

# EMPLOYER REPORTING INVOICES AND PENALTIES

Please review this general summary to better understand Employer Reporting Invoices and Penalties.

## View Invoices

Employers can view PDF images of all invoices including further detail of payment(s) due.

To access this, go under the “Reporting” menu and select “View Invoices”. Click the “View” link in the far left-hand column of the invoice of interest. The PDF will open and you have the option to print, save or email the invoice.

## View Outstanding Invoices

Every month, employers are prompted to view a listing of all outstanding invoices before submitting their CSI.

Employers have the option of either paying the outstanding invoices or overriding invoice payment during the reporting month. To pay an outstanding invoice(s), check the checkbox next to the invoice(s) of interest. To skip invoice payment this month, check the override box on the CSI screen.

If neither the invoice nor the override checkboxes are checked, a warning message about this requirement will appear.

To view invoice details, click the “View” link in the far left-hand column of the invoice of interest. The PDF will open and you have the option to print, save or email the invoice.

## Credit Invoices

These are generated when the Retirement System owes money.

## Payment Invoices

These are generated when money is owed to the Retirement System.

## Invoice Types

### Adjustment Invoice

These are auto-generated when records flagged in error are either posted or deleted to member accounts.

### Amended Adjustment Invoice

These are auto-generated when records deleted in error are restored and posted to member accounts.

### Variance Invoice

These are auto-generated when records already posted to member accounts are corrected.

### Contribution Summary Adjustment

These are auto-generated when underpayments, overpayments or rounding results in a change affecting employer and/or employee contributions.

To avoid this type of adjustment, please make sure that the Total Salary Amount in the Footer of the Detail report matches up to the Total Salary Amount on the CSI.



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## CSI Penalty Invoice

A late fee is auto-applied to all agencies who do not submit their monthly CSI by **5:00pm EST** on the **5th business day** of the month. The late fee is \$25 or 1% of total contributions whichever is greater.

### Tips to Avoid Late Fees

- Review and adhere to the Schedule for Submitting Contribution Summary Instructions (CSI).
- If an employer experiences a technical failure, please contact a member of the ORBIT Employer Reporting Team to document the issue as soon as possible. If the technical failure is determined to be on the RSD side, a fee will not be charged.

### Late Fee Waiver Request

Employers can request a formal review of their penalty invoice by sending a letter on letterhead explaining your position to the attention of Retirement Payroll Services. Letter can be faxed to 919-508-5801, emailed to [OER@nctreasurer.com](mailto:OER@nctreasurer.com) or mailed to 3200 Atlantic Avenue, Raleigh NC 27604. Waiver decisions are made on a case-by-case basis.

## Manual Invoice

Reasons for this type vary. Please refer to the comment section on the invoice. Currently, this includes penalty invoices due to legislative changes such as the penalty for Unreported Return to Work Retirees.

### Unreported Return to Work Retiree Penalty

Under the provisions of House Bill 642, enacted by the General Assembly effective July 1, 2009, employers must report all rehired retirees to the Retirement System each month.

These return to work retirees should be reported in ORBIT with the appropriate pay period, pay type, plan code of STRS or LOCBS, salary and all other applicable fields as defined by the ORBIT file format via the monthly ORBIT payroll report.

If the report is not received by the Retirement System within 90 days of the end of each month in which a beneficiary is reemployed, the Retirement System is required to assess a penalty of \$25 or 10% of the compensation of the unreported reemployed retirees during the months the employer did not report the reemployed retirees whichever is greater.

The Retirement System recommends implementing two processes to avoid this fee:



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1. Include the Form ESRR available online under Employer Resources with your New Hire Orientation. Each completed Form ESRR should be kept in your employee files.

If a member falsifies Form ESRR by not reporting himself/herself as a benefit recipient, you will not be penalized if you provide the Retirement System with the member's falsified Form ESRR.

However, if the employee exceeds his/her earnable allowance, or violates other return-to-work laws, the employee will be held fully responsible for repaying any overpayment to the Retirement System.

2. Regularly use the Check Retired Status module. This tool is available via ORBIT Employer Self-Service to help employers verify employee status under the retirement reemployment laws.

To use this tool:

1. Access the ORBIT Employer Self-Service page
2. Under "Reporting" click "Check Retired Status"
3. Here you are able to upload a list of employee social security numbers which will be run against the Retirement System retiree list to generate a report of members who are actively receiving a benefit from TSERS or LGERS.

