 5	Click the Save button at the bottom of the screen. The system will display a Apply for Retirement screen with the status of direct deposit as Review (hyperlink)

How to Change Direct Deposit and Stop Secondary Account

Total Number of Steps involved in the Process: 4

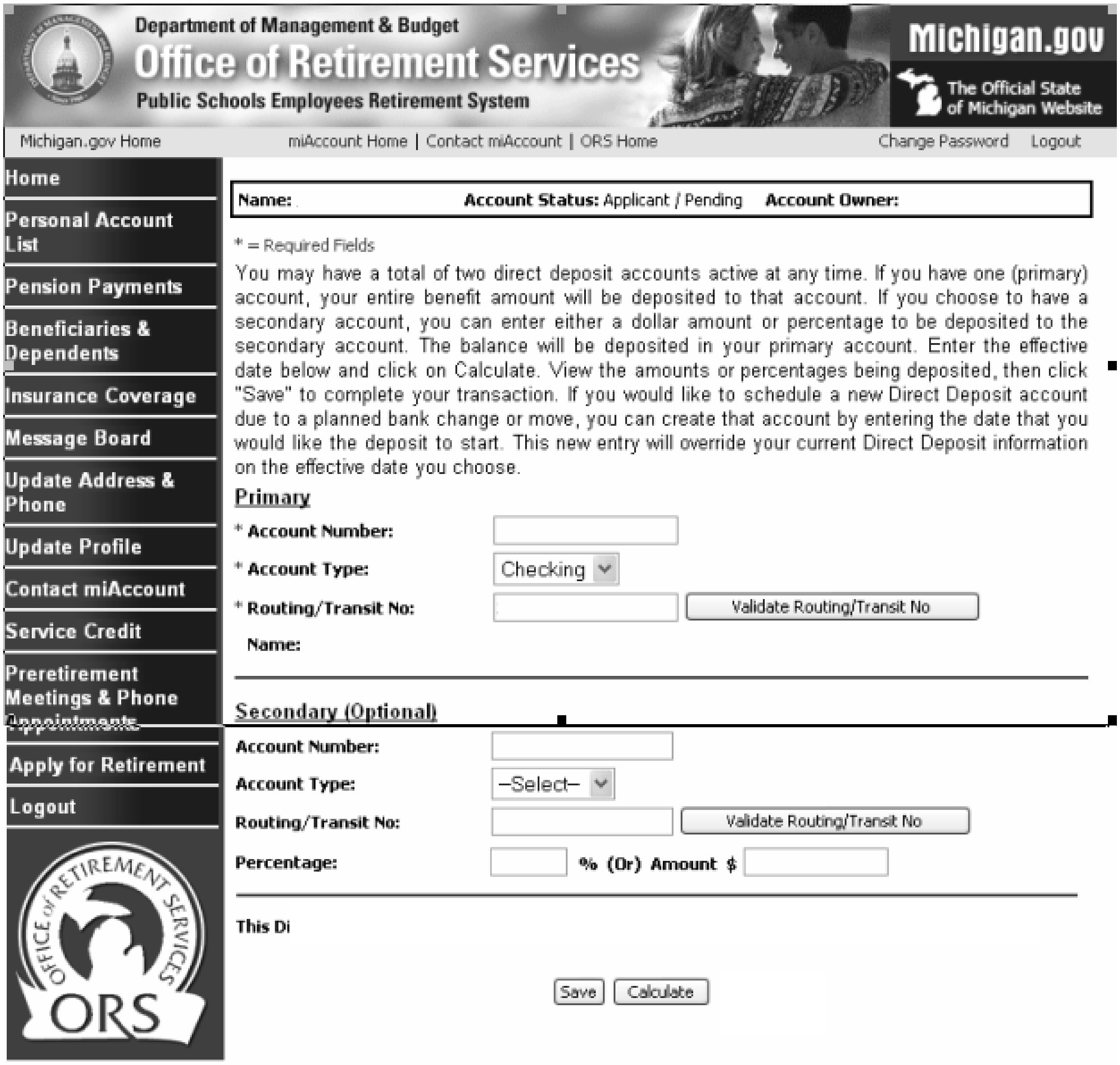
Step 1	Click the Review Hyperlink next to Direct Deposit process on Apply for Retirement screen (screen 18.6.1). The system will display the Change Direct Deposit Account(s) (screen 18.6.2).

Apply for Retirement

Change Direct Deposit Account(s)

Step 2	Click the Clear button to the right of the Percentage or Amount text boxes. The system will clear the contents from the secondary account section (screen 18.7.2).

Change Direct Deposit Account(s)



Step 3	Change the information of your primary account as needed and click on the Calculate button. The system will recalculate the amount based on the primary account and display it on the same screen (screen18.6.4).

Change Direct Deposit Account(s)

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OFFICE of RETIREMENT SERVICES ORS

Name: IAN

* = Required Fields

You may have a total of two direct deposit accounts active at any time. If you have one (primary) account, your entire benefit amount will be deposited to that account. If you choose to have a secondary account, you can enter either a dollar amount or percentage to be deposited to the secondary account. The balance will be deposited in your primary account. Enter the effective date below and click on Calculate. View the amounts or percentages being deposited, then click "Save" to complete your transaction. If you would like to schedule a new Direct Deposit account due to a planned bank change or move, you can create that account by entering the date that you would like the deposit to start. This new entry will override your current Direct Deposit information on the effective date you choose.

Primary

* **Account Number:**
* **Account Type:** Checking
* **Routing/Transit No:** Validate Routing/Transit No
Name:

Secondary (Optional)

Account Number:
Account Type: --Select--
Routing/Transit No: Validate Routing/Transit No
Percentage: % (Or) Amount $

This Direct Deposit will be effective from your first pension payment

Direct Deposit Amount in

Primary : $ 2,315.30

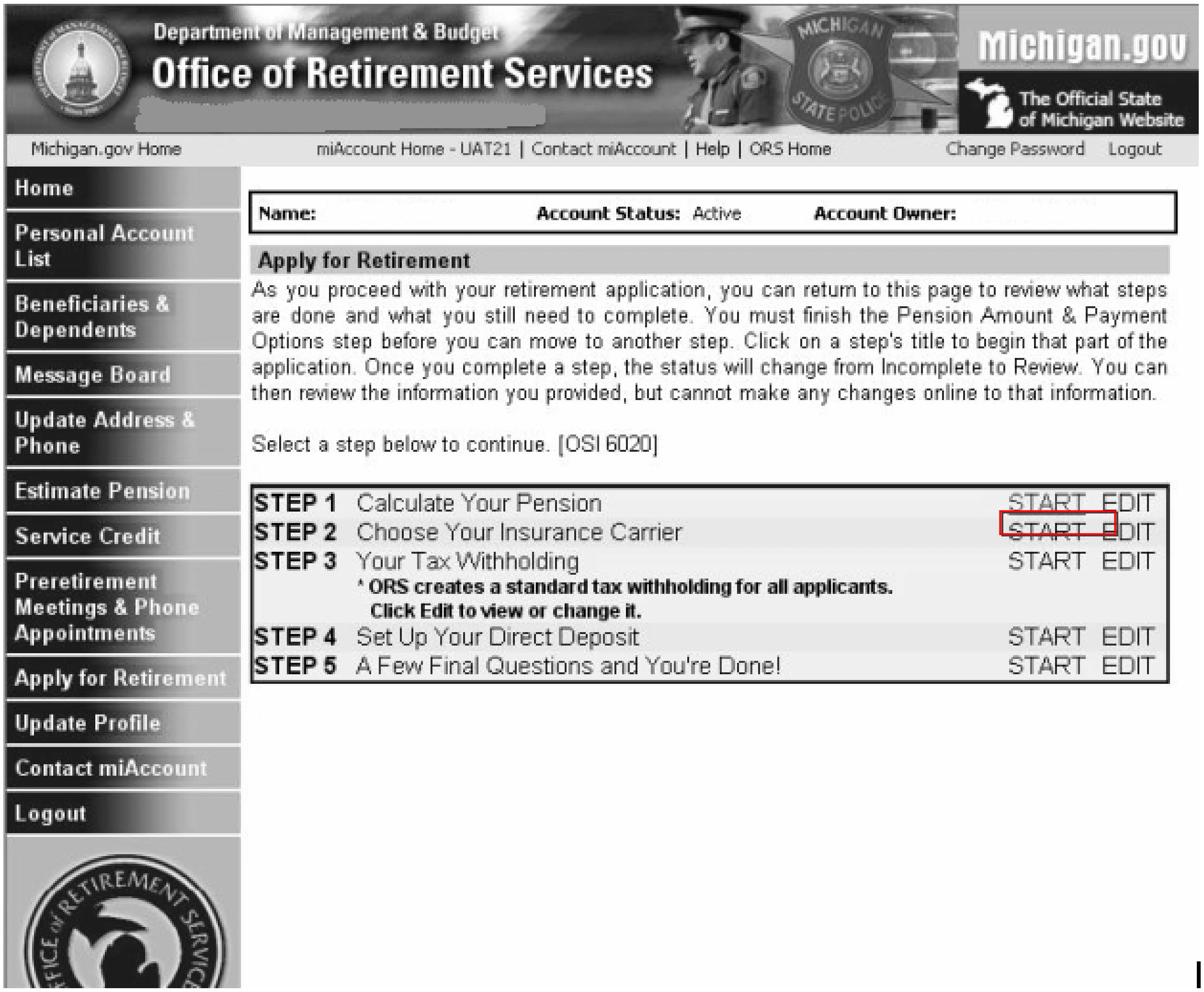
Save Calculate

Step 4	Click the Save button at the bottom of the screen. The system will display a Apply for Retirement screen.

How to Enroll for Health Insurance

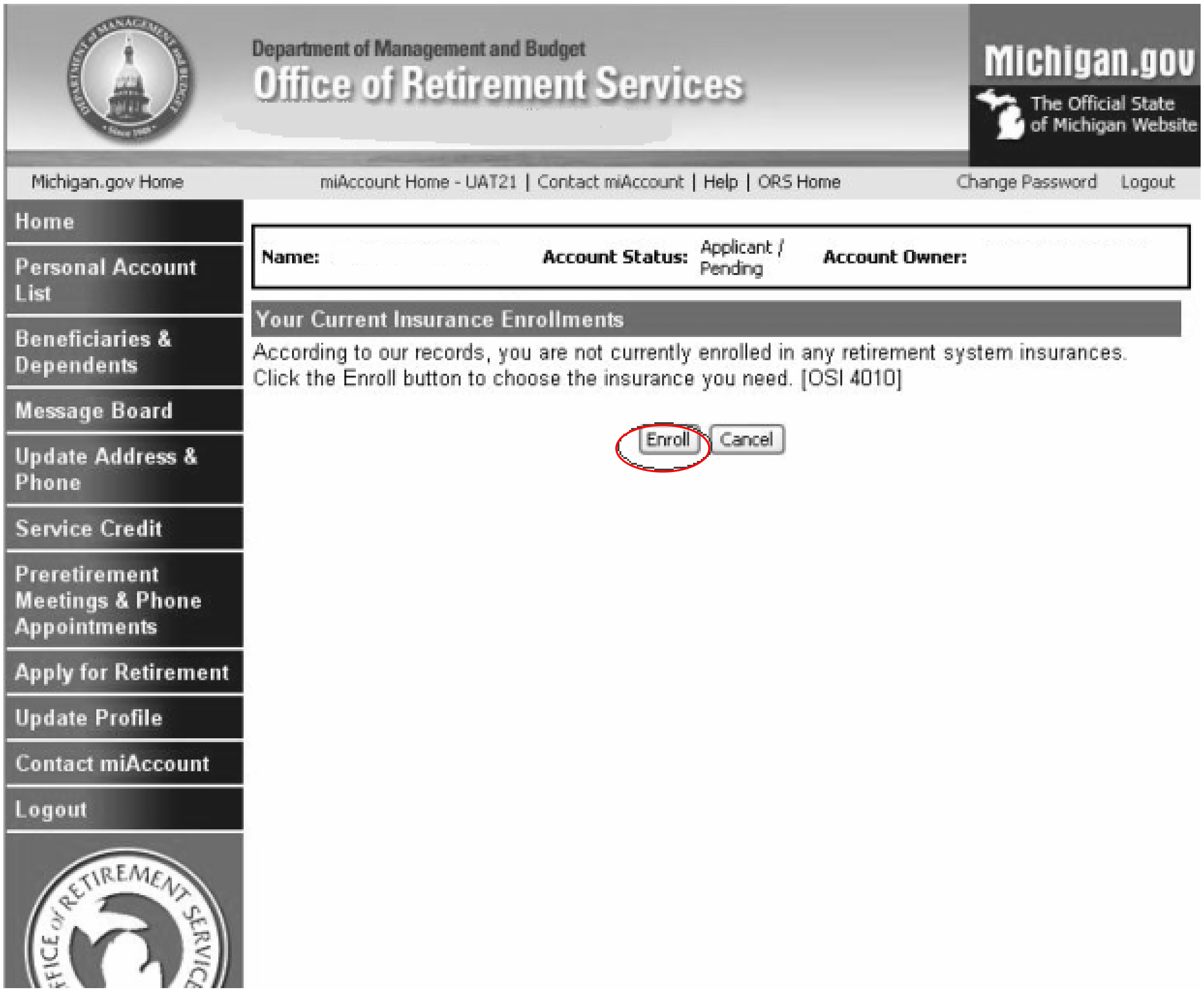
Total Number of Steps involved in the Process: 9

Apply for Retirement



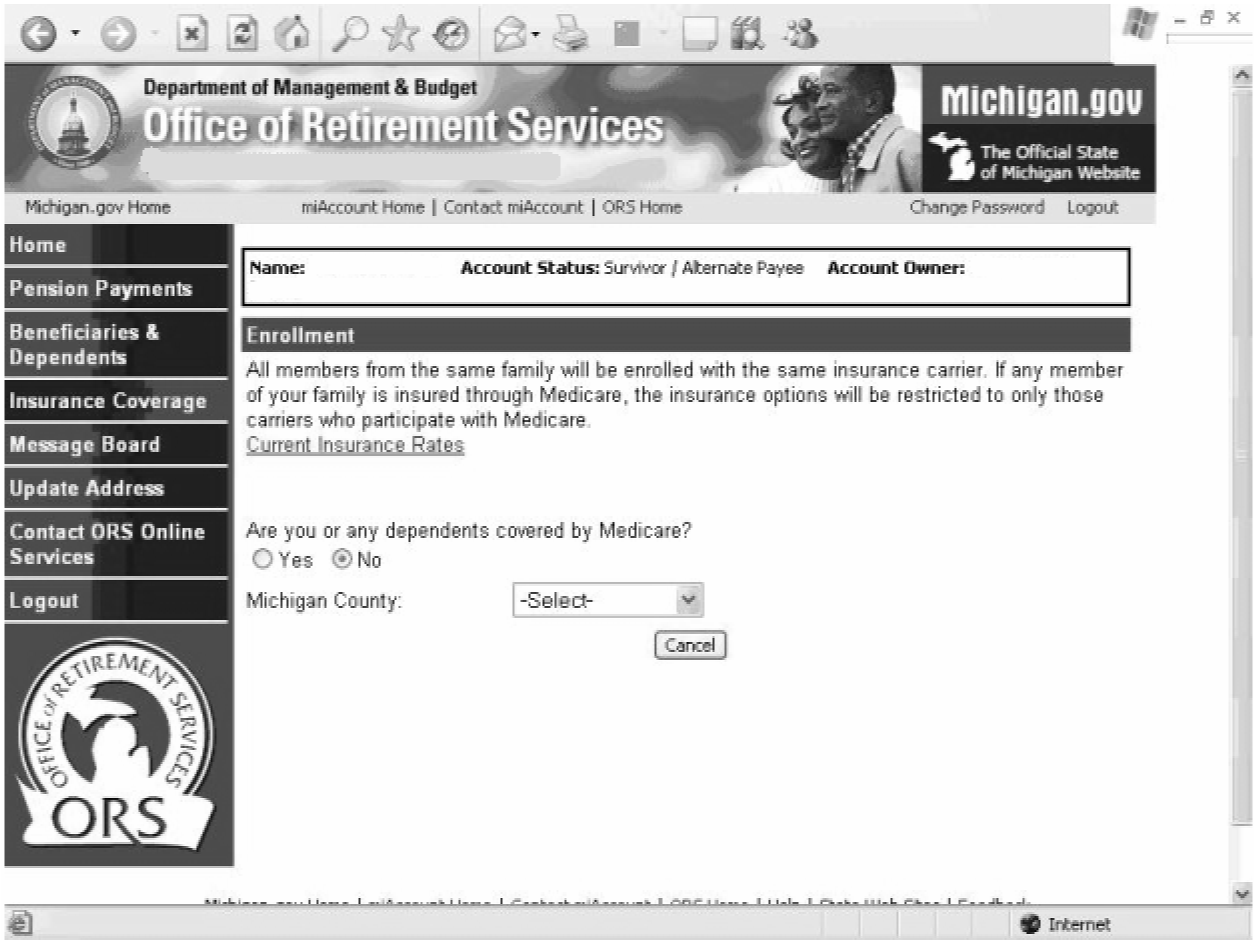
Step 1	Click on the Insurance Plans and Dependents link on the Apply for Retirement screen (screen 18.7.1). System will display Your Current Insurance Enrollment screen(18.7.2)

Your Current Insurance Enrollments



Step 2	Click on Enroll button provided on the bottom of the Your Current Insurance Enrollment. System displays Enrollment (screen 18.7.3)

Enrollment

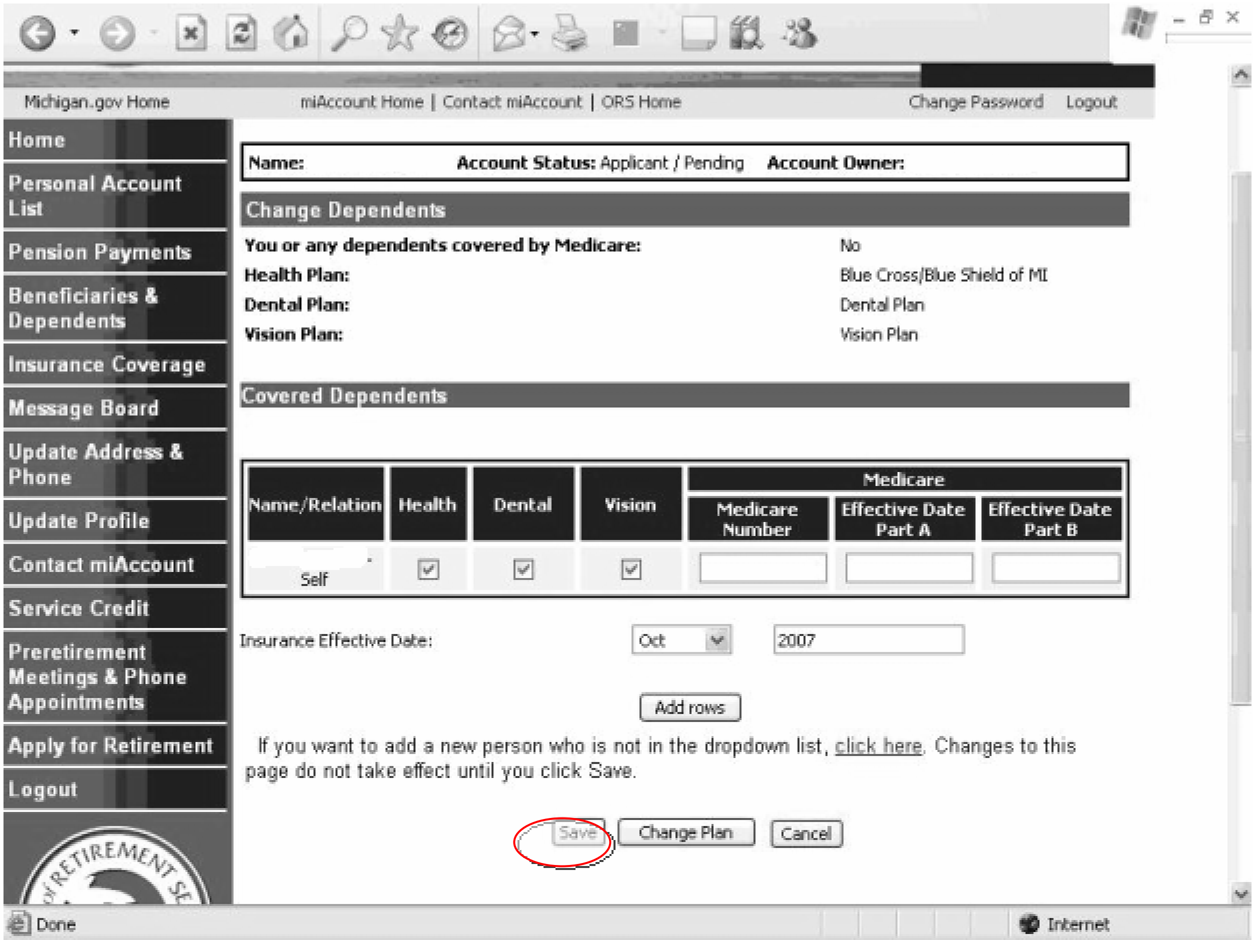


Step 3	Select Yes or No for the Question “Are you or any dependents covered by Medicare? “ by selecting one of the radio button and select the Michigan county from the dropdown list. System displays Health, Dental and vision dropdown lists populated with available options based on Medicare selection and the county and also displays one of the option as ‘Decline’ (screen 18.7.3) If you select Out of State from the Michigan county dropdown system populates Health Insurance dropdown with ‘BCBS’ as the only option.

Enrollment

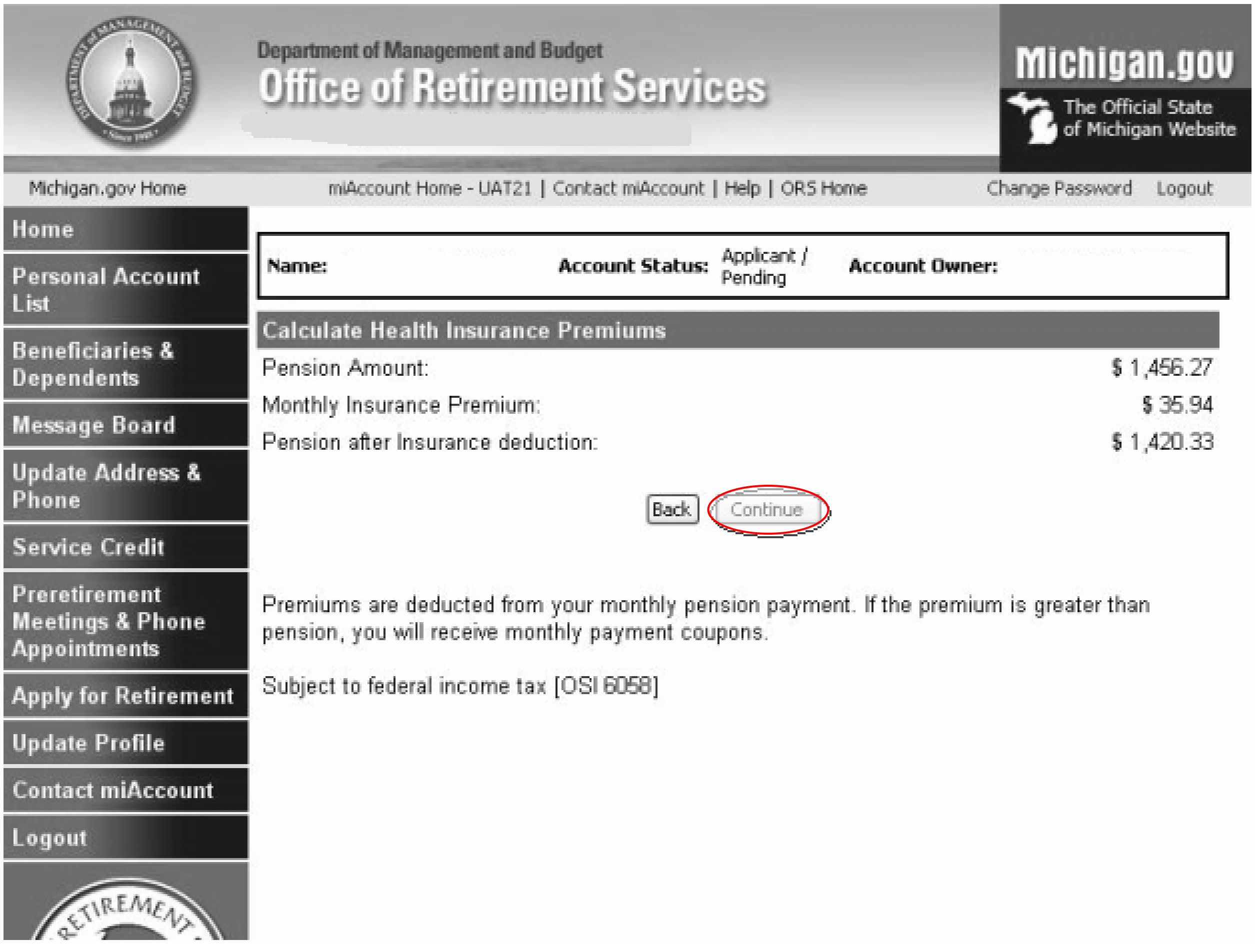
Step 4	Select the Plan for health, dental and Vision insurance or select Decline from the dropdown list if you want to decline the Plan and click on Continue button provided on the bottom of the Enrollment screen with default effective date which can be changed up to 6 months forward. System will display either Change Dependent screen (screen 13.7.5) pre-populated with Insurance information you selected on the enrollment screen or a message to Print the necessary forms if the one of the plan selected is HMO.

Change Dependent



Step 5	Enter the Medicare number, Medicare Effective Date Part A, if You or any dependents covered by Medicare.
Step 6	Click on Add row if you want to add a dependent for health Insurance, system will add a row just below the owner's record under covered dependents list and provides a dropdown to select the dependent.
Step 7	Select the dependent name from the dropdown, select the Plan by clicking on the check boxes provided next to the dependent name. Enter the Medicare Number, Medicare Effective Date Part A if dependent is covered by Medicare or over 65 years of age.
Step 8	Click on Save button and system will display the Calculate Health Insurance premium screen (screen 18.7.6)

Calculate Health Insurance Premiums

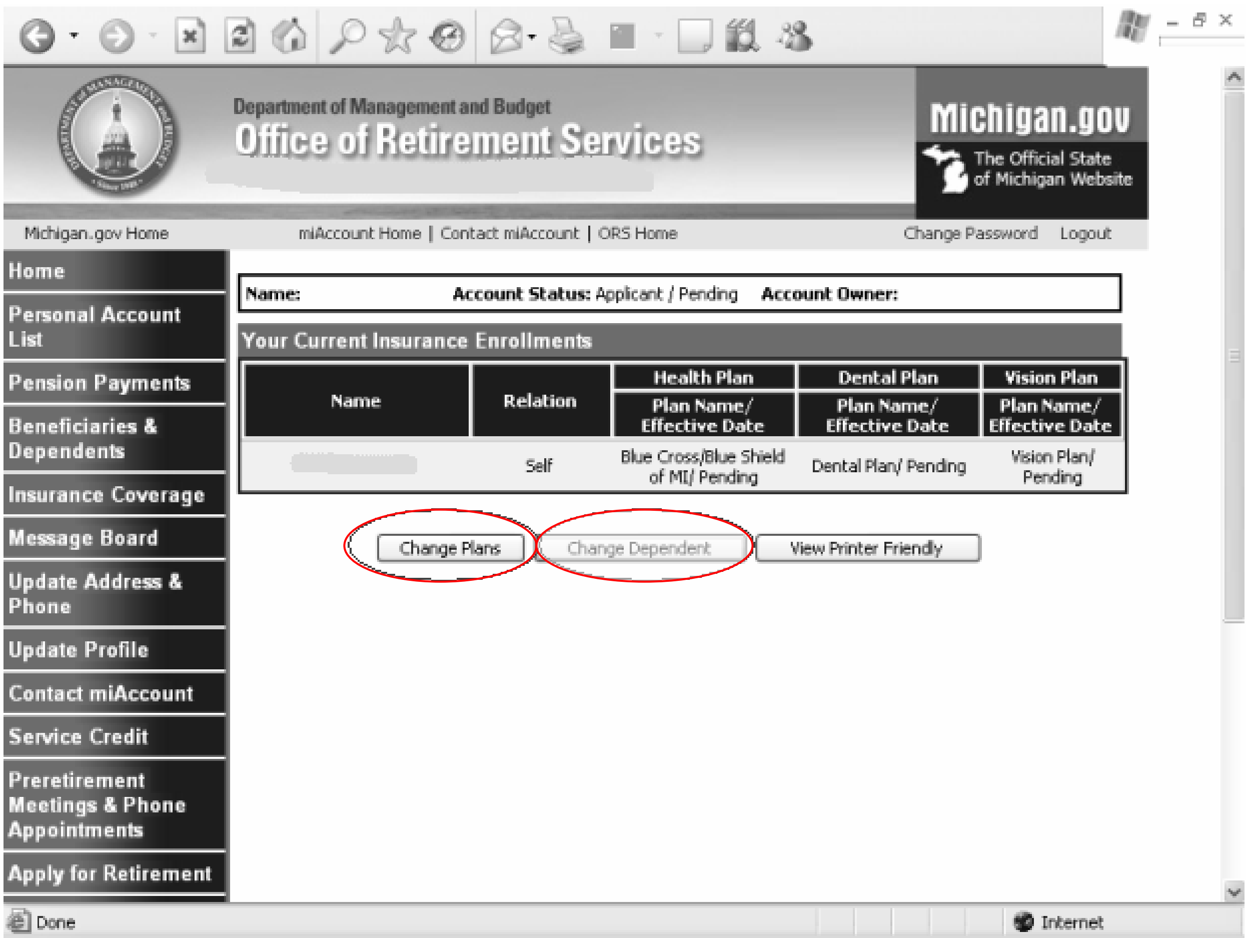


Step 9	Click on Continue button and system will display the Apply for Retirement screen.

How to Change Plans

Total Number of Steps involved in the Process: 6

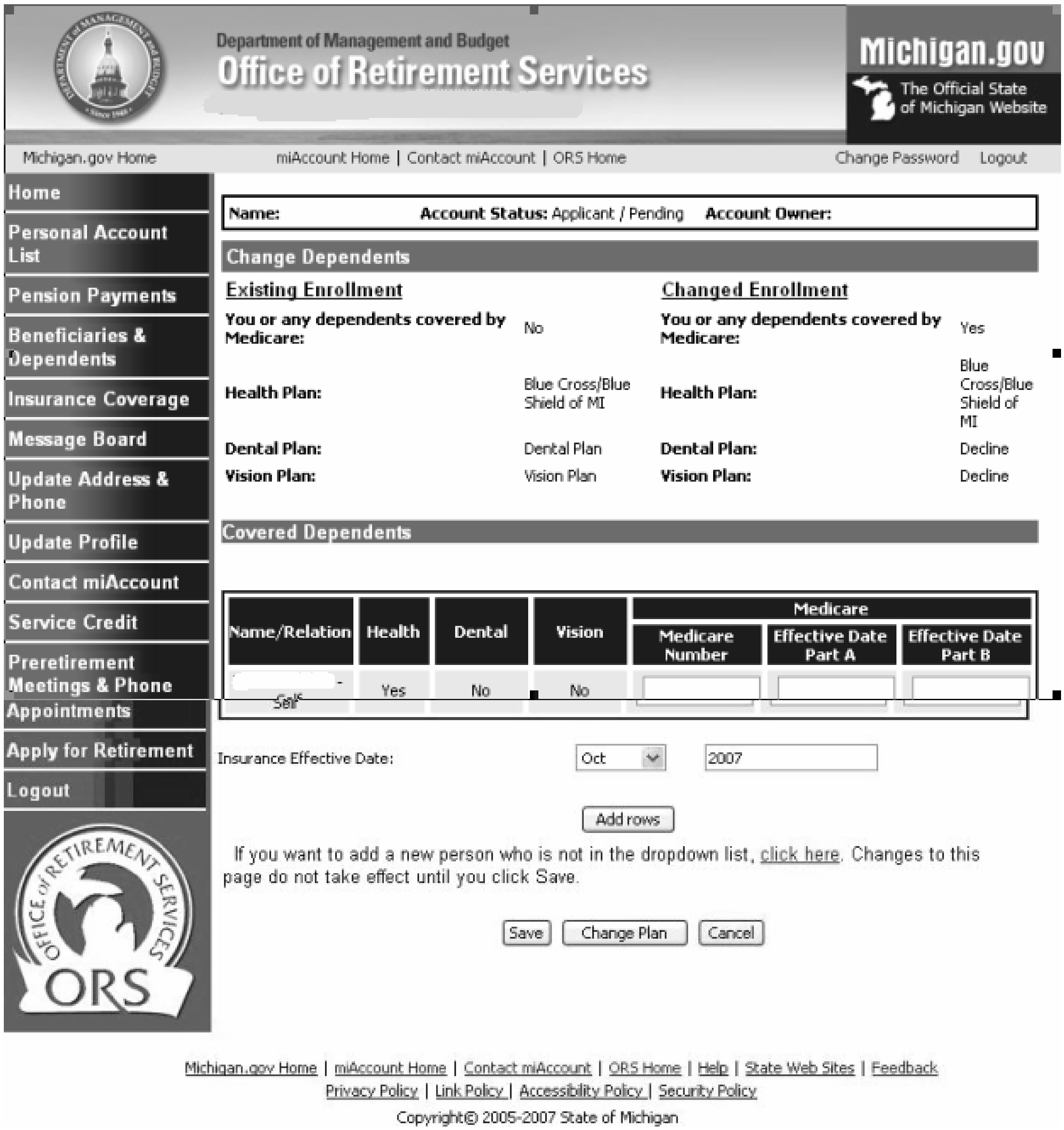
Calculate Health Insurance Premiums



Step 1	To Change Plans, Click on the Change Plan button provided on the Your Current Insurance Enrollment screen (screen 18.1.1). System will display the Enrollment screen (screen 18.7.3).
Step 2	Select Yes or No for the Question “Are you or any dependents covered by Medicare? “ by selecting one of the radio button and select the Michigan county from the dropdown list. System displays Health, Dental and vision dropdown lists populated with available options based on Medicare selection and the county and also displays one of the option as ‘Decline’.(screen 18.7.4) If you select Out of State from the Michigan county dropdown system populates Health Insurance dropdown with ‘BCBS’ as the only option.
Step 3	Select the Plan for health, dental and Vision insurance or select Decline from the dropdown list if you want to decline the Plan and click on Continue button

	provided on the bottom of the Enrollment screen. System will display either Change Dependent screen (screen 18.8.2) pre-populated with Current Enrollment information and Changed Enrollment Information or a message to Print the necessary forms if the one of the plan selected is HMO.

Change Dependent



Step 4	Enter the Medicare number, Medicare Effective Date Part A, if You or any dependents covered by Medicare.

Step 5	Click on Add row if you want to add a dependent for health Insurance, system will add a row just below the owner's record under covered dependents list and provides a dropdown to select the dependent.
Step 6	Select the dependent name from the dropdown, select the Plan by clicking on the check boxes provided next to the dependent name. Enter the Medicare Number, Medicare Effective Date Part A if dependent is covered by Medicare or over 65 years of age.
Step 7	Click on Save button and system will display the Calculate Health Insurance premium screen (screen 18.7.6)
Step 8	Click Cancel and system will display Apply for retirement screen

How to Change Dependents

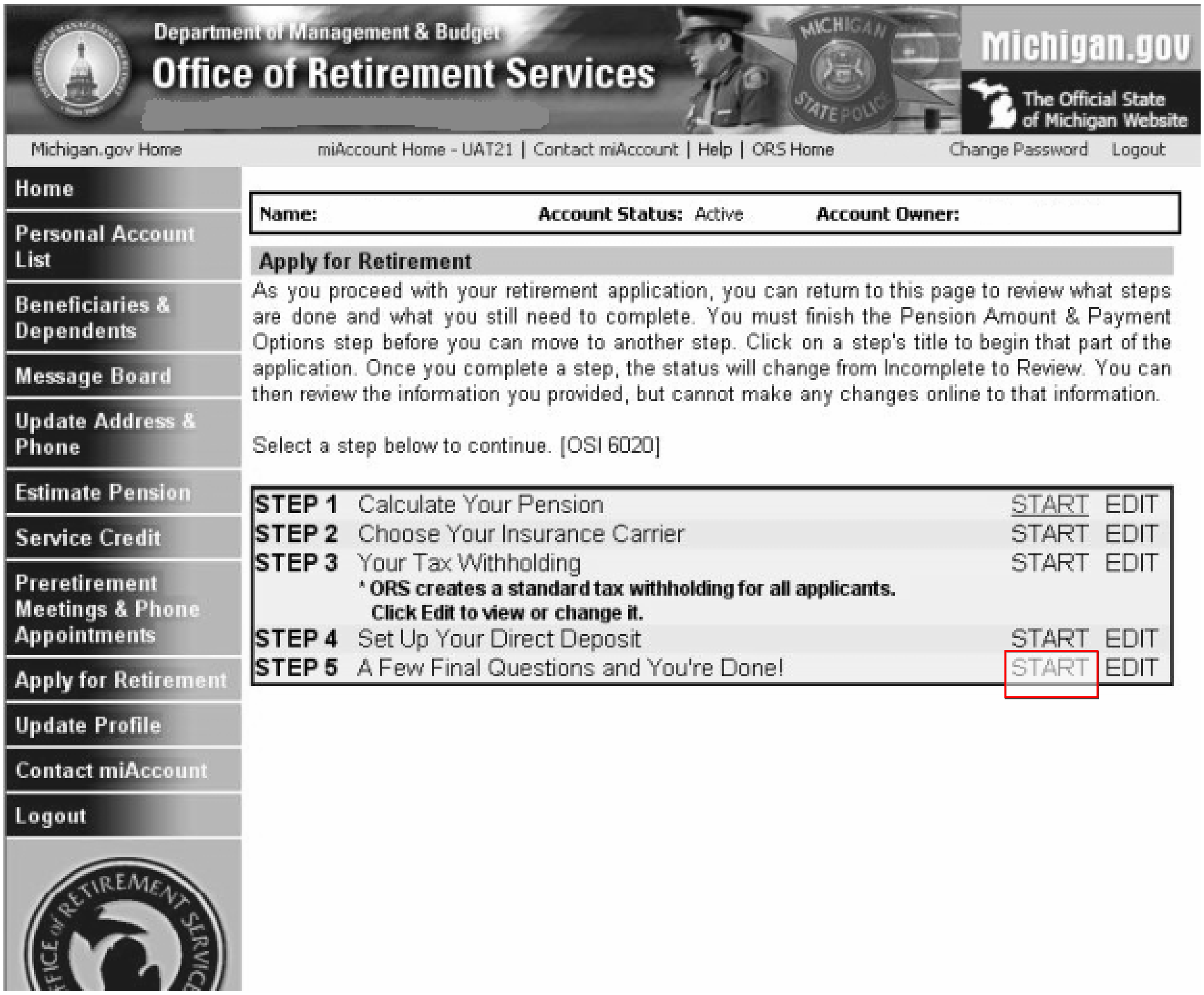
Total Number of Steps involved in the Process: 5

Step 1	To Change Dependents, Click on the Change Dependent button provided on the Your Current Insurance Enrollment screen (screen 18.8.1). System will display the Change Dependent screen (screen 18.7.3)
Step 2	To Add another dependent, Click on Add Row button provided after covered dependents list, System will add an empty row under covered dependents list.
Step 3	Select the dependent name from the dropdown, select the Plan by clicking on the check boxes provided next to the dependent name. Enter the Medicare Number, Medicare Effective Date Part A if dependent is covered by Medicare or over 65 years of age.
Step 4	To remove a person from the covered dependents list, uncheck all the check boxes provided in front of the dependents name.
Step 5	Click on Save button and system will display the Calculate Health Insurance premium screen (screen 18.7.6)
Step 6	Click Cancel and system will display Apply for retirement screen

How to complete application process

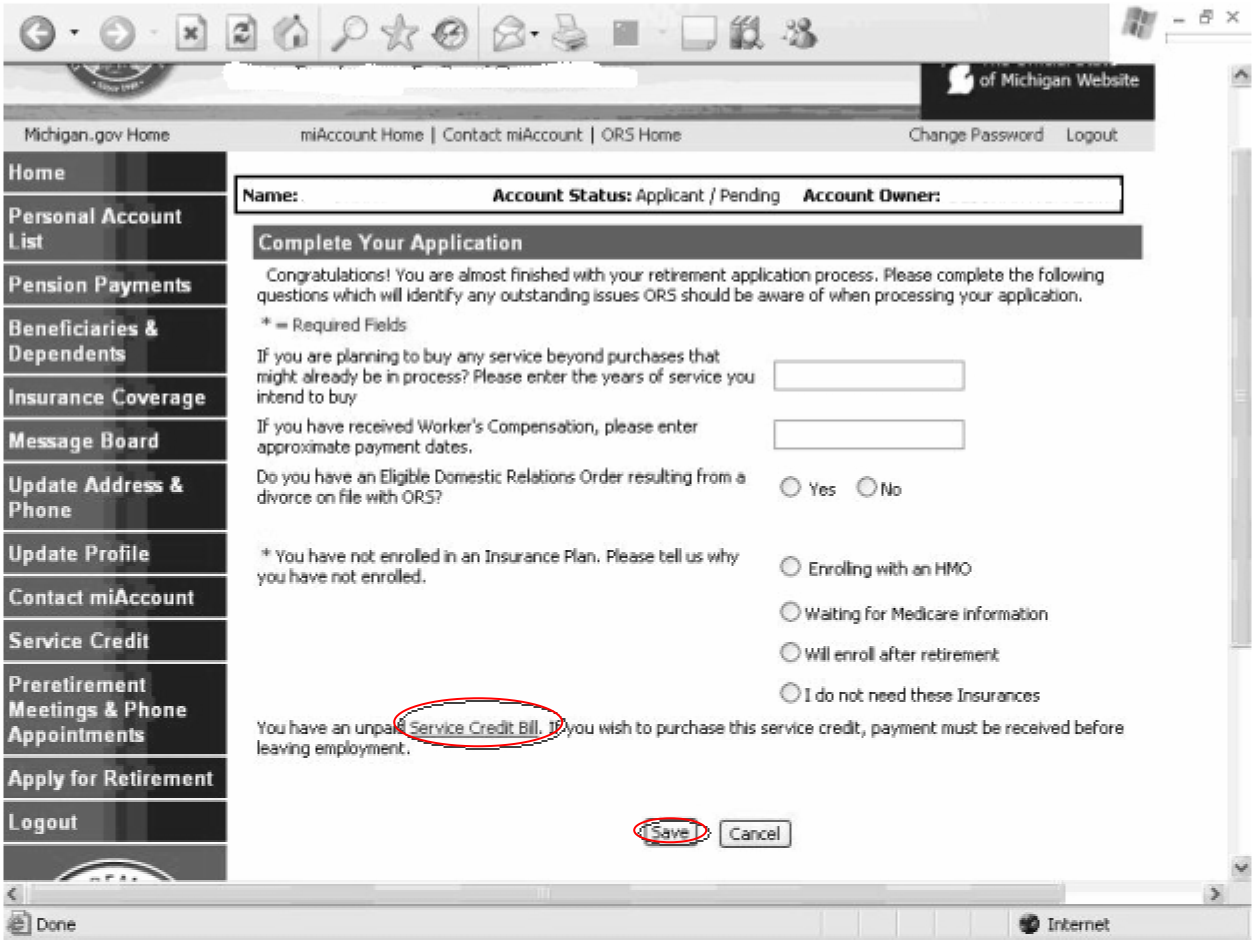
Total Number of Steps involved in the Process: 2

Apply for Retirement



Step 1	Click on the Complete Your Application link on the Apply for Retirement screen (screen 18.10.1). System will display Complete Your Application screen (screen 18.10.2) to collect the information needed to initiate the retirement application closeout process.

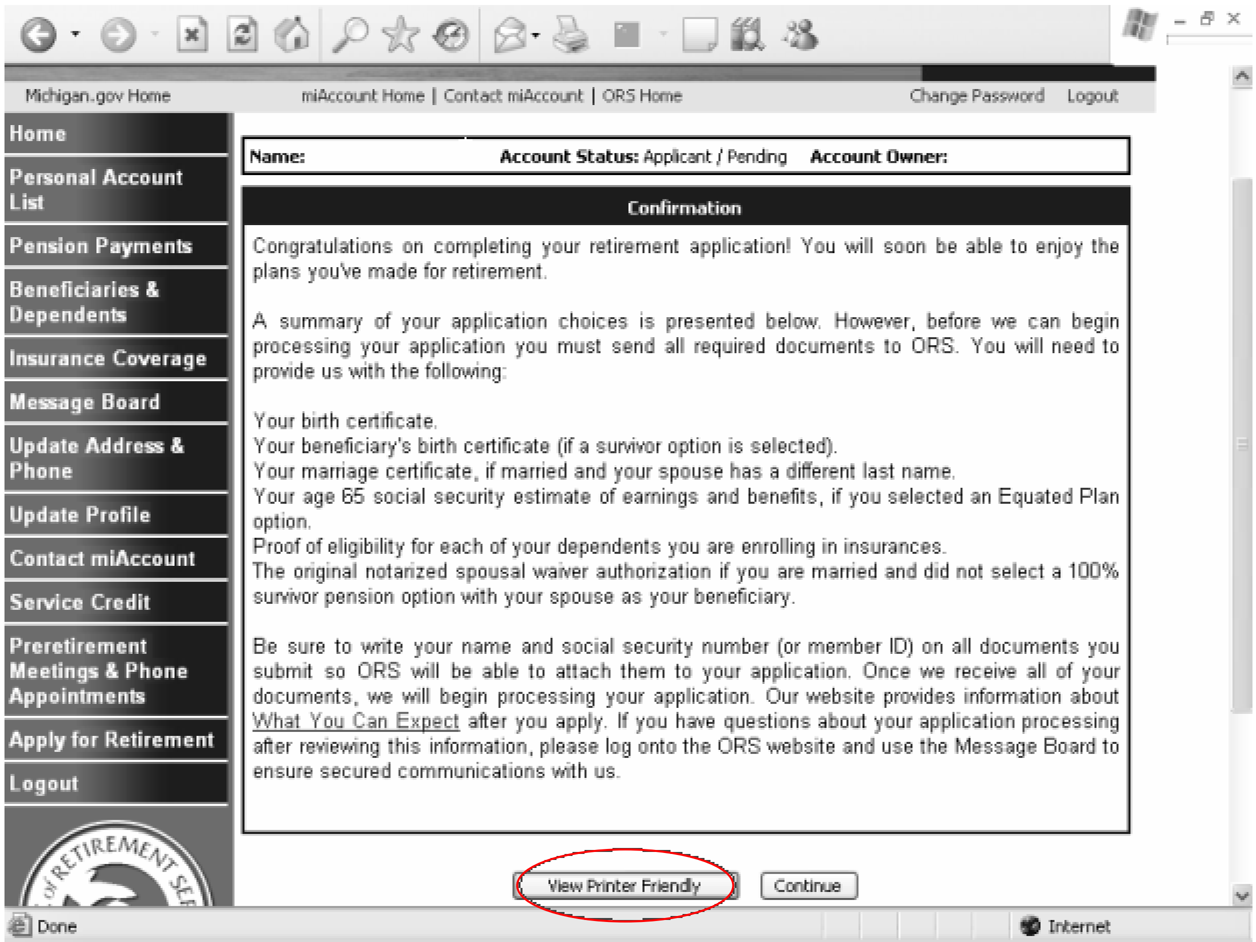
Apply for Retirement



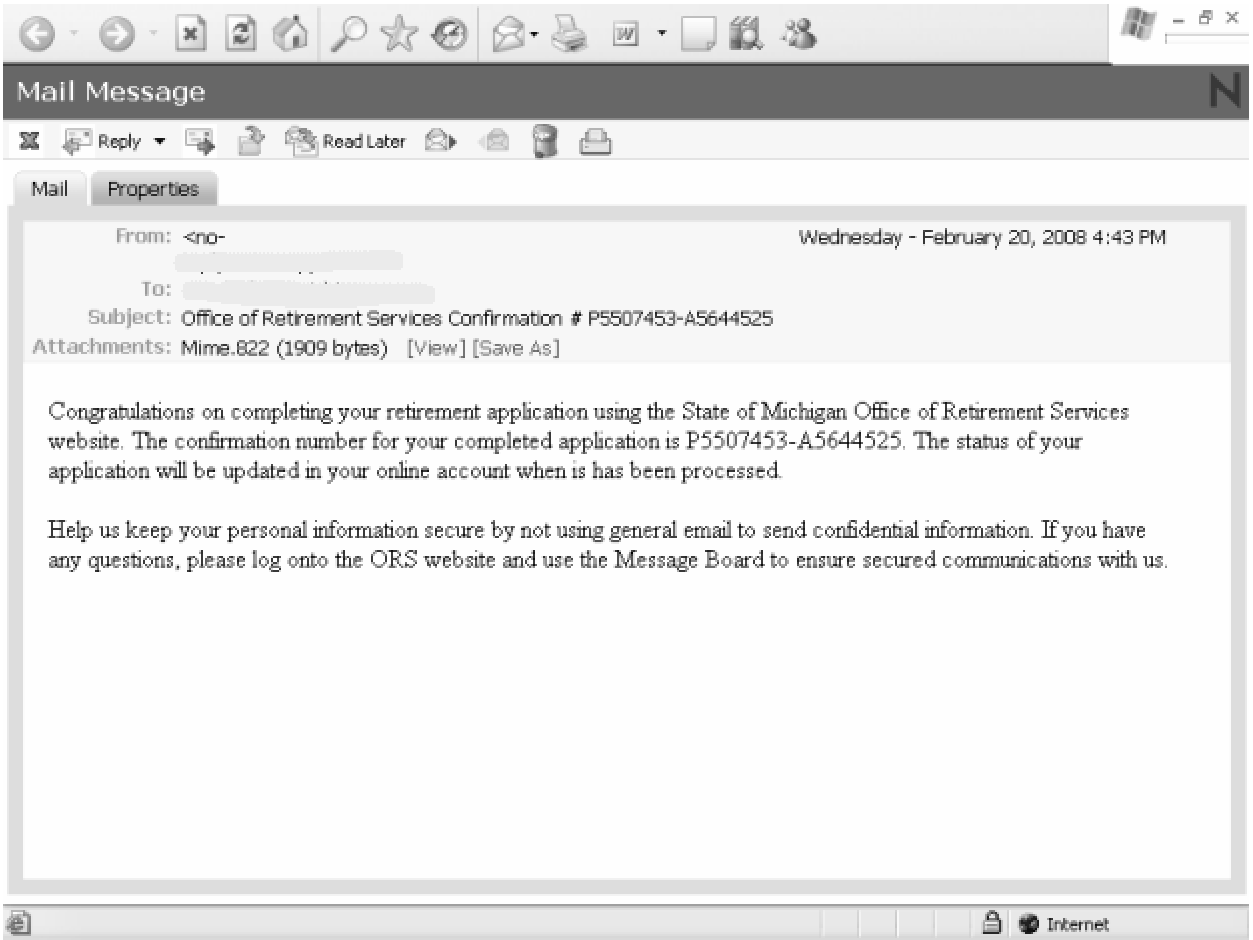
Step 2	If you are in any Tax Deferred Payment (TDP) agreement then system asks whether you intend to pay off your TDP agreement, select yes or no by clicking on the radio button provided in front of Yes or NO.
Step 3	Answer the question if you are planning to purchase any service in addition to any already in process select yes or no by clicking on the radio button provided in front of Yes or NO.
Step 4	Enter the payment dates in the box provided if you have received workers compensation.
Step 5	Answer the question if you have an Eligible Domestic relations order on file with ORS by selection yes or NO.
Step 6	If you have not completed the Health Insurance and dependents process so far system will ask the reason why, answer the question by selecting the radio button provided next to the reasons.
Step 7	If you have any pending bill then system will display a message that you have a pending bill you can view that bill by clicking on Service Credit Bill hyperlink provided on the Complete your Application screen.
Step 8	If you are an active public school employee then system displays the list of the employers so that you can notify the employers that you have or will be

	terminating employment with them.
Step 9	Click on the save button provided at the bottom of the screen system will display a Confirmation screen (screen 18.10.3) and triggers an Email notification with the confirmation number (screen 18.10.4)

Confirmation



Email Confirmation



Mail Message

Reply | Read Later

Mail | Properties

From: <no-

To:

Subject: Office of Retirement Services Confirmation # P5507453-A5644525

Attachments: Mime.822 (1909 bytes) [View] [Save As]

Wednesday - February 20, 2008 4:43 PM

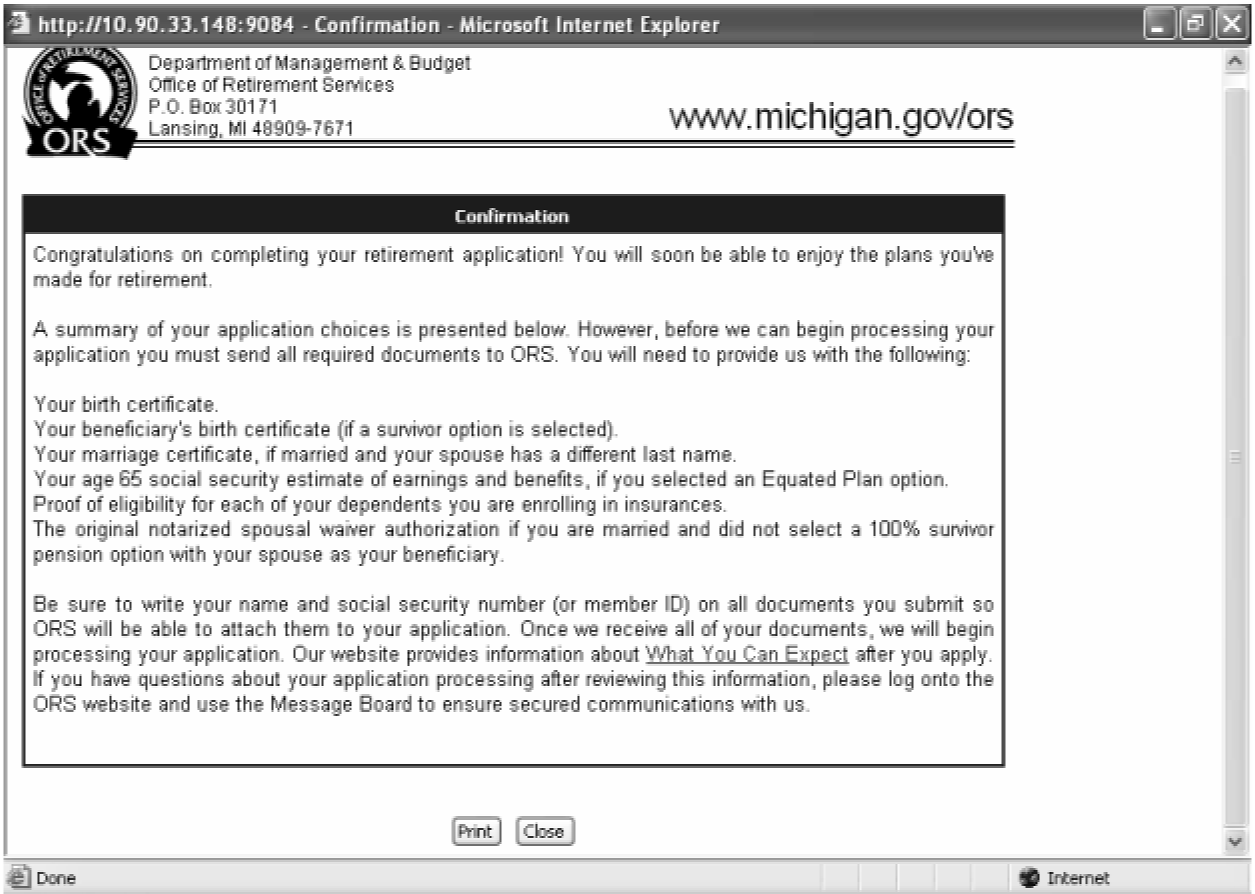
Congratulations on completing your retirement application using the State of Michigan Office of Retirement Services website. The confirmation number for your completed application is P5507453-A5644525. The status of your application will be updated in your online account when is has been processed.

Help us keep your personal information secure by not using general email to send confidential information. If you have any questions, please log onto the ORS website and use the Message Board to ensure secured communications with us.

Internet

Step 10	To print, click on the View Printer Friendly button on the Confirmation screen to view in a printer friendly format and print the page (screen18.10.5).

Confirmation Printer Friendly



http://10.90.33.148:9084 - Confirmation - Microsoft Internet Explorer

Department of Management & Budget
Office of Retirement Services
P.O. Box 30171
Lansing, MI 48909-7671

www.michigan.gov/ors

Confirmation

Congratulations on completing your retirement application! You will soon be able to enjoy the plans you've made for retirement.

A summary of your application choices is presented below. However, before we can begin processing your application you must send all required documents to ORS. You will need to provide us with the following:

Your birth certificate.
Your beneficiary's birth certificate (if a survivor option is selected).
Your marriage certificate, if married and your spouse has a different last name.
Your age 65 social security estimate of earnings and benefits, if you selected an Equated Plan option.
Proof of eligibility for each of your dependents you are enrolling in insurances.
The original notarized spousal waiver authorization if you are married and did not select a 100% survivor pension option with your spouse as your beneficiary.

Be sure to write your name and social security number (or member ID) on all documents you submit so ORS will be able to attach them to your application. Once we receive all of your documents, we will begin processing your application. Our website provides information about What You Can Expect after you apply. If you have questions about your application processing after reviewing this information, please log onto the ORS website and use the Message Board to ensure secured communications with us.

Print Close

Done Internet