ORS Report and File

Find the starting and ending Register Dates

- The starting register date is the day after the date you ran the preceding payroll
- The ending register date is the day you ran the current payroll

Modules: Payroll Employee Records
Screen: Employee Register Records Screen
Find an employee you pay every payroll

- Click Next to look for the current payroll check date - use the register date on this screen as your ending register date
- Click Previous to go back one pay period for this same employee – verify that the check date is the preceding payroll
- Add 1 day to the register date on this screen and use that date for your beginning register date

Update the detail records with current payroll data

Modules: Payroll Module Administration
Screen: ORS MPSERS Pay Period Report Records Screen
Operations: Update ORS Pay Period Report records

- Click Yes to proceed with the operation
- Key in the starting and ending register dates
- Key in the first and last work dates – these are the dates you are used to using
- Key in the reporting period end date – this is the current check date

Screen: ORS MPSERS Pay Period Report Records Screen

- Under the Member Demographics tab, in the bottom right hand corner, key the current check date in the highlighted box so the reports only include information from the current payroll.
- Click Save

Print Reports

Reports: ORS MPSERS DTL1 Member Demographics Pay Period Report

- Click OK to proceed with report request

- Report Print Options Box appears
- Verify or change the selected printer
- Click OK to print the report
- This report may not print if there are no new hires or changes in the data that prints on the report.

Reports: ORS MPSERS DTL2 Wage and Service Pay Period Report
- Click OK to proceed with report request
- Report Print Options Box appears
- Verify or change the selected printer
- Click OK to print the report

Reports: ORS MPSERS DTL3 TDP Deductions Pay Period Report
- Click OK to proceed with report request
- Report Print Options Box appears
- Verify or change the selected printer
- Click OK to print the report
- This report may not print if there are no TDP agreements to report.

Reports: ORS MPSERS DTL4 Defined Contributions Pay Period Report
- Records for Reporting Period End Dates –
    - Choose "All" or "Selected"
    - If you choose "Selected", enter a date to only include records for that reporting period end date
    - Click OK to proceed with report request
- Report Print Options Box appears
- Verify or change the selected printer
- Click OK to print the report
- This report may not print if there are no new employees hired after July 1, 2010.

Verify that the information on the reports is accurate.

If the information is accurate proceed with creating the ORS file.

If the information is not accurate make changes on the ORS MPSERS Pay Period Report Records Screen.
- Change the appropriate record by clicking on the tabs.

- You will not be able to change data in blue.
- You may need to make changes on the ORS website after the file is loaded if you are unable to change the data in MI-CASE before a file is created, with the exception of Detail 4 information. Currently, there is not a way to edit the Detail 4 information on the ORS website. In this case, you will need to contact ORS to find the best way to make changes (usually a spreadsheet uploaded to the DEG site).
- After MI-CASE changes are made, proceed with creating the ORS file.

Create the ORS File

While you are in the ORS MPSERS Pay Period Report Records Screen, click on Operations.
Operations: Create ORS Pay Period Report File to Upload to MPSERS
- Click Yes to proceed
- Key the check date as the Reporting Period End Date
- Select the directory where you would like to save the file
- Click Yes to proceed with the file creation

Minimize the MI-CASE system and open the file in notepad.
Verify the date and total dollar amount is correct.
Close file.
Rename file, if necessary, by right clicking on the filename and typing the new name.

Upload file to ORS