



## ORBIT Reporting Checklists

*Quick guidance on submitting your payroll using ORBIT*

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*Submitting your payroll via the **Enter Report** module:*

**Step 1** – Enter Report

- Add new record (Pg 18- 27)
- Edit existing record (Pg 27 – 31)
- Copy existing record (Pg 31)
- Delete existing record (Pg 32 - 33)

**Step 2** – Submit all detailed records for your monthly payroll (Pg 33 – 35)

**Step 3** – Submit employee and employer contributions and select the correct method of payment using the Contribution Summary Instruction (CSI) module by the 5th business day of the month (Pg 44 – 52)

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*Submitting your payroll via the **Submit Report** module:*

**Step 1** – Enter all necessary information into your payroll system as required by your payroll vendor and/or IT department

*You can download member I.D's and add these into your payroll system (ONLY after the successful submission of your first monthly payroll report via Orbit)*

**Step 2** – Create a file from your payroll system

Step 3 – Upload your payroll report and submit to the Retirement System (Pg 40 - 44)

Step 4 – Submit your employee and employer contributions and select the correct method of payment using the Contribution Summary Instruction (CSI) module by the fifth business day of the month (Pg 52 - 62).