

2019-20 Payroll Calendar Is Now Available

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**MICHIGAN OFFICE OF
RETIREMENT SERVICES**
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Michigan Public School Employees'
Retirement System
For Employers

March 22, 2019

Note: If the payroll calendar does not apply to you, you can disregard this message.

Your 2019-20 payroll calendar is now available for review on the [Employer Reporting website](#).

These dates were created following the schedule used in your 2018-19 payroll calendars. Please review your online payroll calendar dates to ensure they correspond to the pay period begin and end dates that will be used for your retirement detail reports in fiscal year 2019-20.

You can view your calendar by clicking the *View Payroll Calendar* link. Under *Existing Calendars*, locate the FY 2019-20 calendar link(s). This will open the *Create/Edit Payroll Calendar Details* screen. Verify the pay period start and end dates listed under *Option 2 - View Payroll Period Dates*.

Important note: Adjustments to your payroll calendar will result in changes to your pay cycle report and payment due dates.

Calendar changes will not be accepted in the event a pay period end date falls on a holiday or a weekend. Changes in a payroll calendar are allowed only in the instance of changing the frequency of pay (biweekly, semimonthly, or monthly) or in the case of a fiscal year with 27 pay periods.

Only ORS can make changes to your payroll calendar. If your 2019-20 calendar needs to be changed you must contact ORS no later than **May 24, 2019**. Please submit any changes by completing the [Payroll Calendar Submission and Change Request \(R1073C\)](#) form located on the Employer Information website under *Reporting Forms*.

For more information on payroll calendars please see the Reporting Instruction Manual (RIM), sections [7.03.00](#) and [7.03.01](#).

If you have any questions, contact the Employer Reporting Call Center at ORS_Web_Reporting@michigan.gov or 800-381-5111.

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Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, contact ORS_Web_Reporting@michigan.gov.

The retirement plan information that appears in this email is intended to summarize basic provisions of Public Act 300 of 1980, as amended. Current laws, rates, and factors are subject to change. Should there be discrepancies between the information reflected here and the actual law, the provisions of the law govern.

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