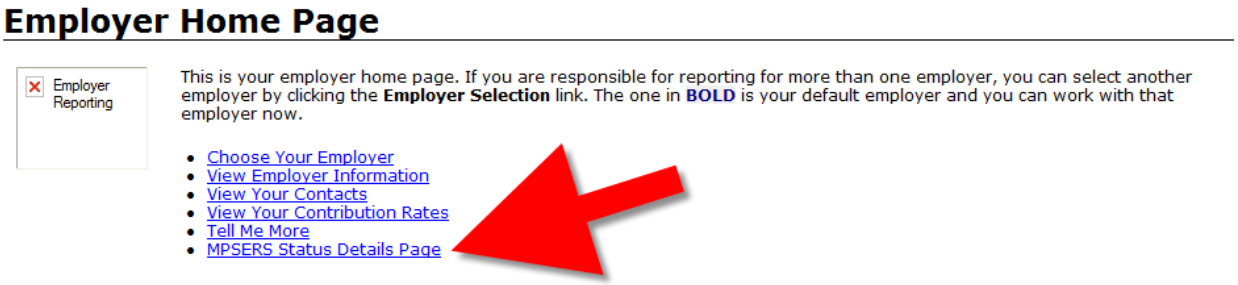
Department of Technology, Management & Budget

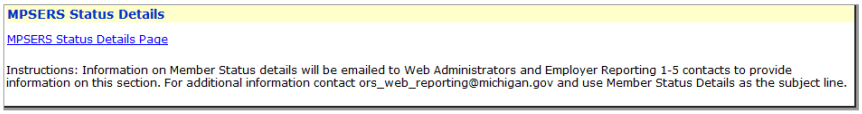
Instructions for Validating Active Employees

For Public School Employers

1. **You must finalize your reporting unit's list of active members and notify ORS by 8/3/12.** Email ORS_Web_Reporting@michigan.gov with the following in the subject line: RU # XXXXX MPSERS Status Details DONE.
2. Log on to the Reporting Website.
3. Click on the MPSERS Status Details Page link near the top of the screen;



4. Or scroll down to the MPSERS Status Details box at the center of your Home Page and click on the Member Status Details Page link.



5. On the Member Status Details page click on the Download Member Eligibility file link.

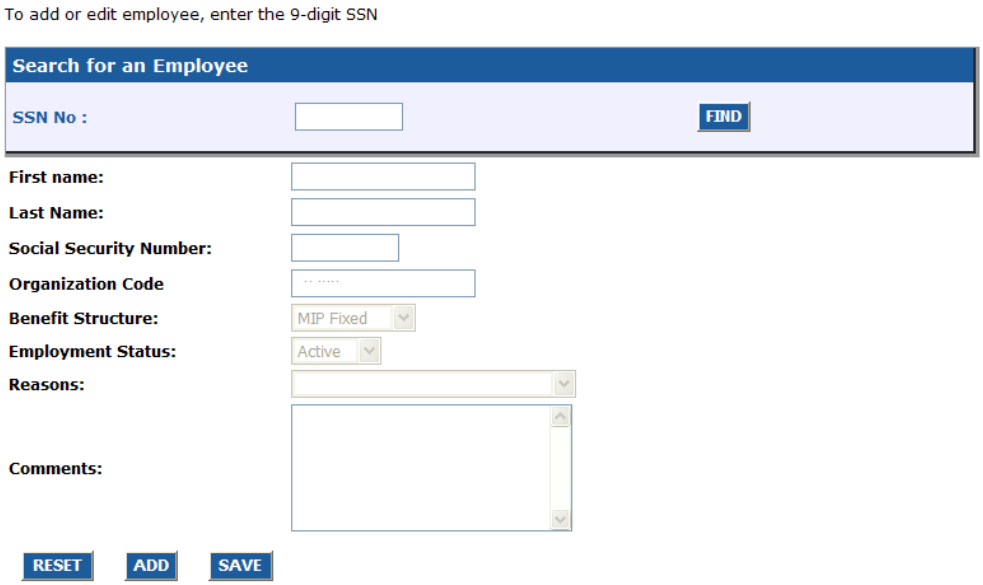
6. When prompted, choose to Open the file. Compare the list of employed members provided by ORS to your reporting unit's list of active employees.

i.

	A	B	C	D	E	F	G	
1								
2								
3								
4								
5								
6	First Name	Last Name	Social Security Number	Employment Status	Benefit Structure	Reason for Update	Organization code	Comments
7	JOHN	DOE	XXXXXXXXX	ACTIVE	MIP Graded		00000	
8	JANE	SMITH	XXXXXXXXX	ACTIVE	MIP Plus		00000	
9	ADAM	ALPHA	XXXXXXXXX	ACTIVE	MIP Fixed		00000	
10	EVE	ECHO	XXXXXXXXX	ACTIVE	MIP Graded		00000	
11	CALEB	CHARLEY	XXXXXXXXX	ACTIVE	Basic		00000	
12	DONNA	DELTA	XXXXXXXXX	ACTIVE	Pension Plus		00000	

7. If you determine that changes to employment status need to be made or that an employee is missing from the provided list you must make changes or additions on the MPSERS Status Details page. Please follow the instructions below to add or to edit an employee. If you didn't make any changes, additions, or deletions go directly to Step 15.

Adding An Active Employee

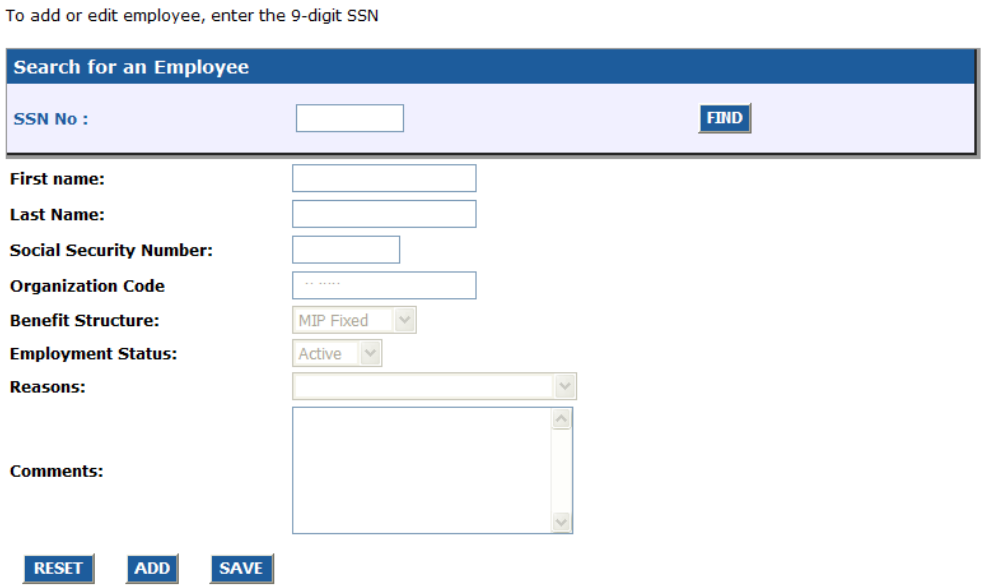


8. To FIND whether an employee record exists please enter the 9-digit SSN in the Search for Employee box and click the Find button.
9. To ADD a new employee, click the ADD button, and follow steps 3 and 4 below.
10. Enter all of the following fields for each member:

a. First Name
b. Last name
c. SSN
d. Benefit Structure
e. Employment Status *(When a new person is added the employment status should always be active.)*
f. Reasons (*Select the reason for adding new person from the dropdown. You must provide details in Comments Box. See examples*.)
    i. Professional Service Leave
    ii. Military Leave
    iii. Employee Non-Pension Plus
    iv. Incorrect Reported Hours
    v. Other (provide reason in Comments Box)
g. Comments (*Enter details for the Reason selected. See examples below*.)
    i. Professional Service Leave – member was/is on a professional service leave and should be reported to ORS
    ii. Military Leave – member was/is on a military leave and should be reported to ORS
    iii. Employee Non-Pension Plus – member should be on list as Non-Pension Plus but is not
    iv. Incorrect Reported Hours – hours were incorrectly reported
    v. Other – reason other than what is listed.

11. To save this record, click on the Save button. If you receive an error you must click the RESET button and re-enter the required information.

Editing An Existing Employee



12. To EDIT an existing employee record, enter the employee's SSN in the Search for Employee box and click on the Find button.

13. Update all of the following:
    a. Employment Status field: use the drop down box to change status to Inactive
    b. Reasons field: Select the reason for update from the dropdown box.
        i. Terminated
        ii. No Record of Employment
        iii. Incorrectly Reported
        iv. Other
    c. Comments (*Enter detailed comments for the Reason selected. See examples below*.)
        i. Terminated –Employee has been/will be terminated from the reporting unit as of MM/DD/YYYY.
        ii. No Record of Employment – Reporting unit does not have any record of employee working for them since 7/15/2011.
        iii. Incorrectly Reported – Member should not have been reported to ORS i.e. student.
        iv. Other - Provide reason in the Comments box.

14. To save this record, click on the Save button. If you receive an error you must click the RESET button and re-enter the required information.
15. **You must finalize your reporting unit's list of active members and notify ORS by 8/3/12.** Email ORS_Web_Reporting@michigan.gov with the following in the subject line: RU # XXXXX MPSERS Status Details DONE.
16. Save a copy of the Member Eligibility file for your records. If you made changes to this file, you must log-out and then log back in again to update the Member Eligibility file. After logging back in, open and save a copy of the edited file for your records.

Important Reminder

Wage and service adjustments may be needed for employees if you had to add, edit, or remove from this eligibility file. Please process adjustments on the next available payroll report to address any changes to a member from the original list of active members. For example: An employee reported in error must have a negative adjustment(s) to remove all reported wages/service, or an employee never reported must have positive adjustment(s) to report all missing wages and service to ORS.