



## Retirement Times Employer Newsletter

November 2006

Volume 2 Issue 4

Tips, Tricks, and News for Our Public School Employers

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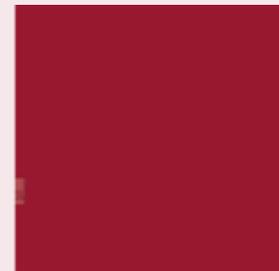
### Quicklinks

- [Employer Information Website](#)
- [Login to Reporting Website](#)
- [Member Website](#)

### Service credit questions? See our online presentations!

If you haven't already, check out our two online video presentations: *How to Earn or Buy Service Credit* and *How to Pay for Service Credit*. Each 7-minute presentation provides examples and things to consider when members are considering a purchase. [To view the presentations click here.](#)

These multimedia presentations are another way ORS is striving toward our vision of *fast, easy access to complete and accurate information*. The technology used to present these educational products is new to ORS. As such, we appreciate your taking the time to fill out the feedback form after viewing the presentation.



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## New online Reporting Instruction Manual

The Office of Retirement Services is pleased to announce the newly rewritten *Reporting Instruction Manual (RIM)*. The online *RIM* now includes the information formerly found in the web reporting user guide, tools, FAQs, and more. The what, hows, and whys of retirement reporting are now all together in once place. [See this new online tool by clicking here.](#)

To help you get the most out of this new product, we've included directions on how to use all the handy features of the online *RIM*. Please take a moment to look at these directions before you get started.

You will also find that the employer information website has been updated. Extraneous, older information has been removed, and the left navigation buttons now take you to all the information and tools you need for web reporting.



## Reviewing nonreportable compensation and nonreportable employees

ORS auditors regularly review retirement detail reports. That's why it's important to frequently refresh your knowledge of nonreportable compensation and

nonreportable employees using the updated [Reporting Instruction Manual \(RIM\)](#) available on the employer information web site.

Here are quick reference lists for both nonreportable compensation and nonreportable employees.

### Nonreportable Compensation

- Cash in lieu of benefit
- Unused vacation or annual leave pay
- Unused sick leave pay
- Termination/severance pay
- Early retirement incentives
- Bonus payments
- In-kind compensation
- Insurance premium payments
- Expense payments
- Fringe benefits
- Long-term disability
- Unreimbursed professional services leave/released time
- Payments to increase retirement
- Pay increases over the normal schedule
- Service credit purchases by the reporting unit on behalf of the employee
- Sabbatical leave
- Cafeteria plans (flexible benefit plans)
- Super longevity
- Compensation for reporting unit board members
- Perfect attendance pay
- Normal costs of employment

For more information about each type of non-reportable compensation go to Chapter 5, Section 5.3.1 of the [Reporting Instruction Manual](#).

### Nonreportable Employees

- Youth training program enrollees
- Full-time students or employees under age 19

- employed by your reporting unit (not in a permanent position)
- Optional Retirement Plan (ORP) members (certain universities)
- New employees of certain universities after 1/1/96
- Employees of a community college enrolled in ORP after 10/1/94
- New employees of a library/museum separated from a school district
- Employees excluded under certain acts/programs:
  - Michigan Youth Corps
  - Workforce Investment Act
  - Michigan Community Service Corps Program
  - Senior Community Service Employment Program
  - Work First Program
- Independent contractors (under IRS provisions)
- Athletic officials, referees and umpires
- Election workers

For more information about nonreportable employees, refer to Chapter 4, Section 4.5 – Who Is Not a Member, in the [Reporting Instruction Manual](#).



## Sending payments overnight

Occasionally a school employer submits payment to ORS using an overnight express method. It is very important to send these payments to the correct address so there isn't a delay in processing. The correct address for overnight payments is:

DMB/ORS/FIN/SERV/OPERATIONS CASHIER  
LEWIS CASS BLDG - 2ND FLOOR  
320 S WALNUT ST  
LANSING MI 48913

If you have any questions about overnight payments, please contact Pat Jorae in DMB Finance, at [joraep@michigan.gov](mailto:joraep@michigan.gov).



## ORS Director Chris DeRose leaves for Ohio position

In early November, ORS Director Chris DeRose will begin serving as Executive Director of the Ohio Public Employees Retirement System.

We want our partners to know that business will continue as usual as we strive to continue providing the very best service. Says Chris, "I'm proud to report



that I'm leaving you in good hands. The employees who serve you every day are the very best."

Chris DeRose



## ORS Holiday Closings

The Office of Retirement Services will be closed for business on the following holidays.

**November 7 – Election Day**  
**November 10 – Veteran's Day observed**  
**November 23 & 24 – Thanksgiving**  
**December 25 & 26 – Christmas**  
**January 1 & 2 – New Year**  
**January 15 – Martin Luther King Jr. Day**

Please remember that the reporting website is not available on holidays.



## Revised publications available for ordering

The publication [\*If you Become Disabled: Your Disability Protection\*](#) has recently been revised and is available for ordering. The information has been clarified to reflect that, in cases of a duty disability, applicants must be receiving weekly workers' compensation in order to apply, and must apply within 12 months of termination because no extension can be granted. The layout of the brochure has also changed to accommodate a checklist for those considering a disability application. Please take care to recycle all previous versions you may have as they are now obsolete.

If you haven't already, please consider ordering [\*Got a Dream for Life After School?\*](#), a poster designed to get school employees thinking about their retirement. We encourage you to post them wherever your employees gather, in all your buildings.

If you would like to order either of these products, click on [Forms & Publications](#) on the employer information website.

We are also updating [\*Enhancing Your Pension: Earning and Purchasing Service Credit\*](#). Since there are no significant content changes to this publication, previous versions can be used. This booklet is not available in bulk—please send your employees to our website or have them contact us to request a copy.



## TDP Agreement/Addendums can be submitted on CD-ROM

Did you know that you can submit your TDP agreement/addendum files on a CD-ROM as well as a diskette? With hardware upgrades, many of you no longer have a floppy disk drive on your computers. If you have

hardware and software that allows you to burn CDs, you can burn your TDP agreement/addendum file to a CD-ROM and send it to ORS.

Please write your label information on the CD with permanent marker. Stick-on labels will not work with a CD.



## Supplemental Tax-Deferred Payment (TDP) Agreement Revision

The [Supplemental TDP Agreement](#) has been revised to include a box where you will indicate the end date of the pay period that you will submit the first increased deduction. This will allow ORS to have the member's account set up to accept the increased deduction in the pay period you begin reporting it.

It's important to use the *Supplemental TDP Agreement* form with the 9/2006 revision date. Please destroy all previous versions of the form that you may have printed. The form is available under [Forms & Publications](#) on the employer information website.

If you have any questions, please contact ORS Employer Reporting at (517) 636-0166 or [ORS\\_Web\\_Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov)



### About the Retirement Times

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Thanks for reading!