

ORS Look Out

Year 2000



70 Days

October 22, 1999

Volume 3, Issue 7

ORS Mission:

We deliver pensions, related benefits and services to promote the future financial security of our customers.

ORS Vision:

Fast, easy access to complete and accurate information and exceptional service.

EFT campaign is very successful

In September, pension recipients who received a printed warrant also received an application to sign up for Electronic Funds Transfer (EFT). **Lisa Reed** commented on the success of the campaign by saying, "This enrollment drive has been very successful - to the point that we are slightly overwhelmed with EFT applications."

EFT payments are less costly to process than check payments. It

has been estimated that every EFT that is processed saves ORS 55¢. ORS will save money and improve services due to this campaign.

As of October 13, 1999, we received 1,317 new EFT applications and 31 changes for the retirement systems we administer.

Overall, we had an excellent response to our EFT campaign. Thanks staff for all the hard work!!

Eligible retirees receive annual October increase

The October increases project has been successfully rolled into production. Eligible pension recipients will have the increase reflected in their October pension payment. Recipients must be retired one full year to be eligible. The retirement effective date must be October 1, 1998 or earlier. Increases accumulate, but do not compound.

Applicable increase percentages and eligible recipient types are indicated below:

Public School Retirees Increase:
3% (there is no maximum cap)

Eligibility:

- Member Investment Plan retirees

- pre February 1, 1987 "retirement effective date"
- Basic Plan retirees are NOT eligible

State Employee Retirees Increase:
3% (capped @ \$25/month)

Eligibility:

- all retirees are eligible, except Duty Death & Duty Disability

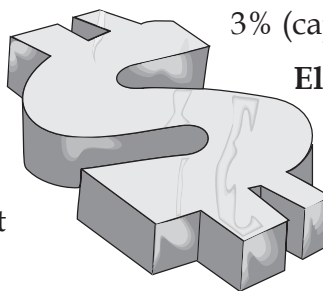
State Police Retirees Increase:

2% (capped @ \$41.67/month)

Eligibility:

- all retirees are eligible

Remember: For all three systems, the retirement effective date must be October 1, 1998 or earlier.



ORS Calendar

October

Pension Paydate ----- 23rd

Halloween Party ----- 29th

November

State Employees Board

Meeting ----- 4th

Veterans Day Holiday - 11th

Public School Employees

Board Meeting ----- 19th

Pension Paydate ----- 24th

Thanksgiving Break 25-26th

December

ORS Holiday Party ---- 15th

Pension Paydate ----- 17th

Pension Paydate ----- 23rd

Staff demonstrates enthusiasm for Spirit Day!

The MSU/U of M Tailgate Party saw a great turn-out on Friday, October 8 and ORS staff made clear which team they were rooting for!

Shown here are some of the contest winners, and others who demonstrated their team spirit was alive and well.

Clockwise from the top left, we have **Amy Betts**, **Fred Covert**, and **Kris Morris** showing off their well-decorated offices. **Sheila Patterson** tried her skill at the football

toss, while a supportive crew looked on.

Amy Betts and **Carol Wheaton** try to keep the "dueling teddy bears"

apart. The "supportive"

Finance & Administration staff show their strength, with **Al Juderjohn** topping the pyramid. In the center,

Matt Beha, **Barbara Kirkland**, **Lisa Schmidt**, and **Lori Herendeen** show their support for their own special teams.



Updated Policies and Procedures



Here are a few more revised policies and procedures for ORS. Remember, you can access all of the ORS

On-line Policies and Procedures on the FSRetirementShared drive in the Pol_Proc folder.

FA72 Maintaining Records and Mailroom Equipment.

OPER135 Processing divorce judgments after retirement.

OPER140 Processing pension equated cut-backs.

OPER141 Processing Equated Retirement Plan Pension adjustments.

OPER201 Standard counselor set-up.

OPER235 Retirement process.

OPER236 Estimating retirement benefits.

OPER239 Adding a surviving spouse or beneficiary to payroll.

OPER281 Equated Plan reduction based on estimate provided by the Social Security Administration.

OPER314 Equated Retirement Plan Pension Adjustments.

OPER325 Processing Equated Retirement Plan Pension.

Check future *LookOuts* for more On-Line Policy and Procedures.



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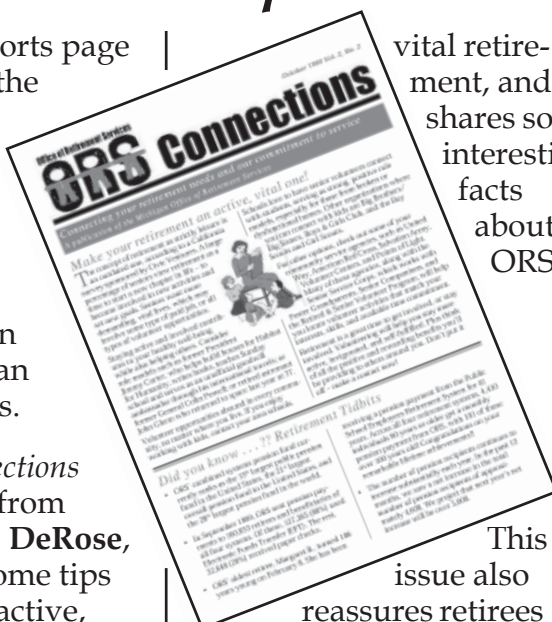
Chris DeRose, Director
Rosemary Baker, Matt Beha and
Robert Glennon, Editors

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Connections keeps retirees in touch

It doesn't have a sports page and doesn't report the weather. But the *ORS Connections* newsletter has a larger circulation than the *Lansing State-Journal*. The latest issue is now in the mail to more than 160,000 ORS retirees.

The Fall 1999 *Connections* features a message from ORS Director **Chris DeRose**, gives our retirees some tips on how to have an active,



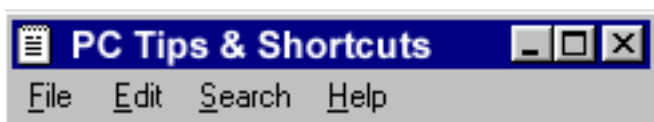
vital retirement, and shares some interesting facts about ORS.

This issue also reassures retirees

about ORS' Y2K readiness, offers tips on how to avoid charity scams, has an interesting map telling where ORS retirees live, tells all about ORS surveys, and lists those all-important pension issue dates.

The first three issues of *Connections*, launched in March of 1998, were very well received by our retirees. This latest issue should be no exception.

A copy of the *Connections* is included with this issue of the *LookOut*.



Track editing changes

Michael Zingsheim of ORS Information Technology/Reengineering states, "I came across a tip in the course of doing project work that might prove useful to you if you don't already know it.

"For documents that you are editing or updating, especially ones that are being edited or updated frequently such as a Detail Design Document, it may be very helpful to you if you can **keep track of the changes being made**.

"As you may be aware," he notes, "Microsoft Word '97 can do this for you. With Word's revision tools feature you can easily view and sort

through team members' document edits.

"Go to View/Toolbars/Reviewing; then click the Track Changes button.

"Each editor's changes will appear in a different color. View each change individually to accept or reject it.

"Utilizing this feature could save quite a bit of time, rather than comparing documents to determine what changes were made, or perhaps saving various documents under different file names, and trying to keep track of who did what, etc. Try this feature if you haven't already done so," Michael suggests, "and you may find it useful."

Public School Employees Annual Member Statements on track

According to **Chantele Geisenhaver**, project coordinator for the Annual Member Statements for the Public School Employees Retirement System, everything appears to be on target for a November 1999 mailing. This is a major task each year.

This year, about 327,000 statements will be mailed to active members at their home address, or forwarded to them through their public school employer.

Thought for the Day

Sometimes only a change of viewpoint is needed to convert a tiresome duty into an interesting opportunity.

— Alberta Flanders

Comings and goings in ORS

The Detroit Outreach Office has a new student assistant as of Monday, October 18. **Shannon Ridley** is attending Wayne State University.

Customer Service said good-bye to student assistant, **Michelle Clark**, who left Friday, October 15 to take an internship position with the Community Newspapers.

Area Code Reminder

As of October 2, the 616 area code was split into 616 and 231. It is now *required* to have the correct area code or your call will not go through. The affected prefixes are posted outside the resource library on the "What's New" board in 3A, and in 1A and 3B common posting areas. If you have any questions, please contact **Lisa Schmidt** in Finance and Administration.

Help feed the less fortunate

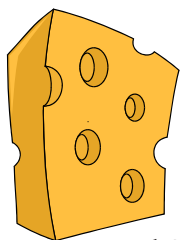
GOB has set up three collection bins for the annual Harvest Gathering – on the first floor in both stairwells, and in the elevator hall.

The Harvest Gathering collects food for the Food Bank Council of Michigan to feed hungry Michigan families. The collection runs from October 18 thru October 29.

If you prefer to make a monetary donation make your check payable to Food Bank Council of Michigan and mail the check directly to the Food Bank Council of Michigan, 501 N. Walnut St., Lansing, MI 48933. If you want to be credited for the *monetary* donation, request a pledge card from **Claudia Allen** in the Office of Purchasing.

If you have further specific questions, please contact Claudia Allen at (517) 373-8139.

Thank you for your anticipated generosity to feed those who are less fortunate than we are.



The Cheese Corner

Do you wish you had a different job? Or that your personal relationships were going better? Maybe you would like more money. Or like to feel more energized!

It's all possible for those who read and internalize the message in the book, *Who Moved My Cheese?*, introduced at the ORS All-Staff meeting several weeks ago. This little book offers concrete ideas for going after what we want in life, not sitting and wondering why life has passed us by. The cheese in the title, you see, is the things we want from life. And because change is part of life, the cheese is constantly moving. The real trick for the smart mouse or human is to find where the cheese has moved.

If you haven't read the book yet, you owe it

to yourself to do so now! If you have read it, talk it over with your co-workers and see what you can do to motivate one another to put it into action and find out where your own personal cheese is waiting to be discovered.

To help you develop a new way of looking at things (which might, in turn, help you figure out where your cheese has moved to), try your hand at this exercise:

In the basement there are three light switches in the "off" position. Each switch controls one of three light bulbs on the floor above. You are in the basement and you may move any of the switches, but you may only go upstairs one time to check your results. How can you determine which switch controls which light bulb? The answer will be printed in the next issue of the *LookOut*.

