



Get to know the new Reporting Instruction Manual (RIM)

The *Reporting Instruction Manual* is an essential source of information and instruction for employers who report to ORS. In response to requests from users and our own review, we analyzed the manual and identified numerous ways to improve its useability. We then reviewed and revised the information to make the terms and language more consistent and the organization of the information more accessible and clearer for you, the end users. Importantly, **the revisions do not involve changes to the rules and guidelines for how to report.**

What has changed

- Reorganized sections – we put sections in an order that follows a clearer sequence.
 - Chapters 1-6 focus on information – the who, what, why of reporting, according to Michigan law and ORS administrative rules.
 - Chapters 7-14 provide instruction – the how of reporting, focused on the use of the Employer Reporting website.
- Fewer sections and more descriptive section names.
- More cross-references (links to other sections).
- Expanded and updated glossary and a printable list of common acronyms.
- Expanded and updated lists of common error messages.
- Updated screenshots and reformatted tables.

What's new

- Reporting Process Checklist
- Appendix A and Appendix B
 - **Appendix A: Obsoleted Reporting Information** - Appendix A contains sections of the RIM that are no longer in effect (obsolete). You may refer to this chapter for reporting rules that were in effect in the past.

The screenshot shows a list of sections in Appendix A. Section A.02 is highlighted with a red 'X' and a callout box pointing to the text 'Marked obsolete 07/16/2014'. Another callout box points to the section title 'A.02 Completing the Remittance Advice Form for Defined Benefit Payments (formerly 8.03.02.02)' with the text 'section number in the Archived RIM'. A third callout box points to the text 'Each section begins with the date it was marked obsolete (no longer in effect)'. A fourth callout box points to the section titles 'A.01 Completing the Remittance Advice Form for Defined Contribution Payments (formerly 8.03.02.03)' and 'A.03 The Remittance Advice Forms (formerly 8.03.02.01)' with the text 'Sections in the Appendix A are numbered, from oldest to newest by the date marked obsolete'.

- **Appendix B: Previous Versions of Revised Reporting Information** - Appendix B has a link to the previous version of the RIM in PDF form, valid through March 18, 2022. It also contains sections of the RIM that have been updated or revised after that date. These sections may have information that is no longer in effect, but you may wish to refer to them for reporting rules that were in effect in the past.



Tips to consider when navigating:

- You'll see more “see Section ...” hyperlinks within the sections.
- On the left, links to other chapters appear on chapter pages; links to other sections appear on section pages.

- Links open in a new browser tab, so you can review more than one section and return to the previous section’s tab easily.

- Some chapters have far fewer sections, with subtopics that were formerly individual sections combined under a single section, then listed at the top of the section with links to the details further down on the page. For example:

- In **Chapter 3: Membership**, the sections formerly shown at the chapter level are now subsections of either *3.02: Special membership circumstances* or *3.03: Who is not a member*.
- In **Chapter 4: Reporting Compensation**, the subsections of compensation types can now be found in section *4.01: Compensation types: reportable, nonreportable, and special situations*, with links to other sections as needed. Those sections have subsections with links to the details.
- In **Chapter 6: Member Benefit Plans and Contributions**, the sections for each plan combination (pension and health benefit) were combined into sections with similarities, such as *6.03.01 Basic plan and Basic 4% plan*, and the sections on contribution rates are also combined and summarized in fewer sections.