



Correcting Common Mistakes on Detail 4 (DTL4) Records – For Public School Employers

Common Mistakes	Correction
Using incorrect Receipt Type for DC payment.	When making your DC payment, make sure the receipt type is Defined Contribution. For assistance, access the on-line tutorial at www.michigan.gov/psru .
Misuse of Status Change Date and Status Change Reason Code fields.	<p>These fields are used to notify Voya Financial® that an employee has a status change such as retirement, termination/separation, death, layoff, or leave of absence.</p> <ul style="list-style-type: none"> • DO add a Status Change Date AND Status Change Reason Code in the event of a status change listed above. • DO NOT add a Status Change Reason Code OR Status Change Date if there is no status change. <p>See Appendix B.2.2 (page B7) in the <i>Reporting Instruction Manual</i> for a listing of Status Change Reason Codes.</p>
Data errors.	<ul style="list-style-type: none"> • Make sure you have the correct SSN and record type. • Make sure the begin and end dates on the DTL4 match the begin and end dates used on the DTL2. • Do not include DTL4 records for non-Pension Plus members. • Make sure both dollar amount and percent amount fields are populated.
Adjusting contribution amounts for multiple pay periods with one DTL4 record.	<p>ORS requires a DTL4 record for each DTL2 record posted for a Pension Plus member. The begin and end dates on the DTL4 must match the begin and end dates on the DTL2 or it will be considered missing. When adding a missed DTL4 record you must add one DTL4 for each pay period missed. Entering all contributions in one record will not resolve a missing DTL4 issue.</p> <p>Incorrect: 10/1/2010 – 10/15/2010 Three \$50 records added under one report, for \$150</p> <p>Correct: 9/1/2010 - 9/15/2010 \$50 9/16/2010 - 9/30/2010 \$50 10/1/2010 - 10/15/2010 \$50</p>
Adjusting or discontinuing an employer or employee deduction without notification from Voya® via ORS.	A Pension Plus member must initiate an opt out or deduction amount percentage change to their DC plan through the Voya website. Voya passes these changes to ORS who will then pass them on to the Reporting Units via the Voya feedback file that can be accessed using the link on your employer reporting website. Until change information is received through this link, you may not discontinue or change a DC deduction for any DC member; doing so causes missing report fees (\$50 for each report).