



## Retirement Times Employer Newsletter

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Tips, Tricks, and News for Our Public School Employers

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### MIP-Plus Now in Effect

MIP-Plus, the new benefit structure mandated by Public Act 111 is now in effect. New members of the Michigan Public School Employees Retirement System (MPERS) who **first work** July 1, 2008, or after are in MIP-Plus.

### What you must do.

- Use the Member Benefit Plan link on the retirement reporting website to determine whether the employee has previously worked for a Michigan public school. If the employee is new to this retirement system, the Member Benefit Plan link will indicate *No record on file*.
- Enter new members, first working July 1, 2008 or later, into your system under the new MIP-Plus plan and withhold contributions.
- Complete and submit the [Member Benefit Plan Verification](#) form for **any new member of this retirement system who first works for your reporting unit between June 1, 2008, and July 31, 2008.**
- Once a report has been successfully loaded on the retirement reporting site, click on the *View Totals/Accept* link. Next click on the *Report Totals for Regular and Adjustment* [Download Detail](#). Compare the benefit plan on the download detail with the benefit plan you have on your system for any new employees to verify that the employee is being reported and posted with the correct plan.

This form must be submitted no later than the first date the employee's wages are paid by your reporting unit.

**NOTE:** If the *Member Benefit Plan Verification* form is not received prior to the date the wages are paid, you may be required to make future adjustments to correct MIP deductions.

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



## Reporting and Posting Retroactive Wages Successfully

Retroactive Wages - A retroactive wage record reports contract settlement payments made to a group of employees working under an hourly or annual contract.

- Use wage code 04.
- Retirement hours cannot be included on a retroactive payment record.
- The begin and end dates on the retroactive record can cover a length of time greater than one pay period but cannot exceed one fiscal year. If the contract settlement was for more than one fiscal year use a separate record for each year.
- The begin and end dates on the retroactive record must be prior to the report that includes the retroactive records.
- The begin and end dates on the retroactive record must match a time period in which the employee was reported to ORS. Use the View Employee Info link to verify that the employee did receive wages during the settlement period and that the begin date on the retroactive record falls within a pay period in which wages were reported.
- Use the employee's current rate of pay. If the rate of pay is greater than \$100 you must include contract begin and end dates on the record.
- The class code used on the retroactive record must match the class code used for wages posted for the employee during the settlement time period. Use the View Employee Info link to verify which class code was used during the settlement time period.

For further information go to Chapter 5, Section 5.2.4 - Other Wages – Multiple Wage Codes, pages 10-13, of the [Reporting Instruction Manual](#) at [www.michigan.gov/psru](http://www.michigan.gov/psru).



### miAccount

[miAccount](#), a secure section of our website, allows members to submit and update beneficiary information online.



We ask that you stop providing the paper Beneficiary Nomination Form (R0315C) to employees and, instead,

encourage them to use miAccount. Please discard any photocopies of the paper form that you have in stock, as well as any that may have been included in a new hire packet.

A member ID is necessary to enroll in miAccount. New members, hired on or after April 1, 2008, have already received their member ID and are encouraged to login to miAccount and nominate their beneficiary.

All other members will receive their member ID in their 2008 Member Statement that we'll begin mailing in August. Once they have received their member ID and signed up with miAccount they will also be able to submit and update their beneficiary information online.

Encourage all of your employees, especially the new employees, to login to miAccount to nominate their beneficiary.



## **Annual Member Statement Arriving Earlier**

*Member Statements* will go out earlier this year than ever before and will include a member ID number necessary for your employees to use the new [miAccount](#) online service. The 2007/08 *Member Statements*, which will include reported wages and service credit for July 1, 2007, to June 30, 2008 school fiscal year, are expected to be mailed beginning in August.

The 2008 *Member Statements* include a cover letter from **Phil Stoddard**, Director of ORS, announcing miAccount and the use of secure member IDs. In addition, a new issue of [PROactive](#) will be included with stories focusing on:

- miAccount
- financial retirement needs
- service credit
- member IDs

[Preview the Member Statement now.](#) Please note that statements will vary depending on a member's benefit plan, i.e. Basic or MIP.

A statement can only be issued for your employees when all July 1, 2007, to June 30, 2008, records are posted. Please review your reports with records for this school year and try to get those ORG FIXES resolved as soon as possible.

The employer reporting coordinators at ORS are available to assist you with any questions you might have. Please feel free to use our Employer Reporting Call Center at (517) 636-0166.



## Working After Retirement

Some of your retired employees may decide to come back to work. If 30 days have passed since the retirement effective date, you must use a retiree class code (9003, 9004, or 9005) and wage code 07 for wages without contributions. Hours must always be reported with wage code 07. NOTE: If you use an active class code and wage code for a retiree in error, the wages will post and you will be required to make an adjustment in a future report. Therefore, make sure retirees are being reported with the proper codes on your reports.

Here are some important things to keep in mind.

- Retirees who are working for your school should be included on your retirement detail reports.
- Retirees who return to employment with a Michigan public school are subject to earnings limitations. For more information, see the member website under [After Retirement](#).
- There are some exceptions to the earnings limitation. For more information, see the member website under [After Retirement](#).



## Don't Forget! Set the Wage Code to back to 01 for the 2008-09 School Year

Remember to change the wage code for employees who were receiving summer spread wages with no hours (wage code 08) back to wage code 01 for the first pay of the new school year. Returning employees must be reported with wage code 01 (regular wages) because you must begin reporting hours attached to the wages.



## RIM Updates

The online *Reporting Instruction Manual* has been updated. Go to the [RIM Changes](#) page at [www.michigan.gov/psru](http://www.michigan.gov/psru) for a listing of all RIM changes. Changes were made to the following sections:

- 4.6.2 – MIP Plan
- 4.6.4 – Determining Benefit Plan Codes
- 5.2.2 – Using Wage Codes
- 5.2.4 – Other Wages – Multiple Wage Codes
- 5.9.1 – MIP Contribution Percentage
- 7.3.1 – Employees Must Have Established a Wage and Service Base
- 9.1.4 – Additional University Payments (Non-Member/Non-ORP Contributions)
- 9.3.2 – Late Payments
- 9.4 – Employer Statements

### About the Retirement Times

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Thanks for reading!

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