



Department of Technology,
Management & Budget

2012 Retirement Reform

Testing System Changes October 29, through November 16, 2012

Testing Instructions

The testing environment is open from October 29, to November 16, 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 MPERS 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 MPERS Reform and click on [Reform Alert # 13 - 2012 MPERS 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.



www.michigan.gov/psru



P.O. Box 30171
Lansing, MI 48909-7671



(517) 636-0166

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	<p>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.</p> <p>Make sure the report contains DTL4 records in the new format that includes added fields for the Personal Health Care member and employer deductions.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Add/Edit a Member Record</p> <hr/> <p>For reporting period: 08/11/2012 - 08/24/2012</p> <p>The status of this member record is:</p> <hr/> <p>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.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>Detail 4 - DC Contribution:</p> <p>SSN: <input type="text"/></p> <p>First Name: <input type="text" value="MARK"/></p> <p>Last Name: <input type="text" value="ESTELLE"/></p> <p>Middle Name: <input type="text" value="L"/></p> <p>Begin Date: (MM/DD/YYYY) <input type="text" value="08/11/2012"/></p> <p>End Date: (MM/DD/YYYY) <input type="text" value="08/24/2012"/></p> <p>DC Record Type: <input type="text" value="01 -- Regular"/></p> <p>Employer Reported Wages: \$ <input type="text"/></p> <p>Member DC Contributions \$ <input type="text"/></p> <p>Member DC Percent(%) <input type="text"/></p> <p>Employer DC Contribution: \$ <input type="text"/></p> <p>Employer DC Match Percent(%) <input type="text"/></p> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <p>Member PHF Contributions: \$ <input type="text"/></p> <p>Member PHF Percent(%) <input type="text"/></p> <p>Employer PHF Contributions: \$ <input type="text"/></p> <p>Employer PHF Percent(%) <input type="text"/></p> </div> <p>Status Change Date: (MM/DD/YYYY) <input type="text"/></p> <p>Status Change Reason Code: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div> <p style="font-size: small; color: blue; border: 1px solid blue; padding: 2px; display: inline-block;">Added new fields to the Add/Edit DTL4 record screen</p> </div>
	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.

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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	<p>Review the Download Detail. Verify that the new PHF columns AH through AK are visible.</p> <table border="1"> <thead> <tr> <th>Z</th> <th>AA</th> <th>AB</th> <th>AC</th> <th>AD</th> <th>AE</th> <th>AF</th> <th>AG</th> <th>AH</th> <th>AI</th> <th>AJ</th> <th>AK</th> <th>AL</th> </tr> <tr> <th>IC</th> <th>Gross</th> <th>Member</th> <th>Member</th> <th>Employer</th> <th>Employer</th> <th>Status</th> <th>Status</th> <th>Member</th> <th>Member</th> <th>Employer</th> <th>Employer</th> <th></th> </tr> <tr> <th>Record</th> <th>Wages</th> <th>Contributions</th> <th>DC %</th> <th>Contributions</th> <th>DC Match %</th> <th>Change Date</th> <th>Change Reason Code</th> <th>Contributions</th> <th>PHF %</th> <th>Contributions</th> <th>PHF %</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>664.56</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>13.29</td> <td>2</td> <td>13.29</td> <td>2</td> <td></td> </tr> <tr> <td>1</td> <td>4481.04</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>88.37</td> <td>2</td> <td>88.37</td> <td>2</td> <td></td> </tr> <tr> <td>1</td> <td>1637.91</td> <td>32.76</td> <td>2</td> <td>16.38</td> <td>1</td> <td>0</td> <td>0</td> <td>32.75</td> <td>2</td> <td>32.75</td> <td>2</td> <td></td> </tr> <tr> <td>1</td> <td>366.5</td> <td>0</td> <td>0</td> <td>14.66</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	IC	Gross	Member	Member	Employer	Employer	Status	Status	Member	Member	Employer	Employer		Record	Wages	Contributions	DC %	Contributions	DC Match %	Change Date	Change Reason Code	Contributions	PHF %	Contributions	PHF %		1	664.56	0	0	0	0	0	0	13.29	2	13.29	2		1	4481.04	0	0	0	0	0	0	88.37	2	88.37	2		1	1637.91	32.76	2	16.38	1	0	0	32.75	2	32.75	2		1	366.5	0	0	14.66	4	0	0	0	0	0	0	
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	2.3	<p>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.</p> <table border="1"> <thead> <tr> <th colspan="2">Report Totals for Regular and Adjustment Download Detail</th> </tr> </thead> <tbody> <tr> <td>Total Gross Wages</td> <td>\$ 0.00</td> </tr> <tr> <td>Total Gross Wages (Retirees)</td> <td>\$ 0.00</td> </tr> <tr> <td>Total Member DB Contributions</td> <td>\$ 0.00</td> </tr> <tr> <td>Total Member DC Contributions</td> <td>\$ 182.21</td> </tr> <tr> <td>Total Employer DB Contributions</td> <td>\$ 0.00</td> </tr> <tr> <td>Total Employer DC Contributions</td> <td>\$ 1,927.91</td> </tr> <tr> <td>Total Member PHF Contributions</td> <td>\$ 1,484.11</td> </tr> <tr> <td>Total Employer PHF Contributions</td> <td>\$ 1,484.11</td> </tr> <tr> <td>Total TDP Deduction Amount</td> <td>\$ 0.00</td> </tr> </tbody> </table>	Report Totals for Regular and Adjustment Download Detail		Total Gross Wages	\$ 0.00	Total Gross Wages (Retirees)	\$ 0.00	Total Member DB Contributions	\$ 0.00	Total Member DC Contributions	\$ 182.21	Total Employer DB Contributions	\$ 0.00	Total Employer DC Contributions	\$ 1,927.91	Total Member PHF Contributions	\$ 1,484.11	Total Employer PHF Contributions	\$ 1,484.11	Total TDP Deduction Amount	\$ 0.00																																																																							
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	2.4	<p>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.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Things To Do</p> <ul style="list-style-type: none"> Employer Home Work on Reports View ING Feedback File View Payroll Calendar FF, ORP, and/or UAL Wages Work with Contacts View Employee Info Member Benefit Plans View Employer Statement Update My Profile </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Working with : Community Public Schools</p> <h3>View Member Benefit Plans</h3> <p>This process allows you to review basic information about an MPSERS member in order to determine the amount of employee contribution that should be withheld.</p> <p>To view member information:</p> <ol style="list-style-type: none"> 1. Enter the member's Social Security Number in the SSN field. 2. Click the "OK" button. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>SSN Search Form</p> <p>Enter the SSN :</p> <p>Social Security Number 1 : <input type="text"/></p> <p>Social Security Number 2 : <input type="text"/> (Optional)</p> </div> </div>																																																																																											
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