



August 29, 2008

Volume 12, Issue 18

Email the LookOut Staff LookOut Archives

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Staff pulls off exceptional service once again!

When faced with potential salary changes, many of our judicial members came knocking on our door to understand the effects on their pension. In response, BPD, CSC, ER, and CE staff pulled together to create informational packet for each active defined benefit plan judge in just two weeks!

The packets included personalized pension estimates, a Frequently Asked Questions documents, and an updated plan summary.

In addition, **Pam Garver** and **Laurie Mitchell** traveled to meet face-to-face with 100+ plus judges to discuss the materials and address their questions.

“The group was really nice and they were very thankful for the hard work and effort from ORS,” commented Pam after meeting with a group of probate court judges.

Once again, ORS continues to meet the needs of our customers and uphold our standards of excellence – way to go team!

Judges Plan Summary available on the website

[An updated version of the Judges Retirement System Plan Summary \(R0159B\)](#) is now posted on the [judges defined benefit website](#). Please discontinue using and recycle any of the 1994 or earlier versions.

Calendar

September

Labor day	1
Ice Cream Social	2
Public School Employees Board Meeting	11
DMB Employee Celebration and Recognition Event	16
State Employees Board Meeting	18
Vision ORS Celebration	23

New superintendent certification streamlined

Each year, ER works with CE to send a letter and certification form to the reporting units. This annual mailing requires the superintendent of each reporting unit to validate the names of employees authorized to submit payroll reports.

Previously, the superintendent certification process involved a series of manual steps requiring much time, intervention, and room for error. Those steps included performing a query and then cleaning up the data, CE preparing the letter and performing the mail merge, then a student stuffing each letter and attachment into an envelope for mailing.

This year, a new batch program saved approximately three days worth of work. In this new process, CE worked with ER to revise the letter and then requested AST to schedule the batch for August 15. The batch program produced 717 letters, prepopulated and bar-coded certification forms, and automatically transferred the

On the Horizon

- All Staff Meeting - October 7

Quick Links

- [ORS Member Website](#)
- [ORS Employer Website](#)
- [Knowledge Library](#)

Commonly Used Acronyms

AST	Application Support Team
BLA	Business Leadership Assembly (<i>EPC, BPOs, and BPLs</i>)
BPD	Benefit Plan Design
BPL	Business Process Leader
BPO	Business Process Owner
CE	Customer Education
CSC	Customer Service Center
DB	Defined Benefit
DC	Defined Contribution
DIT	Department of Information Technology
DMB	Department of Management and Budget
EPC	Executive Process Council (<i>Phil, Laurie, Tim, and Anthony</i>)
EPO	Executive Process Owner
ER	Employer Reporting
ORS	Office of Retirement Services
PRIM	Preretirement Information Meeting (<i>public school employees</i>)
PRO	Preretirement Orientation (<i>state employees</i>)
PS	Process Support
SME	Subject Matter Expert
T&T	Tools and Technology
UAT	User Acceptance Testing



letters to be printed and mailed.

The batch also automatically saved each letter to the reporting unit's image file. The automatic save-to-imaging function eliminated the need for CE to print two copies of the letter, for PS to scan and index each letter, and provided ER with instant information regarding the mailing. When the forms are returned, the barcode will assist the imaging staff by automatically selecting the correct reporting unit to index the form.

Thanks to the hard work and dedication of **Rosemary Baker, Pam Garver, Joanne Masarik, Kris Morris, Ann Schneider,** and **Angie Schrauben,** a once time-consuming, manual process has been simplified.



Summer vacation photo sharing

Had an eventful summer vacation? Send us your photos. The *LookOut* is planning a photo gallery with your photos for a September issue. Email your photos with a caption to ORS-LookOut@michigan.gov.

business briefs

All staff questions for the EPC wanted

The all staff planning team would like your questions for the EPC to answer at the October 7 meeting. You can provide your questions in the cans located throughout the office, or [offer them online](#).



CSC staff bid farewell to four employees:

Lisa Coon has accepted a position with Jackson National Life. Her last day was August 22.

Heidi Simison will attend Protégé academy of cosmetology. Her last day was August 28.

Jane Thom returns to school and will be attending Ferris State University. Her last day was August 28.

Penny Winston's last day is September 5. She has accepted a position with Department of Labor and Economic Growth.

CE wishes many wonderful days in retirement to **Chuck Simpson**. Today is his last day.

Also, AST wishes the best to **Mark Alexander**. He has accepted a position with

[Click here to view the latest Balanced Scorecard.](#)



Accident Fund and his last day will be September 9.

Staff on the move

Kyle Seymour, former ING employee, began working for BPD on August 25.



An office wide initiative to "Go Green" is underway as mentioned in a recent email from **Michael Kanuszewski**. If you've got any energy saving ideas that we can utilize right here in our office, please email them to Michael by September 5.

"So far I've seen suggestions like, think before you print, shut off overhead lights in areas not in use, or take elevators less and stairs more," said Michael. "I'm hoping great ideas like these will continue to come in."



Michael Kanuszewski

Shutting down your monitors and computers on a daily basis before leaving work has been shown to significantly cut energy costs.

ORS golf outing

The 18th Annual ORS Golf Outing was held at the Grand Ledge Country Club for the ninth consecutive season on August 28. Sixty-seven golfers and three beverage cart drivers started arriving at 11:30 a.m. for a hot dog and chips lunch. After setting up their carts and digging through their "goodie bags" (each filled with a sleeve of golf balls and other assorted trinkets), the golfers hit the links for a 12:30 shotgun start of golf and socializing. This year's outing included ORS & AST present and past staff, business partners, and family and friends.



ORS beverage carters served water and pop which was included in the price of the outing. After a great round of golf (in a few cases...) dinner was served in the GLCC banquet hall. There were plenty of BBQ pork, sandwiches, and hot dogs, as well as an assortment of salads, chips, and desserts.

Six hole prizes were awarded for longest drives, closest to the pins, and longest putts, as well as a "goofus prize" for the golfer who lost the most balls. In addition, there were lots of wonderful door prizes, and special gifts were presented to the beverage cart drivers for their help.



[View more pictures now.](#)

DMB Mission:
Partners in achieving excellence

ORS Purpose:
We are an innovative retirement organization driven to empower our customers for a successful today and

The golf winners were awarded medallions as follows:

1st place- tie- with a 9 under par 63 & 25 putts- Lost Boys of Summer- **John Donovan, Dick Pennington, Brad Choate, Jon Seeger** (awarded gold medal in coin toss)

a secure tomorrow.

The *LookOut* is published by the Office of Retirement Services,

Department of Management and Budget, State of Michigan

Director: Phil Stoddard
 Edited by Customer Education

Thanks for reading!!



1st place- tie- with a 9 under par 63 & 25 putts- The Cooler Boyz- **Bill Motz, Steve Motz, Tim Droste, Tom Braun** (awarded silver medal in coin toss)

3rd place- with a 7 under par 65 & 22 putts- Far & Away- **Jeff Ellsworth, Bruce Becker, David Zink, Pat Bridson** (bronze medals)

Picnic wrap up:

ORS staff enjoyed the 12th annual picnic put on by the employee activity committee (EMPAC). This year's event featured a water balloon toss, volleyball game, three-legged race, and a euchre tournament.

Special thanks to EMPAC members: **Mary Anderson, Angela Bryan, Robert Glennon, Leza Rebera, Ann Schneider, Pam Ward, and Suzanne Wright.**



[View more pictures now.](#)

Note: Because some of the links in this newsletter point to network resources, some of the links may not work if you are reading this outside of the organization.