Department of Technology, Management & Budget
Office of Retirement Services
P.O. Box 30171
Lansing MI 48909-7671
www.michigan.gov/ors 800-381-5111

Payroll Calendar Submission and Change Request

For Reporting Units of the Michigan Public School Employees Retirement System

The following information must be submitted to the Office of Retirement Services (ORS) to begin reporting employees to the Michigan Public School Employees Retirement System (MPSERS).

ORS requires retirement detail reports to be on a wage and service paid basis. Wages must be reported when they are paid, not when they are earned. The pay period *start* and *end dates* provided will be used to create payroll calendar(s) for the current fiscal year. A school fiscal year begins July 1 and ends June 30.

Payroll calendars can contain biweekly, monthly or semimonthly dates. Different pay periods for different types of employees will require multiple calendars. For help with multiple calendars see RIM Section: 7.03.01.

Important Note: Adjustments to your payroll calendar will result in changes to your report and payment due dates. In addition, calendar changes will not be accepted in the event a pay period end date falls on a holiday.

Section I – Reporting Unit Information

REPORTING UNIT NAME	**RU #**
CONTACT NAME	**CONTACT TITLE**
CONTACT EMAIL ADDRESS	**CONTACT DAYTIME PHONE**

Section II – Payroll Information

CURRENT FISCAL YEAR

July 01, 20____

June 30, 20____

PAYROLL FREQUENCY
(CHECK ONE)

☐ BIWEEKLY

☐ SEMIMONTHLY

☐ MONTHLY

Pay Period Start Date	Pay Period End Date*	Pay Period Start Date	Pay Period End Date*

***The pay period end date is the date in which employees are paid.**

Please fax completed form to: Office of Retirement Services-Employer Reporting at **517-322-1116**
If you need assistance, contact Employer Reporting at **ORS_Web_Reporting@michigan.gov** or 517-636-0166