



# MICHIGAN OFFICE OF RETIREMENT SERVICES

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## UAAL Remittance Advice for Universities – Fiscal Year 2025

This form is for use by Employer Reporting staff at 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 pay period to calculate the UAAL payments due on Non-member/Non-ORP employees.\*

REPORTING UNIT NUMBER	REPORTING UNIT NAME	PAY PERIOD END DATE			
<b>Non-Member/ Non-ORP Wages</b>	<b>Multiplied by UAAL Contribution Rate:</b>	<b>Payment Amount Due</b>	<b>ACH Cash Receipt Type</b>	<b>Confirmation #</b>	<b>Date Paid</b>
\$	Pension UAAL rate: 2.22% × 0.0222 =	\$	<b>Non-Member/Non-ORP</b>		
	Health UAAL Rate: 0.00% × 0.0000 =	\$	<b>University Health</b>	N/A	N/A
Total additional UAAL Contribution Due:		\$	N/A (Payments are made separately)		
<b>Total # of Non-Member/Non-ORP employees:</b>					
<b><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></b>					
PRINTED NAME OF REPORTING UNIT OFFICIAL		TITLE		DATE	
SIGNATURE OF REPORTING UNIT OFFICIAL		EMAIL		PHONE	

UAAL contribution payments must be made via ACH and are due by the 7th business day following the pay period end date. For instructions on completing this form, see the Reporting Instruction Manual (RIM) [Section 8.03.04: How to complete the UAAL Remittance Advice Form for Universities \(NonMember/Non-ORP\)](#). If you have questions, please contact Employer Reporting at [ORS\\_Web\\_Reporting@michigan.gov](mailto:ORS_Web_Reporting@michigan.gov).

**When making payments, email a completed and signed remittance advice only. Screenshots of the Employer Reporting website payments are unnecessary. Email it to ORS: [DTMB-ORS-UnivRemit@michigan.gov](mailto:DTMB-ORS-UnivRemit@michigan.gov).**

*\*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 MPSEERS member but for the enactment of PA 272 of 1995.*