2012 Retirement Reform

Testing System Changes October 29, through November 19, 2012

Testing Instructions

The testing environment is open from October 29, to November 19, 2012. You will be able to submit and process reports after you or your service providers have made the necessary programming changes (see Reform Alert # 13 - 2012 MPSERS Reform Requires System Changes). All three methods of populating your report can be tested; upload, copy forward, and empty report/data entry. The main focus of the testing process is the enhanced DTL4 record.

Batch processing will run nightly, Monday through Friday.

Access to Testing Site

Use the link below to reach the testing site. If your network cannot access this site, please consult your technology partners to check your network's filter settings.

https://orssrw.state.mi.us/SelfService

If you have any questions, please contact ORS_Web_Reporting@michigan.gov.

Getting Ready To Test

For more details about the required system changes go to www.michigan.gov/psru 2012 MPSERS Reform and click on Reform Alert # 13 - 2012 MPSERS Reform Requires System Changes. Please provide this Alert message and its attachments to your software vendor. Your vendor should then provide your reporting unit with a test payroll report incorporating the system changes for you to upload to the ORS test website. Security protocol requires that only valid reporting unit personnel should have access to this test environment.

Ready to Test

Once ORS has notified you that you can begin testing, you will use the testing environment to

1. Test load a report using your preferred method (upload, copy forward or blank report).
2. Include DTL4 records in the test report.
3. Test formatting changes to the DTL4 record.

4. View the download detail and summary page.

NOTE - DO NOT DO ANYTHING WITH ACH/OR PAYMENTS!!!

Testing Schedule

Please review the following schedule.

Day	Step	Directions
1	1.1	Submit a report with Begin Date of 9/15/2012, or later. Submit the report using your preferred loading method: 1) copy forward, 2) create an empty report, or 3) upload a report. Make sure the report contains DTL4 records in the new format that includes added fields for the Personal Health Care member and employer deductions. **Add/Edit a Member Record** For reporting period: **08/11/2012 - 08/24/2012** The status of this member record is: **ORG Fix** - You can resolve this record. **In Queue** - This record is waiting for a previous pay period's record to post and does not need any action. **On Hold** - This suspended record cannot currently be resolved by the reporting unit. **Detail 4 - DC Contribution:** SSN: First Name: MARK Last Name: ESTELLE Middle Name: L Begin Date: (MM/DD/YYYY) 08/11/2012 End Date: (MM/DD/YYYY) 08/24/2012 DC Record Type: 01 -- Regular Employer Reported Wages: $ Member DC Contributions $ Member DC Percent(%): Employer DC Contribution: $ *Added new fields to the Add/Edit DTL4 record screen* Employer DC Match Percent(%): Member PHF Contributions: $ Member PHF Percent(%): Employer PHF Contributions: $ Employer PHF Percent(%): Status Change Date: (MM/DD/YYYY) Status Change Reason Code: Save Cancel
	1.2	After the report has been uploaded or created; manually add at least one DTL4 record populating the new fields.
	1.3	Let the report run through the nightly batch processing.

Day	Step	Directions
2	2.1	Find and review both the uploaded and manually entered DTL4 records. **Ignore Flag or Suspend Messages.** Make sure the new fields appear on the DTL4 record and that each field is populated with data in the correct format.
	2.2	Review the Download Detail. Verify that the new PHF columns AH through AK are visible.
	2.3	Review the Totals Page to ensure they appear with the new format. NOTE: The totals may not be as expected. This is due to differences in contribution rates in our test environment and the end date of the report.
	2.4	Review the updated format for member information on the **Member Benefit Plan** link. Click on the link and enter a social security number, then click OK.
		End of Testing