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Reminders

Submit your 2006-07 payroll calendars now!

Earlier in May you received our request for confirmation of your 2006-07 School Fiscal Year Payroll Calendar. If you haven't returned the confirmation form yet, please do so right away. Using the form that was included in your letter, review the dates to make sure they correspond to your pay period begin and end dates, and then fax it to Annette Ruiz, ORS Web Coordinator, at (517) 322-5190.

Do you need more "Leaving Public School Employment?" brochures?

In early May, we sent bulk supplies of the brochure *Leaving Public School Employment?* to every school. This brochure is for employees who are terminating employment with a public school and aren't eligible for retirement. It will help them understand what options are available so they can better manage their retirement investments. It also covers deferring their retirement, requesting a refund, what survivor

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Final Salary Affidavits on their way

By now you have probably received *Final Salary Affidavits* (FSAs) for your employees who have requested a July 1, 2006, retirement effective date.

We want to get these new retirees on the retirement payroll as soon as possible, and the FSA is usually the final document needed to do so. You can help by completing the FSAs for contractual employees with wages projected through their final pay period. These are the employees who typically receive the same pay every pay period. Please fax these to ORS at (517) 322-6988 before the first of June, if possible.

For those employees whose pay varies from payroll to payroll, please wait until all wages are determined before completing the FSA. With your help, we'll be in good shape to process the more than 5,000 applications we expect during the season.

You may be hearing from our staff as we verify the information on the FSAs. Your ability to return our calls and provide the information requested means that your employees' retirement payments can begin as soon as possible. Thanks for your help and your patience.



Multiple TDP scheduled deductions on one record for summer pay

You now have the option to report a one-time, lump sum TDP deduction that represents your summer payoff of multiple pay periods. Previously, to report these summer payoff deductions you had to submit a spreadsheet to ORS. Now, when you pay out summer wages (the last 5 to 7 pay cycles of the school year) in one paycheck, you have an easier way to report. No more spreadsheet!

- Remember, this summer pay deduction increase can only occur one time per employee.
- The increased TDP payment amount will post only for TDP payments included in payroll reports with an end date that falls between 05-20-2006 and 07-10-2006.
- The deduction must equal the scheduled deduction amount times 5, 6, or 7 – the number of pay cycles being combined into one paycheck – unless it matches the exact balance remaining on the TDP agreement.
- If the deduction amount does not match the scheduled deduction (times 5, 6, or 7) or isn't the exact balance on the TDP agreement, it will not post.
- If a summer payoff multiple deduction is reported, the employee is not eligible to have additional summer TDP payments reported.

If you have summer payoff deductions that don't meet this criteria, please contact the Employer Reporting Call Center at (517) 636-0166.



Resolve those suspended TDP deduction records

Occasionally, you may have a suspended TDP deduction, or DTL 3 record, on your retirement detail report. You can use the [Download TDP Agreement Details](#) link on the employer reporting website to help you resolve suspended DTL 3 records. This link opens a spreadsheet that allows you to view all active TDP agreements with your school. You can sort this spreadsheet by any column you wish. [Click here for instructions on accessing this link.](#)

To assist you in resolving these suspended records, we've put together a list of the most common error messages you may receive when a DTL 3 record is suspended and what you can do to fix the record.

NOTE: This information is also available on the [Employer Reporting website](#). Please remember, that the website is where you will find the most up-to-date information.

Message	Solution
S – This record indicates the agreement is paid in full, yet there is still a balance remaining on the account.	<p>Find the SSN on the Download TDP Agreement Details spreadsheet.</p> <p>Verify the current TDP balance. If you agree with the balance, adjust the deduction amount on your DTL3 record to either match the scheduled deduction amount, or change the amount to reflect the remaining balance. Save the record and accept your report for posting. Any money deducted from the employee over the remaining balance should be refunded to the employee.</p> <p>If you do not agree with the TDP balance, call the Employer Reporting Call Center at (517) 636-0166 for assistance or submit an email to</p>

benefits may be available, and other information they may need.

Please distribute this brochure to your employees who are terminating public school employment. It can also be found on our website along with the forms and publications mentioned in the brochure. If you need additional supplies go to the [employer website](#) to order more. Please allow 7 to 10 business days to receive your shipment.

	ORS_Web_Reporting@michigan.gov to request a TDP history.
S – Agreement number does not exist with this employer processed.	<p>Find the SSN on the <i>Download TDP Agreement Details</i> spreadsheet.</p> <p>Find the agreement number on the spreadsheet. Change the agreement number on the DTL3 record to match what is on the spreadsheet. Save the record and accept your report for posting. If the SSN is not on the spreadsheet then ORS has not received the agreement. Please call Employer Reporting Call Center at (517) 636-0166 for assistance.</p>
S – The payment is received for an invoice that has been completely paid.	<p>This message means that ORS shows the invoice has been paid in full. Delete the DTL3 record from your payroll report and do not submit a DTL3 record for this invoice on any future reports. Any money deducted from the employee that exceeds the remaining balance should be refunded to the employee.</p> <p>If you do not agree that the invoice has been paid in full, call the Employer Reporting Call Center at (517) 636-0166 for assistance or submit an email to ORS_Web_Reporting@michigan.gov to request a TDP history.</p> <p>If you identify that there is incorrect payment detail, submit an email to ORS_Web_Reporting@michigan.gov for an adjustment to the TDP record.</p>
S – Invoice Number xxxxxxxx does not exist for SSN being processed but billing is not in accepted status.	Find the SSN on the <i>Download TDP Agreement Details</i> spreadsheet. Verify that you are using the correct agreement AND invoice numbers, including the leading zeros. Change the agreement and/or invoice numbers on the DTL3 record to match the spreadsheet. Save the record and accept your report for posting.
S – Invoice number does not exist in the system for the SSN being processed.	Find the SSN on the <i>Download TDP Agreement Details</i> spreadsheet. Verify the invoice number for the agreement. Change the invoice number on the DTL3 record to match the spreadsheet. Save the record and accept your report for posting.
S – Invoice number exists for SSN but invoice number does not match the invoice number for the reported agreement number.	Find the SSN on the <i>Download TDP Agreement Details</i> spreadsheet. Find the invoice number on the spreadsheet. Change the invoice number on the DTL3 record to match the number on the spreadsheet. Save the record and accept your report for posting.
S – The deduction amount is greater than the balance remaining on the invoice.	<p>Find the SSN on the <i>Download TDP Agreement Details</i> spreadsheet.</p> <p>Please make sure there are no unposted deductions listed on the spreadsheet. If the spreadsheet shows unposted deductions, you must subtract the unposted deductions from the remaining balance shown on the spreadsheet to determine the correct balance. Enter the remaining balance on the DTL3 record. Save the record and accept your report for posting.</p> <p>NOTE: Any money deducted from the employee over the remaining balance should be refunded to the employee.</p>
S – The deduction amount is less than scheduled deduction amount and it is not final payment.	<p>Find the SSN on the <i>Download TDP Agreement Details</i> spreadsheet.</p> <p>Please make sure there are no unposted deductions listed on the spreadsheet. If the spreadsheet shows unposted deductions, you must subtract the unposted deductions from the remaining balance shown on the spreadsheet to</p>

	<p>determine the correct balance. If you agree with the TDP balance, enter the remaining balance on the DTL3 record. Save the record and accept your report for posting.</p> <p>NOTE: The reporting unit is responsible for getting the money due from the employee.</p> <p style="text-align: center;">— OR —</p> <p>You recently submitted a supplemental TDP agreement, and the new deduction amount was entered before all deductions of the lower amount have posted. Contact the Employer Reporting Call Center at (517) 636-0166 to assist with getting the payment posted.</p> <p style="text-align: center;">— OR —</p> <p>If you do not agree with the TDP balance, call the Employer Reporting Call Center at (517) 636-0166 for assistance or submit an email to ORS_Web_Reporting@michigan.gov to request a TDP history.</p>
S – This is a duplicate pay period end date for the same agreement.	<p>There is more than one DTL 3 record on your payroll report for the same agreement/invoice for the same SSN with the same pay period end date. Only one record type 01 DTL3 per agreement per payroll report is allowed. Delete any duplicate DTL3 records.</p> <p>If you are trying to adjust a prior pay period contact the Employer Reporting Call Center at (517) 636-0166 for assistance.</p> <p>It is also possible that the same agreement and/or invoice numbers were used on a DTL3 record for another employee. If two employees have suspended DTL3 records with the same error message, check each one to make sure the correct agreement and invoice numbers are being used.</p>



New screen allows comparison before accepting your reports

Thanks to your suggestions, a new screen has been added to the report accepting process that may help prevent the accepting (and possible posting) of reports that have incorrect wage and contribution totals.

This new screen, which opens after you click on the "Accept" button, lets you compare your current report totals to the report totals of your most previous report. You can see at a glance if there are large differences or reporting gaps between the two reports, and you'll be able to edit it before any records are allowed to post. [Click here to view the new screen.](#)

- Once you are satisfied that your current report totals are correct, click on the "I Agree" button. The report will be accepted and you will receive a report acceptance confirmation as usual.

Keep in mind, that when report totals are off by a minimal amount, you may still accept that report with the expectation of submitting adjustments on a later report.

- If you are not satisfied that the current report totals are correct, click on the "I Disagree" button. You

will be taken back to the View Report Totals screen, and the report will remain unaccepted.

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Compliance affidavit for new user id/renew password screens

A Wage and Contribution Report Certification screen will now appear after certain account-related transactions. This screen will require the password holder to affirm that he/she is in compliance with the provisions of Public Act 300 of 1980 and all instructions in the *Reporting Instruction Manual*. This information previously appeared on the quarterly affidavit, and required a signature by the reporting unit official. [Click here to view the new screen.](#)

This screen will appear after any of the following transactions:

- Making any changes on the Update My Profile page.
- Creating a new user account.
- Resetting a password.
- The password holder must click on the "I Agree" button at the bottom of the screen to continue with transactions on the employer reporting website.

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Thanks for reading!