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The Top 10 DTL2 Suspend Errors

What they mean and how to fix them

DTL2 records reporting wages, contributions and hours suspend for different reasons. Some of the error messages generated after the edit process are pretty straight forward and it's easy to figure out how to fix the record. Some of them take a little interpretation. Here's a list of suspend errors that we see most frequently with a translation and tips for correcting the errors. If the suspend errors you need help with aren't on the list below, check the *Reporting Instruction Manual*, Chapter 3, section 3.7.4 or contact us at ORS_Web_Reporting@michigan.gov for assistance.

Error Message	How to Fix
S-The member is reported more than once, each of record's class code and wage code are not unique, begin, end dates overlap.	<p>Our system does not allow more than one DTL2 record using the same wage code/class code combination for the same begin and end dates.</p> <p>Example: Two DTL2 records using class code 1240 and wage code 01 for the current pay period. If you need to use two records to report wages and hours for one person for the same pay period on the same report you must select a different class code for the second record.</p> <p>For retirees that need two DTL2 records you must use a different retiree class code on each record. Change the class code on one record to post them both.</p> <p>If you have entered multiple records for adjustments, you may have not entered the correct begin and end dates. Check the download detail screen, where you can see all the records at once, and see if the begin and end dates are correct. Change the dates on any DTL2 that are incorrect.</p>
S-The hours are zero and the wage code is 01 or 11 and the employment class code is not 8000.	<p>Wage codes 01 and 11 are for regular wages and our system requires that hours be reported on a record coded as regular wages. Add hours to this record to get it posted. (Class code 8000 is for Workers Comp wages and our system will post a WWC record without hours.)</p>

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How to Contact ORS

Email:
ORS_Web_Reporting@michigan.gov

Telephone:
Employer Reporting
(517) 636-0166

Quicklinks

- [How to Contact Us](#)
- [Employer Website](#)
- [Employer Self-Service Website](#)
- [Member Website](#)
- [ProActive Member Newsletter](#)



ORS Non-Business Days

- November 24 and 25 - Thanksgiving Holidays
- December 23 - Christmas Eve Holiday
- December 26 - Christmas Holiday
- December 30 - New Year's Eve Holiday
- January 2 - New Year's Day Holiday

For more details go to [ORS Non-Business Days](#).

Hints and Tips

About Retirement Times

Our mission is to deliver pensions, related benefits, and services to promote the future financial security of our customers. You are an ORS customer. But, as a member of a public school reporting unit, we also view you as a partner in this mission. That's why we think it's important to tell you about changes, tools, and tips that will simplify your reporting, to prepare you for upcoming events, and to share information that will help you provide your colleagues—our members and future retirees—the best retirement-related services possible.

We send this electronic newsletter four times a year to staff who report wages to ORS. We hope you find it useful. Please let us know how you like it, and how we can improve it, by using the Newsletter Feedback link at the top of the page.

New Tutorials

The Office of Retirement Services has

<p>S-This ORS account is missing at least one of these data elements: First/Last Name, Date of Birth, Address or Gender. If a DTL1 record is on this report with all these elements, no action is required. If no DTL1 record exists, please submit one. The DTL2 record will post after the DTL1 record posts.</p>	<p>The ORS database does not have all the demographics required for this member. We may be missing all of the data or just pieces of the data included on a DTL1 record. Maybe we once had an address and mail was returned as undeliverable so we end dated the bad address and are depending upon you for the most current address.</p> <p>If there is no DTL1 record on your report you must add one to update our system. You must complete the entire record, including the country code and zip code (skip the postal code field unless the member lives outside of the USA), date of birth and gender. Failure to provide any of that data will suspend the record again.</p>	<p>created two new tutorials for school employers.</p> <ul style="list-style-type: none"> ➤ Creating a Retirement Detail Report ➤ Working a Payroll Report After ORS Validations <p>These tutorials are recommended new payroll staff responsible for retirement reporting. They cover step-by-step instructions for creating a report, populating a report, adding records to a report, finding and correcting errors, and accepting a report.</p> <p>To see the new tutorials, go to http://www.michigan.gov/psru and click on the Employer Tutorials, Webinars, and Seminars link.</p>
<p>S-The wage code is 04, 08, 09, 15, 45 or 85 and the retirement hours are greater than zero.</p>	<p>The wage codes listed are all for reporting wages without hours, either original records or positive adjustments. These records cannot contain data in the Retirement Hours field. Delete the hours to post the record.</p>	
<p>S-Record reported with wage code 08 and hours are greater than zero.</p>	<p>Wage code 08 is for summer spread wages and by definition there are no hours reported with summer spread wages. Delete the hours from the record.</p>	
<p>S-The begin and/or end dates of this record do not match a payroll cycle or fall within a payroll cycle detailed in your calendar. Please verify and update the record.</p>	<p>The payroll calendar for your reporting unit can be seen by clicking on the Work On Payroll Calendar link on your Things To Do Menu. Click on the calendar year for your records, locate the specific pay period and verify that the begin and end dates on your DTL2 either match or fall between the begin and end dates on the calendar. If not, change the dates as needed.</p>	<p>Don't Miss Out...</p> <p>It is important to keep your contacts information on the employer reporting website current. This will ensure the appropriate personnel can be contacted with employer related information. And...you won't miss out on important ORS communications.</p>
<p>S-Pay rate < 100 and the hourly rate computed by dividing the Employer rptd Wages by hours < rptd Pay Rate</p>	<p>One of the edits in our validations batch is to calculate a rate of pay for reported wages by dividing the reported wages by the reported hours on a DTL2 record. If the rate calculated by ORS is too much higher or lower than the pay rate on the DTL2 record the record will suspend.</p> <p>Sometimes the DTL2 record is a combination of wages earned at different rates of pay. If necessary, you can enter more than one DTL2 record to report the wages and hours earned at different rates of pay as long as you select different class codes for each record.</p> <p>Sometimes the DTL2 is an adjustment to previously reported wages. Our system will go back and use the original posted wages in the calculation. It will find the original wages and hours; add or subtract the amounts on the DTL2 adjustment record, divide the new amount of wages by the new amount of hours and reach a pay rate. Verify that the amount of wages and amount of hours on the DTL2 record are correct.</p> <p>You can find prior posted wages and hours on the View Employee Info screens to help you determine what was posted to ORS on the original record. Do the math as needed and adjust either wages, hours or pay rate to make the record valid.</p>	<p>Member Statements are Available in miAccount</p> <p>No more waiting for the once per year Member Statement - it is now available in miAccount. Employees' personalized statements display wages, service credit, service credit purchases, and contributions as reported to ORS.</p> <p>Because of this time-saving tool, ORS no longer mails paper statements. Your employees, and you, may log in to miAccount, and then click on Member Statement in the left navigation bar to view your up-to-date account information.</p>

S-The end date is not between the report begin and end date and the wage code is 09 or 11 or wage code is 01, 07 or 08 and job class code is not equal to 8000.	The end date of the DTL2 record is not between the report begin and end date and the wage and class codes on the DTL2 are not codes that allow an exception to the end date rule. If you are using wage code 01, 07, 08, 09 or 11 the end date must either match the end date of the report or fall between the begin and end dates of the report. Change the end date as needed.
Two for the price of one! S-Pay rate should be greater than zero. S-The Pay Rate is NOT greater than zero and the wage code is 01, 07, 08, 09 or 11	These DTL2 records require a pay rate. Enter the rate on the record.
S-The pay rate is greater than 100 but the contract begin and end dates are not reported.	When a pay rate is \$100.00 or more we assume that the employee is salaried and require contract begin and end dates on the DTL2 record. Enter contract begin and end dates on the record. If there is no contract you may use the begin and end dates of the fiscal year: 7/1/20xx - 6/30/20xx.

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DTL4 Common Error Messages

What they mean and how to fix them.

Since August, 2011, DTL4 records have been visible on your retirement payroll reports. There are suspend error messages for these records that may not be familiar to you and you might need some help to interpret what the error message means and how to fix the record to get it posted. Below is a table of the most common DTL4 suspend error messages and how to fix them. If you don't find the error message you are looking for please contact the help desk at ORS_Web_Reporting@michigan.gov.

Error Message	How to Fix
B - Employer DC Contribution Percent is not numeric.	Enter the percent as a decimal. Ex: 2% = 2.00
S - Status change reason code must be given for the given status change date.	The Status Change Reason code and Status Change Date fields should only be populated if the employee is leaving your reporting unit. If there is data in the Status Change Date field there must also be data in the Status Change Reason code field. Either enter data in the Status Change Reason code field or delete the data in the Status Change Date field.
S - Status change reason code is not valid.	The Status Change Reason code is blank. Use the drop down box to populate field.
S - This member's ORS account is missing one or more of the following data elements: First Name, Last Name, Date of Birth, Address and/or Gender.	If this is a new employee to your reporting unit or to the MPSERS system a DTL1-Demographic record must be posted before the DTL4 will post. After the DTL1 is posted, save this record and after the batch process runs the error message will be removed. OR verify that the SSN is correct for the employee being reported.
S - Employee contribution percentage should be a whole integer	An employee contribution amount above 2% must be in whole integers such as 3% or 4% but not 3.5%. Enter percent correctly as 3.00 or 4.00.
S - Record has reported gross wages or DC contributions, but the contribution percentage is not present.	Both the Member DC % and Employer DC Match Percent % fields must be populated on both regular and adjustment DTL4 records. Populate both % fields but enter a dollar amount only in the field(s) that needs adjustment.

<p>S - The member has been reported DTL4 more than once with overlapping begin and end dates.</p>	<p>ORS needs only one DTL4 record per report begin and end date. If you reported an employee with two DTL2 records but for the same begin and end date you only need one DTL4 record for the total wages reported.</p> <p><i>Example:</i> Two DTL2 records for the begin and end dates of 9/3/2011 – 9/16/2011 with different class codes for a total of \$1500.00 in reportable wages. Use one DTL4 record for the total wages. Combine the amounts onto one record and delete any others.</p> <p>If you have multiple DTL4 records for multiple pay periods the begin and end dates overlap. Check each record to see where the begin/end dates overlap. Correct the dates on the records with overlapping time frames.</p>
<p>S - Employer Match % is greater than 1%.</p>	<p>1% is the maximum employer contribution allowable. Change the percent amount on the DTL4 record.</p>
<p>S - DC Record Type is invalid for DTL4 record.</p>	<p>If the data on your report upload for the DC record type was anything other than 01, 05 or 06 our system defaulted the record type on your DTL2 record to 01—regular. That data is visible but the data on the upload was invalid. Use the drop down box to select a valid record type, even if you have to reselect 01—regular.</p>
<p>S - The original reported wages is not posted.</p>	<p>This error message appears on a negative adjustment DTL4 record when it cannot find an original DTL4 record posted OR when you have already posted a regular DTL4 or positive adjustment DTL4 for the same date on the same report on which your negative adjustment appears.</p> <p>Delete the record from the report if the wages were never reported. Delete the record from the current report and add it to a later report if you already posted an adjustment DTL4 for this time period on the same report.</p>
<p>S - Negative Adjustment reported wages is greater than previously posted wages.</p>	<p>Make sure the begin and end date of the adjustment DTL4 record match the begin and end dates of the original DTL4 record. (Use the View Employee Info Screen.) If not matching, make corrections on the suspended adjustment record.</p> <p>Make sure there is a posted original DTL4 record and that the amount being subtracted is not more than what was reported.</p>
<p>S - Negative Adjust contribution is greater than previously posted contribution.</p>	<p>Using the View Employee Info screen, verify that the amount being subtracted on the suspended negative adjustment record is equal to or less than the original amount posted.</p>
<p>S - DTL4 submitted for a Non-Pension Plus Plan member.</p>	<p>The account for this SSN on the ORS database is not coded as Pension Plus. Verify that the SSN on the suspended record is correct. If it is correct, delete the DTL4 record and refund any money taken in error back to the employee. If the SSN is incorrect, change it on the suspended record and check the status after batch has run again.</p>

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Urgent TDP Agreement Notice

ORS recently sent out letters to public school employees who have a TDP Agreement that interest charges exceed their annual payment amount and/or their scheduled deduction amount is not enough to pay off the agreement within the next 15 years.

The letter encourages members to increase their TDP Deduction and provides them with the projected deduction amount to ensure their agreement is paid off within 15 years.

Members can increase their deduction by completing the [Supplemental Tax-Deferred Payment Agreement \(R0654C\)](#) form. Our online TDP Calculator can help determine an amount that fits their budget and pays off the agreement timely. To access the calculator, go to www.mi.gov/TDPcalculator.

It is important to note that TDP Agreements are binding and irrevocable and once the scheduled deduction is increased, it cannot revert to a lesser amount.



New Law Affects Pension Taxation

Pensions may now be subject to Michigan income tax due to Public Act 28, which was signed into law earlier this year. The law takes effect on January 1, 2012, and for those affected, withholding begins with the January pension payment.

See the October 2011 edition of our retiree newsletter [Connections](#) for details on what will happen and what retirees will need to do.

ORS and the Department of Treasury cannot give retirees advice about specific tax situations. Retirees may want to consult a tax professional about adjusting their withholding amounts.

Visit www.michigan.gov/withholding for additional information.



3% Health Care Contribution Update

The lawsuit concerning the member health care contribution remains under review in the Court of Appeals. Reporting units must continue to withhold this from employee pay during this appeal process. ORS will advise the reporting units as soon as the lawsuit is resolved.



Report and Payment Due Dates

The pay cycle reporting and payment transition period will continue through at least March 31, 2012.

During this transition period, reports must be submitted by the next pay date or the fifth business day of the following month, whichever is sooner. Payments must be made by the seventh business day of the following month.

Payroll Report	Report Due Date 5th Business Day of the Following Month	Payment Due Date 7th Business Day of the Following Month
November	December 7, 2011	December 9, 2011
December	January 9, 2012	January 11, 2012
January	February 7, 2012	February 9, 2012



Employer Outreach

Office of Retirement Services Employer Outreach



You asked. We answered.

As part of our Outreach efforts, we're traveling across the state to answer your questions and build stronger, more effective relationships with you.



Data current as of November 1, 2011

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Member Websites are Great Tools for Your Employees

If an employee comes to you with questions about their retirement plan, remember to refer them to our member website, www.michigan.gov/orsschools. There they'll find information, tutorials, and webinars on earning and purchasing service credit, preparing for retirement, what to do if they leave school employment, disability benefits, and more.

Encourage your employees to register on [miAccount](#), our secure, online tool that lets them review their member statements, update their contact information, designate their beneficiary, estimate their pension and apply for retirement online. Members hired after July 1, 2010 should also visit www.mipensionplus.org where they can learn about and manage both the pension and savings components of their retirement plan.

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RIM Updates

The following sections of the *Reporting Instruction Manual* (RIM) have been updated since the last issue of *Retirement Times*. Go to the [RIM Changes](#) page for details.

- 4.6.1 - History of the Plans
- 7.11.2 - Pre-tax Employer Payment
- 8.2 - Instructions for Entering and Submitting Final Payroll Details (FPD)
- 8.3 - FPD Frequently Asked Questions

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Retirement Application Process Moves to Online Only

ORS is moving to an online only retirement application process. Please direct your employees who will be applying for retirement to go to [miAccount](#) to submit their application electronically. This secure, online tool will provide members with an efficient, streamlined, and expedited application process.

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Retirement Times

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Thanks for reading!