

Michigan Public School Employees' Retirement System

A Pension and Other Postemployment Benefit Trust Fund of the State of Michigan

Archived Reporting Instruction Manual

Chapter 13 – Codes & Definitions

Archived on March 18, 2022
for historical reference by reporting units of the
Michigan Public School Employees' Retirement System



**MICHIGAN OFFICE OF
RETIREMENT SERVICES**

Big Plans. Small Steps.

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13: Codes & Definitions

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13.00: Codes and Definitions

Each detail record included on a payroll report has fields that need codes specific to the information required on that detail record. This chapter includes:

For Detail 1 - Member Demographics records:

Country codes

For Detail 2 - Wage and Service records:

Employment class codes and definitions
Wage codes

For Detail 3 - TDP Payment records:

Deduction reason codes
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13.01: Detail 2 Employment Class Codes and Definitions

Employment class codes define members' positions with your reporting unit. You'll see that most of them correspond to the Department of Education Salary Object Codes. You will need to include these codes in the DTL2 records on your retirement detail reports.

1110 - Superintendent	1680 - Attendance
1120 - Assistant Superintendent	1690 - Other Operation & Service
1130 - Administrative Assistant	1790 - Other Special Payments
1150 - Principal	1810 - Administration
1160 - Supervision	1820 - Professional - Education
1170 - Program/Department Direction	1830 - Professional - Business
1180 - Research	1840 - Professional - Other
1190 - Other Administration	1850 - Technical
1210 - Curriculum	1860 - Operation & Service
1220 - Counseling	1870 - Teaching (Temporary)
1230 - Library	1880 - Sub Clerical
1240 - Teaching	1890 - Other
1250 - Consulting	1910 - Sal - OT Administrative
1260 - Instructional Media	1920 - Sal - OT Professional Education
1270 - Visually Handicapped Media	1930 - Sal - OT Professional Business
1280 - Speech & Language Therapist	1940 - Sal - OT Professional Other
1290 - Other Professional Education	1950 - Sal - OT Technical
1310 - Accounting	1960 - Sal - OT Operation & Service
1320 - Auditing	1970 - Sal - OT Teaching
1330 - Legal	1980 - Sal - Clerical - Admin Support
1340 - Personnel	1990 - Sal - OT Other

1350 - Architect - Engineer	8000 - Workers' Compensation
1390 - Other Professional Business	8500 - Short Term Disability
1410 - Medical - Dental	9001 - Professional Services Leave/Professional Services Released Time
1430 - Psychological	9003 - Retiree - Teacher
1440 - Social Work	9004 - Retiree - Administrator
1450 - Nursing	9005 - Retiree - Other
1470 - Physical Therapy	9013 - Critical Shortage Retiree (Teacher)
1480 - Occupational Therapy	9014 - Critical Shortage Retiree (Admin)
1490 - Other Professional	9015 - Critical Shortage Retiree (Other)
1510 - Data Processing	9023 - 3rd Party Retiree (Teacher)
1530 - Purchasing	9024 - 3rd Party Retiree (Admin)
1540 - Testing	9025 - 3rd Party Retiree (Other)
1550 - Crafts & Trades	9033* - Non-CS Direct Hire Retiree (Teacher)
1560 - Coaches - Recreational	9034* - Non-CS Direct Hire Retiree (Admin)
1590 - Other Technical	9035* - Non-CS Direct Hire Retiree (Other)
1610 - Vehicle Operation	9043 - 3rd Party Core Services(Teacher)
1620 - Secretary - Clerical - Bookkeeper	9044 - 3rd Party Core Services(Admin)
1630 - Aide	9045 - 3rd Party Core Services(Other)
1640 - Custodian	9510 - Supplemental Employment 1
1650 - Food Service	9520 - Supplemental Employment 2
1660 - Security & Monitor	9530 - Supplemental Employment 3
1670 - Laborer	

Administration - Salaried

Definition: a grouping of assignments concerned with establishing and administering policy in connection with operating the reporting unit.

- **1110 Superintendent** - An assignment to perform the head executive management activities of a school system.

- **1120 Assistant Superintendent** - An assignment to assist the superintendent in performing the head executive management activities of a school system.
- **1130 Administrative Assistant** - An assignment to perform professional activities.
- **1150 Principal (School Direction & Management)** - An assignment to perform the activities of directing and managing the operation of a school for which policy and program plans have been broadly established.
- **1160 Supervision - Management** - An assignment to supervise staff members and manage a function, a program, or a supporting service. Also includes program coordinators and compliance officers.
- **1170 Program - Department Direction** - An assignment to direct a program, department, function, or a supporting service.
- **1180 Research** - An assignment to perform the activities concerned with systematic studies and to establish facts or principles for the school system.
- **1190 Other Administration** - An assignment to perform activities other than those identified above in this general field of activity.

Professional - Educational

Definition: a grouping of assignments requiring a high degree of knowledge and skills in the educational profession.

- **1210 Curriculum** - An assignment consisting principally of preparing the curriculum.
- **1220 Counseling** - An assignment to perform the professional activities of assisting students or other persons in making plans or choices in relation to education, vocation, or personal development.
- **1230 Library** - An assignment to perform professional library service activities such as ordering, cataloging, processing, and circulating books and other materials; planning the use of the library by teachers, students, or others; selecting books and materials; participating in faculty planning for the use of books and materials; and guiding teachers, students, and others in the use of the library in schools or community services programs.
- **1240 Teaching** - An assignment to instruct students. The assignment may be in course or non-course instructional situations.
- **1250 Consulting** - An assignment to provide leadership, guidance, and expertise in a field of specialization for the purpose of improving the performances of staff members.
- **1260 Instructional Media** - An assignment consisting of activities that provide educational experience through the instructional media.
- **1270 Visually Handicapped Media** - An assignment to develop materials for the visually handicapped.
- **1280 Speech and Language Therapist** - An assignment to identify; diagnose, and apprise, and to provide required speech rehabilitation services.
- **1290 Other Professional Education** - An assignment to perform activities other than those identified above in this general field of activity.

Professional - Business

Definition: a grouping of assignments requiring a high degree of knowledge and skills in the business profession.

- **1310 Accounting** - An assignment to perform the activities of designing and maintaining financial, staff, student, program, or property records; summarizing, analyzing, or verifying such records; or controlling and certifying expenditures and receipts.
- **1320 Auditing** - An assignment to evaluate the adequacy of the internal control system; verifying and safeguarding assets, reviewing the reliability of the accounting and reporting system, and ascertaining compliance with established policies and procedures.
- **1330 Legal** - An assignment to a staff member who is qualified to practice law to perform the activities of legal counseling for the school system.
- **1340 Personnel** - An assignment to direct activities concerned with the staff personnel management program of the school system.
- **1350 Architect - Engineer** - An assignment to perform professional activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities and overseeing construction to ensure compliance with plans and specifications.
- **1390 Other Professional Business** - An assignment to perform activities not defined above in this general field of activity.

Professional - Other

Definition: a grouping of assignments requiring a high degree of knowledge and skills in the following professions.

- **1410 Medical - Dental** - An assignment to a qualified medical doctor or dentist to perform professional activities for the school system.
- **1430 Psychological** - An assignment to perform the professional activities of a psychologist in the service of the school system.
- **1440 Social Work** - An assignment to perform the professional activities of assisting in the prevention of or solution to the personal, social, and emotional problems of individuals which involve such relationships as those of the family, school, and community.
- **1450 Nursing** - An assignment to a qualified nurse to perform the activities of a professional or practical nurse.
- **1470 Physical Therapy** - An assignment to perform the activities involving physical methods of treatment and rehabilitation other than the use of drugs or surgery.
- **1480 Occupational Therapy** - An assignment to perform the activities involving occupational methods of treatment and rehabilitation other than the use of drugs or surgery.
- **1490 Other Professional** - An assignment to perform activities not defined above in this general field of activity.

Technical

Definition: a grouping of assignments requiring a combination of basic scientific knowledge and manual skills.

- **1510 Data Processing** - An assignment consisting of activities that process data.
- **1530 Purchasing** - An assignment to perform activities in connection with acquiring property, supplies, and materials for the school system.
- **1540 Testing** - An assignment consisting principally of the activities of administering educational and psychological tests.
- **1550 Crafts and Trades** - An assignment to perform the activities of a recognized craft or trade such as carpentry, masonry, plastering, painting, plumbing, steam fitting, sheet metal work, glazing, or mechanical repairing. Bus mechanics are included under this employment class code.
- **1560 Coaches - Recreational** - An assignment consisting of activities that promote the use of recreation facilities and programs.
- **1590 Other Technical** - An assignment to perform technical activities other than those defined above.

Operation and Service

Definition: a grouping of assignments requiring manual and non-manual skills.

- **1610 Vehicle Operation** - An assignment consisting mainly of driving a vehicle such as a school bus, truck, or automobile used in the service of the school system.
- **1620 Secretary - Clerical - Bookkeeper** - An assignment to perform clerical, secretarial, and like services consisting of such activities as preparing, transferring, transcribing, systematizing, or preserving written communications and records, or operating mechanical equipment such as computers, calculators, phones, bookkeeping machines, key punch machines, duplicating machines, and tabulating machines.
- **1630 Aide** - An assignment to perform activities of a non-teaching nature that are not classified as professional educational teaching assignments or other support service activities. This classification includes paraprofessionals, teacher aids, bus attendants, etc.
- **1640 Custodian** - An assignment to perform school plant housekeeping services, and security services such as cleaning; operating heating, ventilating, and air conditioning systems; guarding and caring for school property; and servicing building equipment.
- **1650 Food Service** - An assignment to perform the activities of preparing or serving food.
- **1660 Security and Monitor** - An assignment consisting of activities safeguarding property, students, and other persons in a school area.
- **1670 Laborer** - An assignment consisting of activities to perform manual labor not classified in another assignment activity classification.
- **1680 Attendance** - An assignment to perform activities that promote better attendance, such as nonattendance analysis, identifying patterns of nonattendance, and providing incentives for good attendance.

- **1690 Other Operation and Service** - An assignment to perform activities other than those defined above requiring manual or non-manual skills.

Temporary Salaried

Definition: full-time, part-time, and prorated portions of the costs for work performed by employees of the school system who are hired on a temporary or substitute basis to perform work in either temporary or permanent positions.

- **1810** Administration
- **1820** Professional - Education
- **1830** Professional - Business
- **1840** Professional - Other
- **1850** Technical
- **1860** Operation and Service
- **1870** Teaching
- **1880** Sub-Clerical
- **1890** Other

Special Salary Payments

Definition: The distribution of reportable compensation payments with no hours.

- **1790** Other Special Payments - This employment class code can only be used with wage codes 09 (wages without hours), 15 (wages without hours positive adjustment), or 16 (wages without hours negative adjustment). See section 5.2.4 Other wages - multiple wage codes for more information.

Overtime

Definition: These employment class codes are used to identify employee wages and hours represented during overtime situations.

- **1910** Sal - OT Administration
- **1920** Sal - OT Professional Education
- **1930** Sal - OT Professional Business
- **1940** Sal - OT Professional Other
- **1950** Sal - OT Technical
- **1960** Sal - OT Operations and Service
- **1970** Sal - OT Teaching
- **1980** Sal - Clerical/Administrative Support
- **1990** Sal - OT Other

Special Situation Class Codes

Definition: These class codes supersede the other class codes and are to be used to identify members in a special situation during their employment.

- **8000** An active member receiving workers' compensation.
- **8500** An active member receiving short term disability.
- **9001** An active member on professional services leave or professional services released time.
- **9510 Supplemental Employment 1** - Used when an active member is paid a different pay rate for an additional position.
- **9520 Supplemental Employment 2** - Used when an active member is paid a different pay rate for an additional position.
- **9530 Supplemental Employment 3** - Used when an active member is paid a different pay rate for an additional position.

Retiree Class Codes

View the *Working after retirement - employer guide* to determine which class code to use.

Select from your reporting unit type:

- K-12 public school districts, charter schools, public school academies, and intermediate school districts.
- Public libraries, museums, and tax-supported community colleges.
- Universities: Central, Eastern, Northern, and Western Michigan, Ferris State, Lake Superior State, and Michigan Technological universities.

Definition: Employees who have retired from the MPERS system and return to work for a reporting unit.

- **9003** A retiree who has returned to reporting unit employment as a teacher while receiving a monthly pension from this retirement system. This code should be used as long as the retiree performs teaching duties. A retiree is no longer a member of this system and must not be reported while receiving workers' compensation or short term disability.
- **9004** A retiree who has returned to reporting unit employment and is performing the duties of an administrator while receiving a monthly pension from this retirement system. This code should be used as long as the retiree performs administrative duties. A retiree is no longer a member of this system and must not be reported while receiving workers' compensation or short term disability.
- **9005** A retiree who has returned to reporting unit employment in a capacity other than teaching or administration while receiving a monthly pension from this retirement system. This code should be used as long as the retiree performs other than teaching or administrative duties. A retiree is no longer a member of this system and must not be reported while receiving workers' compensation or short term disability.
- **9013** A retiree hired directly by the reporting unit returning to work in a Critical Shortage position as a teacher.
- **9014** A retiree hired directly by the reporting unit returning to work in a Critical Shortage position as an administrator.
- **9015** A retiree hired directly by the reporting unit returning to work in a Critical Shortage position other than a teacher or administrator.
- **9023** A retiree hired by a reporting unit through a 3rd party administrator or as an independent contractor returning to work in a position as a substitute teacher.
- **9024** A retiree hired by a reporting unit through a 3rd party administrator or as an independent contractor returning to work in a position as a school improvement facilitator or instructional coach.
- **9025** A retiree hired by a reporting unit through a 3rd party administrator or as an independent contractor returning to work in a position as a substitute teacher, school improvement facilitator or instructional coach to be used when class codes 9023 or 9024 have already been used for a pay period and an additional DTL2 record for the same pay period is needed.
- **9033** A retiree hired directly by the reporting unit in a Non-Critical Shortage position as a teacher. Class code also used for qualified participants.
- **9034** A retiree hired directly by the reporting unit in a Non-Critical Shortage position as an administrator. Class code also used for qualified participants.
- **9035** A retiree hired directly by the reporting unit in a Non-Critical Shortage position other than teacher or administrator. Class code also used for qualified participants.
- **9043** A retiree hired through a 3rd party administrator or as an independent contractor returning to work in a position defined by ORS as a core service - teacher.
- **9044** A retiree hired through a 3rd party administrator or as an independent contractor returning to work in a position defined by ORS as a core service - administrative.
- **9045** A retiree hired through a 3rd party administrator or as an independent contractor returning to work in a position defined by ORS as a core service - other.

Last updated: 06/23/2021

13.02: Codes Specific to Detail 4 Records Only

DC Record Type

Code	Description	Revision/Change Date
01	Original DC Record	
05	Positive DC Adjustment	
06	Negative DC Adjustment	

Status Change Reason Codes

Code	Description	Revision/Change Date
01	Retired	
02	Terminated/separated	
03	Disability retirement	
04	Death	
05	Laid off	
06	Leave of absence	

Last updated: 04/13/2012

11.03.01: DC Converted employee worked for your reporting unit on Feb. 1, 2013

From the **List Of Retirement Applicants** screen, click the active hyperlink of the DC Converted member to open the **Final Payroll Details** screen. You will enter the information necessary for the retirement system to calculate your retiring employee's pension. The process of completing the FPD can be broken down into five sections. Instructions for completing each section are below:

Applicant Detail

Pending TDP

Reportable and nonreportable wages

Hours and days

Save and submit

Applicant Detail

1. The first section is called **Applicant Detail**. The employee's name, last four digits of their Social Security number, and retirement effective date will automatically be pre-populated based on the employee's application.

Enter the employee's **Termination Date**, **Last Day Worked**, and **Last Day Paid** using the mm/dd/yyyy format.

- Enter the **Termination Date**. If the employee has not provided a termination date, use the last day paid. **Note:** This date may or may not be well before the retirement effective date if the employee left your reporting unit but didn't retire at that time.
- The **Last Day Worked** is the last day the employee earned service hours as a Defined Benefit employee in the pay cycle before or within Feb. 1, 2013.
- The **Last Day Paid** is the pay period end date of the last pay cycle before Feb. 1, 2013.

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Working with : PUBLIC SCHOOLS, 12345			
Final Payroll Details			
Applicant Detail			
Please complete all the blank entry areas and verify any fields already populated.			
Note: By completing this form you are comparing this employee's contractual rate to what was actually reported to ORS.			
Applicant Name:	Ryan Stafford		
SSN:	XXX-XX-XXXX		
Retirement Date (MM/DD/YYYY):	07/01/20XX		
Termination Date:	<input type="text"/>		
Last Day Worked:	<input type="text"/>		
Last Day Paid:	<input type="text"/>		
Full Contract Rate/Hourly Rate For Last Year Worked:	<input type="text" value="59,000.00"/>	<input type="checkbox"/>	check this box if hourly rate entered
If this is not the correct contract or hourly rate, enter the correct rate. For hourly rates, enter the rate most frequently used.			

2. Review the **Full Contract Rate/Hourly Rate For Last Year Worked** field.

For DC Converted applicants, the contract rate must reflect the rate in place before after the conversion to DC on Feb. 1, 2013.

If the amount is not correct, enter the correct hourly rate or full contract rate for this employee.

To avoid common errors, please note the following:

- If the employee earned an hourly rate, be sure to check the box next to the hourly rate.
- If the employee had more than one hourly rate, calculate and enter the average hourly rate.
- If the employee did not work the full school fiscal year, check the last reported Detail 2 (DTL2) record before Feb. 1, 2013, for a prorated contract amount. If no amount is reported, enter the full contract amount.

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Final Payroll Details

Applicant Detail

Please complete all the blank entry areas and verify any fields already populated.
Note: By completing this form you are comparing this employee's contractual rate to what was actually reported to ORS.

Applicant Name: Ryan Stafford
 SSN: XXX-XX-XXXX
 Retirement Date (MM/DD/YYYY): 07/01/20XX
 Termination Date:
 Last Day Worked:
 Last Day Paid:
 Full Contract Rate/Hourly Rate For Last Year Worked: 59,000.00 check this box if hourly rate entered
 If this is not the correct contract or hourly rate, enter the correct rate.
 For hourly rates, enter the rate most frequently used.

Pending TDP

3. The **Pending TDP** section appears only if the applicant has an open, active tax-deferred payment (TDP) agreement. For each pay period listed, enter the amount you intend to report to ORS on your regular payroll reports for this employee. Be sure to include any one-time payments. If the employee is not paying off the TDP agreement, enter 0 (zero) in the **TDP Amount** field.

Pending TDP
Instructions: For each pay period, enter the amount you intend to report to ORS on your regular payroll reports for this employee. Be sure to include any one-time payments.

Invoice Number	Scheduled Deduction Amount
000XXXX	\$ 100.00

Report Period Start Date	Report Period End Date	TDP Amount
04/09/20XX	04/22/20XX	\$ <input type="text"/>
04/26/20XX	05/06/20XX	\$ <input type="text"/>
05/07/20XX	05/20/20XX	\$ <input type="text"/>
05/21/20XX	06/03/20XX	\$ <input type="text"/>
06/04/20XX	06/17/20XX	\$ <input type="text"/>
06/18/20XX	07/01/20XX	\$ <input type="text"/>

Reportable and nonreportable wages

4. The next section is called **Reportable Wages Above the Base Rate**. Enter the amount of any reportable wages that were paid above the base pay rate in fiscal year 2013 (July 1, 2012, through Feb. 1, 2013, the effective start date of the DC Converted retirement plan). In addition, enter the wage amount paid for the remainder of the 2013 fiscal year (Feb. 1, 2013, through June 30, 2013, the wages earned after converting to the Defined Contribution plan). Add all amounts together for one total amount for the **Excess Amount** field. If the total reportable wages above the base rate is of more than one type, list the individual payment amounts and the explanation for each one in the **Comments** text box provided.

For example: A member received \$500 in merit pay, earned \$344.50 in overtime pay, and the remainder of their DC wages totaled \$2,450.00. In the comment box enter:

Merit Pay: \$500.00
Overtime Pay: \$344.50
DC Wages: \$2,450.00

Reportable Wages Above Base Rate

Instructions: Enter the amount of wages paid that is above the base pay rate for the most recent fiscal year.

Excess Amount: \$

Excess Amount Comments:
(Please explain wages entered for excess amount.)

5. In the **Unreportable Wages** section, enter any of the listed types of unreportable (nonreportable) wages that were reported on a DTL2 record before the first full pay period with a begin date on or after Feb. 1, 2013. See section 4.06.00 Nonreportable Compensation.

If you enter an amount for any of the nonreportable compensation types, you will receive a message after you submit the FPD advising you to create a negative adjustment for any pay period that included unreportable compensation.

If you enter no amounts on any line, check the box at the bottom of the section. (The FPD cannot be successfully submitted without something in this section.)

Unreportable Wages

During the wage review period 07/01/2016 - 12/31/2020, were any of the following unreportable wages reported to ORS.

Bonuses	\$ 0.00
Cash in lieu of benefit (insurance, annuity, etc.)	\$ 0.00
Employer-paid service credit	\$ 0.00
Expenses (e.g., mileage, dry cleaning, dues)	\$ 0.00
Incentive payments(early retirement, severance pay, etc.)	\$ 0.00
Insurance premlums	\$ 0.00
Super longevity	\$ 0.00
HIP reimbursements	\$ 0.00
FICA reimbursements	\$ 0.00
Payments to increase the FAC	\$ 0.00
Perfect attendance	\$ 0.00
Unused vacation, personal, sick or comp pay	\$ 0.00
Other fringe benefits	\$ 0.00
Long-term disability	\$ 0.00
Other	\$ 0.00

OR

This payroll office did not report any of the above unreportable wages during the stated wage review period for this employee.

6. The next section is called **Carryover (Usually Summer Spread)**. Enter wages paid after June 30 for service performed before July 1 for each listed fiscal year-end date listed.

Carryover wages can be either summer spread wages (Wage Code 08) or trailing wages, which refers to regular wages and hours reported with a begin date before July 1 and paid in July, using Wage Codes 01, 05, 11, or 25. Report both types of carryover wages here.

Please note:

- Summer spread wages that were originally reported correctly with Wage Code 08 will be pre-populated. For more information on summer spread wages, see section 4.04.20: Summer spread wages (Wage Code 08) or 7.17.00 How to report summer spread wages on a DTL2 record.
- The **Final payroll detail e-learning module** found in section 11.05 Additional resources for completing FPDs provides examples and practice with this step.

Carryover (Usually Summer Spread)

Instructions: For each period listed, enter the wages paid after June 30 for service performed before July 1.

Date	Amount
06/30/2013	\$ 0.00
06/30/2012	\$ 0.00
06/30/2011	\$ 0.00
06/30/2010	\$ 0.00

Hours and days

7. The next section is for reporting hours and days. In the field **Standard Hours Worked Per Fiscal Year**, enter the standard number of hours the employee was normally scheduled to work before your first full pay period with a begin date on or after Feb. 1, 2013, the effective start date of the DC Converted retirement plan. For example: 2,080 hours or 1,020 hours.

If the member was an hourly employee, enter the total amount of hours reported in fiscal year 2013.

Standard Hours Worked Per Fiscal Year (eg: 2080, 1020, etc.):

Average Hours Worked Per Day:

Number Of Days Worked Since July 1, 2012 or last fiscal year worked:

Note: If last fiscal year worked is not the year listed please enter the fiscal year used in comment box. Please do not use the Count Days button if employee did not work in the current fiscal year.

Count Days

Comments:
(You would be able to enter only 250 characters in this field)

8. In the **Average Hours Worked Per Day** field, enter the number of hours the employee was normally scheduled to work per day before your first full pay period with a begin date on or after Feb. 1, 2013.

Standard Hours Worked Per Fiscal Year (eg: 2080, 1020, etc.):

Average Hours Worked Per Day:

Number Of Days Worked Since July 1, 2012 or last fiscal year worked:

Note: If last fiscal year worked is not the year listed please enter the fiscal year used in comment box. Please do not use the Count Days button if employee did not work in the current fiscal year.

Count Days

Comments:
(You would be able to enter only 250 characters in this field)

9. In the **Number of Days Worked Since July 1, 2012** field, enter the actual number of days the employee worked between July 1, 2012, and Feb. 1, 2013.

In the **Comments** field, enter the actual fiscal year you are providing hours for, or explain any issues with hours or number of days worked.

Standard Hours Worked Per Fiscal Year (eg: 2080, 1020, etc.):

Average Hours Worked Per Day:

Number Of Days Worked Since July 1, 2012 or last fiscal year worked:  **Count Days**

Note: If last fiscal year worked is not the year listed please enter the fiscal year used in comment box. Please do not use the Count Days button if employee did not work in the current fiscal year.

Comments:
(You would be able to enter only 250 characters in this field)

Save and submit

10. The last section of the FPD includes fields for your name, phone number, and email address. Your name will be automatically pre-populated.

You can submit a completed FPD or save it and come back at a later time. The **Save** button saves everything except for the information on this final screen.

Entered By: Amy Vargo

Employer Phone Number:

Employer Email Address:

Save **Submit** **Cancel**

11. When you have completed all fields, click **Submit**.

When you submit the FPD, a calculation will automatically run that will compare the **Certified Reportable Wages** entered on the FPD to the **Wages Based on Contract** housed on the ORS database. If the amounts match, the retirement system accepts the FPD and sends a confirmation message. If the amounts do not match, you will receive an error message. See the next section, 11.04 How to balance an FPD.

Last updated: 04/02/2021

11.03.02: DC Converted employee did not work for your reporting unit on Feb. 1, 2013

From the **List Of Retirement Applicants** screen, click the active hyperlink to open the **Final Payroll Details** screen for the member with a DC Converted plan. The process of completing the FPD can be broken down into four sections. The instructions for completing each section are below:

Applicant Detail

Reportable wages

Hours and days

Save and submit

Applicant Detail

1. The first section is called **Applicant Detail**. The employee's name, last four digits of their Social Security number, and retirement effective date will automatically be pre-populated based on the employee's application.

Enter the employee's **Termination Date**, **Last Day Worked**, and **Last Day Paid** using the mm/dd/yyyy format.

- If the employee has not provided a termination date, use the last day paid.
- The **Last Day Worked** is the last day the employee earned service hours.
- The **Last Day Paid** is the pay period end date of the last pay cycle.

2. Review the **Full Contract Rate/Hourly Rate For Last Year Worked** field.

For DC Converted applicants, the contract rate must reflect the rate in place before the first full pay period with a begin date on or after Feb. 1, 2013, the effective start date of the DC Converted retirement plan. Since you do not have wage data for that period, contact ORS Employer Reporting at ORS_Web_Reporting@michigan.gov to confirm this amount and whether the amount is an hourly rate (if hourly, check the box).

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Final Payroll Details

Applicant Detail

Please complete all the blank entry areas and verify any fields already populated.
Note: By completing this form you are comparing this employee's contractual rate to what was actually reported to ORS.

Applicant Name: Ryan Stafford
SSN: XXX-XX-XXXX
Retirement Date (MM/DD/YYYY): 07/01/20XX
Termination Date:
Last Day Worked:
Last Day Paid:
Full Contract Rate/Hourly Rate For Last Year Worked: 59,000.00 check this box if hourly rate entered

If this is not the correct contract or hourly rate, enter the correct rate.
For hourly rates, enter the rate most frequently used.

Reportable and unreportable wages

3. You may skip the part called **Reportable Wages Above the Base Rate**. The next part is **Unreportable Wages**. Since you have no DB wage data for the period shown, check the box at the bottom of the section. (The FPD cannot be successfully submitted if nothing in this section is entered.)

Hours and days

4. You may skip the next section, called **Carryover (Usually Summer Spread)**. The following section is for reporting hours and days. You may skip the fields called **Standard Hours Worked Per Fiscal Year** and **Average Hours Worked Per Day**.

In the field called **Number of Days Worked Since July 1, 2012**, enter 1. You do not have this information, but the FPD will not be accepted without a number other than zero in this field.

Standard Hours Worked Per Fiscal Year (eg: 2080, 1020, etc.):

Average Hours Worked Per Day:

Number Of Days Worked Since July 1, 2012 or last fiscal year worked: [Count Days](#)

Note: If last fiscal year worked is not the year listed please enter the fiscal year used in comment box. Please do not use the Count Days button if employee did not work in the current fiscal year.

Comments:
(You would be able to enter only 250 characters in this field)

Save and submit

5. The last section of the FPD includes fields for your name, phone number, and email address. Your name will be automatically pre-populated.

You can submit a completed FPD or save it and come back at a later time. The **Save** button saves everything except for the information on this final screen.

Entered By: Amy Vargo

Employer Phone Number:

Employer Email Address:

[Save](#) [Submit](#) [Cancel](#)

6. When you have completed all fields, click **Submit**.

When you submit the FPD, a calculation will automatically run that will compare the **Certified Reportable Wages** entered on the FPD to the **Wages Based on Contract** housed on the ORS database. If the amounts match, the retirement system accepts the FPD and sends a confirmation message. If the amounts do not match, you will receive an error message. See the next section, 11.05 How to balance a final payroll detail (FPD).

Last updated: 04/02/2021

For historical reference only
Archived on March 18, 2022

13.03: Detail 2 Wage Codes

Code	Description	Revision/ Change Date
01	Regular Wages: used to report an active member who has received regular wages.	6/24/2013
04	Retroactive Wages: used to report an active member who has received a retroactive payment. (PA 54 prohibits the payments of retroactive wages for labor contracts that have expired. Consequently, ORS no longer expects retroactive pay adjustments for settled contracts after June 8, 2011.) Retroactive payments can be reported as lump sums for a period that spans up to but not exceeding one fiscal year (July 1 – June 30). ORS will evenly distribute the amount reported with a wage code 04 between each pay period within the begin and end dates designated. When reporting retroactive payments as a lump sum, the record's begin and end dates should be the beginning and ending dates of the period for which the payments may be evenly distributed.	6/24/13
05	Regular Wages Positive Adjustment: used to report a positive adjustment to wages and/or hours posted for an active member (wage code 01 or 05) for a previous pay period. Only wage and/or hours fields requiring adjustments should be populated. The amount in the fields that are populated will be added to the previously reported amounts.	6/24/2013
06	Regular Wages Negative Adjustment: used to report a negative adjustment to wages and/or hours posted for an active member (wage code 01 or 05) for a previous pay period. Only wage and/or hours fields requiring adjustment should be populated. The amount in the fields that are populated will be subtracted from the previously posted amounts. (Note: enter data as a positive number.)	6/24/2013
07	Retiree Wages: used to report wages and hours for an employee who is retired from the MPERS system and returning to work with a class code of 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033,9034,9035, 9043, 9044 and 9045.	6/24/2013
08	Summer Spread Wages: used to report active members who are not working but are receiving wages over the summer months. Excludes class codes 9003, 9004, 9005, 9013, 9014, 9015, 9023, 9024, 9025, 9033, 9034, 9035, 9043, 9044 and 9045.	6/24/2013
09	Wages without Hours: used to report wages without hours for an active employee (such as longevity payments).	6/24/2013

11	Coaching Wages: used to spread out reported lump sum wages and hours for active employees as seasonal or part-time coaches. If a coach is full-time and paid every pay period for coaching, use wage code 01 for regular wages.	6/24/2013
15	Wages Without Hours Positive Adjustment: used to report a positive adjustment to a wages without hours (wage code 09 or 15) payment for an active employee that posted in a prior pay period. The amount of wages entered in the field will be added to the previously reported amount.	6/24/2013
16	Wages Without Hours Negative Adjustment: used to report a negative adjustment to a wages without hours (wage code 09 or 15) payment for an active employee that posted in a prior pay period. The amount of wages entered in the field will be subtracted from the previously reported amount. (Note: enter data as a positive number.)	6/24/2013
21	<i>This wage code has been deleted. See section 4.04.14: Regular Wages Paid After Termination and/or Retirement.</i>	12/15/2007
28	<i>This wage code has been deleted. See section 4.04.14: Regular Wages Paid After Termination and/or Retirement.</i>	12/15/2007
25	Coaching Wages Positive Adjustment: used to report a positive adjustment to coaching wages and/or hours (wage code 11 or 25) posted for an active member in a previous pay period. The amount of wages and/or hours entered in the field(s) will be added to the previously posted amount.	6/24/2013
26	Coaching Wages Negative Adjustment: used to report a negative adjustment to coaching wages and/or hours (wage code 11 or 25) posted for an active member in a previous pay period. The amount of wages and/or hours entered in the field(s) will be subtracted from the previously reported amount. (Note: enter data as a positive number.)	6/24/2013
45	Retroactive Wages Positive Adjustment: used to report a positive adjustment to a retroactive wage (wage code 04 or 45) payment made to an active member posted in a previous pay period. The wages entered will be added to the previously posted amount.	6/24/2013
46	Retroactive Wages Negative Adjustment: used to report a negative adjustment to a retroactive wage (wage code 04 or 45) payment made to an active member posted in a previous pay period. The wages entered will be subtracted from the previously posted amount. (Note: enter data as a positive number.)	6/24/2013

75	Retiree Wages Positive Adjustment: used to report a positive adjustment to wages and/or hours (wage code 07 or 75) posted for a retiree in a previous pay period. The wages and/or hours entered in the field(s) will be added to the previously posted amount.	6/24/2013
76	Retiree Wages Negative Adjustment: used to report a negative adjustment to wages and/or hours (wage code 07 or 75) posted for a retiree in a previous pay period. The wages and/or hours entered in the field(s) will be subtracted from the previously posted amount. (Note: enter data as a positive number.)	6/24/2013
85	Summer Spread Wages Positive Adjustment: used to report a positive adjustment to summer spread wages (wage code 08 or 85) for an active member posted in a previous pay period. The wages entered will be added to the previously posted amount.	6/24/2013
86	Summer Spread Wages Negative Adjustment: used to report a negative adjustment to summer spread wages (wage code 08 or 85) for an active member posted in a previous pay period. The wages entered will be subtracted from the previously posted amount. (Note: enter data as a positive number.)	6/24/2013

Last updated: 04/30/2014

For historical reference only
 Archived on March 18, 2022

13.04: Detail 3 TDP Deduction Reason Codes

TDP Deduction Reason Codes

Code	Reason	Description
1	Valid Deduction	Use this code for all deductions, including the final deduction. Anytime a deduction with a dollar amount is being reported, you must use the 01 code.
2	Agreement Suspended – Member Terminated	When using this code you are indicating that the member has terminated and you are initiating the 90-day window the member has to transfer the agreement to a new employer. Use this code once with a zero dollar amount and then permanently remove the record from your pay cycle report.
4	Agreement Closed – Member Deceased	Use this code once with a zero dollar amount and then permanently remove the record from your pay cycle report.
5	Agreement Closed – Member Retired	Use this code once with a zero dollar amount and then permanently remove the record from your pay cycle report.
6	Agreement Closed – Paid in Full	Use this code once with a zero dollar amount and then permanently remove the record from your pay cycle report.
7	No Deduction – Other (e.g., no summer pays)	Use if no other reasons for not deducting are appropriate (e.g. no summer pays).
8	No Deduction – Temporary Layoff	Use with a zero dollar amount each reporting cycle until the member resumes deductions.
9	No Deduction – Sabbatical Leave	Use with a zero dollar amount each reporting cycle until the member resumes deductions.
10	No Deduction – Weekly Workers' Compensation	Use with a zero dollar amount each reporting cycle until the member resumes deductions.
11	No Deduction – Professional Services Leave/Professional Services Released Time	Use with a zero dollar amount each reporting cycle until the member resumes deductions.
12	New Agreement – Establishing Deduction Schedule	Use this code for new agreements/addendums until the deductions begin.

Last updated: 07/06/2016

13.05: Detail 3 TDP Adjustment Type Codes

TDP Adjustment Type Codes

Code	Description
01	Regular TDP Deduction. Note: we recommend that the 01 code be used if possible, however we will still accept the 00 or blank codes for your regular deductions.
05	Positive TDP Adjustment
06	Negative TDP Adjustment

Last updated: 04/13/2012

For historical reference only
Archived on March 18, 2022

13.06: Detail 1 Country Codes

Use the three-character country code whenever reporting a country on the File Layout for members. The country code description is for your reference only and should never be included in your File Layout.

Code	Description	Code	Description	Code	Description	Code	Description
AFG	AFGHANISTAN	DOM	DOMINICA	KYR	KYRGYZSTAN	RWA	RWANDA
ALB	ALBANIA	DOR	DOMINICAN REPUBLIC	LAO	LAOS	SAF	SOUTH AFRICA
ALG	ALGERIA	ECU	ECUADOR	LAT	LATVIA	SAN	SAN MARINO
AMS	AMERICAN SAMOA	EGY	EGYPT	LEB	LEBANON	SAO	SAO TOME & PRINCIPE
ANB	ANTIGUA AND BARBUDA	ELS	EL SALVADOR	LES	LESOTHO	SAU	SAUDI ARABIA
AND	ANDORRA	ENG	ENGLAND	LIA	LIBYA	SEN	SENEGAL
ANG	ANGOLA	EQU	EQUATORIAL GUINEA	LIB	LIBERIA	SER	SERBIA
ANT	ANTARCTICA	ERI	ERITREA	LIE	LIECHTENSTEIN	SEY	SEYCHELLES
ANU	ANGUILLA	EST	ESTONIA	LIT	LITHUANIA	SIE	SIERRA LEONE
ARG	ARGENTINA	ETH	ETHIOPIA	LUX	LUXEMBOURG	SIN	SINGAPORE
ARM	ARMENIA	EUR	EUROPA ISLAND	MAC	MACAU	SLO	SLOVAKIA
ARU	ARUBA	FAL	FALKLAND ISLANDS	MAD	MADAGASCAR	SLV	SLOVENIA
ASH	ASHMORE/CARTIER IS	FAR	FAROE ISLANDS	MAL	MALAWI	SOL	SOLOMON ISLANDS
AUS	AUSTRALIA	FIJ	FIJI	MAQ	MARTINIQUE	SOM	SOMALIA
AUT	AUSTRIA	FIN	FINLAND	MAR	MARSHALL ISLANDS	SPA	SPAIN
AZE	AZERBAIJAN	FRA	FRANCE	MAS	MAURITIUS	SPR	SPRATLY ISLANDS
AZO	AZORES	FRE	FRENCH GUIANA	MAU	MAURITANIA	SRI	SRI LANKA
BAH	BAHAMAS	FRP	FRENCH POLYNESIA	MAY	MAYOTTE	STH	ST. HELENA
BAK	BAKER ISLAND	FRS	FRENCH STH/ANARCTICA	MCD	MACEDONIA	STK	ST. KITTS AND NEVIS
BAN	BAHRAIN	GAB	GABON	MEX	MEXICO	STL	ST. LUCIA
BAR	BARBADOS	GAM	GAMBIA	MIC	MICRONESIA FEDERATED	STP	ST. PIERRE/MIQUELON
BAS	BASSAS DA INDIA	GAZ	GAZA STRIP	MID	MIDWAY ISLANDS	STV	ST. VINCENT/GRENADIN
BEL	BELGIUM	GEO	GEORGIA	MLA	MALAYSIA	SUD	SUDAN
BEN	BENIN	GER	GERMANY	MLD	MALDIVES	SUR	SURINAME
BER	BERMUDA	GHA	GHANA	MLI	MALI	SVA	SVALBARD
BEZ	BELIZE	GIB	GIBRALTAR	MLT	MALTA	SWA	SWAZILAND
BHU	BHUTAN	GLO	GLORIOSO ISLANDS	MNS	MONTSERRAT	SWE	SWEDEN
BLS	BELARUS	GRA	GRENADA	MNT	MONTENEGRO	SWI	SWITZERLAND
BNG	BANGLADESH	GRE	GREECE	MOG	MONGOLIA	SYR	SYRIA
BOL	BOLIVIA	GRN	GREENLAND	MOL	MOLDOVA	TAI	TAIWAN
BOS	BOSNIA-HERZEGOVINA	GUA	GUADELOUPE	MON	MONACO	TAJ	TAJIKISTAN
BOT	BOTSWANA	GUB	GUINEA-BISSAU	MOR	MOROCCO	TAN	TANZANIA UNITED REP
BOU	BOUVET ISLAND	GUE	GUERNSEY	MOZ	MOZAMBIQUE	THA	THAILAND
BRA	BRAZIL	GUI	GUINEA	NAM	NAMIBIA	TOG	TOGO
BRI	BRITISH INDIAN OCEAN	GUM	GUAM	NAU	NAURU	TOK	TOKELAU
BRU	BRUNEI	GUT	GUATEMALA	NAV	NAVASSA ISLAND	TON	TONGA
BUL	BULGARIA	GUY	GUYANA	NEA	NETHERLANDS ANTILLES	TRI	TRINIDAD AND TOBAGO
BUM	BURMA	HAI	HAITI	NEP	NEPAL	TRO	TROMELIN ISLAND
BUN	BURUNDI	HEA	HEARD ISMCDONALD IS	NET	NETHERLANDS	TRU	TRUST TERRITORY PACI
BUR	BURKINA FASO	HOK	HONG KONG	NGA	NIGERIA	TUC	TURKS AND CAICOS IS
CAM	CAMBODIA	HON	HONDURAS	NIC	NICARAGUA	TUK	TURKMENISTAN
CAN	CANADA	HOW	HOWLAND ISLAND	NIG	NIGER	TUN	TUNISIA
CAR	CENTRAL AFRICAN REP	HUN	HUNGARY	NIR	NORTHERN IRELAND	TUR	TURKEY
CAY	CAYMAN ISLANDS	ICE	ICELAND	NIU	NIUE	TUV	TUVALU
CHA	CHAD	INA	INDONESIA	NMI	NORTHERN MARIANA IS	UAE	UNITED ARAB EMIRATES
CHI	CHILE	IND	INDIA	NOR	NORFOLK ISLAND	UGA	UGANDA
CHN	CHINA	IRA	IRAN	NWC	NEW CALEDONIA	UKNW	UNKNOWN
CHR	CHRISTMAS IS-IND OCN	IRE	IRELAND	NWY	NORWAY	UKR	UKRAINE
CHS	CHRISTMAS IS-PAC OCN	IRQ	IRAQ	NWZ	NEW ZEALAND	UNK	UNITED KINGDOM
CKI	COOK ISLANDS	IRS	IRAQ-SAUDI ARABIA NE	OMA	OMAN	URU	URUGUAY
CLI	CLIPPERTON ISLAND	ISL	ISLE OF MAN	OTH	OTHER COUNTRIES	USA	U.S. OF AMERICA
CMN	CAMEROON	ISR	ISRAEL	PAK	PAKISTAN	UZB	UZBEKISTAN
CNI	CANARY ISLANDS	ITA	ITALY	PAL	PALMYRA ATOLL	VAN	VANUATU
COC	COCOS (KEELING) IS	JAM	JAMAICA	PAN	PANAMA	VAT	VATICAN CITY
COL	COLUMBIA	JAN	JAN MAYEN	PAP	PAPUA NEW GUINEA	VEN	VENEZUELA
COM	COMOROS	JAP	JAPAN	PAR	PARACEL ISLANDS	VIR	VIRGIN ISLANDS (BRI)
CON	CONGO	JER	JERSEY	PER	PERU	VIU	VIRGIN ISLANDS (US)
COR	CORAL SEA ISLAND TER	JOH	JOHNSTON ATOLL	PHI	PHILIPPINES	VTM	VIETNAM
COS	COSTA RICA	JOR	JORDAN	PIT	PITCAIRN ISLAND	WAK	WAKE ISLAND
COT	COTE D'IVOIRE-IVORY	JUA	JUAN DE NOVA ISLAND	POL	POLAND	WAL	WALLIS AND FUTUNA
CPV	CAPE VERDE	KAZ	KAZAKHSTAN	POR	PORTUGAL	WBK	WEST BANK
CRO	CROATIA	KEN	KENYA	PRG	PARAGUAY	WSA	WEST SAHARA
CUB	CUBA	KIN	KINGMAN REEF	PUE	PUERTO RICO	WSO	WEST SAMOA
CYP	CYPRUS	KIR	KIRIBATI	QAT	QATAR	YEM	YEMEN
CZE	CZECH REPUBLIC	KOR	KOREA-NORTH	REU	REUNION	ZAI	ZAIRE
DEN	DENMARK	KOS	KOREA-SOUTH	ROM	ROMANIA	ZAM	ZAMBIA
DJI	DJIBOUTI	KUW	KUWAIT	RUS	RUSSIA	ZIM	ZIMBA

Last updated: 04/13/2012

13.07: Detail 4 Record Type Codes

Record Type Codes

Code	Description
01	Regular DC, Deferred Compensation and/or PHF contributions (the contributions are for the same pay period dates as the report on which the DTL4 record appears)
05	Positive Adjustment DC, Deferred Compensation and/or PHF contributions (the contribution adjustment is for pay period dates prior to the report on which the DTL4 record appears)
06	Negative Adjustment DC, Deferred Compensation and/or PHF (the contribution adjustment is for pay period dates prior to the report on which the DTL4 record appears)

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