

Michigan State Reporting Office of Retirement Services

ORS

User's Guide

An Employee Owned Company



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General Information

Forward

This user guide was written to provide assistance using CMT's custom programs developed to report retirement/wages for the Office of Retirement Services (ORS) to the State of Michigan. Data submitted by school districts via ORS include information about the districts' bi-weekly payroll for each employee. School districts should be familiar with the Michigan School Accounting Manual Chart of Accounts. Also, it is important to note that this manual is to be used in conjunction with the Office of Retirement Web Reporting Users Guide. The following manual's purpose is to assist with the use of our software, not to interpret the requirements of the State.

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Any Questions?

If you have any questions regarding this manual or the use of this program, please call Computer Management Technologies, Inc. at (989) 791-4860.

Thank you for your support of Computer Management Technologies, Inc.

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Planning and Implementation Guide

Use the following procedures as a guide when determining the preliminary setup for the employees' retirement system.

- The **contribution codes** for retirement must contain **RET** as the first three letters and be defined as **'fiscal'**. Be sure to set up a separate code for Federally Funded Employee salaries. If the retirement codes do not begin with **RET** or they are described as 'calendar', *special modification to this retirement program will be required.*
- The **class number** that appears on the report is derived from the account number found in the employee's assignment(s) (object code – appendix of the ORS Web Reporting instruction manual).
- For **retired employees**, earnings that are not subject to retirement, define the contribution code **RETIRE** with 0% deduction amount and enter it into the deduction/contribution area of the assignment screen. This will generate the class code 9003, if the assignment is not already set up with a 9003, 9004, or 9005.
- **Gross pay** is reported from the detailed payroll records. It is pulled from the “subject to” RET.
- **ORS deductions** are accumulated for employees with a deduction code of either 'MIP' or 'MIP1' in their assignment. Both MIP (fixed rate) and MIP1 (graduated scale) must be defined as deduction/contribution codes as described in this manual using program **PAY.122** - Deduction/Contribution Codes. *Refer to the Table of Contents for page number.*
- To accumulate the **retirement hours for 'time-worked'** employees, enter a '1' or a '3' response in the 'Time Card History Retention' field in the Payroll Processing screen **PAI.600 .13**.
- To accumulate the **retirement hours for 'time-missed'** employees:
 1. Enter the 'Retirement Hours per Payroll Run' in the Job Code Definitions screen **PAY.124.11** - *refer to the Table of Contents for page number.* The hours will be displayed on the last screen of the employee assignment, MIRPT Retirement Hours screen- **MR.345**, in the 'Job Code Retirement Hours' field.
 2. If the above retirement hours are different for the individual employee, override the default by entering the correct hours in the 'Retirement Hours' field in MIRPT Retirement Hours Maintenance screen **MR.345**. *Refer to the Table of Contents for page number.*

- For each actual payroll run, the retirement hours for 'time-missed' employees are added to the MR.120 file and a report of these hours is generated. If the hours in this file need to be edited:

Change the employee's 'Work Hours' for that particular Payroll Run Number and Job Code using the option to maintain the Retirement Hours Detail File - **MR.280**. *Refer to the Table of Contents for page number.*

- The **rate of pay** displayed on the report is printed from the pay schedule that appears in the employee's assignment.
- If using the State required **termination codes**, no changes will be necessary for this report. If other codes are used, the report file will need to be edited by using ORS Maintain Payroll/Wage File - **MR.265**.
- For any employees that are participating in the **Tax-Deferred Payment (TDP)** program, ensure that the following procedures have been completed.
 1. Set up the deduction code(s) in Deduction/Contribution Codes – PAY.122. Be sure to define the deduction code(s) as being tax exempt.
 2. Set up voluntary deductions for the employees that have been approved to participate in the tax deferred payment program. Voluntary deductions are set up in Employee Voluntary Deductions – PAY.350.
 3. Set up TDP Agreement in TDP Agreement Authorization Maintenance - MR.122.

GETTING STARTED IN ORS

ORS Initial Menu:

ACS	TESTING LIBRARY - MANAGER	Ref: ACS.002 .01
MENU ORS : ORS WEB-BASED REPORTING - MICHIGAN		
1.	ORS - SET-UP / MISCELLANEOUS PROCEDURES	ORMSIS MENU
2.	ORS Create Wage, TDP and Demo Files	MR.261
3.	ORS Print Wage Edit Reports	MR.263
4.	ORS Maintain Payroll/Wage File	MR.265
5.	ORS TDP Deduction Detail Maintenance	MR.267
6.	ORS TDP Deduction Detail Reports	MR.269
7.	ORS Print Demographic Edit Reports	MR.273
8.	ORS Maintain Demographic Change File	MR.275
9.	ORS Create Download File MR277	MR.277
10.	ORS Retirement Hours Set to Post Report . . .	MR.278
11.	ORS Retirement Hours Maintenance	MR.280
89. Change Assignment		
90. Exit ACS		
Option or Menu Item _____		

Select Option 1 to display the Set-up/Miscellaneous Procedures menu shown below.

ACS	TESTING LIBRARY - MANAGER	Ref: ACS.002 .01
MENU ORSMIS: ORS - SET-UP / MISCELLANEOUS PROCEDURES		
1.	Employee Basic Information	EIS.301
2.	Deduction/Contribution Codes	PAY.122
3.	Job Codes	PAY.124
4.	Addenda Codes	PAY.127
5.	Employee Assignments/Contracts	PAY.345
6.	ORS Initial/Fiscal Year Setup	MR.140
7.	ORS TDP Reporting Unit No. Setup	MR.120
8.	ORS TDP Agreement Authorization Maintenance	MR.122
9.	ORS TDP Print Agreement Report	MR.124
10.	ORS TDP Create Agreement File	MR.126
11.	ORS Maintain EXCLUDED Demographics Job Code	MR.128
12.	ORS Maintain EXCLUDED Job Code Hours	MR.130
13.	ORS Maintain EXCLUDED Job Code Wages	MR.133
14.	ORS Maintain EXCLUDED Addenda Code Wages . .	MR.134
15.	ORS MIP1 Audit Rpt/Vol. Deductions	MR.132
		More...
Option or Menu Item _____		

Employee Basic Information - EIS.301

Use this program to specify the employee's principal job code. This information will be used in determining wages for longevity pay rate.

EMS	Employee Basic Information	Ref: EIS.301 .11
Employee:	<u>424128392</u>	Employee SSN: <u>336-47-1247</u> Active: <u>Y</u>
N A M E:	First <u>Tina</u> Middle <u>M</u> Last <u>Anderson</u>	
Preferred:	_____ Name Prefix: _____ Name Suffix: _____	
Phone Information:	Security _____ Birth Date: <u>7/11/60</u>	
Office:	(<u> </u>) _____ Ext: _____ <u>N</u>	Birth Date Security: <u>-</u>
Home:	(<u>989</u>) <u>555-7142</u> _____ <u>N</u>	Sex: <u>F</u> FEMALE
Cell:	(<u> </u>) _____ _____	Ethnic Code: <u>1</u> AMERIND
Other:	(<u> </u>) _____ Type: _____	
Address Information:	<u>721 TANN</u> _____ Address Security: <u>N</u>	Permanent Address: <u>N</u>
City/State/Zip:	<u>SAGINAW</u> _____ <u>MI</u> <u>48706</u> _____ Country: <u>USA</u>	Email Security: <u>-</u>
Email:	_____	
Change date:	<u>8/24/07</u>	
Location:	<u>ELEM</u> ELEMENTARY SCHOOL	District: <u>999</u>
Sublocation:	_____	School: <u>1</u>
Pay Location:	_____	Department: _____
Assignment:	<u>TEACH</u> TEACHER HS	Room: <u>2488</u>
Mode: Change	F3=Exit F4=Index F5=Reset F12=Cancel	Cancel? <u>N</u>
	F8=Assignments F9=Vol. Deductions	

Deduction/Contribution Codes - PAY.122

Use this program to define your retirement deduction codes.

EMS	Deduction/Contribution Codes	Ref: PAY.122 .11
Deduction ID: <u>MIP1</u> (<u> </u>)	Description <u>MEMBER INVESTMENT PLAN-90</u>	
Deduction year <u>F</u>	Bond Code Deduction? <u>N</u>	
	F = Fiscal year	
	C = Calendar year	
Deduction based on <u>1</u>	Include addenda amounts? <u>Y</u>	
	Ignore negative addenda? <u>N</u>	
	0 = No base	
	1 = Gross income	
	2 = Deduction <u> </u> (Jurisdiction <u> </u>)	
	3 = Taxable income	
	4 = All pay except <u>ADJ</u> <u> </u> <u> </u> <u> </u> <u> </u>	
	5 = Following pays <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>	
	6 = Gross pay <u>1</u>	
	1 = Less employee deductions	
	2 = Plus employer contributions	
Omit from check stub if current amount is zero? <u>N</u>		
Deduction is: <u>1</u>	1= Tax exempt	3= Req. by management
	2= Legally required	4= Voluntary
If tax exempt:		
Federal: <u>Y</u>	State: <u>Y</u>	County: <u>Y</u>
	Local: <u>Y</u>	Other: <u>Y</u>
Mode: Change		Cancel? <u>N</u>

The fields for **MIP1** deduction code should be filled in as follows:

Deduction ID: Enter **MIP** or **MIP1**.

Description: This is user defined; the description entered here will appear on the employee's payroll check.

Deduction Year: Leave default, **F** (fiscal Year) for MIP1. Change default to **C** (Calendar Year) for MIP.

Bond Code Deduction?: Leave default, **N** (NO).

Deduction Based On: Leave default, **1** (Gross income).

Include Addenda Amounts?: Enter **Y** (YES).

Ignore Negative Addenda?: Leave default, **N** (NO).

Gross Pay: Leave default, **1**.

Omit from Check Stub If Current Amount Is Zero?: Leave default, **N**.

Deduction Is: Enter **1** (Tax exempt).

Federal:/State:/County:/Local:/Other: Leave default, **Y**.

Deduction/Contribution Codes - PAY.122 (cont'd)

EMS	Deduction/Contribution Codes	Ref: PAY.122 .12
Deduction ID: MIP1 () MEMBER INVESTMENT PLAN -90		
Pay to vendor <u>112</u> under Ref. _____ STATE OF MICHIGAN		
using account code ??,2402.2110.0000.00000.00000		
or credit account code _____		
Charge employer portion to _____		
Deduction		
Maximums:	Employer	Employee
Period: \$	_____	\$ _____
Year:	_____	_____
Lifetime:	_____	_____
Annual exemption amount: _____		
Select this deduction when processing payrolls requesting these group codes:		
-	-	-
-	-	-
-	-	-
(If all group fields are blank the deduction will always be selected)		
Mode: Change		Cancel? <input type="checkbox"/>

Pay to Vendor: Enter a vendor code up to nine digits. Make sure the vendor code was defined using Maintain Vendor Records - PUR.301 in FMS.

Under Ref.: This is an information field which prints on the remittance advice (i.e. tax payer ID: or group policy number).

Using Account Code: This field is display only. Use Define Account Code Keyword - GNL.201 if a change to the account code is necessary. Be sure to go through the deduction code in Change mode after changes are made in GNL.201.

Credit Account Code: If you do not enter a vendor code, use this field to enter a specific general ledger liability account.

Charge Employer Portion To: Normally this field will not be used because MIP and MIP1 deduction codes are employee deductions only. There are no related employer expenses.

Maximum Period: Enter the maximum dollar amounts that the employer can contribute per pay period or enter the maximum dollar amounts the system can withhold from the employee.

Maximum Year: This field will not be used.

Deduction/Contribution Codes - PAY.122 (cont'd)

Maximum Lifetime: This field will not be used.

Annual Exemption Amount: This field will not be used.

Group Codes: Use these fields to enter the payroll group codes as appropriate. Make sure payroll group codes are defined in Payroll Group Codes - PAI.122.

EMS	Payroll Deduction Tables				Ref: PAY.122L.11
Deduction: MIP1		MEMBER INVESTMENT PLAN -90			
CMD	Status	Period	If pay is	But less than	Deduct Plus %
BEGIN					
->		BiWeekly		999999.99	10.0000
002.00		Monthly		999999.99	10.0000
003.00		Quarterly		999999.99	10.0000
004.00		Contract		999999.99	10.0000
1.00	Period:	<u>5</u>	Status:	<u>-</u>	Deduct Plus %
	If pay is	<u> </u>	But less than	<u>999999.99</u>	<u>.00</u> <u>10.0000</u>
			Employer pays	<u>.00</u>	<u>.0000</u>
Status Codes: M=Married S=Single " "=N/A					
Periods: 1=Single 2=Daily 3=Hourly 4=Weekly 5=BiWeekly 6=Semimonthly					
7=Monthly 8=Quarterly 9=Semiannually 10=Annually 11=Contract					

The following fields are necessary for the MIP1 Deduction Code. Enter the appropriate codes in the fields.

Period: Enter the appropriate code for the pay period.

Status: Leave this field blank.

If Pay Is: Leave this field blank.

But less Than: Enter **999999.99**.

Deduct: Leave default, **.00**.

Plus %: Enter **10.0000**.

Employer Pays Deduct: Leave default, **.00**.

Employer Pays Plus %: Leave default, **.0000**.

When an employee has a MIP1 deduction code in their assignment, the custom program will deduct the correct graduated percent based on the fiscal paid-to-date wages. By leaving the 10% in the MIP1 Deduction definition, it should come to the payroll specialist's attention that 10% is being deducted, which will indicate that the custom program is **not** operating properly. ***CMT should be notified immediately.***

Job Codes - PAY.124

Use this program to specify the type of pay the employee is receiving and the standard retirement hours to post for contracted jobs for each.

EMS	Job Codes	Ref: PAY.124 .11
Job Code:	TEACH Title: TEACHER HS	
Job Description:	_____	

Pay Schedule:	_____	
Usual Deductions:	MIP1 RET _____	
Usual Absences:	ILL01 VACAT SICKCS _____	
Usual Addenda:	_____	
How is time reported?	M W = Record time worked. D H = Hourly M = Record time missed. D = Daily	
Normal hours per day:	6.000 days per year: 190.00 # of checks: 26	
Calendar Code:	_____	
Alt. ORS Class:	_____	
Retirement Hours per Payroll Run:	60.00 Wage Code: 01 Summer Code: __	
Mode: Change	F3=Exit F4=Index F5=Reset F12=Cancel	Cancel? <input checked="" type="checkbox"/>

Alt. ORS Class: Enter an alternate reporting class. This overrides the class code in the account number that is specified on the assignment.

Retirement Hours per Payroll Run: Enter the standard hours per the job code.

- The Retirement Hours per Payroll Run field should be filled in for Job Codes that are reported as **time missed**.
- Hours for Job Codes recorded as time worked will accumulate from time and attendance.
- For Hourly Job Codes, do not use the Retirement Hours per Payroll Run field - as the hours worked will accumulate from the time entered in through time and attendance.

Wage Code: Enter the State reporting code for retirement. (Refer to State manual for these codes.)

Summer Code: Enter the State reporting code to be used when a summer run is specified in Create Wage, TDP and Demo Files – MR.261.

Addenda Code Definitions - PAY.127

Use this program to specify the type of pay the employee is receiving.

EMS	Addenda Code Definitions	Ref: PAY.127 .11
Addendum Code:	ADD'TL	
Description:	ADDITIONAL PAY	
Pay amount:	500.00 per period plus _____ % of salary.	
Pay period:	6	
	1 = Single Payment 5 = Biweekly 9 = Semiannually 2 = Daily 6 = Semimonthly 10 = Annually 3 = Hourly 7 = Monthly 11 = Contract Period 4 = Weekly 8 = Quarterly	
Charge account code:	??.???? .1153.??? .0000.00000.0000	
Wage Code:	01	Summer Wage Code: . 08
Dockable:	N (Y/N)	Alt. ORS Class: . . 9510
		Retirement Hours per Payroll Run: 5.00
Taxable Wages:		
Federal:	Y (Y/N)	Local: Y (Y/N)
State:	Y (Y/N)	Other: N (Y/N)
County:	N (Y/N)	
FICA Wages:	Y (Y/N)	
Mode:	Change	Cancel? N

Wage Code: Enter the State reporting code for retirement. (Refer to State manual for these codes.)

Summer Wage Code: Enter the State reporting code to be used when a summer run is specified in Create Wage, TDP and Demo Files – MR.261.

Alt. ORS Class: Enter an alternate reporting class. This overrides the class code in the account number that is specified on the assignment.

Retirement Hours per Payroll Run: Enter a unit of retirement hours to post for the addenda code.

Employee Assignments/Contracts - PAY.345

Use this program to enter employee assignments and contracts.

```

EMS                Employee Assignments/Contracts                Ref: PAY.345 .13
Employee: 424128392   Anderson, Tina M
Job Code: TEACH       TEACHER HS
Deductions/Contributions:
  RET      RETIREMENT                MIP1    MEMBER INVESTMENT PLAN -90
  _____                _____
  _____                _____
  _____                _____
Federal: Y US TAX                State: MI MICHIGAN W/H TAX
FICA: Y Y FICA (SOCIAL SECURITY)   County: ___ Local: SA Other: ___
Leave/Absence:                Leave accrual FTE: _____ .0000
  SICKTA  SICK TIME TEACHERS
  _____
  _____
  _____
Addenda:                Additional Assignment Addenda: N
  _____
  _____
  _____
  _____
Mode: Change          F3=Exit F4=Index F5=Reset F12=Cancel   Cancel? N
      F6=Basic Info. F7=Payroll Info. F9=Vol. Deductions F10=Calendar
  
```

When adding a new assignment, the MIP/MIP1 Code will be defaulted to this screen. However, if all eight deduction code lines are filled by the job code defaults, the code can not be defaulted to this screen.

When changing the MIP or MIP1 deduction entered in the employee's basic information on screen MR.340, the new code will default to all assignments that have the old deduction code.

Retirement Hrs. Spread Taxes & MIP/MIP1 Maintenance – MR.345

Use this screen to maintain the Retirement Hours to be recorded for an individual employee when retirement hours are posted. This screen appears when accessing Employee Assignments/Contracts – PAY.345.

```
CMT  MIRPT - Retirement Hrs. & Spread Taxes Maintenance  Ref: MR.345

      Employee No.: 424128392  Anderson, Tina M.
              Job Code: TEACH      TEACHER HS
Job Code Retirement Hours:      60.00
      Retirement Hours: _____ NO OVERRIDE HOURS RECORD
Spread Taxes # of Checks: _____

Do you want a 0 hour override to post? (Y/N)  N

(C) Computer Management Technologies Inc.
```

Employee No.: This field defaults from **EIS.301**. (Display fields only)

Job Code: This field defaults from **MR.345**. (Display fields only)

Job Code Retirement Hours: This field displays the retirement hours from the job code. These hours will be posted to the retirement hours file providing the Retirement Hours field is blank and displays the message 'NO OVERRIDE HOURS RECORD'.

Retirement Hours: This field is to be used if the hours for this assignment differ from the Job Code Retirement Hours. Up to five characters can be entered in this field, including a decimal point. ***The hours must reasonably reflect the wages reported.***

Spread Taxes # of Checks: This field is used only if the Lump Sum custom program was purchased.

Do you want a 0 hour override to post?, change this default to 'Y' if a particular assignment did not have hours posted for ORS.

OR

If the override hours need to be 'zero', then the question: ***“Are you sure you want 0 hours to post?”*** needs to be answered with a 'Y'. The question will appear whenever the assignment is accessed with a change, the Retirement Hours field is blank, and the message, "NO OVERRIDE HOURS RECORD" appears (see the next screen).

MIRPT - Employee MIP/MIP1 Deduction Maintenance - MR.340

Use this screen to indicate which MIP the employee has chosen. This screen is accessed through Employee Basic Information - EIS.301. Enter through the program to the last screen, MIRPT - Employee MIP/MIP1 Deduction Maintenance – MR.340.

When the MIP/MIP1 deduction code is changed for an employee, all assignments in Employee--Assignments/Contracts – PAY.345 with that code will be changed.

CMT	MIRPT - Employee MIP/MIP1 Deduction Maintenance	Ref: MR.340
Employee:	424128392	
	Anderson, Tina M.	
MIP/MIP1 Deduction Code:	<u>MIP1</u>	
(c) Computer Management Technologies Inc.		

Employee: This number is defaulted from the Employee Basic Information program. The employee's name appears directly below their employee number.

MIP/MIP1 Deduction Code: Enter **MIP** or **MIP1**.

OR

Leave blank if the employee has not elected a retirement plan.

Are you sure this employee does NOT have MIP/MIP1: This is a verification option that will appear if the employee has MIP/MIP1 Code in one or more assignments and the deduction code is removed from this screen.

- If the employee has a MIP/MIP1 code and the deduction code is removed, a verification option will appear. You may enter the code in again or answer **Y** in the confirmation field. ***All assignments in Employee Assignments/Contracts- PAY.345 with this code will be changed.***

Initial/Fiscal Year Setup - MR.140

This program **MUST** be run at the beginning of a new fiscal year when the client members for FMS and EMS are being set up for the new year. **ORS** files are now annual files and must be built at the beginning of each new fiscal year.

NOTE: It is critical that you are in the NEW YEAR!

CMTMS	Michigan State Reporting Setup	Ref: MR.140P .01
-------	--------------------------------	------------------

E N T E R S E L E C T I O N S

Carry forward Employee Retirement Override Hours.....(Y,N) Y

Carry forward Job Code/Addenda Retirement Hours & Wage Code..(Y,N) Y

(c) Computer Management Technologies Inc.
F3=Exit F5=Reset F12=Cancel Cancel? N

Copying the data to the new year is optional; however, it is strongly recommend that you copy the Employee Override Hours File Data and the Job Code Hours File Data. If this program is not used, these files will have to be entered manually.

ORS TDP Reporting Unit No. Setup - MR.120

Use this program to enter your reporting unit number.

```
CMTMS          ORS TDP Reporting Unit No. Setup          Ref: MR.120P .01
                                     E N T E R   S E L E C T I O N
                                     Reporting Unit.....: 01234
(c) Computer Management Technologies Inc.
F1=Help          F4=Index  F5=Reset  F12=Cancel          Cancel? [N]
```

Reporting Unit: Enter your employer five-digit reporting unit number assigned by ORS.

ORS TDP Agreement Authorization Maintenance - MR.122

When an employee has decided to participate in the TDP program, the reporting unit staff may need to assist the employee in completing the Agreement/Payroll Authorization form. After the form has been completed, use this program to enter the information into the computer system. The information will be transferred to a file when using TDP Create Agreement File – MR.126.

```
CMTMS          ORS  TDP Agreement Authorization Maintenance  Ref: MR.122 .01

_
Add
Change
Delete
Lookup
Index
End

Employee:, _____ Agreement Number:, _____

Index: 1
      1 = Agreement/Payroll Authorization File
      2 = Employee by Name: _____
      3 = Employee by #   _____

Auto Next Record? N
```

Employee: Enter in the social security number of the employee that is to be reported to ORS.

Agreement Number: Enter the ORS assigned nine-digit agreement number. This number can be obtained from the pre-printed authorization form provided by ORS.

ORS TDP Agreement Authorization Maintenance - MR.122 (cont'd)

CMTMS		ORS TDP Agreement Authorization Maintenance		Ref: MR.122 .11	
Employee.....:	242471399	DUcK, DAISY A.			
Agreement No.:	100000000				
Agreement XRef No.:	201	Reporting Unit No.:	10		
Agreement Date....:	07/01/2003	Invoice Number....:	1025		
	MM/DD/CCYY				
Service Purchase Type :	1	Billing Amount:	52,750.00		
Service Credit Available. . . :	5.000	Billing Date..:	11/30/2003		
Service Credit Purchasing . . :	5.000		MM/DD/CCYY		
Service Credit Purchase Cost:	4,500.00				
Gross Wages.....:	38,000.00				
Pay Frequency.....:	26				
Scheduled Deduction Amount:	900.00	Deduction Code:	TDP		
		Record Status.:	S Submitted		
Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N					

Employee: The employee number and name that was entered on the command screen will default into this field.

Agreement No.: The agreement number that was entered on the command screen will default into this field.

Agreement XRef No.: If the employee being reported has changed employers and is entering into a new agreement within 90 days of terminating his/her previous employment, enter the number of the previous purchase agreement/payroll authorization in this field.

Reporting Unit No.: The reporting unit number will default from ORS TDP Reporting Unit No. Setup.

Agreement Date: Enter the date on which the employee signed the agreement. The date format is MMDDCCYY. Do not enter hyphens, slashes or spaces.

Invoice Number: Enter the invoice number from the Member Billing Statement for the credit being purchased by this employee. The agreement number will default into this field.

Service Purchase Type: This field will default to zero when adding a new record.

Billing Amount: Enter the full purchase price for the Service Credit as reflected on the Member Billing Statement received from the State.

ORS TDP Agreement Authorization Maintenance - MR.122 (cont'd)

Service Credit Available: Enter the total amount of service credit available for purchase for this employee. This amount will be indicated on the Member Billing Statement.

Billing Date: Enter the due date listed on the Member Billing Statement. The date format is MMDDCCYY. Do not enter hyphens, slashes or spaces.

Service Credit Purchasing: Enter the amount of service credit the employee is purchasing. This amount may not be greater than the Service Credit Available (refer to the Service Credit Available field).

Service Credit Purchase Cost: Enter the cost of the Service Credit the employee is purchasing, as indicated on the Member Billing Statement.

Gross Wages: Enter the employee's reportable gross wages for the current contract year.

Pay Frequency: Enter the number of times the employee will be paid during the current contract year. For example: 26 pays.

Scheduled Deduction Amount: Enter the amount that will be deducted from the employee's pay for each pay period for the duration of the payment. This amount can not be greater than the employee's gross wages divided by the pay frequency and can not be less than \$50.00.

Deduction Code: Enter the deduction code that is associated with this specific agreement. Be sure that deduction codes were defined in PAY.122 - Deduction/Contribution Codes. The F4 - Field Level Indexing Key is available for this field.

- Be sure to enter the deduction code that is associated with the agreement being reported. If an incorrect deduction ID is entered, the agreement will not be reported to ORS.
- If an employee has more than one TDP Agreement, use a separate TDP deduction code for each agreement.

Record Status: Enter the employee's status. Available status choices include: **I** = Inactive, **N** = New Record, **S** = Submitted. After the record is submitted to ORS the record changes to an **S**.

➤ **To report a previously submitted record, change the record status to N.**

ORS TDP Print Agreement Report - MR.124

Use this program to generate the report of all employees that have been defined as having a TDP agreement. The report will list the employees that have **N** (new) in the record status field in ORS TDP Agreement Authorization Maintenance – MR.122.

When this option is chosen, the standard submittal prompt appears.

ORS TDP Agreement File - MR.126

This program will create the file that may be downloaded for ORS. The program will choose all employees that have an **N** listed in their '**Record Status**' field in ORS TDP Agreement Authorization Maintenance – MR.122.

When this option is chosen, the standard submittal prompt appears.

The File name will be the letters **TDA** followed by the five-digit reporting unit number. For example, a reporting unit that has a number of 12345 would have a file name of TDA12345. The Member name will be the same as the File name.

TDA Client Access/FTP Download Instructions

As of July 31, 2007 the State no longer accepts monthly diskettes for TDP agreements and addendum. You must submit your file via the web at <https://dxgweb.state.mi.us>. You still need to provide paper copies of the signed and dated TDP agreement and addendum form either by fax or by mail. Any upload agreements that are not mailed or faxed to the State will not be processed until the signed and dated forms are received by ORS.

To download the file using Client Access, use the following directions:

- 1) Go to Client Access.
- 2) Choose "Data Transfer From AS400".
- 3) Within the "Data Transfer From AS400":
 - a) The System name will default to your client's system name.
 - b) The File name will be **EMSFILES/TDA##### (TDA#####)** the # equals your five digit reporting unit number. For example, the file name for a reporting unit which has a number of 12345 would be EMSFILES/TDA12345 (TDA12345).
 - c) From the Output Device pull down menu, choose File.
 - d) The File name will be the same name of the file that goes directly to the State. The file name will be **C:\TDA#####.001** - where the # equals the five digit reporting unit number. For example, a reporting unit that has a number of 12345 would have a file name of **C:\TDA12345.001**.
- 4) Click on the "Details" button and choose ASCII Text from the File Type pull down menu under *PC file description file*. **Be sure** there is **NO** check in the box for "Save transfer description", then click OK.
- 5) Click the "Transfer data from AS/400" button. The file will then be downloaded onto your PC.

NOTE: Phone support for Client Access is billable by the hour.

The following steps relate to FTP:

How to Install WS FTP -

- 1) Go to CMT's web page (www.cmtonline.com).
- 2) Choose Client Area, Michigan Clients.
- 3) Select the WS FTP Download item under the Financial Management System Product Announcements heading. This will install the WS FTP icon on your PC.
- 4) Select the install option.
- 5) Click the **Continue** button.
- 6) Select the option "I am a student, faculty member, or staff member of an educational institution (k-12, junior college, college, or university)."
- 7) Click the **Next** button.
- 8) Select the "at work" option for the location of use for the program and "personal use" for the purpose. Please be sure to select these options as specified.

- 9) Click the **Next** button.
- 10) Click the **Accept** button.
- 11) You can leave the default for the destination folder or specify a different one.
- 12) Click the **OK** button.
- 13) Select the Program Manager Group for the software. CMT used the default.
- 14) Click the **OK** button.
- 15) You should receive a window with the message: "Installation successful! Happy FTPing!"

NOTE: Phone support for WS FTP is billable by the hour.

- 1) To open WS FTP, click on your "**START**" button, select "**Programs**", and then click on the WS FTP item.
- 2) Complete the Session Properties **General** tab as specified below:

The screenshot shows the 'Session Properties' dialog box with the 'General' tab selected. The fields are as follows:

- Profile Name: AS400 (dropdown menu)
- Host Name/Address: Type Your IP Address Here (text box)
- Host Type: IBM AS/400 (dropdown menu)
- User ID: Type Your User ID Here (text box)
- Anonymous: (checkbox)
- Password: (text box)
- Save Pwd: (checkbox)
- Account: (text box)
- Comment: (text box)

Buttons at the bottom: OK, Cancel, Apply, Help.

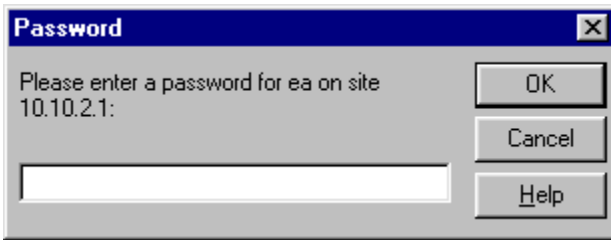
- 3) Click on the **Startup** tab and enter the information below:

The screenshot shows the 'Session Properties' dialog box with the 'Startup' tab selected. The fields are as follows:

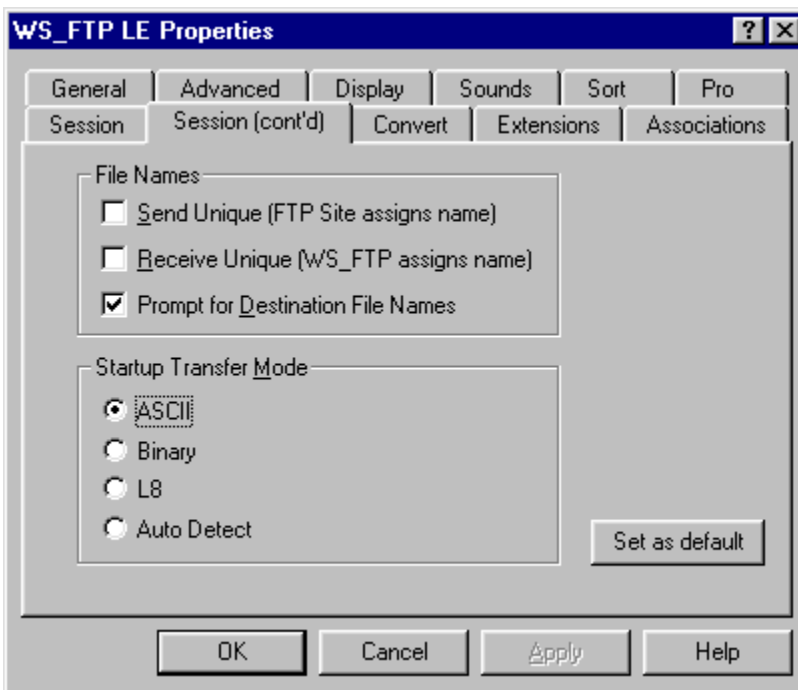
- Initial Remote Site Folder: EMSFILES (text box)
- Initial Local Folder: c:\ (text box)
- Initialize Command: (use ';' to separate multiple commands) (text box)
- Local file mask: (text box)
- Time offset in hours: 0 (text box)
- Remote file mask: (text box)

Buttons at the bottom: OK, Cancel, Apply, Help.

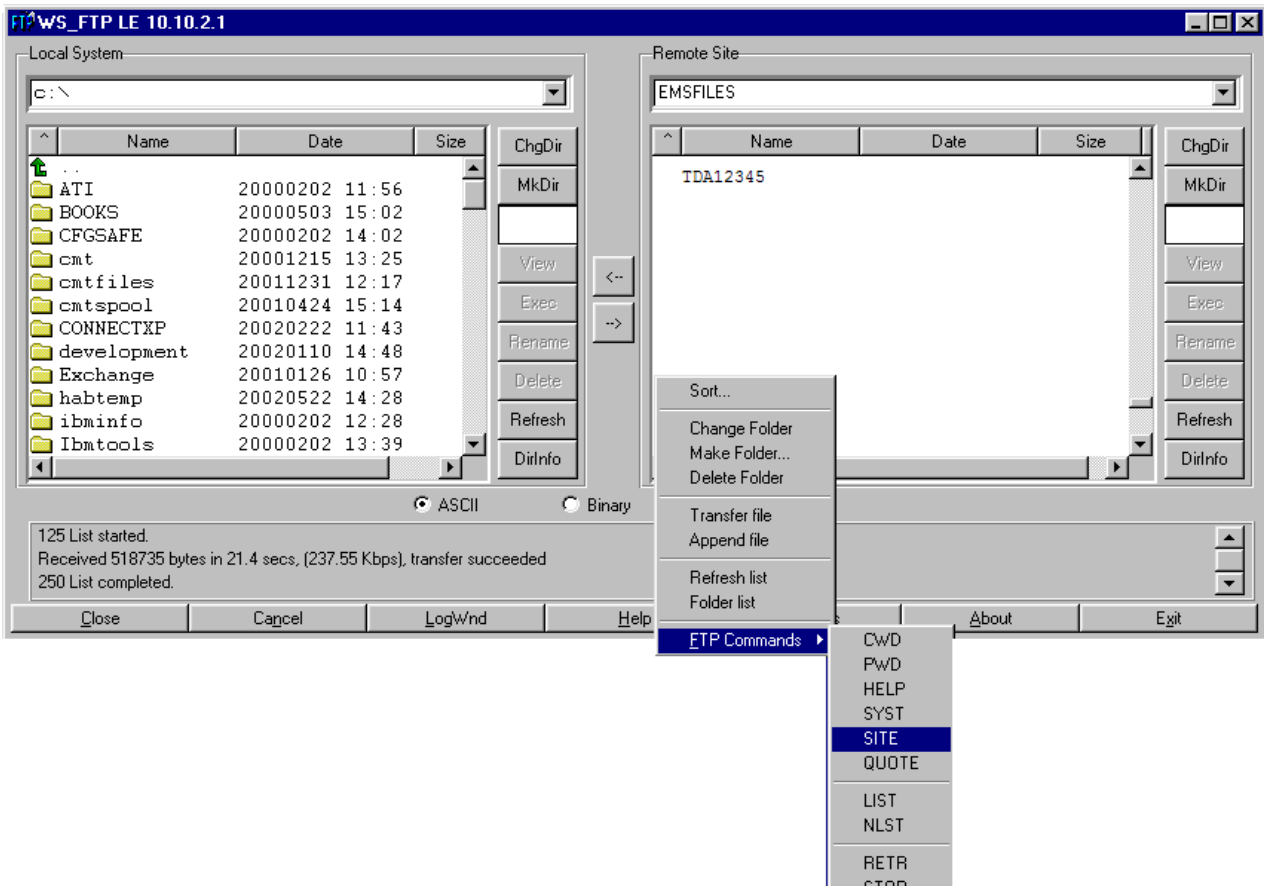
- 4) Use the defaults on the **Advanced** and **Firewall** tabs.
- 5) Click the **Apply** button and then the **OK** button.
- 6) Enter your AS/400 password on the screen below:



- 7) Click the **OK** button.
- 8) The program will compile a list of the files in EMSFILES. This may take a few minutes.
- 9) Click the **Options** button on the bottom of the WS FTP window.
- 10) Click on the **Session (cont'd)** tab and complete screen as below:



- 11) Click the **OK** button.
- 12) Select the file to transfer with the appropriate member by clicking once. (i.e. **TDA#####**. The # equals the five digit reporting unit number.)
- 13) Right click on the file you selected in the previous step.
- 14) Select **FTP Commands** from the list.
- 15) Select the site option.



- 16) Enter the Trim 0 command in the window as below (**NOTE:** The '0' is a **Z**ero, not the letter O):



- 17) Click the **OK** button.
- 18) Click the Arrow pointing left (located in the middle of the screen) to send the file from the AS/400 to your PC.
- 19) Enter your file name in the Input window. Remember to use the State naming convention.
- 20) Click the **OK** button.

Your file has now been transferred to your PC!

ORS Maintain Excluded Demographic Job Code - MR.128

Use this program to enter job codes of employees that are to be **excluded** from ORS processing. This is used to eliminate employees that have the specified job code from the demographic file.

Job Code	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

Job Code: Enter the job code(s) that an employee has that are to be excluded from the demographic file.

ORS Maintain Excluded Job Code Hours - MR.130

Use this program to enter job codes that have associated **hours** to be **excluded** from ORS processing.

CMTMS	ORS Maintain EXCLUDED Job Code Hours	Ref: MR.130 .11
-------	--------------------------------------	-----------------

List Job Codes to be EXCLUDED from ORS Hours in Wage File:

<u>J</u> ob <u>C</u> ode	<u>D</u> escription _____

F3=Exit F4=Index F5=Reset F12=Cancel

Mode: Change Cancel? N

Job Code: Enter the job code(s) for which the associated pay should be reported in the wage file but not the associated hours.

ORS Maintain Excluded Job Code Wages - MR.133

Use this program to enter the job codes for which associated **wages** would be **excluded** from the retirement wages.

CMTMS	ORS Maintain EXCLUDED Job Code Wages	Ref: MR.133 .11
-------	--------------------------------------	-----------------

Enter Job Codes to be EXCLUDED from ORS Reported Wages:

<u>J</u> ob, <u>C</u> ode,	<u>D</u> escription _____

F3=Exit F4=Index F5=Reset F12=Cancel

Mode: Change Cancel? N

Job Code: Enter the job code(s) for which the associated pay should be reported in the wage file but not the associated hours.

ORS Maintain Excluded Addenda Code Wages - MR.134

Use this program to enter the **addenda** codes for which associated **wages** would be **excluded** from the retirement wages.

CMTMS	ORS Maintain EXCLUDED Addenda Code Wages	Ref: MR.134 .11
-------	--	-----------------

Enter Addenda Codes to be EXCLUDED from ORS Reported Wages:

<u>Addenda</u>	<u>Description</u>
CELLPH	CELL PHONE ALLOWANCE

F3=Exit F4=Index F5=Reset F12=Cancel

Mode: Change _____ Cancel? N

Addenda Code: Enter the addenda code(s) for which the associated pay should be excluded in the wage file.

MIP1 Audit Report - Voluntary Deduction - MR.132

This program prints the MIP1 'Subject to' amount and the 'Actual Deduction' amount from the Payroll Summary Balances - **PAY.801**. The program also calculates the MIP1 deduction amount. M1P1 and MIP discrepancies can be determined by running this program periodically.

CMTMS	MIP1 -- AUDIT REPORT - VOLUNTARY DEDUCTION	Ref: MR.132P .01
<p>This option will create an Audit Report of MIP1 Voluntary Deduction Corrections.</p> <p>Do you want this program to GENERATE CORRECTING ENTRIES? (Y or N) <u>N</u></p>		
(c) Computer Management Technologies Inc.		
F3=Exit		F5=Reset F12=Cancel Cancel? <u>N</u>

This program should run the first time with a 'N' to produce a report to review.

By running this program a second time, and answering **Y** in the field 'Do you want this program to **GENERATE CORRECTING ENTRIES?**', the system will create one-time run Voluntary Deductions for the Adjusted Amounts given on the report. The voluntary deduction will process the next time a payroll is run for those employees affected. Only one record will appear on the check stub for MIP1. The system will automatically set the number of checks to zero after the deduction is processed.

ORS WEB REPORTING MENU

Use this Main Menu to create the ORS reports for verification and corrections, and to create the necessary files that will be reported to the State.

ACS	TESTING LIBRARY - MANAGER	Ref: ACS.002 .01
MENU ORS : ORS WEB-BASED REPORTING - MICHIGAN		
1. ORS - SET-UP / MISCELLANEOUS PROCEDURES . . .	ORMIS	MENU
2. ORS Create Wage, TDP and Demo Files	MR.261	
3. ORS Print Wage Edit Reports	MR.263	
4. ORS Maintain Payroll/Wage File	MR.265	
5. ORS TDP Deduction Detail Maintenance	MR.267	
6. ORS TDP Deduction Detail Reports	MR.269	
7. ORS Print Demographic Edit Reports	MR.273	
8. ORS Maintain Demographic Change File	MR.275	
9. ORS Create Download File MR277	MR.277	
10. ORS Retirement Hours Set to Post Report . .	MR.278	
11. ORS Retirement Hours Maintenance	MR.280	
12. ORS Upload TDP File	MR.240	
13. ORS Print TDP Variance Report	MR.241	
89. Change Assignment		More...
Option or Menu Item _____		

ORS Create Wage, TDP and Demo Files - MR.261

Use this program to create the ORS reports. Reports will be created regarding the employee's wages, retirement hours, TDP deductions, and demographic information. In addition, error reports will also be generated. **Detected errors will have to be corrected before the file is accepted by ORS.**

Each payroll should be submitted within two weeks of payroll run date.

CMTMS	ORS Create Wage, TDP and Demo Files	Ref: MR.260P .01
Organization Code/Unit: 01234		
Organization Name . . : GREAT SCHOOL DISTRICT		
Pay Period End date . . :	08/17/2007	First time Run? N
Include Checks dated . . :	08/17/2007 to 08/17/2007	
ORS Reporting Period . . :	08/05/2007 to 08/17/2007	Summer Pay? . . . : Y
Retro Date range :	08/01/2007 to 08/17/2007	
Federally Funded Salary Deduction Code:	(RET???)	Minimum Wage: 7.95
Indicate with an O, where the Object code begins that denotes the Employee Classification Code . . : 0		
TDP Deduction Codes		
TDP* A* _____		

Include/Exclude (I,E) _____		
Payroll Run Numbers : _____		
F1=Help F4=Index F5=Reset F12=Cancel Cancel? N		

Organization Code/Unit: The Organization Code will default from the Reporting Unit Number Set-up program - MR.120.

Organization Name: Input your district's name in this field.

First Time Run?: When the file is being created for the first time, (test submission) answer this field with **Y**. This will report all of your active employees in the demographic file. After reporting for the first time, use the default of **N**.

- **When your file is accepted by ORS for the first time after your test submission, call CMT to reset your history file. After CMT has reset your file, answer Y on your first live submission. All future submissions answer N.**

Summer Pay: Enter **Y** if Summer Wage Code is to be used for reporting rather than Regular Wage Code.

Pay Period End Date: Enter the check/period end date for the pay period being reported to ORS. This date should be the same as the ending date on the Work Date Range.

ORS Create Wage, TDP and Demo Files - MR.261 (cont'd)

Include Checks Dated: Enter the range *of check dates that are being included* in the reporting period.

Work Date Range: In the end date, enter the check/period end date for the pay period being reported. This date has to be exactly a 14-day span. The **begin date** will be the day following the check date for the last reported pay period. The **end date** should be calculated by adding one pay cycle - i.e., 14 days.

Retro Date Range: Enter the beginning and ending date of the retro pay being reported. The ending date has to be prior to the beginning Work Date Range.

Federally Funded Salary Deduction Code: Input the deduction that has been defined in PAY.122 – Deduction/Contribution Codes for any federally funded employees.

NOTE: Federally funded wages must be submitted quarterly.

Minimum Wage: Enter the current minimum wage as defined by Federal law.

Indicate with an O, where the Object code begins that denotes the Employee Classification Code: Place the letter O in the starting position of the object code, which is to be used in determining the employee classification.

TDP Deduction Codes: Enter the deduction code(s) that have been defined for the tax-deferred payment. The F4-Field Level Indexing Key is available. An "*" can be used at the end of the deduction code as a wild card option. For example: 'TDP*'.

Include/Exclude - Payroll Run Numbers: If applicable, only enter data here if you have to exclude a run or include a special run. Enter the payroll run numbers that will be included/excluded for the report.

When enter is pressed, the standard submittal prompt appears.

ORS Print Wage Edit Reports - MR.263

Use this program to print the detail wage report and the error report, if changes were made to the wage file using ORS Maintain Payroll/Wage File – MR.265.

When this option is taken, the standard submittal prompt appears.

ORS Maintain Payroll/Wage File *Created* - MR.265

This option allows the user to update the ORS wage and retirement hour file. If it is determined that an employee record contains incorrect data, their record can be changed. (Refer to the State Web Reporting Manual for proper wage codes to be used.)

```
MIRPT      ORS Payroll Wage File Maintenance Screen *CREATED* Ref: MR.265 .01

-          Employee: _____ Class Code: _____ Wage Code: 01
Add
Change      Work Date Range: 00/00/0000 to 00/00/0000 (mmddccyy)
Delete
Lookup      Index: 1
Index       1 = ORS Employees
End         2 = Employees by Name: _____
          _____ -

Auto Next Record? 
```

Employee: Enter the social security number of the employee to be maintained.

Class Code: Enter the class code for the employee that is to be maintained. Refer to the salary, object code – appendix of the ORS Web Reporting instruction manual.

Wage Code: Enter the State Code for type of wage to be maintained. For these codes, refer to the ORS Web Reporting instruction manual.

ORS Maintain Payroll/Wage File *Created* - MR.265 (cont'd)

```

MIRPT      ORS Payroll Wage File Maintenance Screen *CREATED* Ref: MR.265 .12
Employee:   1014      Mouse, Minnie M      313-41-2142
Class Code: 1240      Teaching
Wage Code:  01      Regular
Work Date Range: 08/17/2007 to 08/17/2007 (mmdccyy)

Gross Wages . . . . . : 1,307.69
Exception Wages . . . :
Member Contribution. : 130.77

Employer Contribution:

Pay Rate . . . . . : 33,999.94

Pay Frequency . . . . : 26

Retire Hours . . . . . : .00

Contract Date Range. : 07/01/2007 to 06/30/2008

Mode: Change   F1=Help   F3=Exit   F4=Index   F5=Reset   F12=Cancel   Cancel? 
    
```

CAUTION! After maintaining this file, **DO NOT** run Create Wage, TDP, and DEMO Files-MR.261 again. Running MR.261 will reset the date and all changes made through this option will be lost.

Employee/Class Code/Wage Code: The information that was entered on the command screen will display in these fields.

Gross Wages: Enter/Change the employee's reportable gross wages for the reporting period.

Exception Wages: Enter/Change the employee's exception wages for the reporting period.

Member Contribution: Enter/Change the amount the employee has contributed to retirement for the reporting period.

Employer Contribution: Enter/Change the amount the employer has contributed to retirement for the reporting period.

Pay Rate: Enter/Change the rate of pay the employee received for the pay period. For a longevity payment, pay rate should reflect the rate of the employee's primary assignment.

Pay Frequency: Enter/Change the number of times the employee will be paid during the current contract year. For example: 26 pays.

Retire Hours: Enter/Change the retirement hours to be reported for the period. ***The hours must reasonably reflect the wages reported.***

Work Date Range: Enter/Change the beginning and ending dates of the pay period being reported.

Contract Date Range: Enter/Change the beginning and ending date of the contract pay being reported.

ORS TDP Deduction Detail Maintenance - MR.267

Use this program to maintain the TDP Payroll Deduction file. If an employee has an active agreement, but did not receive a paycheck, this program must be used to enter a valid reason code in the file. The reason code will tell ORS why the employee did not receive a paycheck and why an amount is not being remitted for this employee.

```

CMTEMS                ORS  TDP Deduction Detail Maintenance          Ref:  MR.267 .01

-      Employee:  _____  Agreement No.:  _____
Add
Change          Period End Date:  00/00/0000
Delete
Lookup
Index          Index:  1
End            1 = TDP Payroll Detail Records
              2 = Employees Record by Name (L,F,M)
              _____  _____  -

(c) Computer Management Technologies Inc.
Auto Next Record?  N
    
```

```

CMTEMS                ORS  TDP Deduction Detail Maintenance          Ref:  MR.267 .11

Employee . . . . .:  _____  1014  Mouse, Minnie M.
Agreement No . . . . .:  101499992
Period End Date . . . :  08/17/2007
Invoice No . . . . .:  1499992
Reason Code . . . . .:  12          Establishing Deduction Schedule
TDP Amount Withheld:  125.00

Mode: Add
F1=Help  F3=Exit  F4=Index  F5=Reset  F12=Cancel  Cancel?  N
    
```

Employee: The employee number and name will default from the command screen.

Agreement No.: The agreement number will default from the command screen.

Period End Date: This date will default from the command screen.

Invoice No.: The invoice number defaults from ORS TDP Agreement Authorization Maintenance – MR.122.

ORS TDP Deduction Detail Maintenance - MR.267 (cont'd)

Reason Code: The reason code will default to '01' if the employee had a valid deduction withheld from their payroll. If the employee has an active agreement, but did not receive a pay check during the period that is being reported, the user must enter a valid reason code to explain why a deduction was not taken for this specific employee. Refer to appendix B of the State ORS manual for a list of applicable reason codes.

Each employee that has an active agreement will have a record created for each payroll that is included in the period being reported. (**NOTE:** The record is created based on the payroll check date, not the period ending date of the payroll.) Therefore, if an employee did not have a deduction taken for each of the payrolls during the reporting period, the user will have to enter a valid reason code on the record.

TDP Amount Withheld: This information will default from the payroll that corresponds to the deduction date listed on this screen.

ORS TDP Payroll Deduction Detail Report - MR.269

Use this program to re-generate the reports that generate from MR.255-TDP Payroll Deduction Detail Create.

The standard submittal prompt screen will appear when this option is taken.

ORS Print Demographic Edit Reports - MR.273

Use this program to generate a report of the employees that will be submitted to ORS and to generate the edit report after performing maintenance.

The standard submittal prompt screen will appear when this option is taken.

ORS Maintain Demographic Change File - MR.275

This program allows the demographic information to be changed before it is sent to ORS. Any changes that are made using this program should also be made in related employee files to avoid the need to make revisions in subsequent reporting periods.

CAUTION! After maintaining this file, **DO NOT** run Create Wage, TDP, and DEMO Files - MR.261 again. Running MR.261 will reset the date and all changes made through this option will be lost.

MIRPT	VPAC Demographic Information Maintenance Screen	Ref: MR.275 .12
Employee: <u>1004</u>	LITTLELAMB, MARY	433-40-7080
Old SSN: <u>000-00-0000</u>		
Address 1	<u>1 Wooley Lane</u>	
Address 2	_____	
Address 3	_____	
City State	<u>Snow White</u> <u>MI</u>	
Zip Code +4	<u>11111</u> _____	
Province	_____	
Country	<u>USA</u>	
Postal Code	_____	
Date of Birth	<u>03/21/1960</u>	Sex: <u>F</u>
Status Code	<u>11</u>	
Status Effective Date: <u>08/05/2007</u>	(MM/DD/YYYY)	
Mode: Lookup F3=Exit F5=Reset F12=Cancel Cancel? <input type="checkbox"/>		

Old SSN: If the employee's social security number was input incorrectly into the system in the past and then subsequently changed, the old (incorrect) social security number will appear in this field.

Address 1, City, State, Zip + 4, Province, Country, and Postal Code: If the employee's address has changed, the changes can be made in these fields.

Date of Birth: If the employee's reported birth date is incorrect, the correct birth date can be entered.

Status Code: This field is used to indicate the reason why an employee has made a change in the status of their employment. Refer to appendix B of the State ORS manual for a list of applicable status codes.

Status Effective Date: Enter the date that the employee's employment status changed.

It is recommended you make all necessary changes to the Employee Basic File and related files prior to running Create Wage, TDP, and DEMO Files MR.261.

ORS Create Download File - MR. 277

This program creates a file with the Wage, TDP and Demographic information that can be downloaded and then sent to ORS. In addition to creating the file, this option generates all the ORS reports (MR.263, MR.264, MR.269E and MR.273).

The standard submittal prompt appears when this option is taken.

ORS Retirement Hours Set To Post Rpt - MR. 278

Use this program whenever you want to see what a contract employee's hours would be if a payroll were run now. This option will print a report listing the retirement hours in the Job Code (screen reference - PAY.124 .11), the retirement hours from the MIRPT Retirement Hours file (screen reference - MR.345), and the retirement hours to be posted when the payroll is run.

The standard submittal prompt appears when this option is taken.

ORS Retirement Hours Maintenance - MR. 280

After each payroll run, a report is automatically printed which shows the retirement hours that were posted for each contract employee. This option allows the user to change the standard retirement hours that were posted during a payroll run. On the command screen enter the Employee Number, Run No., and Job Code.

```
CMTEMS      MPSERS Retirement Hours File Maintenance      Ref: MR.280 .01

_
Add
Change
Delete
Lookup
Index      Index: 1
End          1 = Employee by Number

(c) Computer Management Technologies, Inc.

Auto Next Record? 
```

```
CMTEMS      MPSERS Retirement Hours File Maintenance      Ref: MR.280 .11

Employee No.: 1014
Employee:     Mouse, Minnie M.
Payroll Run No.: 2439
Job Code:     TEACHR

Run Date:    10/05/07

Work Hours:  60.00

Calendar Quarter: 4

(c) Computer Management Technologies, Inc.
Mode: Lookup

Cancel? 
```

Payroll Run No.: This field displays the latest payroll run number.

Job Code: This field displays the associated job code.

Run Date: Review the run date for which the Work Hours field is being maintained. If a change is necessary, enter the date in MMDDYY format.

Work Hours: Review the hours used for the posting of the retirement hours. To change, enter the new value and press Enter.

Calendar Quarter: To change, enter the correct calendar quarter and press Enter.

ORS Client Access/FTP Download Instructions

Below are the instructions for Client Access version 4.3 for Windows 95, 98, and NT. If you are running a different version of Client Access, or a different Emulator, the instructions may vary.

Make sure you have created your file in MR.277.

- 1) Go to **Client Access**.
- 2) Choose "**Data Transfer From AS400**".
- 3) The system name will default to your client's system name.
- 4) The File name will be EMSFILES/MR277(#####) where the # equals your client member name. For example, EMSFILES/MR277(CMT__00).
- 5) From the **Output Device** pull down menu, choose **File**.
- 6) The File name will be the name of the file that is uploaded to the State's site. You will want the file transferred to the hard drive. The name should be C:\Reporting Unit Number. Pay Period End Date. dat. You must have the ".dat" extension in order for the State to read the file. For example: **C:\25020.MMDDCCYY.dat**. (.dat must be lower case.)
- 7) Click the "**Detail**" button and choose **ASCII Text** from the File type pull down menu under PC file description file. Remove the check mark from the box for "truncate spaces from end of records". Be sure to **uncheck** the box for "Save transfer description" and click **OK**.

NOTE: Phone support for Client Access is billable by the hour.

The following steps relate to FTP:

How to Install WS FTP -

- 1) Go to CMT's web page (www.cmtonline.com).
- 2) Choose Client Area, Michigan Clients.
- 3) Select the WS FTP Download item under the Financial Management System Product Announcements heading. This will install the WS FTP icon on your PC.
- 4) Select the install option.
- 5) Click the **Continue** button.
- 6) Select the option "I am a student, faculty member, or staff member of an educational institution (k-12, junior college, college, or university)."
- 7) Click the **Next** button.
- 8) Select the "at work" option for the location of use for the program and "personal use" for the purpose. Please be sure to select these options as specified.
- 9) Click the **Next** button.
- 10) Click the **Accept** button.
- 11) You can leave the default for the destination folder or specify a different one.
- 12) Click the **OK** button.

- 13) Select the Program Manager Group for the software. CMT used the default.
- 14) Click the **OK** button.
- 15) You should receive a window with the message, "Installation successful! Happy FTPing!"

NOTE: Phone support for WS FTP is billable by the hour.

- 16) To open WS FTP, click on your "**START**" button, select "**Programs**", and then click on the WS FTP item.
- 17) Complete the Session Properties **General** tab as specified below:

The screenshot shows the 'Session Properties' dialog box with the 'General' tab selected. The fields are as follows:

- Profile Name: AS400 (dropdown menu)
- Host Name/Address: Type Your IP Address Here (text box)
- Host Type: IBM AS/400 (dropdown menu)
- User ID: Type Your User ID Here (text box)
- Password: (empty text box)
- Account: (empty text box)
- Comment: (empty text box)

Buttons: New, Delete, OK, Cancel, Apply, Help. Checkboxes: Anonymous (unchecked), Save Pwd (unchecked).

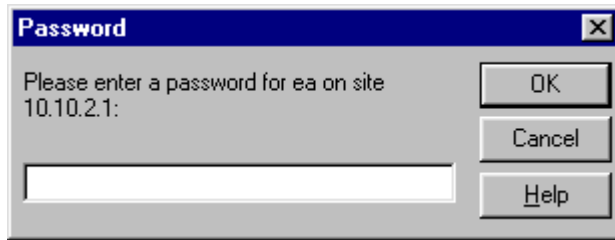
- 18) Click on the **Startup** tab and enter the information below:

The screenshot shows the 'Session Properties' dialog box with the 'Startup' tab selected. The fields are as follows:

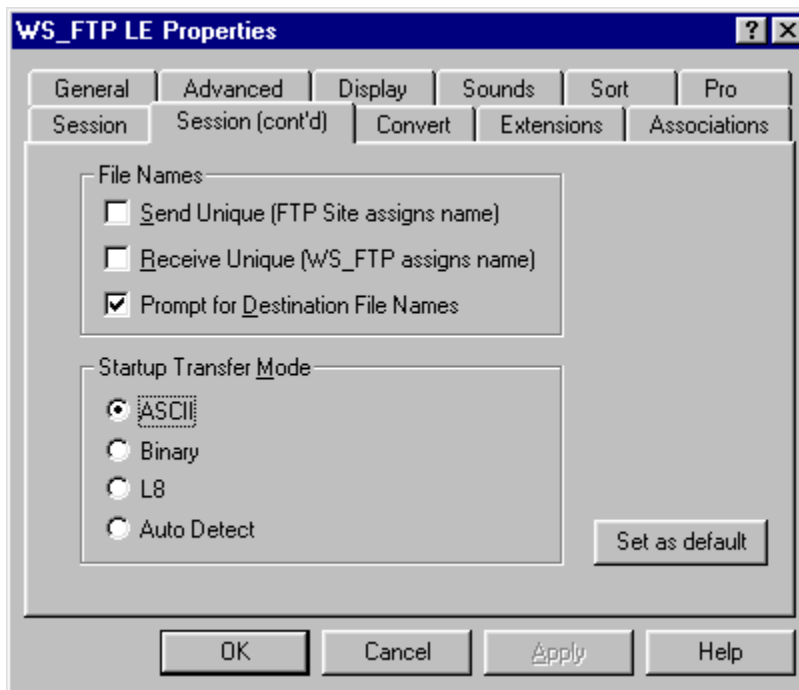
- Initial Remote Site Folder: EMSFILES (text box)
- Initial Local Folder: c:\ (text box)
- Initialize Command: (empty text box)
- Local file mask: (empty text box)
- Remote file mask: (empty text box)
- Time offset in hours: 0 (text box)

Buttons: OK, Cancel, Apply, Help.

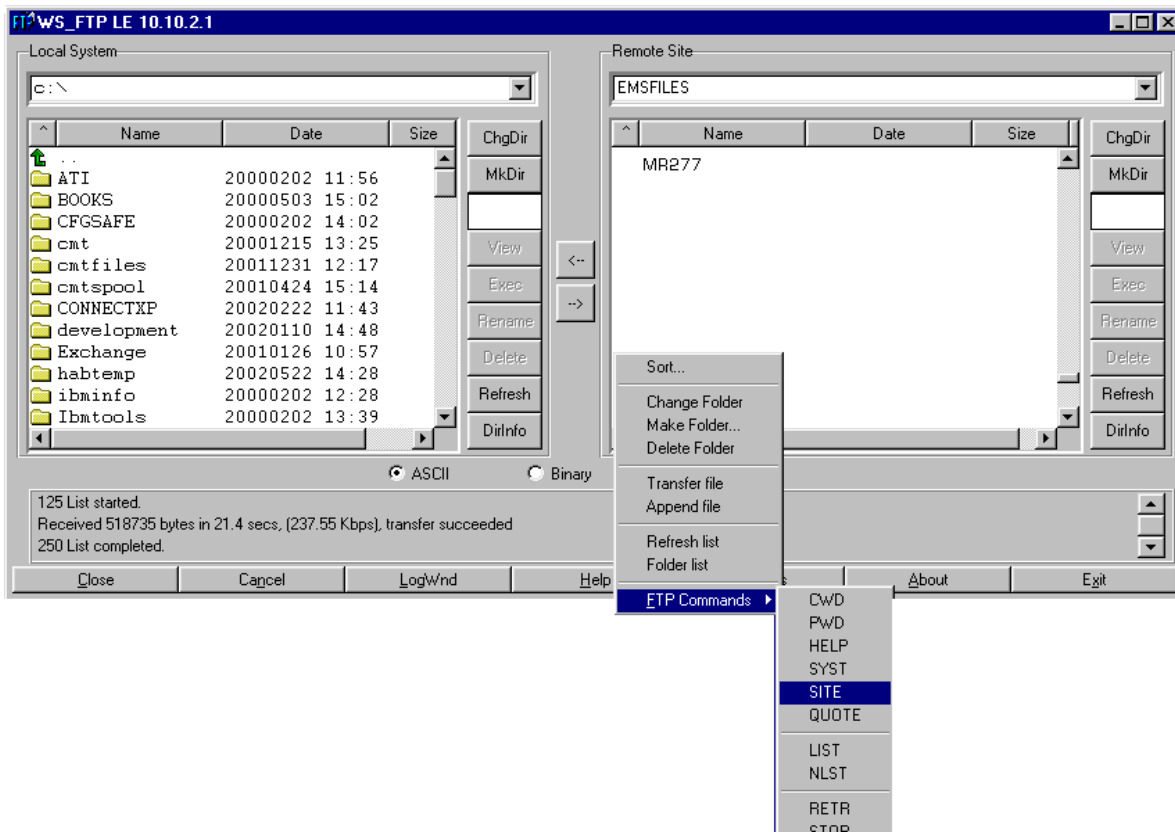
- 19) Use the defaults on the **Advanced** and **Firewall** tabs.
- 20) Click the **Apply** button and then the **OK** button.
- 21) Enter your AS/400 password on the screen below:



- 22) Click the **OK** button.
- 23) The program will compile a list of the files in EMSFILES. This may take a few minutes.
- 24) Click the **Options** button on the bottom of the WS FTP window.
- 25) Click on the **Session (cont'd)** tab and complete screen as below:



- 26) Click the **OK** button.
- 27) Select the file to transfer with the appropriate member by clicking once. (i.e. MR277XXX_00, 'xxx' is your member name.)
- 28) Right click on the file you selected in the previous step.
- 29) Select **FTP Commands** from the list.
- 30) Select the site option.



31) Enter the Trim 0 command in the window as below (**NOTE:** The '0' is a **Z**ero, not the letter O):

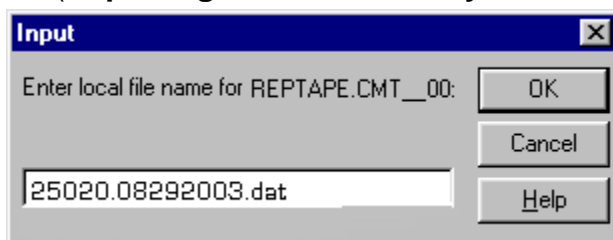


32) Click the **OK** button.

33) Click the Arrow pointing left, located in the middle of the screen, to send the file from the AS/400 to your PC.

34) Enter your file name in the Input window. Remember to use the following State naming convention:

(**Reporting Unit Number.Pay Period End Date.dat**) (i.e. 25020.08292003.dat)



35) Click the **OK** button.

Your file has now been transferred to your PC!

Upload Instructions to ORS

When uploading the file to the State, use the following instructions:

- 1) To obtain a User ID and Password from the State, log on to the State website to create your own User ID and Password.
- 2) Go to <https://ssprd.state.mi.us/SelfService>.
- 3) Select “Login” from the top navigation bars and then enter your user ID and Password on the ORS Employer Reporting Login Page.
- 4) Scroll down to the Employer Selection box and click on the Select button for the organization for which the report is being created.
- 5) Scroll back up to the top and click on “Work on Reports” from the left navigation bar in the Things to Do box.
- 6) Select “Create a New Report” from the options presented on the Work on Retirement Detail Reports screen.
- 7) Enter the “begin date” and “end date” of the pay period being reported on the Create a New Report screen. Enter the dates in the following format, including slashes: MM/DD/YYYY.
- 8) Choose the “Upload Method” radio button to select the method for populating the report and then click on the “next” button.
- 9) Click Browse in the file upload box on the Upload File screen and attach the file created from the AS/400. Then click the “begin upload” button.
- 10) You will receive an “Acknowledgement” screen. Verify the file received by ORS is the one you wanted to send and then click on “I Agree”.
- 11) You will then receive a “Create W&C Report Confirmation” screen. Log off the Employer Reporting website and wait for overnight batch processing. ORS will run the Basic Edit & Validations program overnight. The following morning you will receive a “record status” e-mail that indicates the number and percentage of suspended, flagged and posted records. Any records that do not pass this edit process are put into an online report where you will be able to make online corrections. This process will continue until all records are error free.
- 12) After the Retirement Detail Report has been edited, you can **Accept** the report. If the report is 95% error free, the good records will be updated to the individual accounts. This process will continue until 100% of the accounts have been posted. You will receive a Report Status stating that all records have been posted.