Toll Free: 800-381-5111 Michigan.gov/PSRU Fax: 517-284-4416

REPORTING UNIT NUMBER

Payroll Calendar Submission and Change Request

For Reporting Units of the Michigan Public School Employees Retirement System

The following information must be submitted to the Michigan Office of Retirement Services (ORS) to begin reporting employees to the Michigan Public School Employees Retirement System (MPSERS).

ORS requires retirement detail reports to be on a wage and service paid basis. Wages must be reported when they are paid, not when they are earned. The pay period start and end dates provided will be used to create payroll calendar(s) for the current fiscal year. A school fiscal year begins July 1 and ends June 30.

Payroll calendars can contain biweekly, monthly or semimonthly dates. Different pay periods for different types of employees will require multiple calendars. For help with multiple calendars see RIM Section: 7.01.02.

Important Note: Adjustments to your payroll calendar will result in changes to your report and payment due dates. In addition, calendar changes will not be accepted in the event a pay period end date falls on a holiday or a weekend. For more information, see RIM Section: 7.00.01.

Section I - Reporting Unit Information

REPORTING UNIT NAME

CONTACT NAME CONTACT EMAIL ADDRESS			co	CONTACT TITLE CONTACT DAYTIME PHONE		
			co			
ection II – Payroll Information	Pay Period Start Date	Pay Period End Date*		Pay Period Start Date	Pay Period End Date*	
CURRENT FISCAL YEAR July 01, 20 June 30, 20						
PAYROLL FREQUENCY (CHECK ONE)						
☐ BIWEEKLY						
☐ SEMIMONTHLY						
☐ MONTHLY						
*The new period and data is the						
*The pay period end date is the date in which employees are paid.						

Please fax completed form to: Michigan Office of Retirement Services-Employer Reporting at 517-284-4416. If you need assistance, contact Employer Reporting at ORS_Web_Reporting@michigan.gov or 800-381-5111.

