



Retirement Reporting Process Checklist

Use this checklist as a reminder of the ORS retirement reporting process and tasks.

1. Process payroll and review for any retirement changes or adjustments:

- a. Review the DC feedback file for DC contribution changes. See section [7.04.01: View DC Feedback File](#). Update your records accordingly if needed.
- b. Review the *Member Benefit Plan* screen for new hires/rehires benefit plan. See section [7.06.01: Determining a member's benefit plan](#).
- c. Review *View Election Status* to see if new employees have made elections. Update plan changes in payroll system prior to payroll processing. See section [7.06.02 Reporting employees who are new to MPERS](#).

2. Create a retirement report file in your payroll system, to be uploaded in step 3 if you upload your reports. Add any additional records to the retirement report, as determined by step 1.

3. By the 3rd business day following the pay period end date (day 3):

- a. Log in to the Employer Reporting website and go to *Work on Reports > Create a New Report*. See section [7.01.01: Creating report headers with report begin and end dates](#).
- b. Upload, copy forward, or create a new retirement report. See section [7.01.03: Populating and submitting reports](#).
- c. If you have adjustments due to election changes (members who elected DC) and did not add them to your report in step 2, manually add the payroll adjustment records now. See section [7.06.04: Adjusting posted DTL4 records for new members](#).

4. The next day (after the report has gone through the overnight edits and validations process): review the report on Employer Reporting website.

- a. Go to *Work on Reports* and select the current pay period.
- b. Open the *Error Download Detail* to review errors and edit records on *Work on Reports* screen as needed. See section [7.05.05: Using the Error Download Detail report](#).
- c. Open the *Report Totals Download Detail* and review any contribution discrepancies. See sections [7.01.06: Viewing and verifying report totals](#) and [7.01.08: Using the Download Detail link](#).
- d. Accept report. See section [7.01.07: Accepting a report](#). This should be completed as soon as possible but no later than the 5th business day (day 5) following your pay period end date.
- e. Review the report and resolve discrepancies by repeating steps 4a-e.
- f. Save a copy of the *Report Totals Download Detail* once your report is fully posted. See section [7.01.09: Saving Download Detail reports](#).

5. Make payment (must be completed by a Payment Processor). Payment is due by the 7th business day following your pay period end date (day 7).

- a. If paying before day 7: go to *View Employer Statement* and review the *Recent Activity* screen. See section [8.04.03 The Recent Activity page](#).
- b. To pay on day 7 (recommended): go to *View Employer Statement* and review the *Pay Cycle Statement* to confirm the defined benefit (DB) and defined contribution (DC) final amounts due to ORS. See section [8.04.02: The Pay Cycle Statement](#).
- c. Pay the amount due for each contribution type on the "Balance Due" line of the statement. Credits are accounted for within your balance due. See section [8.03.02: How to make a payment](#).
 - i. Pay DB Contributions using receipt type "DB Contributions & TDP."
 - ii. Pay DC Contributions using receipt type "DC Contributions."

6. On day 10: review employer statement to ensure payments have been posted in full.