

Michigan Public School Employees' Retirement System

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

Archived Reporting Instruction Manual

Chapter 2 – ORS Employer Website

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for historical reference by reporting units of the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.

Prepared by

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2: ORS Employer Website

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2.00.00: ORS Employer Websites

ORS maintains two different websites for school employers.

- ORS Employer Reporting, the secure employer self-service website used to enter reports, make payments, and other required reporting tasks.
- Employer Information (the website you are on now), which provides information to help you report, including this Reporting Instruction Manual.

Last updated: 05/18/2012

For historical reference only
Archived on March 18, 2022

2.01.01: Employer Reporting Website

The Employer Reporting Website is your tool for reporting the required information for each of your employees. The per-pay-period reporting keeps each member's retirement account up to date with the most current information. In very general terms this means that you will transfer or upload employee data from your record system onto ours via this website.

A link to the Employer Reporting website is found at the top of the menu on the left. The site is available seven days a week from 5:00 a.m. to 10:29 p.m. You will be able to do the following tasks on this website:

- Create and manage your reporting unit web accounts
- Submit, review, correct, and accept your retirement detail reports
- View valuable employer related messages
- Review previously reported and posted retirement detail transactions for individual employees
- Review your employees' tax-deferred payment balances
- Update employer contact information
- Review Defined Benefit and Defined Contribution employer statements
- Access the DC Feedback File
- Submit FF/ORP/UAL wage information
- Verify a member's benefit plan
- Submit final payroll details for retirement applicants
- Make payment to ORS

Last updated: 09/14/2015

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Archived on March 18, 2022

2.01.02: The Employer Home Page

Logging in to the Employer Reporting website will open the Employer home page. On this screen you will see the reporting unit or units that you are authorized to work with. The home page also has links to each step of retirement detail reporting from working on reports to updating your profile. The left navigation bar, titled **Things To Do**, will show different links depending on the type of user access associated with the login ID. Each type of access—Web Administrator, Employer Reporting 1–5, Member Inquiry 1–2 and Payment Processor 1–3—has different menu choices on this navigation bar. The image below shows the **Things To Do** menu for a Web Administrator user access account.

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Michigan.Gov Logoff Employer Info Site Contact Us ORS Home

Things To Do

Working with : PUBLIC SCHOOL, 123456

Employer Home Page

This is your employer home page. If you are responsible for reporting for more than one employer, you can select another employer by clicking the **Employer Selection** link. The one in **BOLD** is your default employer and you can work with that employer now.

- [Choose Your Employer](#)
- [View Employer Information](#)
- [View Your Contacts](#)
- [View Your Contribution Rates](#)
- [Tell Me More](#)

Org Code:
Org Name:
Search

Employer Selection

Messages From ORS

- Excess Retirement Contribution on Account for report ending 06/24/20XX
- You Must Report: Your reporting unit is required to notify Voya, via a DTL4 record, of the termination status and date of any Defined Contribution, Pension Plus, and/or Personal Healthcare Fund employee. Please refer to the Reporting Instruction Manual, Chapter 7.21.07: DTL4 for Terminated DC/PHF Participant. Failure to submit a DTL4 termination status record for these employees will delay fund distributions from Voya.

Last updated: 02/01/2018

2.01.03: Navigating the Employer Reporting Website

The following is a guide to help you navigate the Employer Reporting website for the various reporting tasks you will need to perform.

MICHIGAN OFFICE OF RETIREMENT SERVICES
Big Plans. Small Steps.

Michigan.Gov | Logoff | Employer Info Site | Contact Us | ORS Home

Things To Do

Employer Home

Working with : PUBLIC SCHOOL, 123456

Employer Home Page

This is your employer home page. If you are responsible for reporting for more than one employer, you can select another employer by clicking the **Employer Selection** link. The one in **BOLD** is your default employer and you can work with that employer now.

- [Choose Your Employer](#)
- [View Employer Information](#)
- [View Your Contacts](#)
- [View Your Contribution Rates](#)
- [Tell Me More](#)

Org Code:
Org Name:

Employer Selection

Messages From ORS

- Excess Retirement Contribution on Account for report ending 06/24/20XX
- You Must Report: Your reporting unit is required to notify Voya, via a DTL4 record, of the termination status and date of any Defined Contribution, Pension Plus, and/or Personal Healthcare Fund employee. Please refer to the Reporting Instruction Manual, Chapter 7.21.07: DTL4 for Terminated DC/PHF Participant. Failure to submit a DTL4 termination status record for these employees will delay fund distributions from Voya.

1. The top navigation bar appears on all of the Employer Reporting screen pages and includes the following links.

Michigan.Gov – Click on this link to go to the State of Michigan home page.

- **Logoff** – Click on this link to log off from the Employer Reporting Website.
- **Employer Info Site** – Click on the link to open the Employer Information website for public school employers. You may go back and forth between the information site and the reporting site without have to log back in.
- **Contact Us** – Click on this link to find the phone number, email address and postal address for Employer Reporting.

ORS Home – Click on this link to go to the ORS member website

2. The **Things To Do** left navigation bar appears on all of the Employer Reporting screen pages and includes the following links. (Depending on the user access of the login ID, you may see some or all of these links.)
- **Employer Home** – The employer home screen indicates the employer that is currently selected and shows an overview of the employer's information, contacts, and a link to employer contribution rates. Click the Employer Home link to return you to the Employer Home page.
 - **Work on Reports** – Click this link to go to the Work on Retirement Detail Reports screen where you can create and submit a report, add records to a report, and/or edit a report.
 - **View DC Feedback** – Click this link to go to data relayed to your reporting unit from the third party administrator (TPA) regarding changes in the DC deduction percentage amounts for Pension Plus, Pension Plus 2, Defined Contribution, Deferred Compensation and Personal Healthcare Fund (PHF) members.
 - **View Election Status** – Click this link to go to view the election status for a new to MPSERS employee being reported to ORS for the first time. This information will tell you if they elected or defaulted into the Defined Contribution plan or if they elected Pension Plus 2. This section will also indicate if DTL4 adjustments are required of the employee and for which reporting periods.
 - **View Payroll Calendar** – Click this link to go to the screen that shows the payroll calendars you have submitted, both past and current.
 - **FF, ORP and/or UAL Wages** – Click this link to go to the screen that allows you to report federally funded (FF) wages, Optional Retirement Plan (ORP) wages, and/or Unfunded Accrued Liability (UAL) wages.
 - **Work with Contacts** – This link is only available to web administrators. Click this link to go to the screen where web administrators can edit contact information.
 - **View Employee Info** – Click this link to go to the screen where you can view previously submitted retirement detail report data for individual employees by pay period, i.e. wages, hours, contributions and employment class code. NOTE: You are only able to see report data for your reporting unit.
 - **Member Benefit Plans** – Click this link takes to go to a query screen that allows you determine the retirement plan and contribution rates for new and existing MPSERS employees.
 - **Retirement Applicants** – Click this link to go to the list of members who have filed a retirement application. ORS records show that this member works or has worked at your reporting unit. ORS requires you to complete the Final Payroll Details for each retiring employee. You can do this by clicking on the applicant's name to open the FPD screen and submitting the required information.
 - **View Employer Statement** – Click this link to go to the page with your Employer Statement links. The Employer Statement contains information for both Defined Benefit and Defined Contribution.
 - **Update My Profile** – Click this link to go to the screen where you can update your web user information.
 - **Admin Web Accounts** – This link is available only to web administrators. It provides a list of all current, pending and inactivated user accounts for your reporting unit. Links connected to these user accounts allow the Web Administrator the access to reset user passwords, inactivate current user accounts, unlock user accounts and reactivate inactive user accounts.
 - **Payments** – This link is available only to those with Payment Processor access. Payment processors can click this link to go to the Payments page to make both DB and DC payments to ORS online and to view previously made payments.
3. **Messages from ORS** appears below the Employer Selection section. In this area, ORS posts important messages to all employers.

Messages From ORS

- Excess Retirement Contributions Account for report ending 06/19/2015
- Federally Funded, Optional Retirement Plan and Unfunded Accrued Liability wages for the quarter 04/01/2015 to 06/30/2015 are due. Use the web link FF, ORP and/or UAL wages, and see the online Reporting Instruction Manual for more instructions. If you have any questions, contact us at ORS_Web_Reporting@michigan.gov.
- Effective April, 2015, payroll reports must be accepted by the 5th business day and records posted by the 10th business day after the pay period end date. Payments must be submitted by the 7th business day after the pay period end date.

4. **Invoice and Letter** – This area displays when there is an invoice or letter available.

<p>Invoice</p> <p>Unposted Records- Fee Assessed for report ending 06/19/2015</p> <p>History</p>	<p>Letter</p> <p>Notice of Incomplete Report for report ending 06/19/2015</p> <p>History</p>
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5. **Employer Selection** displays the employer accounts that you have access to. The name of the employer currently selected appears in bold text next to the icon. To view information or perform work for another employer, click on the select link next to the desired employer name.

6. **Employer Information** displays the following demographic information about the selected employer.

Employer Information

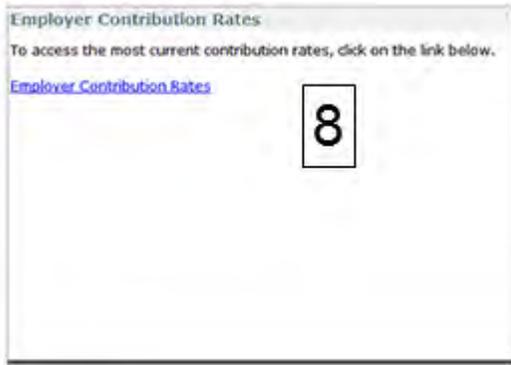
Employer Name	PUBLIC SCHOOLS
Employer Number	12345
Email Address	Not Provided
Address	ADMINISTRATION OFFICE 456 ANY STREET ANY CITY, MI 4000-000
Plan	MI Public School Employees Ret System
Reporting Frequency	Biweekly
Phone	(555) 123-4567
Tax ID Number	000000000
Status	Active
Status Date	07/01/1999
School District Number/Name	123456 - PUBLIC SCHOOLS
TDP Resolution on File	Yes
County Code	0000

7. **Your Contacts** displays the contact type, name and phone number of each contact the employer has authorized.

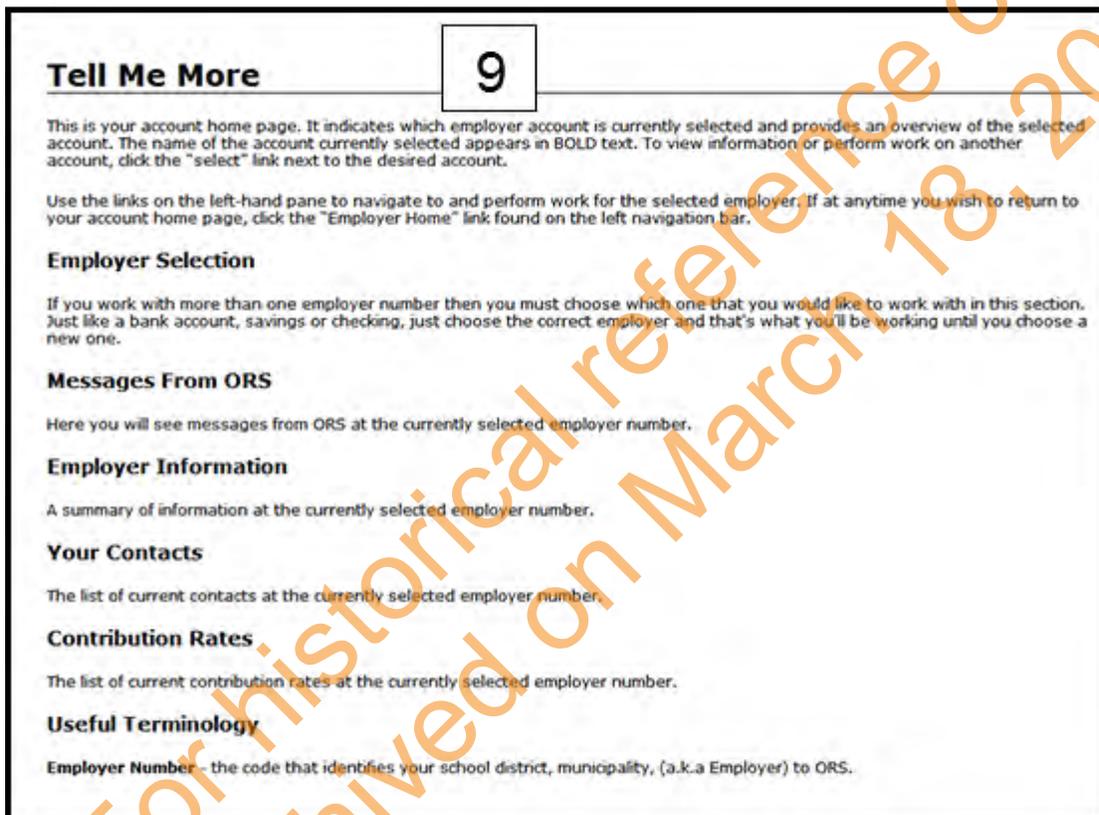
Your Contacts

Administrator 1	JANE DOE	n/a
Bus Official	JOHN SMITH	n/a
Employer Reporting 1	MIKE JOHNSON	n/a
Employer Reporting 2	MARY MILLER	n/a
Employer Reporting 3	KAREN SMITH	n/a
Employer Reporting 4		n/a
Employer Reporting 5		n/a
Escalation 1	ELIZABETH SMITH	n/a
Escalation 2	KAREN JONES	n/a
Human Resources	WILLIAM FREDRICKS	n/a
Other 1		n/a
Payment Processor 1	MIKE SMITH	n/a
Payment Processor 2	PAT DOW	n/a
Payment Processor 3		n/a
Web Administrator	MARY JONSON	n/a

8. **Employer Contribution Rates** displays the current fiscal year contribution rates due to the retirement system for all contribution rate types.



9. **Tell Me More** can be found at the bottom of each page when applicable. At any time you may click on the help link found at the top or bottom of the screens to access information about the activity you are performing, as well as a glossary and frequently asked questions.



Last updated: 02/01/2018

2.01.04: Logging in to the Employer Reporting Site

There are two ways to access the Employer Reporting website.

1. From this website (the Employer Information website), click the **Reporting Website** link at the top of the left menu.

Department of Technology, Management and Budget
Office of Retirement Services
Public School Reporting Units

Reporting Website
Reporting Instruction Manual
Data Exchange Gateway
Contribution Rates
New Reporting Units
Reporting Forms
Education & Training
Employee Resources
2014-2015 Enhancements
Governmental Accounting Standards Board (GASB) 68
Employer Communications
Retirement Act
Stay Updated

Welcome!

The Employer Information website provides resources and information for Michigan public schools, community colleges, and some public school academies, charter schools, libraries and universities in the Michigan Public Schools Employee Retirement System. Here you will find links to websites used to report to the Office of Retirement Services, as well as communications and resources developed to assist you in reporting.

What's New

- Scheduled System Maintenance
- See [Employer Communications](#) for a complete list of messages
- 7/6/2015: Interest on Tax-Deferred Payment agreements has been posted
- 7/6/2015: Michigan Supreme Court action on PA 75 and 3% healthcare contributions
- 6/25/2015: Employer Contribution Rates: Terms, Definitions and Descriptions Updated
- 06/24/2015: Register for the 2015 Enhancements test site
- 06/19/2015: ORS and Voya Financial data validation
- 06/18/2015: 2015 Technology Enhancements

March
31

ORS non-business days
View ORS non-business days to make

Scheduled System Maintenance
View dates and times for scheduled

Extend the 457 Plan to Your DB Members—
Click the Trifact

OR

2. Log in directly to the Employer Reporting Website at <https://ssprd.state.mi.us/SelfService>. On the top navigation bar, click the **Login** link to access the Employer Reporting Login screen.

Department of Technology, Management & Budget
Office of Retirement Services

MICHIGAN.GOV
Michigan Official Web 5

ORS Logo | Login | Open Account | Employer Info Site | Contact Us | ORS Home

Welcome to ORS Employer Reporting!

Welcome to the ORS Employer Reporting Website. This website provides online capabilities to:

- Load pay period employer reports and make corrections
- Update your employer contact information
- Enter Federally Funded Wages and/or Optional Retirement Plan Wages (if appropriate)
- Link directly to the ORS Employer Information website for viewing documents such as the Reporting Instruction Manual, FAQs, Reporting Requirements, and other employer information
- View valuable employer-related messages

Site Availability:

The site is available 7 days per week from 5:00 a.m. to 10:30 p.m.

Click here to [view the Non-Business Days List](#)

If you have questions not answered on this website, please contact ORS at: ORS_Web_Reporting@michigan.gov

Or you may write or call our Employer Reporting Call Center at:

Office of Retirement Services
P. O. Box 30171

3. Enter the user ID and temporary password that ORS provided to you and click the **Login** button.

Department of Technology, Management & Budget
Office of Retirement Services

Michigan.Gov Login Open Account Employer Info Site Contact Us ORS Home

ORS Employer Reporting Login Page

Enter your User ID and Password below.

User ID :

Password :

Login

[Forgot My Password](#)

Are you a Payroll Specialist?

If you would like to open an account to perform payroll activities for your organization, click the link below to start work!

[Open a Payroll Specialist Account](#)

Are you a Web Administrator?

You are a web administrator if you already have a user ID and password sent to you from ORS. You may log in and start work now!

Not Sure?

If you have questions, [Contact ORS](#). We will be happy to help you!

Non Business Days

4. You will be prompted to change your password.
5. Enter your new password in the Password field. Password rules:
- Password must be a minimum of eight characters
 - Must contain at least one upper case alpha character, one lower case alpha character and one numeric character.
 - Symbols cannot be used. For example: abcD1234.
6. Re-enter your new password in the Confirm New Password field and click the **OK** button.

Department of Technology, Management & Budget
Office of Retirement Services

Michigan.Gov Login Open Account Employer Info Site Contact Us ORS Home

Change Password

You have logged in using a temporary password. Please enter a new password below. Your password must be a minimum of 6 alpha and numeric characters.

* Denotes Required Fields

* New Password:

* Confirm New Password:

OK **Cancel**

7. Next the **User Agreement** screen appears. Review the User Agreement and then click the **I AGREE** button. You are now ready to report.

Michigan.Gov Login Open Account Employer Info Site Contact Us ORS Home

Wage and Contribution Reporting Certification

By using this password to access the Retirement Reporting System, I certify that the wages and contributions I report are, to the best of my knowledge, consistent with the reporting instructions of the Michigan Public School Employees Retirement System and comply with the provisions of 1980 P.A. 300, as amended, as set forth in the *Reporting Instruction Manual* or otherwise required.

To the full extent of my knowledge, the wages and hours reported:

- Do not include remuneration not paid in money (in-kind compensation).
- Do not include payments for any unused sick leave or unused vacation leave.
- Do not include terminal payments made to an employee because he or she is leaving public school employment.
- Do not include remuneration paid for the specific purpose of increasing the final average compensation.
- Do not include bonus or retirement incentive payments.
- Do not include payments of hospitalization or life insurance premiums or other fringe benefits made by the school agency, or payments to the employee or into a tax-sheltered annuity made in lieu of a fringe benefit.
- Do not include either payments or reimbursements for expenses incurred on the job.
- Do not include any other payments or hours that are unreportable according to the guidelines outlined by the retirement system.

By clicking the "I Agree" button, you certify that you are submitting an accurate accounting of compensation and hours served by your members.

If you do not agree with the terms contained in this Agreement, please click the "I Disagree" button.

Last updated: 07/07/2015

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