

Michigan Public School Employees' Retirement System

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

Archived Reporting Instruction Manual

Chapter 8 – Employer Payment & Statements

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for historical reference by reporting units of the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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8.00: Payments and Employer Account Reconciliation

This retirement plan is funded by employer contributions, employee contributions, payments made for the purchase of service credit, and by the investment earnings on these contributions. Employers must make payments to ORS for these contributions using the payment schedule put in place by ORS. See section 8.02.01: Payment Due Dates for the payment schedule.

It is the responsibility of each reporting unit to reconcile their internal records with those kept by ORS. ORS uses the information contained on the submitted payroll reports and payments received from the employer for these submitted Detail (DTL) records to determine the liability of each reporting unit. For assistance in reconciling the reporting unit account to the ORS account see section 8.04.00: Account Reconciliation.

Last updated: 04/16/2012

For historical reference only
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8.01.00: Payments

Employer payments to ORS must be made for employer and employee contributions and purchase of service credit. Payments must be made by deadlines determined by ORS. ORS must, by statute, charge late fees and interest for late and/or missing payments.

Last updated: 04/13/2012

For historical reference only
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8.01.01: What Needs to be Remitted

All reporting units are required to remit to ORS the following withholdings:

- The correct employee MIP contributions from the reportable compensation of all MIP participants.
- Tax-Deferred Payments (TDP).
- The correct employee retirement health care fund contributions.
- The correct employer contributions for both pension and health.
- Employee contributions for workers' compensation payments, whether it is self-insured or it has a third party insurer. Workers' compensation wage totals should be included as reportable compensation totals for the Defined Benefit plan portion of the Pension Plus plan and the Pension Plus 2 plan.
- The correct employer and employee contributions from the gross wages of all Pension Plus, Pension Plus 2, Defined Contribution and Personal Healthcare Fund (PHF) participants. Please note: weekly workers' compensation (WWC), short term disability (STD) and long term disability (LTD) wage totals should not be considered part of the gross wage total on a DTL4 record when calculating member and employer contribution withholding for Pension Plus, Pension Plus 2, Defined Contribution and PHF participants. No part of WWC, STD or LTD wages should be entered in the Employer Reported Wages field on a DTL4 record.
- Employer and employee contributions for retirees as specified by PA 464 of 2012 for wages reported from December 27, 2012 through July 1, 2014.
- Employer and employee Defined Contributions (DC) for retirees who are Qualified Participants.
- Additional university payments (non-member contributions).

Last updated: 02/01/2018

For historical reference only
Archived on March 18, 2017

8.01.02: Employer and Employee Contributions

All reporting units are required to pay a percentage of the employer-reported wages to ORS in accordance with the reporting unit's pay schedule as well as ORS's reporting and payment schedule when they are due. See section 8.02 Due Dates and Late Fees.

An actuary reviews the health and funding status of the pension trust fund and determines the employer contribution rate annually. Employer rates are in effect from October 1 through September 30 of each fiscal year. Employer contribution rates will be applied to DTL2 records with an end date of 10/01/xxxx through 9/30/xxxx.

The employee contribution rates are set by statute. The percentage of MIP (Defined Benefit) contributions to be withheld depends on when the member joined MIP. MIP employee contributions are credited to the member's account and are refundable upon request after the member has terminated employment if that member is not eligible to receive a monthly pension.

The Defined Benefit portion of Pension Plus and Pension Plus 2 employee contributions are also credited to the member's account at ORS and are refundable upon request after the member has terminated employment if that member is not eligible to receive a monthly pension.

Availability of employee contributions paid to a Defined Contribution plan (Pension Plus, Pension Plus 2, DC and/or Personal Healthcare Fund (PHF)) depend on the regulations of the DC plan. The member should contact the third party administrator for withdrawal information.

Note: Employee premium subsidy (3%) retirement health care contributions are not refundable.

See Chapter 6: Member Benefit Plans and Contributions for more information.

Last updated: 02/01/2018

For historical reference only
Archived on March 18, 2022

8.01.03: Tax-Deferred Payment (TDP) Program

In accordance with the IRS private letter ruling, Tax-deferred payments to purchase service credit are considered employer payments and are tax-deferred as long as the contributions are withheld and forwarded to ORS before the member receives them. (Section 414(h) (2) of the Internal Revenue Code). See section 10.03.05: TDP Deductions Must be Made in Proper Sequence from the Employees' Gross Wages for more information.

TDP payments are credited to members' accounts as service credit purchased and are refundable upon request at termination of employment if that member is not eligible to receive a monthly pension.

Last updated: 04/13/2012

For historical reference only
Archived on March 18, 2022

8.01.04: Purchases Made by Reporting Units on Behalf of Employees

ORS accepts payments from reporting units on behalf of its employees for purchase of active duty military service credit and/or payment for a repayment of a refund, contributions for pre 1992 weekly workers compensation, and MIP Window buy-back. Reporting unit purchases made on behalf of employees should not be confused with tax-deferred payments withheld from employee wages.

These reporting unit pre-tax purchases are covered by the following rules:

- A service credit purchase made by the employer through a tax-deferred payment agreement on behalf of the employee is a fringe benefit and is not to be reported as compensation. Do not remit employer retirement contributions for these payments.
- These payments are considered employee rather than employer contributions toward retirement and should be reported as a TDP deduction (DTL3 record) on your retirement detail report.
- These payments should be made on the Employer Reporting website under the Payments section by choosing the DB Contributions and TDP Cash Receipt Type.

Note: Do not try to speed things up by submitting TDP payments outside of the normal process. It does not speed up the posting process but actually slows it down.

These types of payments must be reported to the IRS as both income and deferred wages on your employee's W-2 form.

See section 10.11.00: When an Employer Purchases Service Credit for an Employee.

Last updated: 09/29/2017

For historical reference only
Archived on March 18, 2022

8.01.05: Post-Tax Employer Payment for Service Credit Purchase by an Employer

Reporting unit post-tax purchases of service credit are covered by the following rules:

- A purchase of active duty military service credit and/or payment for a repayment of a refund, contributions for pre 1992 weekly workers compensation, and MIP Window buy-back made by the reporting unit on behalf of the employee is a fringe benefit and is not to be reported as compensation. Do not remit employer retirement contributions for these payments.
- These payments are considered employee rather than employer contributions toward retirement and must be accompanied by the billing statement sent to the employee. Submit these payments with a check separately from the regular employer contributions. Include a copy of the member billing statement. Indicate on your check stub the purpose for the payment, including the employee name and social security number.
- All service credit payments, delinquent MIP contributions, MIP window payments, and Pension Plus and Pension Plus 2 defined benefit employee contributions are deposited into the Reserve for Employee Contributions as defined by PA 300 of 1980, as amended, and are credited to the individual employee's account as after-tax contributions. If the member or the member's beneficiary receives a refund of contributions, these payments will be included in the refund. If the member retires, these after-tax contributions will be distributed over the individual's expected lifetime according to IRS life expectancy tables.
- Member retirement health care contributions are NOT deposited into the Reserve for Employee Contributions as defined by PA 300 of 1980, as amended, and are NOT credited to the individual employee's account as after-tax contributions.
- These types of payments must be reported to the IRS as income on your employee's W-2 form.

Last updated: 02/01/2018

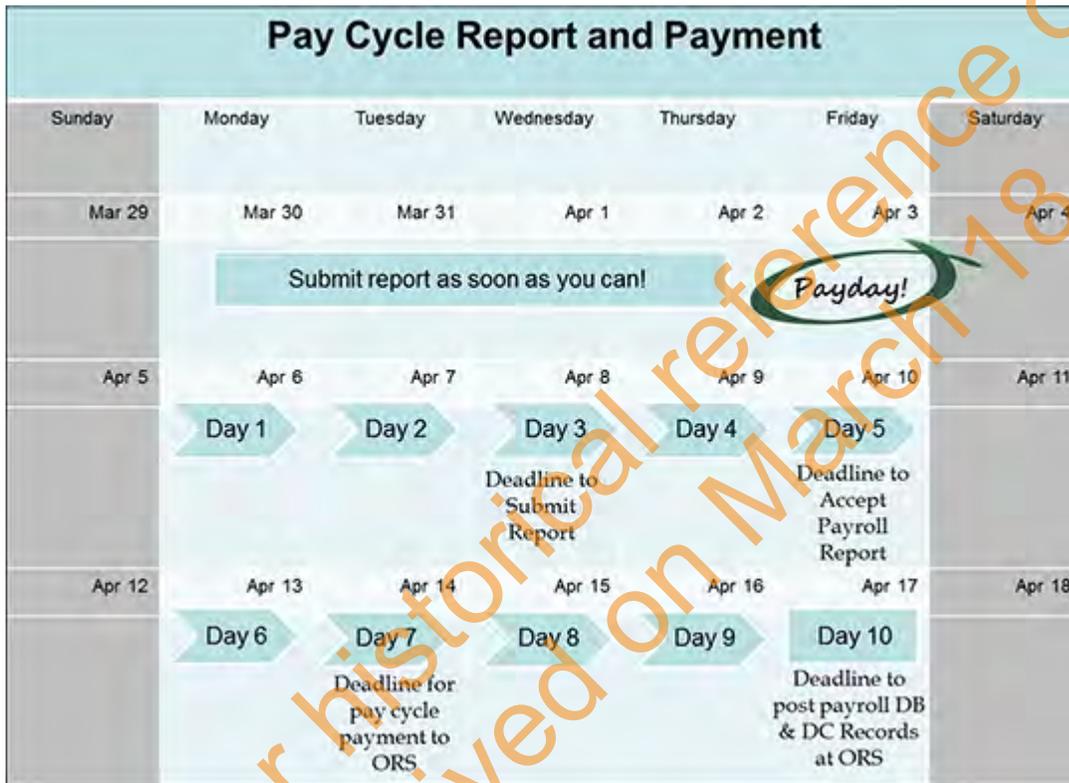
For historical reference
Archived on March 10, 2019

8.02.00: Payment Due Dates and Late Fees

ORS has designated a schedule of payment due dates based on payroll cycle dates. Failure to submit payment by the due date will result in late fees and interest charges. The retirement statute, Public Act 300 of 1980, specifically MCL 38.1342(7), provides for the assessment of interest and late fees to be charged to any reporting unit that fails to submit contributions or reports/records by the established due date.

The reporting unit is responsible for sending the correct member contributions to ORS regardless of the amount withheld from the members' wages or workers' compensation payments. Corrections to member contributions should be handled directly with your employees. The reporting unit is also responsible for sending correct employer contributions. The amount calculated by ORS is available on the download detail. See section 7:04:05: Using the Download Detail Link for more information.

Note: Some payments to employees are not reportable compensation. See section 4.06.00: Nonreportable Compensation for more information.

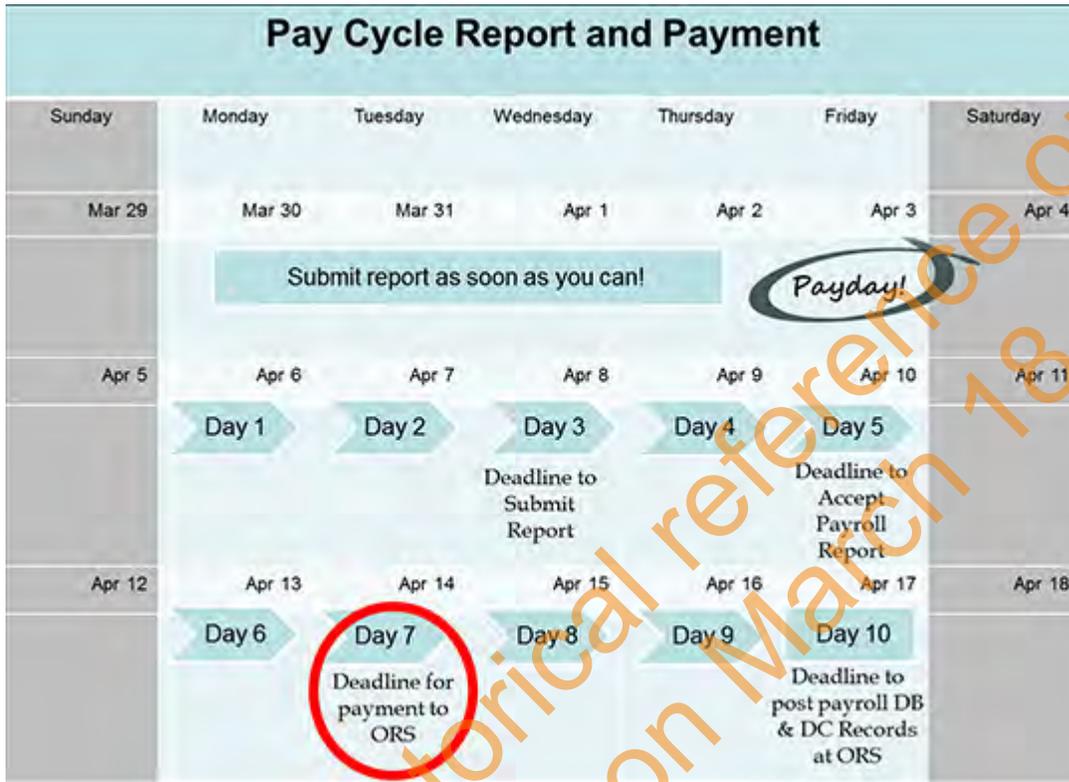


Last updated: 04/01/2015

8.02.01: Payment Due Dates

Employer contributions, employee contributions, and tax-deferred payment (TDP) deductions must be submitted by the seventh State of Michigan business day after the related pay period end date in which the compensation was paid or deductions were withheld.

A list of State of Michigan [ORS non-business days](#) is available on the Employer Information website under Contact ORS.



Last updated: 04/01/2015

8.02.02: Late Payment Fees

Failure to submit payment by the due date will result in late fees and interest charges. The retirement statute, Public Act 300 of 1980, specifically MCL 38.1342(7), provides for the assessment of interest and late fees to be charged to any reporting unit that fails to submit contributions or reports/records by the established due date.

Payments not received by ORS by the 7th State of Michigan business day after the related pay period end date in which the compensation was paid or deductions were withheld are considered late. If a payment is not received by the due date, a late fee and interest will be assessed against it. Interest charges for late payments accrue from the date the payment is due and are assessed on a daily basis that includes weekends and holidays.

A list of State of Michigan ORS non-business days is available on the Employer Information website.

If the payment was due on or after January 1, 2015:

- The late fee charged is the greater of either \$25.00 or 0.17% of the shortfall amount.
- The rate of interest charged on the late payment is the Actuarial Rate of Return on the prior years' investments less 2%, but cannot be less than 6%. This rate fluctuates annually at the beginning of the calendar year.
- Effective January 1, 2021 the interest rate will be 6%.

Year	Interest Rate Charged on Shortfall
2021	6.00%
2020	9.11%
2019	12.40%
2018	8.48%
2017	7.57%
2016	8.84%
2015	6.00%

*New interest rate takes effect January 1, annually.

If the payment was due on or before December 31, 2014:

- The late fee charged is the greater of either \$50.00 or 1% of the shortfall amount.
- The rate of interest charged on the late payment is the rate earned on the State of Michigan's common cash fund but cannot be less than 6%. This rate fluctuates quarterly.

See also section 8.02.05 Interest on Outstanding Balances

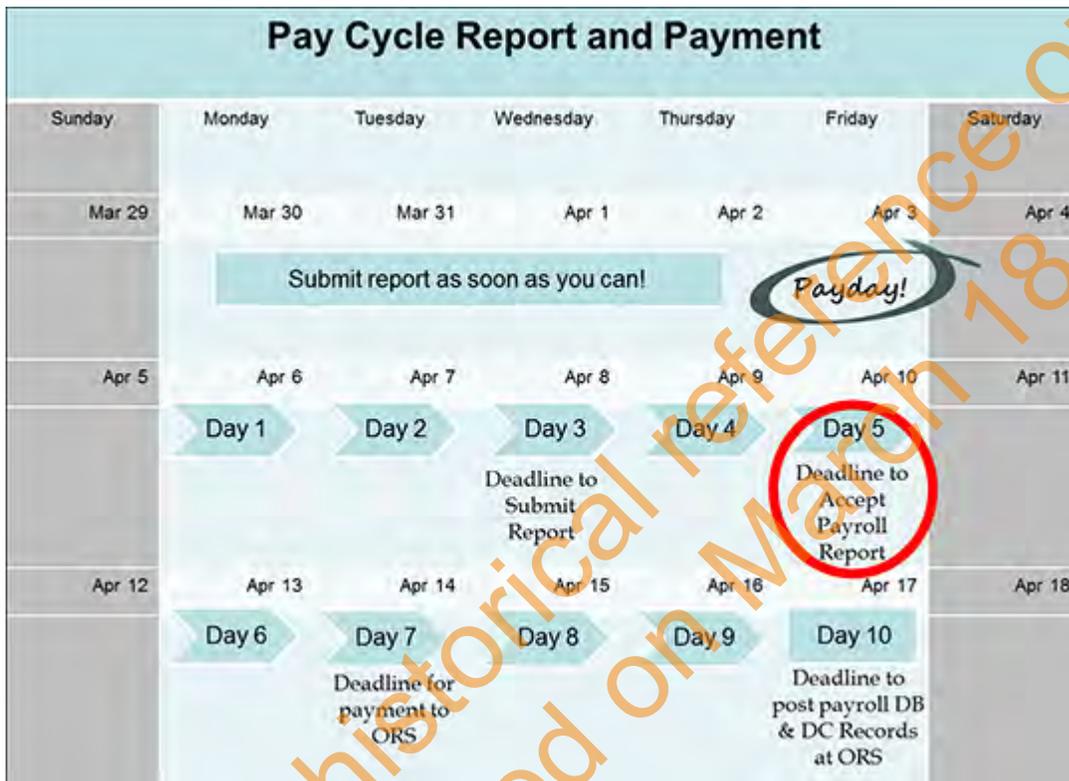
Last updated: 12/14/2020

8.02.03: Incomplete Reports and Fees

Retirement reports are to be accepted by the 5th State of Michigan business day after the related pay period end date. See the list of State of Michigan ORS non-business days.

The retirement statute, Public Act 300 of 1980, specifically MCL 38.1342(7), requires ORS to charge a fee on incomplete retirement reports. Beginning with the 2015 Technology Enhancements, any employer with retirement reports that are not accepted by the due date are considered incomplete, and will be assessed a \$50.00 fee the day after the report was due. For every pay cycle that a retirement report is incomplete an additional \$50.00 fee will be assessed.

To ensure you receive all email notifications, make sure you maintain reporting unit contact information. See section 12.08: Updating a User Account and 12.11: Maintaining Contact Information for more information.



Last updated: 09/03/2015

8.02.04: Obsolete - Missing DTL4 Records and Fees

OBSOLETE section – For reports before October 2015, an ORS audit found and addressed problems due to missing DTL4 records. For reports after that date, a missing DTL4 record causes the member’s DTL2 record on that report to suspend, and the missing DTL4 record must be added before the report can be posted. For that reason, this section no longer applies.

The member 457 and employer 401(k) contributions for Pension Plus, Personal Healthcare Fund (PHF) and Defined Contribution plan employees are sent from ORS to the Third Party Administrator (TPA). ORS reviews your payroll reports to ensure that every employee who has a DC component to their retirement plan has the appropriate Detail 4 (DTL4) record. After the report is posted and the records are matched with the associated contribution payment on the report, the employee's DTL4 record and contribution is then sent to the TPA. This means that whenever a DTL4 record is not submitted on time or is submitted incorrectly those contributions are not earning interest, creating potential financial loss for your employees. In addition, federal transfer laws concerning 457 and 401k plans require that Defined Contribution monies be transferred to the TPA within 15 business days of the end of the month in which the payroll is paid. To ensure and enforce ORS compliance with state and federal laws we assess fees for missing DTL4 records.

Detail 4 (DTL4) records for Pension Plus members are due on Retirement reports on the established ORS reporting schedule. See section 7.02: Report Due Dates for more information. To ensure that all DTL4 records and monies are transferred timely to the TPA be sure to post reports 100% and correct errors immediately and pay contributions by the due date. See section 8.02.01: Payment Due Dates for required payment due dates.

It is important to note the following:

- Detail 4 records are required for all Pension Plus members. If the member has elected to opt out of the DC portion of the plan, a DTL4 record is required for each pay period up to the date in which the opt out change is provided to the employer by the TPA*.
- Detail 4 records are required for all members who first worked on or after September 12, 2012 and elected the Defined Contribution plan. If the member has elected to opt out of the DC, a DTL4 record is required for each pay period up to the date in which the opt out change is provided to the employer by the TPA*.
- Detail 4 records are required for all members with the Personal Healthcare Fund (PHF). If the member has elected to opt out of the PHF, a DTL record 4 is required for each pay period up to the date in which the opt out change is provided to the employer by the TPA*.
- Detail 4 records are required to report the mandatory 4% DC employer contribution for members who converted from MIP or Basic to Defined Contribution in the reform election effective in February 2013. This mandatory deduction is required as long as the member has wages reported to ORS.
- Detail 4 records submitted with incomplete information or inaccurate begin and/or end dates are considered missing. For example if the contribution field was left blank, the record is considered missing. If the begin and/or end dates on the DTL4 do not match the begin and/or end dates on the DTL2 record then the record is considered missing. Please ensure all DTL records are submitted accurately.

*Only one DTL4 record per pay period is needed to report both DC and PHF if the member has both types of contributions. Any member changes to DC and or PHF contribution percentages is relayed to the reporting unit via the DC Feedback File link on the employer reporting web site.

ORS currently assesses a fee when a missing or incomplete DTL4 record is identified and then sends each employer a list of records considered as missing or incomplete. This list is called the missing DTL4 record report. Effective with the first missing DTL4 record report of 2014, a permanent fee will be assessed if the records listed on the missing DTL4 record report are not corrected by the 5th business day of the second month after the reporting unit was notified.

For example, all missing or incomplete DTL4 records identified for January must be completed by the fifth business day in March to avoid any fee. If the records are not fixed within this timeline then a permanent \$50 fee per report end date will be assessed.

Detail 4 record as missing/incomplete for	Date the Detail 4 record must be corrected to avoid a \$50 late fee (Fifth business day of the second month after the reporting unit is notified)
January 2014	March 7, 2014
February 2014	April 7, 2014
March 2014	May 7, 2014
April 2014	June 6, 2014

For further information about DTL4 records see section 7.21: DC Contributions.

Last updated: 02/01/2018

For historical reference only
 Archived on March 18, 2022

8.02.05: Interest on Outstanding Balances

Interest is assessed and accrues on outstanding balances that are greater than or equal to \$100 from the date the payment was due. Outstanding balances include unpaid employer and employee contributions, TDP payments, fees and interest.

On or after January 1, 2015:

arged on the late payment is the Actuarial Rate of Return on the prior years' investments less two percent, but cannot be less than six percent. This rate fluctuates annually at the beginning of the calendar year.

On or before December 31, 2014:

on the late payment is the rate earned on the State of Michigan's common cash fund but cannot be less than six percent. This rate fluctuates quarterly.

See also section 8.02.02 Late Payment Fees

Last updated: 12/05/2017

For historical reference only
Archived on March 18, 2022

8.03.00: How to Make a Payment

Payments to ORS for member and employer contributions due must be made online using the Automated Clearing House (ACH) functionality in the Employer Reporting website or by check. Non-ACH payments received will be accepted and deposited by ORS and a nonreversible \$50 paper check processing fee will be assessed.

Last updated: 07/16/2014

For historical reference only
Archived on March 18, 2022

8.03.01.00: Online (ACH) Payments

Payments must be made online via the Employer Reporting Website. Only an employer reporting staff member with Payment Processor user access has the necessary security to set up bank information and make payments. See section 12.17: How to Create and Activate Your Payment Processor Account for information on Payment Processor user access.

See section 8.03.01.02: Make a Payment and section 8.03.01.03: Cancel a Payment for instructions.

Last updated: 07/16/2014

For historical reference only
Archived on March 18, 2022

8.03.01.01: Creating Bank Information for ACH (online) Payments

A reporting unit staff person with Payment Processor user access must set up the bank information before making ACH payments.

1. Log into the Employer Reporting website with the Payment Processor userID and password.
2. On the Things to Do left navigation menu click on "Payments".
3. Under the Bank Information heading click on the Add New Bank link.
4. On the New Bank Details screen complete the mandatory fields (marked with an asterisk).
5. Click on the Submit button.

New Bank Details

This page allows new bank account records to be added. Click the "Payments" link found on the left navigati

- [Add a New Bank Account Record](#)
- [Tell Me More](#)

Bank Details

* Account Name: GO GREEN BANK - DC PAYMENTS

* Account Number: 12345678

* Confirm Account Number: 12345678

* Routing Number: 313248586

* Confirm Routing Number: 313248586

* Account Type: Checking Savings

Bank Name (Optional): GO GREEN CHECKING

* Agree to terms and conditions ([See Below](#))

* Mandatory Fields

The bank account is added to your website and you may make payments immediately. Bank accounts can be added or deleted as necessary. Deleting a Bank does not delete prior ACH payments made from that bank's account.

Last updated: 04/16/2012

8.03.01.02: Make a Payment

Once the bank account information is available on your employer reporting web site a staff member with Payment Processor access can make payments to ORS. Complete the required fields as denoted by the asterisk. The required fields are the only fields that are tracked by ORS; it is up to the reporting units to track the other fields if they wish to retain the information. ORS advises that you obtain screen captures of the payment screen BEFORE you submit your payments.

To make a payment:

1. Log into the Employer Reporting website with your Payment Processor userID and password.
2. On the Things to Do left navigation menu click on "Payments".
3. Click on the "Make a Payment" link.
4. On the Enter Payment information screen select the Bank Account you want from the drop down box.
5. Enter the Payment Date. This field defaults to today's date. You may choose a future date. The date entered in this field will be the effective date of your payment.
6. Use the drop-down arrow to select the Cash Receipt Type for your payment. For contributions reported on a DTL2 – Wage and Contribution or DTL3 – TDP Deductions record, select DB Contributions & TDP as the Cash Receipt Type. For contributions reported on a DTL4 – DC Contributions record select DC Contributions as the Cash Receipt Type. Universities will see two other Cash Receipt Type options in the drop-down: Non-Member/Non-ORP (for paying Pension UAAL on Non-Member/Non-ORP employees) and University Health (for paying Health UAAL on these employees).
7. After selecting the correct Cash Receipt Type, click on the Change Receipt Type button. The Receipt Type will not update to the selection in the drop-down until this button is clicked.

Enter Payment Information

Note: To verify your balance amount due, please [click here](#)

* Bank Account

* Payment Date: 10/03/2014

* Period End Date: 10/31/2014

* Cash Receipt Type:

* Mandatory Fields

DB Contributions & TDP
DC Contributions

Change Receipt Type

1. Select a receipt type
2. Click on Change Receipt Type

Receipt Type: DB Contribution and TDP

The Payment Information screen will include fields for Employer Contribution, MIP, TDP, Late Fees and Interest, and Adjustments. You are not required to use these fields. If you choose to use the fields to help you make your payment and wish to retain the breakdown, you must take a screen print or keep the information stored using another method before clicking the Make Payment button. ORS does not store this information. It will be lost once the payment is made. ORS only stores the information in the fields marked with an asterisk. The detail boxes can also be used if you prefer to have the system calculate your total for you. This can be done by clicking on "calculate" after some or all of the detail boxes have been populated. If you choose to not use the detail boxes, you can enter the total directly into the "total payment amount" field.

The screenshot shows a web form titled "Enter Payment Information". At the top, there is a note: "Note: To verify your balance amount due, please [click here](#)". The form contains several fields, some marked with an asterisk to indicate they are mandatory. The fields are: "Bank Account" (a dropdown menu), "Payment Date:" (09/29/2014), "Period End Date:" (09/30/2014), "Cash Receipt Type:" (DB Contributions & TDP). Below these are five detail boxes: "Employer Contribution:", "MIP:", "TDP:", "Late Fee(s) and Interest:", and "Adjustment(s):". A "Total Payment Amount:" field is located below the detail boxes, with a "Calculate" button to its right. At the bottom, there is a checkbox for "Agree to payment terms and conditions (See below)" and a "Cancel" button. A legend at the bottom left indicates that fields marked with an asterisk are mandatory.

Receipt Type: DC Contribution – Includes DC and Personal Healthcare Fund (PHF)

The detail boxes for the DC Contributions receipt type include Employer, Employee, Late Fee and Interest and Adjustments. Fields marked with an asterisk are required, other fields are optional. If you choose to use the fields to help you make your payment and wish to retain the breakdown, you must take a screen print or keep the information stored using another method before clicking the Make Payment button. ORS does not store this information. It will be lost once the payment is made. ORS only stores the information in the fields marked with an asterisk. The detail boxes can also be used if you prefer to have the system calculate your total for you. This can be done by clicking on "calculate" after some or all of the detail boxes have been populated. If you choose to not use the detail boxes, you can directly enter the total into the "total payment amount" field.

Enter Payment Information

Note: To verify your balance amount due, please [click here](#)

* Bank Account:

* Payment Date:

* Period End Date:

* Cash Receipt Type:

Employer Contribution:

Employee Contribution:

Late Fee(s) and Interest:

Adjustment(s):

* Total Payment Amount:

* Agree to payment terms and conditions ([See below](#))

* Mandatory Fields

Receipt Types: Non-member/Non-ORP and University Health. These receipt types are available only for Universities.

For the "Non-member/Non-ORP" receipt type, the detail box shown includes University Non-member. After selecting the receipt type from the drop down box immediately click on the Change Receipt Type button.

For the "University Health" receipt type, the detail box shown includes University Health. After selecting the receipt type from the drop-down box immediately click on the Change Receipt Type button.

Enter Payment Information

Note: To verify your balance amount due, please [click here](#)

* Bank Account:

* Payment Date:

* Cash Receipt Type:

* Period End Date:

* University Non-Member:

* Agree to payment terms and conditions ([See below](#))

* Mandatory Fields

Enter Payment Information

Note: To verify your balance amount due, please [click here](#)

* Bank Account: [Dropdown]

* Payment Date: 03/22/2012

* Cash Receipt Type: University Health [Change Receipt Type]

* Period End Date: 03/31/2012 [Dropdown]

* University Health: [Text Box]

* Agree to payment terms and conditions [\(See below\)](#)

[Cancel]

* Mandatory Fields

8. Choose the period end date. The period end date is a required field and should be the date for the payment you are making. The pay period end date field defaults to the current month. If you want to choose another period end date, select your preference from the drop down menu. For example: If you are making a payment for your March payrolls and the current date is April 30, then change the end date to March 31. The period end dates available will be one future month and the last 12 months (including the current month).
9. Populate the Total Payment Amount field. For this (required) field, you may either enter the total directly or click the "calculate" button to have the system calculate the amount for you from the amounts you entered in the detail boxes provided. If you use the detail boxes, it's recommended that you use the "calculate" button. Our system will take whatever appears in the Total Payment Amount, regardless of what you entered in the optional detail boxes (ORS does not see or record what is entered in optional fields).
10. Read the payment terms and conditions listed in the Tell Me More section (at the top of the screen), then click the box next to "Agree to payment terms and conditions". Select "Make Payment" to process the payment.
11. The Confirm Payment screen will display. If you agree with the information listed, click on the Confirm Payment button. NOTE: Please review the confirmation page completely for accuracy before confirming the payment especially for the payment type chosen.
12. Once you click "confirm payment" the Payment Status screen appears. This screen provides a confirmation number. The confirmation number will also be displayed on the Payment Home Page in the Payment Information section.

Account Name: [REDACTED]
 Account Number: xxxxxx5888
 Routing Number: xxxxxx 1111
 Bank Name: LAKE IN THE CLOUDS FCU
 Payment Date: 02/15/2011
 Payment Amount: \$28,452.00
 Period End Date: 02/28/2011
 Cash Receipt Type: Contributions & TDP

After single clicking on the Confirm Payment button below, please wait until your payment is processed a confirmation is displayed. Please do not refresh your browser or click the back button to avoid duplicate p
 If the payment screen does not respond for more than 5 minutes, please check the payment details on th
 Payments home screen.



13. The payment will now show up on the Payment screen which will display the confirmation number, ACH creation date, payment date, payment amount, account name, cash receipt type and transaction status. A newly made payment will have a status of "Pending" until ORS receives notification of the payment. This status will show as "Paid" on the 2nd business day after the effective date of payment. The "Paid" status means only that ORS has received notification that the payment was initiated and has been placed into your account. NOTE: "Paid" status does not mean the payment has cleared the bank. It takes 4–7 business days for the payment to clear your bank. If a payment does not clear for reasons such as NSF, Stop Payment, Invalid Account, etc., ORS will receive an updated status which will be displayed in the Transaction Status for you to view.

Confirmation Number	ACH Creation Date	Payment Date	Payment Amount	Account Name	Cash Receipt Type	Transaction Status	Cancellation Number
[REDACTED]	03/14/2012	03/23/2012	\$87.99	[REDACTED]	DC Contributions	Pending	[REDACTED]

14. You can click on the Confirmation Number link for more information on any listed payment transaction in any status. If you click on the confirmation number for a payment on the Payment Home Page, the Payment Details screen will appear. This allows you to see fields not contained on the Payment Home Page such as bank name, last four digits of account and routing number, and payment end date. This screen can also be used to cancel the payment. See section 8.03.01.03: Cancel a Payment.

Payment Details

Account Name: [REDACTED]
Account Number: xxxxxx
Routing Number: xxxxxx
Bank Name: [REDACTED]

Confirmation Number: [REDACTED]

Payment Date: 03/23/2012

Payment Amount: \$87.99

Period End Date: 03/31/2012

Cash Receipt Type: DC Contributions

Transaction Status: Pending

Last updated: 10/08/2014

For historical reference only
Archived on March 18, 2022

8.03.01.03: Cancel a Payment

If you want or need to cancel a payment, you must do so no later than 10:29 p.m. on the date used in the Payment Date field. You cannot assume that because a payment is still in pending status, it can still be deleted due to the processing time it takes for the payment to reach our system and be processed. Once the payment date has passed the payment cannot be cancelled.

To cancel a payment:

1. Log into the Employer Reporting web site with your Payment Processor userID and password.
2. On the Things to Do left navigation menu click on “Payments”.
3. Under the Payment Information section click on the Confirmation Number link for the payment to be cancelled.
4. From the Payment Details screen click on the Cancel button at the bottom of the screen.



The screenshot shows a 'Payment Details' screen with the following information:

Account Name:	LAKE IN THE CLOUDS CHECKING
Account Number:	xxxxxx5888
Routing Number:	xxxxx 1111
Bank Name:	LAKE IN THE CLOUDS FCL
Confirmation Number:	11021500356474
Payment Date:	02/15/2011
Payment Amount:	\$28,452.00
Period End Date:	02/28/2011
Cash Receipt Type:	Contributions & TDP
Transaction Status:	Pending

A red oval highlights the 'Cancel Payment' button at the bottom right of the screen.

5. After clicking on Cancel the Confirm Cancel Payment screen appears, click on the Yes button.

Confirm Cancel Payment

Are you sure you want to cancel this payment?

Yes

No

Original Payment Details	
Account Name:	LAKE IN THE CLOUDS CHECKING
Account Number:	XXXXXX5888
Routing Number:	XXXXX 1111
Bank Name:	LAKE IN THE CLOUDS FCU
Original Payment Confirmation Number:	11021500356474
Payment Date:	02/15/2011
Payment Amount:	\$20,452.00
Period End Date:	02/28/2011
Cash Receipt Type:	Contributions & TDP
Transaction Status:	Pending

- 6. The Cancel Payment Details screen will display and with a cancellation confirmation number and the payment is now canceled. (This cancellation number will also be displayed with the payment in the Payment home page in the Payment Information section.)

Cancel Payment Details

Your payment is canceled successfully.

Cancellation confirmation number is : **11021500356486**

Original Payment Details	
Account Name:	LAKE IN THE CLOUDS CHECKING
Account Number:	XXXXXX5888
Routing Number:	XXXXX 1111
Bank Name:	LAKE IN THE CLOUDS FCU
Original Payment Confirmation Number:	11021500356474
Payment Date:	02/15/2011
Payment Amount:	\$28,452.00
Period End Date:	02/28/2011
Cash Receipt Type:	Contributions & TDP
Transaction Status:	Canceled

For historical reference only
Archived on March 18, 2022

8.03.01.04: Delete Bank Information

A reporting unit staff person with Payment Processor user access has the ability to delete bank information.

1. Log into the Employer Reporting website with the Payment Processor user ID and password.
2. On the Things to Do left navigation menu click on "Payments."
3. Under the Bank Information heading click on the Registration ID number of the account you wish to delete.



4. On the Bank Details screen click on the Delete button.

Bank Details

This page enables a selected bank account record to be viewed or deleted. Click the "Payments" link found on the left navigation screen.

- [Deleting an Existing Bank Account Record](#)
- [Tell Me More](#)



5. A Confirm Delete Bank page is then displayed.

Last updated: 04/16/2012

8.03.02.00: Payment by Check

The only time ORS requires payment be made by paper check is when the reporting unit is paying for a post-tax purchase of service credit for an employee. There will be no \$50 paper check fee for such a payment since this is considered to be made by the employee and not the employer. See section 10.11.01: Post-Tax Employer Payment for Service Credit Purchase by an Employer.

Payments made to ORS for retirement contributions due must be made online using the Automated Clearing House (ACH) functionality on the Employer Reporting Website. See section 8.03.01.00: Online (ACH) Payments. Non-ACH payments received for retirement contributions will be accepted and deposited by ORS and a nonreversible \$50 paper check processing fee will be assessed.

Last updated: 07/23/2014

For historical reference only
Archived on March 18, 2022

8.03.02.01: Obsolete - The Remittance Advice Forms

The remittance advice forms are no longer used and have been removed from the Employer Information website. Payments to ORS for retirement contributions due must be made online using Automated Clearing House (ACH) on the Employer Reporting website. See section 8.03.01.00: Online (ACH) Payments.

Non-ACH payments received will be accepted and deposited by ORS and a nonreversible \$50 paper check processing fee will be assessed.

Last updated: 07/17/2014

For historical reference only
Archived on March 18, 2022

8.03.02.02: Obsolete - Completing the Remittance Advice Form for Defined Benefit Payments

The remittance advice forms for Defined Benefit (DB) payments have been removed from the Employer Information website. Payments to ORS for member and employer retirement contributions and TDP must be made online using the Automated Clearing House (ACH) functionality on the Employer Reporting website. See section 8.03.01.00: Online (ACH) Payments.

Non-ACH payments received will be accepted and deposited by ORS and a nonreversible \$50 paper check processing fee will be assessed.

Last updated: 07/17/2014

For historical reference only
Archived on March 18, 2022

8.03.02.03: Obsolete - Completing the Remittance Advice Form for Defined Contribution Payments

The remittance advice forms for Defined Contributions (DC) and Personal Healthcare Fund (PHF) payments have been removed from the Employer Information website. Payments to ORS for member and employer retirement contributions and TDP must be made online using the Automated Clearing House (ACH) functionality on the Employer Reporting website. See section 8.03.01.00: Online (ACH) Payments.

Non-ACH payments received will be accepted and deposited by ORS and a nonreversible \$50 paper check processing fee will be assessed.

Last updated: 07/16/2014

For historical reference only
Archived on March 18, 2022

8.03.02.04: Completing the UAAL Remittance Advice Form for Universities (Non-Member/Non-ORP)

When submitting payments for universities, use the *UAAL Remittance Advice for Universities (R0411C)* to calculate and record payments remitted for UAAL contributions that universities owe on non-members/non-ORP employees.* Because the form now calculates required payment amounts for you, we recommend that you complete the form online before printing it.

To complete the UAAL Remittance Advice for Universities:

1. Complete the first line of the form with your reporting unit information.
2. Enter the non-member/non-ORP* wages for the pay period. Hit Enter or Tab.
3. The amounts due for both Pension UAAL and Health UAAL are calculated based on the wages entered. (The total amount due is calculated for your records; neither ORS nor DTMB Financial Services uses this figure.)
4. Make a payment for each amount, using the Receipt Type indicated on the form. Write down the ACH Confirmation numbers. For more information, see section 8.03.01.02: Make a Payment.
5. Enter the ACH Confirmation Numbers and the Date Paid for each amount on the form where indicated.
6. Enter the total number of non-member/non-ORP employees where indicated.
7. Complete the last two lines.
8. Print and sign the form.
9. Fax or email a scanned copy of the completed, signed form as directed at the bottom of the form.



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

UAAL Remittance Advice for Universities – Fiscal Year 2015

This form is for Central Michigan University, Eastern Michigan University, Michigan Technological University, Northern Michigan University, Western Michigan University, Ferris State University, and Lake Superior State University. Use this form each month to calculate the UAAL payments due on Non-Member/Non-ORP employees.*

REPORTING UNIT NUMBER	REPORTING UNIT NAME	PAY PERIOD END DATE			
	Non-Member/Non-ORP Wages	Multiplied by UAAL Contribution Rate:	Payment Amount Due	ACH Cash Receipt Type	ACH Confirmation #
		Pension UAAL rate: 17.72%			
		× 0.1772 =	\$ 0.00	Non-Member/Non-ORP	
		Health UAAL Rate: 10.53%			
		× 0.1053 =	\$ 0.00	University Health	
	Total additional UAAL Contribution Due:		\$ 0.00	N/A (Payments are made separately)	
	Total # of Non-Member/Non-ORP employees:				
<i>I certify this information to be a true and complete statement of this reporting unit's Non-Member/Non-ORP wages for the period indicated.</i>					
PRINTED NAME OF REPORTING UNIT OFFICIAL			TITLE	DATE	
SIGNATURE OF REPORTING UNIT OFFICIAL			EMAIL	PHONE	

Payments must be made via ACH and are due by the 7th business day of the month following the pay period end date. For instructions on completion

*Non-member/non-ORP employees are individuals hired on or after January 1, 1996 (excluding full-time faculty and full-time administrators), who would have been required to be a MPSERS member if not for the enactment of PA 272 of 1995. See PA 488 of 1996 for more information about this definition.

Last updated: 12/12/2014

For historical reference only
Archived on March 18, 2022

8.03.03: Cash Receipt Corrections

If a reporting unit finds that an ACH payment made to ORS has been associated with the wrong retirement plan or wrong reporting unit, the reporting unit must request a cash correction/inquiry in writing.

Examples of possible errors:

- A payment was made to receipt type “Contributions & TDP” (401a) when the payment should have been typed as “DC Contribution” (457).
- A payment processor, who makes payments for more than one reporting unit, remitted a payment to the wrong reporting unit account.

To have ORS correct the error, send an email to ORS_Web_Reporting@michigan.gov . You must include the following information in your email:

- Reporting Unit Name and Number
- Payment Date – This date can be found on your DB and DC Employer statements in the Payments Received section
- Amount of original payment
- Confirmation Number for ACH Payments or Check Number for a paper payment
- Reason for request – please be very specific!
- Any other comments or questions

Your email will be forwarded by Employer Reporting to the correct staff person for response. You will be notified when the corrective action has been made.

Last updated: 09/15/2015

For historical reference only
Archived on March 18, 2022

8.04.00: Account Reconciliation

Each reporting unit must reconcile the employer and employee contributions to the required payments after the processing and posting retirement detail reports.

ORS calculates the contributions due from your reporting unit based on these reported employee wages. Reconciliation occurs when you compare the amount ORS says is due to the amount reflected in your reporting unit's records.

The ORS-calculated contribution amounts might not match the contribution amounts you have calculated. Sometimes this is due to a rounding difference, sometimes it can be programming errors. The amount due to ORS is the amount calculated by ORS; it can be seen on your View Report Totals page and on the report Download Detail spreadsheet. See Chapter 7: Payroll Reporting for more information.

If you do not reconcile contribution amounts you may face shortfall fees and interest charges for outstanding balances. If there is an overpayment of contributions, ORS will carry this overpayment forward for your reporting unit.

Last updated: 04/13/2012

For historical reference only
Archived on March 18, 2022

8.04.01: Reconciliation Resources

See the following three sections in this chapter for resources to help you reconcile contributions:

- 8.04.02: The Download Detail Spreadsheet
- 8.04.03: The Employer Defined Benefit Statement
- 8.04.04: The Recent Activity Page

In addition, you may find the Employer Statement Reconciliation Worksheet (R0800) helpful. (This form is also available on the Reporting Forms section—see the left navigation bar.)

Last updated: 04/13/2012

For historical reference only
Archived on March 18, 2022

8.04.02: The Download Detail Spreadsheet

The Download Detail link on your View Report Totals screen (See section 7.04.05: Using the Download Detail Link) shows your submitted retirement detail report in a spreadsheet format. It can be viewed from both posted and unposted payroll reports. This spreadsheet is exceptionally helpful in finding discrepancies in reported vs. calculated Defined Benefit member and employer contribution amounts.

A	C	G	J	M	N	O	P	Q	R
Report To RU Name: CITY PUBLIC SCHS									
SSN	Benefit Plan Secti	Wages	Employer Reported	Member Contributions Reported	Member Contributions Calculated	Member Contributions Discrepancy	Employer Contributions Reported	Employer Contributions Calculated	Employer Contributions Discrepancy
xxx-xx-55	MIP Graded	DTL2	2434.23	177.7	177.7	0	502.91	595.41	92.5
xxx-xx-44	MIP Graded	DTL2	1536.65	144.45	112.18	-32.27	317.47	375.86	58.39
xxx-xx-71	MIP Graded	DTL2	1798.23	131.27	131.27	0	371.51	439.85	68.34
xxx-xx-87	Basic	DTL2	2457.73	73.73	73.73	0	507.77	601.16	93.39
xxx-xx-21	MIP Fixed	DTL2	2348.65	162.06	162.06	0	485.23	574.48	89.25
xxx-xx-26	MIP Graded	DTL2	760.5	50.2	50.19	-0.01	157.12	186.02	28.9
xxx-xx-73	MIP Graded	DTL2	2012.69	146.93	146.93	0	415.82	492.3	76.48
xxx-xx-87	MIP Graded	DTL2	2475.06	170.78	148.5	-22.28	511.35	605.4	94.05

The download detail image above has been modified to show only columns M through R. The columns are:

M – Member Contributions Reported: The amount in this column is the amount of member contributions on the DTL2 record for this employee.

N – Member Contributions Calculated: The amount in this column is the amount of member contributions calculated by ORS based on the wages reported on the DTL2 record and the member benefit plan of the member reported.

O – Member Contributions Discrepancy: The difference between the member contributions reported on the DTL2 record and the member contributions calculated by ORS.

P – Employer Contributions Reported: The amount in this column is the amount of employer contributions reported on the DTL2 record for this employee.

Q – Employer Contributions Calculated: The amount in this column is the amount of member contributions calculated by ORS based on the current rates established for the member benefit plan of the member reported.

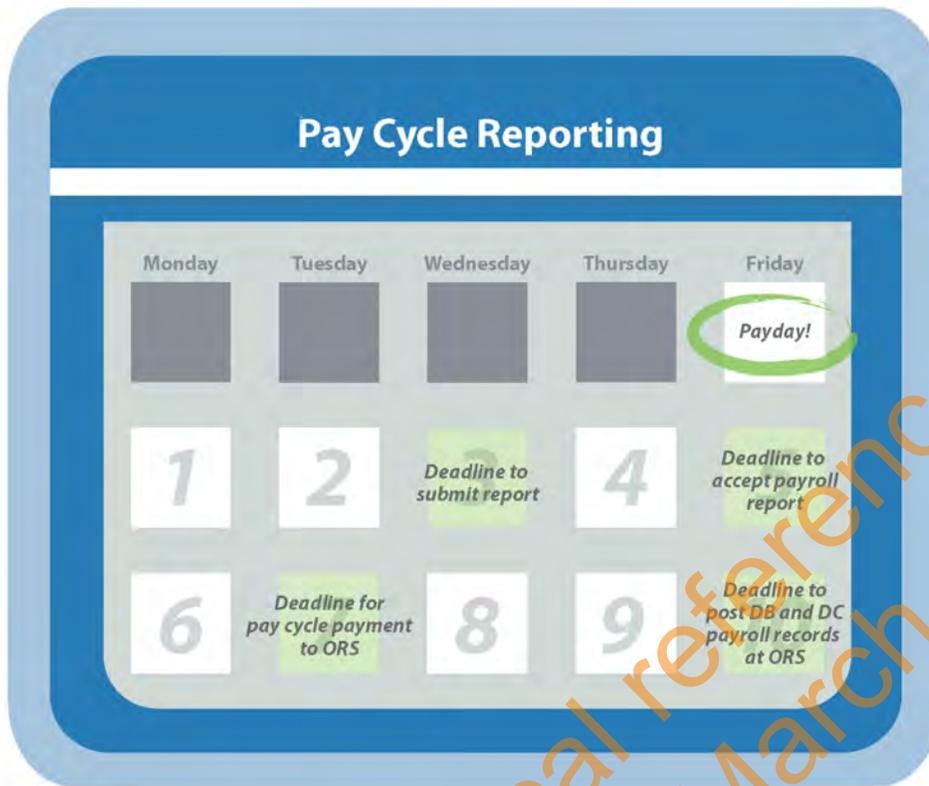
R – Employer Contributions Discrepancy: The difference between the amount of employer contributions reported on the DTL2 record and the amount calculated by ORS.

This image shows that only three records have a discrepancy for Member Contributions but all of the records have an issue with Employer Contribution amounts. This reporting unit needs to reconcile the differences between their records and ORS calculations to avoid shortfalls and to report the correct amounts on their next payroll report.

Last updated: 04/13/2012

8.04.03: The Pay Cycle Statement

The **Pay Cycle Statement** is used on day 7 of the pay cycle calendar to determine the balance due to ORS. Use the statement during days between day 7 through 10 of the pay cycle.



Pay Cycle Reporting calendar

The **Pay Cycle Statement** shows what has been calculated for Defined Benefit (DB) and Defined Contribution (DC) member and employer contributions, Tax-Deferred Payments and, once per month, the UAAL Rate Stabilization Payment amount for the statement period displayed on the statement.

The **Pay Cycle Statement** gives you the DB and DC balances due to ORS on the 7th State of Michigan business day following the end date of a payroll report.

The data on the statement from the Beginning Balance through Retirement Contributions Due is locked on day 7 and will not change. The **ACH Payments Received** link, **Balance Due**, **Pending ACH Payments**, and **Balance Due After Pending Payments** remain unlocked until day 10 to accommodate status changes in payments made to ORS on day 7.

On day 10, the entire statement is locked and the lines for **Pending ACH Payments** and **Balance Due After Pending Payments** is removed.

To view the **Pay Cycle Statement** log onto the **Employer Reporting** website, and from the Things to Do menu click on the **View Employer Statement** link, then on **Employer Statement Home Page** click on **Pay Cycle Statement** link.

Things To Do

- [Employer Home](#)
- [Work on Reports](#)
- [View DC Feedback File](#)
- [View Election Status](#)
- [View Payroll Calendar](#)
- [FE, ORP, and/or UAL Wages](#)
- [Work with Contacts](#)
- [View Employee Info](#)
- [Member Benefit Plans](#)
- [Retirement Applicants](#)
- [Payments](#)

View Employer Statement

- [Update My Profile](#)

Working with : _____

Employer Statement Home Page

This process allows you to view your organizations Current Employer Statement, Recent Activity, Employer Statement History, Verify Amount Interest.

- [Pay Cycle Statement](#)
- [Recent Activity](#)
- [Employer Statement History](#)
- [Fees Assessed History](#)
- [View DR Alternate Employer Statement](#)
- [View DC Alternate Employer Statement](#)
- [Invoice History](#)
- [Letter History](#)

The Pay Cycle Statement after day 10 displays the following:

Michigan.Gov Logout Employer Info Site Contact Us ORS Home

Working with : _____

Pay Cycle Statement

Organization: _____

1 Statement Period: 01/26/2019 - 02/10/2019
 2 Payment Due Date: 02/20/2019

		Defined Benefit	Defined Contribution
3 Beginning Balance		(\$5,904.94)	(\$17.40)
4 Changes in unposted records from previous statements		(\$1,116.05)	(\$196.17)
5 Contributions		\$472,312.01	\$30,732.41
	6 Posted (ORS calculated amount)	\$471,720.39	\$30,732.41
	7 Unposted (RU reported amount)	\$591.62	\$0.00
8 Fee Assessed		\$0.00	\$0.00
9 Additional Retirement Contributions	(UAAL Stabilization)	\$0.00	0.00
10 Retirement Contributions Due		\$465,291.02	\$30,518.84
11 ACH Payments Received		\$471,541.35	\$30,559.31
12 Balance Due		(\$6,250.33)	(\$40.47)

Please note: Payments must be in a Paid status to avoid late fees. Payments will remain in Pending status until the ACH process is completed, which may take up to 3 business days.

Statement on day 7, but prior to day 10: additional data at the bottom of the form for Pending ACH Payments and Balance Due After Pending Payments. See items 13 and 14.

Working with :

Pay Cycle Statement

Organization:

Statement Period: 02/08/2019 - 02/21/2019
 Payment Due Date: 03/04/2019

		Defined Benefit	Defined Contribution
Beginning Balance		(\$6,304.60)	(\$1,366.72)
Changes in unposted records from previous statements		(\$1.70)	\$0.00
Contributions		\$93,007.44	\$9,164.25
	Posted	\$91,940.01	\$9,164.25
	Unposted	\$1,067.43	\$0.00
Fee Assessed		\$0.00	\$0.00
Additional Retirement Contributions		\$78,598.27	0.00
Retirement Contributions Due		\$165,299.41	\$7,797.53
ACH Payments Received		\$171,605.70	\$9,164.24
Balance Due		(\$6,306.29)	(\$1,366.71)
13 Pending ACH Payments		\$0.00	\$0.00
14 Balance Due After Pending Payments		(\$6,306.29)	(\$1,366.71)

Print

- Statement Period:** The begin and end date of the submitted payroll report that has reached day 7 of the pay cycle.
- Payment Due Date:** The payment deadline, day 7 of the pay cycle, for which payment for the report is due to ORS.
- Beginning Balance**-the balance due or credit balance carried forward from the previous Pay Cycle Statement.
- Changes in unposted records from previous statements:** Any credit balance or balance due appearing on this line is from contributions calculated for a now posted DTL2 or DTL4 record(s) that was unposted on a payroll report previous to the current statement period. Click on the link to view from which pay period(s) these now posted records have posted and to see any credit or balance due. The information listed does not display individual member information, it displays total contribution amounts. Example of Defined Benefit report changes that may display on this line (screen will also include Defined Contribution information if DTL4 records have posted):

Report Changes

Defined Benefit	Previous Unposted Records		Posted Records in Current Period		Unposted Records in Current Period		Difference in Record Changes	
	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment
Regular Report 12/22/2018 - 01/04/2019								
Gross Wages:	\$3,182.38	\$0.00	\$32.38	\$0.00	\$3,150.00	\$0.00	\$0.00	\$0.00
Gross Wages (Retiree):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exception Wages:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DB Employer Contributions:	\$863.46	\$0.00	\$6.79	\$0.00	\$854.67	\$0.00	(\$2.00)	\$0.00
DB Member Contributions:	\$197.14	\$0.00	\$0.00	\$0.00	\$195.13	\$0.00	(\$2.01)	\$0.00
TDP Contributions:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for all Reports in this statement period								
Employer Contributions:	\$863.46	\$0.00	\$6.79	\$0.00	\$854.67	\$0.00	(\$2.00)	\$0.00
Member Contributions:	\$197.14	\$0.00	\$0.00	\$0.00	\$195.13	\$0.00	(\$2.01)	\$0.00
TDP Contributions:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contribution Total:	\$1,060.60	\$0.00	\$6.79	\$0.00	\$1,049.80	\$0.00	(\$4.01)	\$0.00

Defined Contribution	Previous Unposted Records		Posted Records in Current Period		Unposted Records in Current Period		Difference in Record Changes	
	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment

No Records Found For Defined Contribution

5. **Contributions:** Contributions on this line are the total Defined Benefit and Defined Contribution amounts as of day 7 of the pay cycle for the statement period. (This total consists of Posted and Unposted contribution amounts, see 6 and 7 below for more.) Click on the link to see a breakdown of contribution totals. Example of the screen:

Contributions

Defined Benefit	Posted in Current Period		Unposted in Current Period		Total Amount for the Report	
	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment
Regular Report 01/26/2019 - 02/10/2019						
Gross Wages:	\$1,414,354.68	\$2,308.25	\$1,835.04	\$0.00	\$1,416,189.72	\$2,308.25
Gross Wages (Retiree):	\$1,256.52	\$0.00	\$0.00	\$0.00	\$1,256.52	\$0.00
Exception Wages:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DB Employer Contributions:	\$363,563.27	\$630.49	\$477.07	\$0.00	\$364,040.34	\$630.49
DB Member Contributions:	\$104,295.40	\$140.16	\$114.55	\$0.00	\$104,409.95	\$140.16
TDP Contributions:	\$3,091.07	\$0.00	\$0.00	\$0.00	\$3,091.07	\$0.00
Total for all Reports in this statement period						
DB Employer Contributions:	\$363,563.27	\$630.49	\$477.07	\$0.00	\$364,040.34	\$630.49
DB Member Contributions:	\$104,295.40	\$140.16	\$114.55	\$0.00	\$104,409.95	\$140.16
TDP Contributions:	\$3,091.07	\$0.00	\$0.00	\$0.00	\$3,091.07	\$0.00
Contribution Total:	\$470,949.74	\$770.65	\$591.62	\$0.00	\$471,541.36	\$770.65
Defined Contribution						
Defined Contribution	Posted in Current Period		Unposted in Current Period		Total Amount for the Report	
	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment
Regular Report 01/26/2019 - 02/10/2019						
Gross Wages:	\$277,566.13	\$2,787.66	\$0.00	\$0.00	\$277,566.13	\$2,787.66
Gross Wages (Retiree):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DC Employer Contributions:	\$6,533.52	\$27.87	\$0.00	\$0.00	\$6,533.52	\$27.87
DC Member Contributions:	\$14,797.93	\$55.75	\$0.00	\$0.00	\$14,797.93	\$55.75
PHF Employer Contributions:	\$4,602.92	\$55.75	\$0.00	\$0.00	\$4,602.92	\$55.75
PHF Member Contributions:	\$4,602.92	\$55.75	\$0.00	\$0.00	\$4,602.92	\$55.75
Total for all Reports in this statement period						
DC Employer Contributions:	\$6,533.52	\$27.87	\$0.00	\$0.00	\$6,533.52	\$27.87
DC Member Contributions:	\$14,797.93	\$55.75	\$0.00	\$0.00	\$14,797.93	\$55.75
PHF Employer Contributions:	\$4,602.92	\$55.75	\$0.00	\$0.00	\$4,602.92	\$55.75
PHF Member Contributions:	\$4,602.92	\$55.75	\$0.00	\$0.00	\$4,602.92	\$55.75
Contribution Total:	\$30,537.29	\$195.12	\$0.00	\$0.00	\$30,537.29	\$195.12

6. **Posted**-this amount reflects the ORS *calculated contribution* total for posted DTL2 and DTL4 records. (The total amount calculated may, or may not, match the amount of contributions *reported* by the RU on the actual DTL2 and DTL4 records).
7. **Unposted**- This amount reflects the contribution amount *reported* on the DTL2 and DTL4 records submitted by the reporting unit. This amount may, or may not, match the amount calculated by ORS, **but it is the amount due to ORS on day 7**. When these unposted records eventually post at the ORS calculated contribution amount, any amount under- or over- reported by the reporting unit on the originally submitted report will be reflected on the Pay Cycle Statement for the statement period in place when the records post. (Changes will show on Pay Cycle Statement, the **Changes in unposted records from previous statements** link. See number 4 above.)
8. **Fee Assessed:** this shows the amount of any fees and/or interest due resulting from delinquent contributions and incomplete reports. Click on the link to see the date the fee(s) was assessed, the report date for which the fee was assessed, the pay cycle statement end date, description of the fees/interest and the dollar amount for each. Example:

Fees Assessed

Fee Assessed Date	Fee Assessed for Report End Date	Pay Cycle Statement End Date	Description	Fee Assessed
01/30/2019	01/23/2019	02/08/2019	Incomplete Report- Fee Assessed (DB)	\$50.00
02/05/2019	01/23/2019	02/08/2019	Delinquent Contributions- Fee Assessed (DB)	48.30
Total Fees Assessed				\$98.30

[Back To Pay Cycle Statement](#)

9. **Additional Retirement Contributions:** This is where ORS shows the monthly UAAL Rate Stabilization invoice information. The due date for this payment always coincides with the payment due date for a regular payroll report so it is included on the Pay Cycle Statement once per month (except September and October, and only in November for nine libraries). Click on the link to see the invoice data. Example:

Additional Retirement Contributions

Contributions Type	Statement End Date	Invoice Date	Invoice Amount
UAAL Rate Stabilization - Pension	01/23/2019	01/23/2019	\$18,080.76
Invoice Amount Total			18,080.76

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10. **Retirement Contributions Due:** Total Defined Benefit (DB) and Defined Contribution (DC) amounts due to ORS on day 7 of the pay cycle.
11. **ACH Payments Received:** this reflects any payment received by ORS since day 7 of the previous statement period. Click on the link to see payment transaction type, period end date, transaction number, payment date, status and amounts. (This amount can change up through day 10 of the pay cycle if pending payments made by day 7 change to Paid status by day 10.) Example:

Payments Received

Payment Transaction Type	Period End Date	Transaction Number	Payment Date	Status	Amount
ACH - DB Contributions & TDP	02/10/2019	19022003935799	02/20/2019	Receipt	\$471,541.35
ACH - DC Contributions	02/10/2019	19022003937212	02/20/2019	Receipt	30,559.31
Payment Total					\$502,100.66

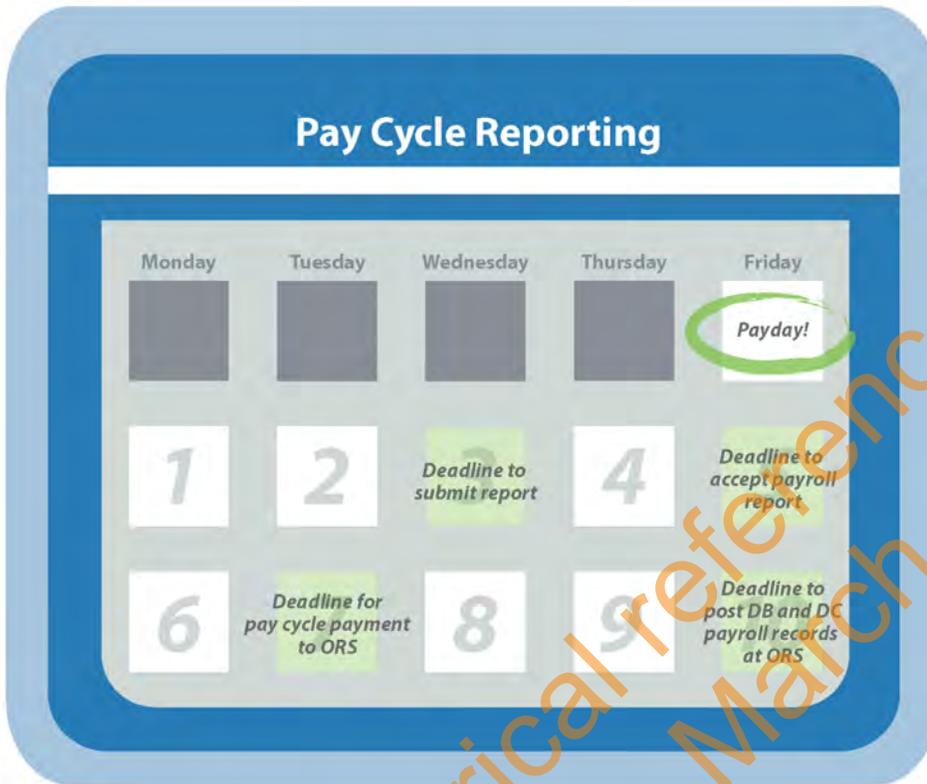
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12. **Balance Due:** Displays any balance due or credit to RU as of day 7. Any balance due of \$100.00 or more will generate late fees. Payment of any remaining balance can be made to ORS on day 7 and will be applied effective that day. (This amount can change up through day 10 of the pay cycle if pending payments made by day 7 change to Paid status by day 10.)
13. **Pending ACH Payments-**(displays only on statements prior to day 10 of the pay cycle)-any payment made to ORS by day 7 but still in pending status. If payment is changed to Paid status by day 10 the line will update. This line will be locked on day 10 of the cycle.)
14. **Balance Due After Pending Payments-**(displays only on statements prior to day 10 cycle) Shows any balance due after applying any payment still in pending status. This line will be removed on day 10.

Last updated: 06/19/2019

8.04.04 The Recent Activity Page

The **Recent Activity** page is a dynamic version of the employer statement. It is available between days 1 through 6 of your pay cycle reporting calendar. In the **Recent Activity** page you are able to see both the Defined Benefit (DB) and the Defined Contribution (DC) totals. The **Recent Activity** page changes daily as reports are submitted, DTL records are added, deleted, changed and/or posted, and as payments are made to ORS.



Pay Cycle Reporting calendar

To view the **Recent Activity** page, log into the **Employer Reporting** web site, click on the **View Employer Statement** link, and then on the **Recent Activity** link.

Note: On day 7 of the Pay Cycle Reporting calendar, the **Pay Cycle Statement** is generated and replaces the **Recent Activity** screen for the current statement period. Final payment totals should be taken from the **Pay Cycle Statement** on day 7 of the pay cycle reporting calendar. See RIM section 8.04.03: The Pay Cycle Statement for more information.

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Things To Do

- [Employer Home](#)
- [Work on Reports](#)
- [View DC Feedback File](#)
- [View Payroll Calendar](#)
- [FF, DRP, and/or UAL Wages](#)
- [Work with Contacts](#)
- [View Employee Info](#)
- [Member Benefit Plans](#)

View Employer Statement

- [Update My Profile](#)

Working with :

Employer Statement Home Page

This process allows you to view your organizations Current Employer Statement, Recent Activity, Employer Statement History, Verify Amount Due, Shortfall an Interest.

- [Pay Cycle Statement](#)
- [Recent Activity](#)
- [Employer Statement History](#)
- [Fees Assessed History](#)
- [View DB Alternate Employer Statement](#)
- [View DC Alternate Employer Statement](#)
- [Invoice History](#)
- [Letter History](#)

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Information on the **Recent Activity** page will update overnight when ORS runs batch processing for reports.

The Recent Activity page shows these details:

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Things To Do

- [Employer Home](#)
- [Work on Reports](#)
- [View DC Feedback File](#)
- [View Election Status](#)
- [View Payroll Calendar](#)
- [FF, DRP, and/or UAL Wages](#)
- [Work with Contacts](#)
- [View Employee Info](#)
- [Member Benefit Plans](#)
- [Retirement Applicants](#)
- [Payments](#)

View Employer Statement

- [Update My Profile](#)

Working with :

Recent Activity

Organization:

		Defined Benefit	Defined Contribution
1	Beginning Balance	(\$6,250.33)	(\$40.47)
2	Changes in unposted records from previous statements	\$0.00	\$0.00
3	Contributions [02/25/2019]	\$467,126.49	\$30,193.27
		\$465,962.08	\$30,180.46
	4 Posted	\$1,164.41	\$12.81
	5 Unposted	\$0.00	\$0.00
6	Fee Assessed	\$373,100.69	0.00
7	Additional Retirement Contributions		
8	Retirement Contributions Due	\$833,976.85	\$30,152.80
9	ACH Payments Received	\$0.00	\$0.00
10	Balance Due	\$833,976.85	\$30,152.80
11	Pending ACH Payments	\$0.00	\$0.00
12	Balance Due After Pending Payments	\$833,976.85	\$30,152.80

Please note: Payments must be in a Paid status to avoid late fees. Payments will remain in Pending status until the ACH process is completed, which may take up to 3 business days.

Print

- 1. Beginning Balance** – balance amounts rolled over from the locked Pay Cycle statement from the previous pay period report.
- 2. Changes in unposted records from previous statements** – Any credit balance or balance due appearing on this line is from contributions calculated for a now posted DTL2 or DTL4 record(s) that was unposted on a payroll report previous to the current statement period. Click on the link to view from which pay period(s) these now posted records have posted and to see any credit or balance due. The information listed does not display individual member information, it displays total contribution amounts. This information can change daily up to day 7 of the pay cycle, when the Recent Activity page becomes the Pay Cycle Statement. Here is an example

of Defined Benefit report changes that may display on this line (screen will also include Defined Contribution information if DTL4 records have posted):

Report Changes

Defined Benefit	Previous Unposted Records		Posted Records in Current Period		Unposted Records in Current Period		Difference in Record Changes	
	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment
Regular Report 12/22/2018 - 01/04/2019								
Gross Wages:	\$3,182.38	\$0.00	\$32.38	\$0.00	\$3,150.00	\$0.00	\$0.00	\$0.00
Gross Wages (Retiree):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Exception Wages:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DB Employer Contributions:	\$863.46	\$0.00	\$6.79	\$0.00	\$854.67	\$0.00	(\$2.00)	\$0.00
DB Member Contributions:	\$197.14	\$0.00	\$0.00	\$0.00	\$195.13	\$0.00	(\$2.01)	\$0.00
TDP Contributions:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for all Reports in this statement period								
Employer Contributions:	\$863.46	\$0.00	\$6.79	\$0.00	\$854.67	\$0.00	(\$2.00)	\$0.00
Member Contributions:	\$197.14	\$0.00	\$0.00	\$0.00	\$195.13	\$0.00	(\$2.01)	\$0.00
TDP Contributions:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contribution Total:	\$1,060.60	\$0.00	\$6.79	\$0.00	\$1,049.80	\$0.00	(\$4.01)	\$0.00
Defined Contribution								
No Records Found For Defined Contribution								

- Contributions** – Contributions on this line are the total Defined Benefit and Defined Contribution amounts as of the day you view the screen. This information can change daily up to day 7 of the pay cycle, when the Recent Activity page becomes the Pay Cycle Statement. (This total consists of Posted and Unposted contribution amounts, see 4 and 5 below for more.) Click on the link to see a breakdown of contribution totals. Example of the screen:

For historical reference only
Archived on March 18, 2022

Contributions

Defined Benefit	Posted in Current Period		Unposted in Current Period		Total Amount for the Report	
	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment
Regular Report 02/11/2019 - 02/25/2019						
Gross Wages:	\$1,397,936.76	\$415.10	\$3,825.12	\$0.00	\$1,401,761.88	\$415.10
Gross Wages (Retiree):	\$2,052.81	\$0.00	\$0.00	\$0.00	\$2,052.81	\$0.00
Exception Wages:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DB Employer Contributions:	\$359,423.00	\$99.75	\$956.83	\$0.00	\$360,379.83	\$99.75
DB Member Contributions:	\$103,334.74	\$13.52	\$207.38	\$0.00	\$103,542.32	\$13.52
TDP Contributions:	\$3,091.07	\$0.00	\$0.00	\$0.00	\$3,091.07	\$0.00
Total for all Reports in this statement period						
DB Employer Contributions:	\$359,423.00	\$99.75	\$956.83	\$0.00	\$360,379.83	\$99.75
DB Member Contributions:	\$103,334.74	\$13.52	\$207.38	\$0.00	\$103,542.32	\$13.52
TDP Contributions:	\$3,091.07	\$0.00	\$0.00	\$0.00	\$3,091.07	\$0.00
Contribution Total:	\$465,848.81	\$113.27	\$1,164.41	\$0.00	\$467,013.22	\$113.27

Defined Contribution	Posted in Current Period		Unposted in Current Period		Total Amount for the Report	
	Regular	Adjustment	Regular	Adjustment	Regular	Adjustment
Regular Report 02/11/2019 - 02/25/2019						
Gross Wages:	\$273,430.97	\$0.00	\$182.88	\$0.00	\$273,613.85	\$0.00
Gross Wages (Retiree):	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DC Employer Contributions:	\$6,440.99	\$128.74	\$1.83	\$0.00	\$6,442.82	\$128.74
DC Member Contributions:	\$14,510.82	\$21.47	\$3.66	\$0.00	\$14,514.48	\$21.47
PHF Employer Contributions:	\$4,539.22	\$0.00	\$3.66	\$0.00	\$4,542.88	\$0.00
PHF Member Contributions:	\$4,539.22	\$0.00	\$3.66	\$0.00	\$4,542.88	\$0.00
Total for all Reports in this statement period						
DC Employer Contributions:	\$6,440.99	\$128.74	\$1.83	\$0.00	\$6,442.82	\$128.74
DC Member Contributions:	\$14,510.82	\$21.47	\$3.66	\$0.00	\$14,514.48	\$21.47
PHF Employer Contributions:	\$4,539.22	\$0.00	\$3.66	\$0.00	\$4,542.88	\$0.00
PHF Member Contributions:	\$4,539.22	\$0.00	\$3.66	\$0.00	\$4,542.88	\$0.00
Contribution Total:	\$30,030.23	\$150.21	\$13.91	\$0.00	\$30,043.06	\$150.21

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- Posted** – This amount reflects the ORS *calculated contribution* total for posted DTL2 and DTL4 records on the day you view the screen. (The total amount calculated may, or may not, match the amount of contributions *reported* by the reporting unit on the actual DTL2 and DTL4 records). This total could change from day to day as unposted records post during the overnight batch processing at ORS.
- Unposted** – This amount reflects the contribution amount *reported* on the DTL2 and DTL4 records submitted by the reporting unit. This amount may, or may not, match the amount calculated by ORS. If any of these records post prior to day 7 (when the Recent Activity page becomes the Pay Cycle Statement), this total could change.
- Fee Assessed** – This shows the amount of any fees and/or interest due resulting from delinquent contributions and incomplete reports (reports not accepted by day 5 of the pay cycle). Click on the link to see the date the fee(s) was assessed, the report date for which the fee was assessed, the pay cycle statement end date, description of the fees/interest and the dollar amount for each. Example:

Fees Assessed

Fee Assessed Date	Fee Assessed for Report End Date	Pay Cycle Statement End Date	Description	Fee Assessed
02/11/2019	01/25/2019	02/22/2019	Interest on Delinquent Contributions (DC)	\$1.32
Total Fees Assessed				\$1.32

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- Additional Retirement Contributions** – This shows the monthly UAAL Rate Stabilization invoice information. The due date for this payment always coincides with the payment due date for a regular payroll report so it is included on the Pay Cycle Statement once per month from November through August. (No payment is due in

September. The October payment is included with the November payment on November's invoice.) Click on the link to see the invoice data. Example:

Additional Retirement Contributions

Contributions Type	Statement End Date	Invoice Date	Invoice Amount
UAAL Rate Stabilization - Pension	02/22/2019	02/22/2019	\$183,174.55
Invoice Amount Total			183,174.55

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- Retirement Contributions Due** – Total Defined Benefit (DB) and Defined Contribution (DC) amounts due to ORS as of the day you are viewing the screen. This may not be the total due to ORS on day 7 of the pay cycle as this page can change from day to day up to day 7 when the Recent Activity page becomes the Pay Cycle Statement. **Always view the Pay Cycle Statement on day 7 and make the payment based on those totals.**
- ACH Payments Received** – This reflects any payment received by ORS since day 7 of the previous statement period. Click on the link to see payment transaction type, period end date, transaction number, payment date, status and amounts. If you have not made any payment since day 7 of the previous pay cycle, there will be no dollars here. If you did make a payment after day 7 you will see dollar amounts here. Click on the link for details about the payments received. Example for payments received:

Payments Received

Payment Transaction Type	Period End Date	Transaction Number	Payment Date	Status	Amount
ACH - DB Contributions & TDP	02/22/2019	19022504803168	02/25/2019	Receipt	\$183,174.55
Payment Total					\$183,174.55

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- Balance Due** – This displays any balance due (or credit to reporting unit) as of the day you are viewing the screen. This may not be the total due to ORS on the payment deadline of the 7th business day after the end date of the report. This total can change from day to day, up to day 7 when the Recent Activity page becomes the Pay Cycle Statement. **Always view the Pay Cycle Statement on day 7 and make the payment based on those totals.**
- Pending ACH Payments** – This shows any pending payments made to ORS after day 7 of the previous pay cycle. These amounts will be moved to the ACH Payments Received section (see 9 above) when the payments in Pending status are changed to Paid status.
- Balance Due After Pending Payments** – This is the total calculated from line 10 (Balance Due) minus any pending ACH payments (line 11). This total is accurate on the day you are viewing the screen. This may not be the total due to ORS on day 7 of the pay cycle as this page can change from day to day, up to day 7 when it becomes the Pay Cycle Statement. **Always view the Pay Cycle Statement on day 7 and make the payment based on the Pay Cycle Statement totals.**

Last updated: 06/19/2019