



March 22, 2002

Volume 6, Issue 6

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.

Early Out Passes House and Senate!

The proposed Early Out Retirement Program for State Employees was passed by the Senate and the House, and is expected to be made law with **Governor Engler's** signature early next week. The law is effective immediately, which means the phones are ringing in CIC, and forty more new staff will be joining ORS by April 1.

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See Early Out on page 2

ORS Calendar

March

Pension Paydate ----- 25th
Easter ----- 31st

April

Public School Employees
Board Meeting ----- 11th
Six Weeks to Wellness - 15th
State Police
Board Meeting ----- 18th
Pension Paydate ----- 25th
State Employees'
Board Meeting ----- 25th

Six Weeks to Wellness

It's springtime and in ORS that means only one thing...time to think about a healthier lifestyle. Six Weeks to Wellness (6W2W) is kicking off on Monday, April 15 and will run to May 26. Six Weeks to Wellness is a program that encourages healthier lifestyles and educates participants in nutrition and exercise while having fun. Participants form teams of four or participate individually.

Participants can play for prizes (\$5 entry fee) or not (no fee to join). Points are earned for meeting

daily requirements and at the end of the six weeks those with the highest points win. Prizes are given throughout the program for various events.

Wellness Coordinator **Lisa Schmidt** has several events planned including goodie bags for the first 65 people to sign up. Items have been donated by the Michigan Apple Committee, Michigan Potato Commission and Carrot Committee, and the

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Early Out

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For the last month, ORS business processes have been busy planning and preparing for the Early Out to become law. Some of the projects that have been accomplished during the initial planning are:

- space coordination and installation of computers for fifty-four new staff members;
- development of new forms, communication materials and Early Out web pages;
- scheduling 117 new seminars around the state; and

- implementation of an online seminar registration form and an early out benefit estimator.

Potentially 8,000 state employees are currently eligible and could take advantage of the Early Out. Retirement packets including a new application and an estimating worksheet will be sent to all eligible state employees who meet the Early Out criteria. Each retirement packet contains a personalized letter. Employees currently eligible will receive a letter that provides their service credit total and a pension estimate. State employees, who converted from the defined

benefit program to the defined contribution and those in a covered position who may qualify, will also receive separate letters outlining their options. The retirement packets are being printed and will be sent to all eligible employees within the week.

Early Out seminars are scheduled to begin Monday, March 25. Anyone can register for the seminars by logging on to the ORS website at www.state.mi.us/dmb/ors/sers or by calling ORS. Phoned in registrations will be entered online by CIC staff dedicated to field Early Out related calls.

Great job done by all! The fun has just begun!!

March 2002 Connections is published

Connections, the semiannual ORS retiree newsletter, will be sent to the 133,000 members of all four of the Retirement Systems with their March warrant or EFT statement. Every March, four different versions of *Connections* are published, each one tailored for the specific Retirement System.

The March issue includes a summary of the financial condition of the retirees' Retirement System plan. Retirees will also find

valuable information regarding the introduction of Long Term Care Insurance and meeting schedule; a message from the Director, **Chris DeRose**; an interest story on the Gerald R. Ford Freeway; and other happenings including the Detroit office relocation, the Department of Management and Budget reorganization and the new Michigan.gov web site.

Copies of each newsletter are included with this edition of the *LookOut*.



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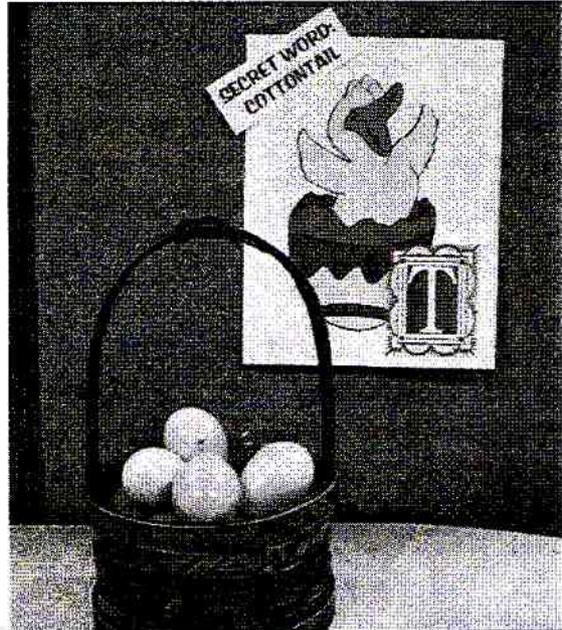
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The Password is...

EMPAC welcomed spring into ORS with a "Spring Chicken Egg Hunt" this week. ORS employees were encouraged to become familiar with their new surroundings by searching for a Spring Chicken poster in various locations. By visiting each designated area, staff found a letter to spell a password. All staff members who relayed the password to their EMPAC Representative received an egg filled with candy.

Thanks to EMPAC for helping us "spring" into more fun!



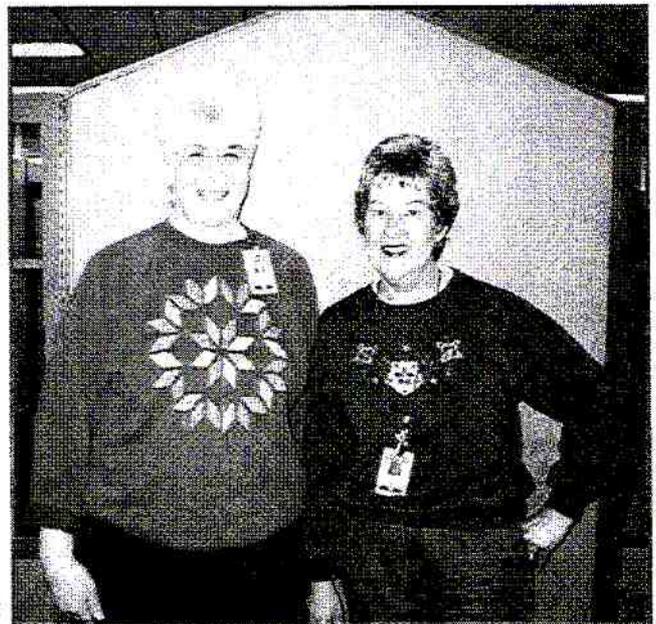
CAB Update

The team has been very successful and accomplished their original task of opening communication channels within ORS. The team has played an important role in improving morale and sharing staff needs with the leadership assembly. Leadership responded with sensitivity to staff needs and have encouraged an open door policy, which staff members have used.

In recent months, CAB attempted to broaden its scope to not only include Vision ORS, but ORS as a whole. The team encountered several hurdles. One being, a group trying to find a cause to fit the group as opposed to a group fitting a cause. As a result, CAB has disbanded.

A cross-representative group of staff has participated in CAB since its inception. Many thanks to all participants for their work and commitment to improve communication in

ORS. CAB members are Laurie Abraham-Svendson, Robert Glennon, Amy Betts, Carol Wheaton, Patty Wethy, Cindy Adams, Jeff Dumroese, Laurie Hill, Meg Leonard and Linda Mahlow.



Know anyone looking forward to the Early Out?? Ask the "Q-Tips" what they'll be doing next November

Comings and Goings

ORS welcomes the following temporary employees to ORS. (Their first date of employment follows their name.)

Customer Accounts

Delbert Cory – March 18
Tammy Macut – March 18
Susan Stoneman – March 18

Customer Education

Faye Young - March 14

Process Support

Diane Monroe - March 18
Ruth Betts - March 18

ORS said goodbye to the following temporary employees. (The last date of employment follows their name.)

Jeff Castle – March 7
Shawn Keating – March 5
Melissa Johnson – March 8
Jeanette Pnacek – March 15

ORS also said goodbye to **Terry Hayes** of Process Support who left March 15.

We wish them well in their future endeavors.

Six Weeks to Wellness

Continued

Popular events that are returning are the Brain Boosters, Exercise Poker and the Cool Name Contest. There may even be a follow-up to the Asparagus-Eating contest from last year with a new food.

Don't hesitate any longer to join the fun! Contact Lisa Schmidt for more information.

Tech Tips

Creating Word Scraps

In Word, you can drag text completely away from Word into another application. The target application for this type of drag-and-drop edit is usually Windows itself, or more precisely, the Windows desktop.

When you drag text out of Word onto the Windows desktop, the text is placed in a document scrap and given its own icon. You can then drag the text back into a Word document at a later time: a few minutes later or a few days later. The scrap can sit on the desktop indefinitely.



You can also double-click the scrap icon to open the scrap as a document.

Document scraps are a great way to move bits and pieces out of one or several documents for use later in another document. In

essence, scraps enable your desktop to double as a super-Clipboard capable of holding not just one, but many text snippets that you can paste together later.

If you need to create more than a few scraps and you don't want your desktop to become cluttered, create a folder called Scrapbook (or whatever name suits your fancy) and drag the scraps into the folder instead of to the desktop. Then you can close or minimize the Scrapbook folder to hide the scraps.