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Missing Report Fees

Many of the services provided by the Office of Retirement Services (ORS) rely on the reporting units providing timely wage, hour and contribution data. Some of these services are member billings, member statement of accounts, pension payments, and actuarial projections. With the implementation of online member self service (miAccount), it is even more critical that ORS have the most up-to-date, timely information available for our members.

All employers have been submitting retirement reports via the web since January, 2005. Most employers are loading these reports to the ORS website by the required due dates, and we thank you for that. However, there are some employers that are not submitting timely.

The retirement statute, Public Act 300 of 1980, specifically MCL 38.1342(7), requires ORS to charge a late fee on missing reports. We must honor our obligation to provide accurate and up-to-date account information to our members. Therefore, beginning January 1, 2009, any employer with retirement reports that are missing or not submitted by the due date will be assessed a fee. For more information on the report due dates or details on the missing report fee, see Section 9.9.3 Missing/Late Reports in the [Reporting Instruction Manual](#).

If you have any other questions, feel free to contact the Employer Reporting Call Center at (517) 636-0166 or ORS_Web_Reporting@michigan.gov.



Escalation Contacts

On occasion, reports are not submitted or posted timely and ORS must contact the reporting unit. Two new employer contact types, Escalation 1 and Escalation 2, have been added to help ORS in contacting the correct person when a situation requires escalation. The payroll person is the first point of contact when reports are due but unsubmitted and/or unposted. If unsubmitted and/or unposted reports continue to occur, ORS will contact the person designated as the Escalation 1 contact. If the reporting situation is still unresolved, ORS will then contact the person designated as the Escalation 2 contact. Escalation contacts have been identified by the superintendent and will be entered into the retirement reporting system by the end of October. After that date, reporting units can add and/or update escalation contact information.

We have also changed the previous Administrator 1 contact field. This field is now labeled Superintendent. Any data that was previously in the Administrator 1 contact field now appears in the Superintendent contact field.

Employer Contact page holds information used to link individuals to your organization as contacts. You can only update this information for an existing contact person. User account access information cannot be created, activated/inactivated, or edited on the Employer Contacts page. New users must open their own accounts on the retirement reporting site and be approved by the reporting units web administrator. Only the web administrator can authorize a new user account.

If you have any questions, contact the Employer Reporting Call Center at (517) 636-0166 or ORS_Web_Reporting@michigan.gov.



Late payments

Payments not received by ORS by the 20th of the month due are considered late. If not received by the last working day of the month in which they are due, penalty and interest will be assessed against the late payment. Interest charges for late payments accrue from the date the payment is due.

For example, monthly payments for wages paid in January are due February 20th and late if not received by then. Those payments will have penalty and interest assessed back to the 20th if they are not received by ORS on or before the last working day in February.

The rate of interest charged on the late payment is the

rate earned on the state of Michigan's common cash fund but not less than 6 percent. This rate fluctuates quarterly.

The penalty charged is the greater of either \$50 or 1 percent of the contribution amount paid for the first month or part of a month that the payment is late.

See the [Reporting Instruction Manual](#), Chapter 9, Section 9.3.2 for more information.



Reminder - Remittance Advice Form (RAF)

When submitting your Remittance Advice Form (RAF), please make sure you identify the **pay period end date of each report** for the payment you are remitting. Schools are reminded to fill in the forms' contribution sections for each pay period as well. This is part of the required information on this payment form.



Retiree Wage Reporting

Reminder: In late 2007, programming changes were made to reporting edits and validations that will allow retiree wages reported with an active class code/wage code to post and MIP will be calculated on the gross wage amount. Therefore, it is imperative that you are using the 9003, 9004, or 9005 class code when reporting your retirees.

ORS runs a weekly report to identify which retirees were reported with an active class code/wage code and will contact the reporting unit to ask the RU to make the necessary adjustments to rectify the situation. To fix the problem a reporting unit will have to enter two adjustment records for each incorrect posting--a negative adjustment record to remove the active wages and a positive adjustment to put the wages back in as retiree wages.

To avoid having ORS contact you to make adjustments, please make sure that your retirees are being reported with a retiree class code. One good way to double check is to verify the Total Gross Wages (Retirees) line on your summary page before accepting your report for posting. The amount should match your in-house totals exactly. If not, check to make sure that your retirees are being reported with the correct class code. The Download Detail on the summary page can help you locate the problem people. Column C shows a Retiree status and Columns H & I will show the wage code and class code used to report the wages. If the wage code is anything except 07 (or 75 for positive adjustments) and the class code is anything except 9003, 9004 or 9005, the wages are considered active and MIP is being charged. You can make changes on the DTL2 record(s) before they post and avoid making future adjustments on these records.



Payroll Advisory Team (PAT) Update

The Payroll Advisory Team, which was formed in early 2007, has continued to meet quarterly. The team is made up of people from reporting unit payroll offices, payroll software vendors, a Michigan School Business Official (MSBO) representative, and Office of Retirement Services (ORS) staff. There have been a few changes to the team due to staffing changes. An updated team list is found below.

Name	Title	Organization
Evelyn Bihl	Controller	Utica Community Schools
Joanne Brown	Employer Reporting	Office of Retirement Services (ORS)
Kristen Culp	Specialist-Compensation/Cost Accounting	Kent ISD
Steve Crippen	Employer Reporting	Office of Retirement Services (ORS)
David Dwan	Associate Executive Director	Michigan School Business Officials (MSBO)
Cheryl Globke	Financial Administrative Assistant	Quincy Community Schools
Kathy Halcin	Finance Assistant	Charlevoix-Emmet ISD
John Heitsch	Supervisor of Data Processing Services	Gratiot Isabella RESD
Kathy Jones	Director - Computer Services	Wayne RESA
Sarah Kandell	Finance Technician, Payroll and Benefits	Ingham ISD
Pam Kenney-Garver	Customer Education	Office of Retirement Services (ORS)
Gail LaLonde	Payroll Specialist	Waverly Community Schools
David Martell	Associate Executive Director	Michigan School Business Officials (MSBO)
Diane Morris	Programmer Analyst	Macomb ISD
Barbara Owens	Executive Assistant – Payroll	Carman-Ainsworth

		Community Schools
Angeline Schieda	School Payroll Specialist	Crestwood School District
Ann Schneider	Employer Reporting	Office of Retirement Services (ORS)
Rhonda Smith	Project Coordinator Instructional Management Services	Muskegon Area ISD
Deborah Tresp	Director, Budget and Finance	Southfield Public Schools
Sandy Walter	Supervisor, Payroll and Accounts Payable	Oakland Community College
Keli Wilson	Payroll Coordinator	St. Clair County RESA
Alisa Zumer	Finance Application Consultant	Computer Management Technologies (CMT)

Some of the recent results of the team's collaborative efforts are:

- New employment class code 1790 added as a valid ORS code
- Employer reporting site now available 7 days a week (including holidays) from 5:00 a.m. to 11:00 p.m.
- Identification of needed Reporting Instruction Manual (RIM) changes, retirement reporting changes, and communications to employers
- Assistance to ORS on prioritization of retirement reporting system enhancements or fixes

We will continue to provide progress updates in future newsletters.

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miAccount Update

The new section of our website, miAccount, provides public school employees and retirees access to their retirement account information. Its message board feature gives secure contact with our representatives.



Employees need their member ID to register as a miAccount user. New employees are mailed a welcome letter from ORS that contains their member ID. The welcome letter is printed weekly, so new employees should get it within two weeks of their employment being

reported.

Employees in need of a Member ID can make a request via the miAccount message board. Go to www.michigan.gov/orsschools and click the miAccount button on the right. Then click the Contact miAccount on the left of the login page. Requests for Member IDs need to include the employee's address, date of birth, and school district.

Employees should use miAccount to nominate or update their pension beneficiary online. As you know, ORS has asked that all paper versions of the beneficiary nomination forms be discarded and employees directed to miAccount. In September and October of this year we saw an average of 25 percent of beneficiary nominations performed through miAccount.



Federally Funded, Optional Retirement Plan, and Unfunded Accrued Liability Wage Certification for 7/1/08 – 9/30/08 Were Due on 10/1/08

On-line certification of Federally Funded, Optional Retirement Plan, and Unfunded Accrued Liability wages for the quarter 7/1/08 - 9/30/08 were due on 10/1/08. For instructions on reporting FF, ORP, and/or UAL wages, refer to the [Reporting Instruction Manual](#), Chapter 5, Section 5.8, available on the employer information website at www.michigan.gov/psru.

If you have not already entered the quarterly information for the periods 10/1/07 to 12/31/07, 1/1/08 to 3/31/08, and 4/1/08 to 6/30/08 that information is past due. If you need assistance, please contact the Employer Reporting Call Center at (517) 636-0166 or ORS_Web_Reporting@michigan.gov.



ORS Customer Service Email Decommissioned

The ORS Customer Service email (ORSCustomerService@michigan.gov) has been discontinued. We've moved to the [miAccount](#) message board! Here's why:

- The message board is your secure link to a customer service representative, making it quicker and safer than email.
- You can use account numbers, amounts, or any other information you feel is important in your question.
- You should receive a response to your questions within 12 business hours.

We encourage you to try miAccount, and to tell your fellow school employees about it. Click on [miAccount](#) and

choose your retirement system to login. If you are a new user, click the Register Now button on the right of the page.

We also remind you that the former ORSCustomerService@michigan.gov email address is no longer monitored. Please do not use this address to correspond with ORS.



2008 Employer Survey Results

The 2008 School Employer Survey results indicated 93.5 percent of employers are satisfied overall with the services ORS has provided this past year. Thanks for providing your feedback and for your help. We will continue to review the results in order to find ways to improve our services to you and our members.



ORS Holiday and Other Closings

The Office of Retirement Services (ORS) will be closed the following dates for the holidays.

Dates	Holiday
November 11	Veteran's Day
November 27 & 28	Thanksgiving
December 24 & 25	Christmas
December 31 & January 1	New Year's Day
January 19	Martin Luther King, Jr. Day
February 16	President's Day

ORS staff will not be available on these dates to provide assistance to reporting units. However, the retirement reporting website will be available 5:00 a.m. to 11:00 p.m. each day. While you will have access to the retirement reporting website, the batch process does not run when the office is closed. The work you complete will post the evening of the next ORS business day.



Reporting Instruction Manual Updates

The online *Reporting Instruction Manual* has been updated. Go to the [RIM Changes page](#) at www.michigan.gov/psru for a listing of all RIM changes since the last newsletter in August 2008. Changes were made to the following sections:

- 9.3.3—Missing/Late Reports
This section has been revised to advise employers that a missing/late report fee will be assessed beginning January 1, 2009.
- Appendix A.6—Maintaining Contact Information
This section has been revised to advise Web Administrators that creating, activating/inactivating,

About the Retirement Times

The *Retirement Times* newsletter is published by:

Office of Retirement Services
P.O. Box 30171
Lansing, Michigan 48909



Thanks for reading!

or editing user information cannot be done using the Work With Contacts link. Also, two contact types have been added, Escalation Contact 1 and Escalation Contact 2.

- **Appendix A.6.2—Editing Contact Information**
This section has been revised to advise contacts that their name and/or social security number cannot be modified using this link.

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