



May 1, 2012

## Reports Must Be 100 Percent Posted for Processing Summer Retirement Applicants

**IMPORTANT:** If you are not the CORRECT PERSON TO RECEIVE THIS communication, please forward it to the person who is responsible for retirement reporting.

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Most reporting units are doing an excellent job of keeping their payroll reports submitted and posted in a timely fashion. We thank you for a job well done and truly appreciate the effort involved in keeping your data to ORS current. It will be essential to maintain this practice especially in the upcoming months.

The summer months bring an increased number of retirements each year. For ORS to finalize a retiree's pension, your reports must be 100 percent posted. In some cases, we can process an estimated initial pension payment during the first month of retirement and, in other cases, we cannot provide any pension payment until all wages have posted. Any reports that are not completely posted can cause delayed pension adjustments for those retirees receiving the estimated amount and will definitely delay pensions for those who must have all wages posted before we can begin payments. In the event of missing data ORS will contact your reporting unit as necessary until the information can be seen on the member account.

Another reason to make sure that reports are posted 100 percent is the increased use of miAccount by your employees. More and more MPERS members are going on line to view their wage and service data. If your reports are posted 100 percent these employees will be able to make informed decisions about their careers based on the up-to-date information they can see online. Reports that are not 100 percent posted will leave these member accounts lacking the most current wage and service data, preventing the employee the opportunity to make important decisions if need be. The recourse these members have is to contact their reporting unit for the information that they cannot see on miAccount.

If you need assistance in posting reports 100 percent, please contact the Employer Reporting help desk at 517-636-0166 or email us at [ORS\\_Web\\_Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov).

Thank you!  
Office of Retirement Services

Should there be discrepancies between the information reflected here and the actual law, the provisions of the law govern.