



November 9, 2007

Volume 11, Issue 24

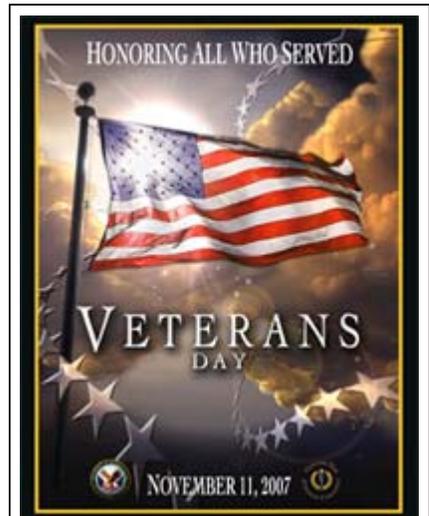
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## Retirement Readiness for public school employees boasts several revisions

The November 2007 version of *Retirement Readiness, A Two-Year Countdown* features a new cover and several content changes. Many changes were made to add clarity and consistency with the website and other publications. Additional changes include:

- Public Act 110 information (**pages 9, 10, 28, 30, 31, 34**)
- Public Act 617 information (**pages 12, 17, 20, 33**)
- New language under About This Publication:  
 “This publication can be made available in alternative formats to meet the needs of our customers with visual or physical limitations. Please contact ORS if you require this service.”
- **Qualifying for your Pension section (page 7) changes:**
  - Deferred retirement section more prominent
  - Summer birthday provision language clarified
- Attention is called in some sections to signing the Pension Option form in the presence of a notary public in an attempt to help reduce the number of applications returned to members.
- Some language changes also attempt to encourage customers to use the website or other sources of information to educate themselves in an effort to reduce the number of calls and walk-ins.
- Your Insurance Benefits section (**page 28**) changed substantially from the January 2005 version of the book. Changes were made to include new legislation and clearer, more detailed language.
- Webinars are introduced in this book,



This Veterans Day, don't just see it as a three-day weekend, take time to honor the people for which Veterans Day is celebrated. Scroll down to read the History of Veterans Day article.

Calendar	
<b>November</b>	
Veterans' Day	12
Thanksgiving Holiday	22-23
DMB Employee Recognition Ceremony	28
Public School Employees Board Meeting	29
<b>December</b>	

**Not sure if you have the most recent version of a publication? Scroll to the bottom of this issue for a listing of the current publications and their**

Silent Auction & Basket Sale	12
State Employees Board Meeting	13
ORS Holiday Party	19
Christmas Holiday	24-25
New Years Eve	31

encouraging readers to check them out on the website.

publishing dates.

**Please dispose of all copies of earlier versions when the new books are delivered. We expect delivery no later than November 9.**

Check it out at [http://www.michigan.gov/documents/ORS\\_MPERS3\\_80702\\_7.pdf](http://www.michigan.gov/documents/ORS_MPERS3_80702_7.pdf).

- On the Horizon**
- Deadline for ORS Excellence Awards Nominations March 3, 2008

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

**Commonly Used Acronyms**

AST	Application Support Team
BLA	Business Leadership Assembly (EPC, BPOs, and BPLs)
BPD	Benefit Plan Design
BPL	Business Process Leader
BPO	Business Process Owner
CE	Customer Education
CSC	Customer Service Center
DB	Defined Benefits
DC	Defined Contributions
DIT	Department of Information Technology
DMB	Department of Management and Budget
EPC	Executive Process Council (Phil, Laurie, Tim, Anthony, and Kathy)
EPO	Executive Process Owner
ER	Employer Reporting
ORS	Office of Retirement Services
PRIM	Preretirement Information Meeting (public school)

## Power files are no more

A big part of ORS's past disappeared last week and became yet another sign of how far we've come. With the help of Remco Storage Systems and DMB movers, the final four Kardex Lektriever Automated Filing systems were removed from the General Office Building.

Affectionately known as the "power files," these bad puppies weighed in at almost 3,000 pounds each when they were empty and over 6,000 pounds when filled with files. We originally had over six full cabinets that held 9,000 1/4 inch files. If we were to purchase them new today, they would cost over \$26,000 each.

The power files were installed in the early 1980s and were the backbone of correspondence management for public school customers until we began imaging.

Ask one of our "vintage" staff members about how they began work at ORS with the power files. For many years, all new employees spent at least a couple weeks learning the filing system, understanding the "color wheel," and learning what it meant to put files in "terminal digit (TD) order." With over 9,000 files in each of the six cabinets, a file placed in the wrong spot was potentially lost forever. "**Patty Wethy** had a particularly keen eye for seeing misplaced files in the power files," **Fred Covert** said.

In the last edition of the *LookOut*, we detailed the significant effort by PS to image all member files into Clarety. This accomplishment made the power files an ancient relic in ORS history!



Above: Pam Cook takes time out for a photo with the disassembled power file parts.

# TECH tips

## GroupWise alarm functions

	employees)
PRO	Preretirement Orientation ( <i>state employees</i> )
PS	Process Support
SME	Subject Matter Expert
STG	System's Technology Group ( <i>Web self-service contract vendor</i> )
T&T	Tools and Technology

A recent update to GroupWise may have eliminated the calendar alarm setting for some users. If your notification of appointments no longer works, follow these simple steps to get it working again.

1. Click on the Tools menu and select Options.
2. Double-click on Security in the Options window.
3. Click on the Notify tab.
4. If your name is not listed in the Notification List type it in the Name box and then click Add User.
5. Click on your name in the Notification list.
6. Click on Subscribe to Alarms in the Notify options section to set your calendar alarm feature.



**MACKINAC BRIDGE**  
Michigan

Michigan officially celebrated the 50th anniversary of the Mighty Mac on November 1. Check out some interesting facts at [www.mackinacbridge.org/facts-figures-16/](http://www.mackinacbridge.org/facts-figures-16/). You can also see what's going on right now at the bridge with it's webcam at [www.mackinacbridge.org/bridge-cam-20/](http://www.mackinacbridge.org/bridge-cam-20/).

## business briefs

### All Staff Meeting wrap up

Survey results and answers to questions that were asked are now available. Click the link below for the document(s) you are interested in.

- [Fall 2007 All Staff Survey Results](#)
- [Leader Questions All Staff Fall 2007](#)

Note: The results from the employee satisfaction part of the survey will be shared in a future *LookOut*.

### Contact survey is mailed

On October 29, 2,274 contact surveys were mailed to all active, inactive, and retired members who have contacted ORS within the last three months. The survey is used to poll our customers on their satisfaction with our services.



Above: ORS has more out-of-state visitors. Representatives from the Massachusetts Teachers' Retirement System visited ORS on November 6. Stories were shared and lessons were learned as MTRS and ORS continues to improve services.

### 2002 Early Out sick leave payments ending

Approximately 2,000 of the 2002 Early-Out sick leave recipients will not receive a payment in November because their 5-year payouts were complete in October. Additionally, approximately 2,500 2002 Early Out sick leave recipients received their final payments on November 1. Final payments for the remaining retirees will occur through February 2009 for those with extended retirement dates.

### November 2007 Issue of Retirement Times available

The most recent issue of the school employer newsletter, *Retirement Times*, is now available online at [www.michigan.gov/psru](http://www.michigan.gov/psru). *Retirement Times* is issued quarterly and provides news, tips, and updates to school payroll, benefit, and human resource staff.

### CE zeroes-in on consistency

All references to form and publication numbers will now follow a standard numbering convention for the





sake of consistency in references, file locations, print tracking, and inventory management. The change gives every number four digits instead of only one, two, or three followed by a letter. For example, the *Pension Recipient's Federal Income Tax Withholding Authorization* form is commonly known as the R12X. All references will now show the number as R0012X.

### Medicare eligible state retirees receive new plan

Effective January 1, 2008, Medicare eligible retirees of the State Employees' Retirement System will have their State Health Plan PPO converted to a Medicare Advantage plan. They will automatically be enrolled the new plan - Medicare Plus Blue Group - which is administered by Blue Cross and Blue Shield of Michigan (BCBSM). Retirees and their dependents who are not yet Medicare eligible will remain in the State Health Plan PPO. For more information see the Civil Service website.

### Correction

The last issue of the *LookOut* mistakenly reported that **Rose Dudash** from AST would be moving to Wing A. Rose will be staying in Wing B and **Sara McClendon** will be moving to Wing A.

## 401(k) and 457 Plan Beneficiary Forms on file

During the past few years, CitiStreet produced annual targeted mailings and newsletter articles encouraging participants to make sure they have a beneficiary form on file. In October they reported that 72 percent of 401(k) participants have a beneficiary form on file compared to 47 percent in 2004. In the 457 plan, 80 percent have a current form on file compared to 56 percent in 2004. CitiStreet is continuing to work on improving these statistics.

## SECC wrap up

As of October 22nd, SECC received \$39,498.92 in checks, cash, and credit card pledges from DMB employees. In addition, office fundraisers netted \$1,841.02 (\$696.72 of this came from ORS!) for the Capital Area Humane Society, Food Bank Council of Michigan, and St. Jude Children's Hospital. This brings DMB contributions to \$41,339.94. Congratulations ORS! Special thanks to **Christina Bishai** and **Josey McCloud** who served as campaign volunteers for ORS, and to **Dan Norberg** who served as the department coordinator for all of DMB.



You may visit the SECC website for more information, <http://www.misecc.org>.

## Comings & Goings

Welcome to **Alan Becker** who joined the AST Operations Team November 2. Alan worked with the state of Michigan in a variety of DIT consulting roles for the last 20 years. When not at work, he enjoys spending time with his wife and children, hunting and fishing, and just being outdoors. He has lived in Potterville for the past 20 years, and enjoys the short commute to the GOB.



Alan Becker

## Green Team suggests environmentally friendly shopping

For your home improvement projects and to protect our environment, check out [Habitat for](#)

ReStore Hours

[Humanity Lansing's Restore](#) – a resale shop that sells new and used home improvement materials at deeply discounted prices.

Tuesday	10am - 6pm
Wednesday	10am - 6pm
Thursday	10am - 6pm
Friday	10am - 6pm
Saturday	10am - 2pm

The ReStore's mission is threefold: first, it helps improve local housing by providing affordable materials for homeowners and landlords to improve their properties; second, donations keep usable materials out of landfills; and third, it raises money to support the work of Habitat for Humanity Lansing.

Items for sale change daily as new donations arrive at the ReStore. Common items in stock include tools and roofing supplies; cabinets, doors, and windows; appliances; antiques and lighting; plumbing and electrical supplies; flooring and carpeting; and kitchen and bath fixtures.

Keep usable materials out of the landfill by donating them to the Lansing ReStore. Donations are accepted from remodeling projects, business closeouts, overstocks, contractor builder surpluses, estate liquidations, or even when you clean out your basement or garage. Please call (517) 374-6235 to arrange a pick up or drop off. The Lansing ReStore is a 501(c)(3) nonprofit, so your donations may be tax deductible.

The Habitat for Humanity Lansing ReStore is open to the public Tuesday through Saturday, located at 1941 Benjamin Drive, Lansing, Michigan 48906. [Contact ReStore](#) staff at (517) 374-6235 or [www.habitatlansing.org](http://www.habitatlansing.org).

## The History of Veterans Day

### A little history

World War I was officially concluded in 1918 on the 11th hour of the 11th day of November, at 11 a.m. On November 11th of the following year, President Woodrow Wilson declared the day Armistice Day. In 1921, the Tomb of the Unknown Soldier was dedicated in Arlington Cemetery on November 11th, and after the dedication, many states adopted Armistice Day as a day to honor veterans. This was made official in 1938 when an Act of Congress made the day a national holiday. President Dwight Eisenhower changed the name from Armistice Day to Veterans Day.

Source: [www.history.com](http://www.history.com)

### Did you know?

- There are 26.4 million veterans in the United States. This is a ratio of about 1-in-8 U.S. civilians 18 and over, or 13 percent.
- 6 percent of civilian veterans are women.
- 37 percent of civilian veterans are over the age of 65.
- Among the nation's veterans, approximately 6 million served in World War II, 4 million served in the Korean War, 8 million during the Vietnam era, and 3 million in the Persian Gulf War.
- 17 percent of Alaskan civilians age 18 and older are veterans, the highest rate in the country. Other state where 15 percent or more of the adult civilian population are veterans include Arizona, Florida, Maine, Montana, Nevada, New Hampshire, Oregon, Virginia, Washington, and Wyoming.

Source: 2000 Census – [U.S. Census Bureau](http://www.census.gov).

### Honoring veterans in Lansing

The City of Lansing Veterans Day Holiday Observance will be held Saturday, November 10 at 10 a.m. and noon at Lansing Eastern High School's Don Johnson Fieldhouse. The free event will feature music, patriotic speeches, a school essay contest, and massing of the colors. Major General Thomas Cutler, State Adjunct General, is the keynote speaker. Those interested in honoring loved ones who served in the military are invited to bring pictures to display.

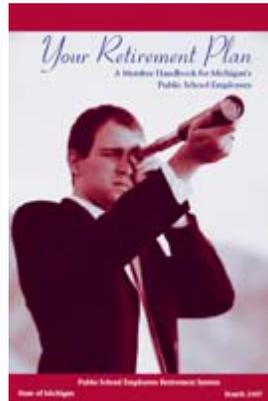
## Do you have the most current publication?

Take a minute to ensure that you have the most current life stage publications for each system below. You'll find a PDF of all the below publications on our websites.

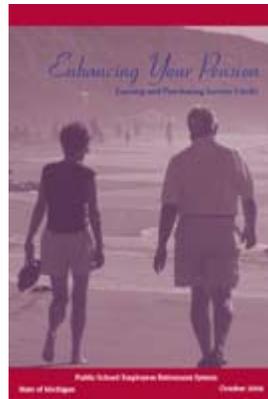
### Public School Employees Retirement System (Blue & Red)



*Is There a Yacht in Your Future?*  
Form # R0633C  
Revision Date: June 2004



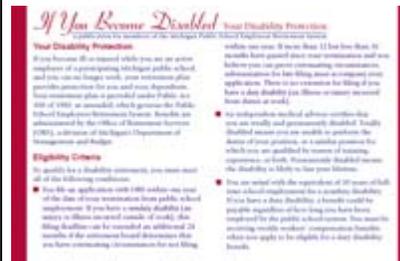
*Your Retirement Plan: A Member Handbook for Michigan's Public School Employees*  
Form # R0611C  
Revision Date: March 2007



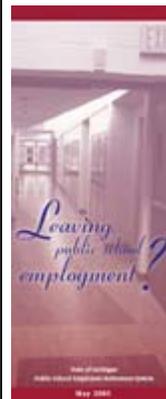
*Enhancing Your Pension: Earning and Purchasing Service Credit*  
Form # R0612C  
Revision Date: October 2006



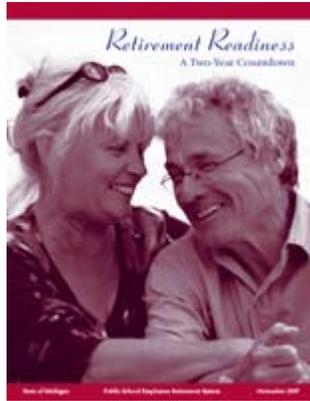
*After You Retire: What Every Pension Recipient Should Know*  
Form # R0614C  
Revision Date: March 2007



*If You Become Disabled: Your Disability Protection*  
Form # R0638C  
Revision Date: September 2006



*Leaving Public School Employment?*  
Form # R0661C  
Revision Date: May 2005



*Retirement Readiness: A Two-Year Countdown*  
 Form # R0613C  
 Revision Date: November 2007

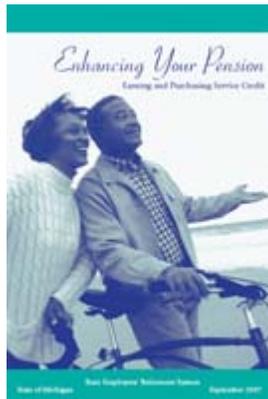
**State Employees Retirement System - Defined Benefit (Blue & Green)**



*Your Retirement Plan: An Overview of the Defined Benefit Plan*  
 Form # R0611G  
 Revision Date: September 2005



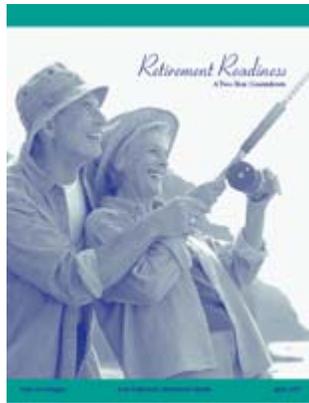
*After You Retire: What Every Pension Recipient Should Know*  
 Form # R0614G  
 Revision Date: October 2006



*Enhancing Your Pension: Earning and Purchasing Service Credit*  
 Form # R0612G  
 Revision Date: September 2007



*If You Become Disabled: Your Disability Protection*  
 Form # R0638G  
 Revision Date: September 2005

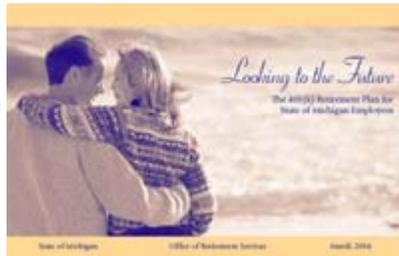


*Retirement Readiness: A Two-Year Countdown*  
Form # R0613G  
Revision Date: April 2007



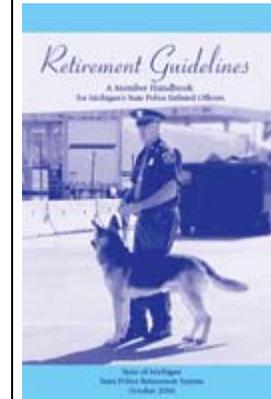
*Leaving State Employment?*  
Form # R0661G  
Revision Date: May 2006

**State Employees Retirement System - Defined Contribution (Blue and Yellow)**



*Looking to the Future: The 401(k) Retirement Plan for State of Michigan Employees*  
Form # R0610G  
Revision Date: March 2004

**State Police Retirement System**



*Retirement Guidelines: A Member Handbook for Michigan's State Police Enlisted Officers*  
Form # R0159H  
Revision Date: October 2006

**DMB Mission:**  
Partners in achieving excellence

**ORS Mission:**  
We are a customer-focused organization that serves members and employees today and prepares them for tomorrow.

**ORS Vision:**  
Empowering people for a successful today and 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!!



*DROP: Deferred Retirement Option Plan for State Police*  
Form # R0627H  
Revision Date: May 2006

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**Note:** Because some of the links in this newsletter point to resources within ORS, some of the links may not work if you are outside of ORS.