



End-of-School-Year Checklist

For Public School Employers

Department of Technology,
Management & Budget

Use this checklist as a reminder of end-of-school-year retirement reporting tasks.

Reporting:

- Begin using the summer spread wage code (08). See [RIM 4.04.20](#) and [RIM 7.17.00](#).
- Complete Final Payroll Details (FPDs) for members who are retiring. See [RIM 11.02](#). Other resources available on the Employer Information website:
 - o Tutorial: [Final Payroll Details](#)
 - o Job aids: [Balancing Final Payroll Details Instructions](#) and [FPD Balancing Worksheet](#).
- Complete any necessary adjustments from audit findings you have been contacted about.
- Submit termination dates for those with a DC component (DC, Pension Plus, or PHF) on a Detail 4 (DTL4) record. See [RIM 7.21.07](#).

Tax-Deferred Payment (TDP) agreement addendums:

- Advise terminating employees with a TDP agreement of the 90-day window to transfer their agreement from you to the new employer using the [Tax-Deferred Payment \(TDP\) Agreement Addendum \(R0625C\)](#). See [RIM 10.09.00](#).
- Ask new employees whether they had a TDP agreement with their previous employer, and if so, process the *TDP Agreement Addendum (R0625C)* for those employees. See [RIM 10.09.01](#).

Reminder for new hires:

- Verify Social Security numbers (SSNs) are correct before reporting by requesting proof from the new hire. This will prevent incorrect information from being reported to ORS and Voya Financial® and eliminate wasted time in entering adjustments for corrections.
- Use the Member Benefit Plan link on the Employer Reporting website to determine whether the new hire is (1) new to the retirement system, (2) a current MPSERS member who is new to your reporting unit, or (3) a MPSERS retiree (if a retirement effective date is displayed). See [RIM 6.02](#).
 - o **New to the retirement system:** provide a *New Hire Retirement Plan Election form and brochure (R0940C)* to the employee. See [RIM 7.11.00.01](#). Use [RIM 7.11.00.02](#) (How to Report New Hires Chart) to process the new hire election. Keep the completed form in your files—ORS **does not** need a copy.
 - o **Current MPSERS member who is new to your reporting unit:** See [RIM 7.11.00.00](#).
 - o **MPSERS retiree:** see RIM 9.00 and [Reporting Retirees](#) on the Employer Information website. If the retiree is hired through a third party or as an independent contractor and retired after 7/1/2010, check the Core Services list ([RIM 9.06](#)) to determine how to report the retiree.
- Direct new hires to the [Voya Financial® website](#) (stateofmi.voyaplans.com) to name beneficiaries for their Defined Contribution (DC) plan, Personal Healthcare Fund (PHF), or the savings component of their Pension Plus plan, and to [miAccount](#) (www.michigan.gov/orsmiaccount) to name a pension and refund beneficiary. A printed *Beneficiary Nomination form (R0315C)* is not necessary.



www.michigan.gov/ORSschools



P.O. Box 30171
Lansing, MI 48909-7671



(517) 322-5103 (Local)
(800) 381-5111