



# MICHIGAN OFFICE OF RETIREMENT SERVICES

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

Michigan.gov/PSRU

Toll Free: 800-381-5111

Fax: 517-284-4416

## Request for Adjusting Records Prior to October 1, 2002

MEMBER'S NAME (LAST, FIRST, M.I.)	LAST 4 DIGITS OF SSN (XXX-XX- )
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Complete this form if you are adjusting a Detail 2 record with a pay period reported before October 1, 2002.

### Section I – Request for Adjustment

Complete this section with the wages and hours that ORS should have on the member's account. ORS will determine the necessary adjustments.

DATE	WAGES	HOURS	EMPLOYEE'S JOB CLASS CODES	ADJUSTMENT REQUEST	STUDENT
<input type="checkbox"/> QUARTER 1: 07/01/_____ to 09/30/_____				<input type="checkbox"/> REMOVE AN INCORRECT RECORD <input type="checkbox"/> ADD A MISSING RECORD	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> QUARTER 2: 10/01/_____ to 12/31/_____				<input type="checkbox"/> REMOVE AN INCORRECT RECORD <input type="checkbox"/> ADD A MISSING RECORD	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> QUARTER 3: 01/01/_____ to 03/31/_____				<input type="checkbox"/> REMOVE AN INCORRECT RECORD <input type="checkbox"/> ADD A MISSING RECORD	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> QUARTER 4: 04/01/_____ to 06/30/_____				<input type="checkbox"/> REMOVE AN INCORRECT RECORD <input type="checkbox"/> ADD A MISSING RECORD	<input type="checkbox"/> YES <input type="checkbox"/> NO

PLEASE EXPLAIN THE REASON FOR THE ABOVE ADJUSTMENT REQUEST.

UNIVERSITY AND COMMUNITY COLLEGE ONLY  
WAS THE MEMBER PART OF THE OPTIONAL RETIREMENT PLAN?  YES  NO

### Section II – Certification

*By my signature I certify the above adjustment request information is correct to the best of my knowledge and belief.*

REPORTING UNIT NAME	REPORTING UNIT NUMBER	REPORTING UNIT OFFICIAL'S TITLE
REPORTING UNIT OFFICIAL'S CONTACT NUMBER	REPORTING UNIT OFFICIAL'S SIGNATURE	DATE

**Fax your completed form and any attachments to: 517-284-4416**

ORS will notify you when adjustments have been made to a member's account and they will reflect on a future pay cycle statement.

