



Payroll Reporting through ORBIT

Reporting Monthly Salary and Contributions to the Retirement Systems

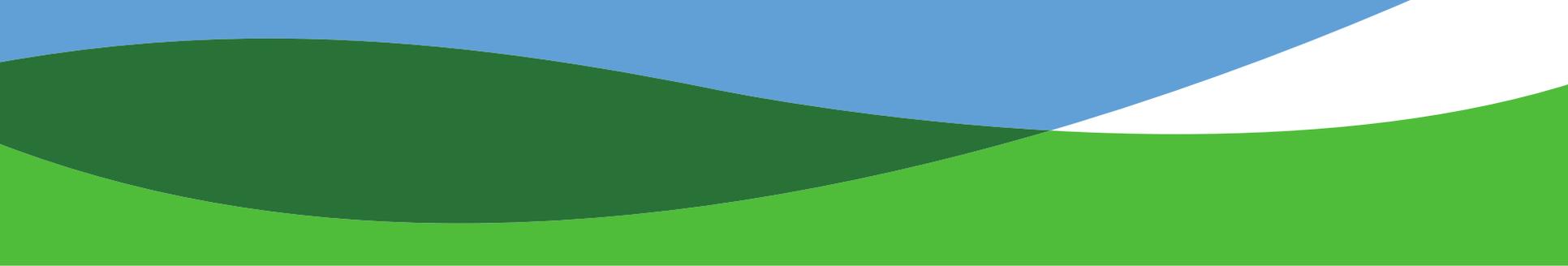


North Carolina
Total Retirement Plans



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STATE TREASURER OF NORTH CAROLINA
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April 2018



Agenda

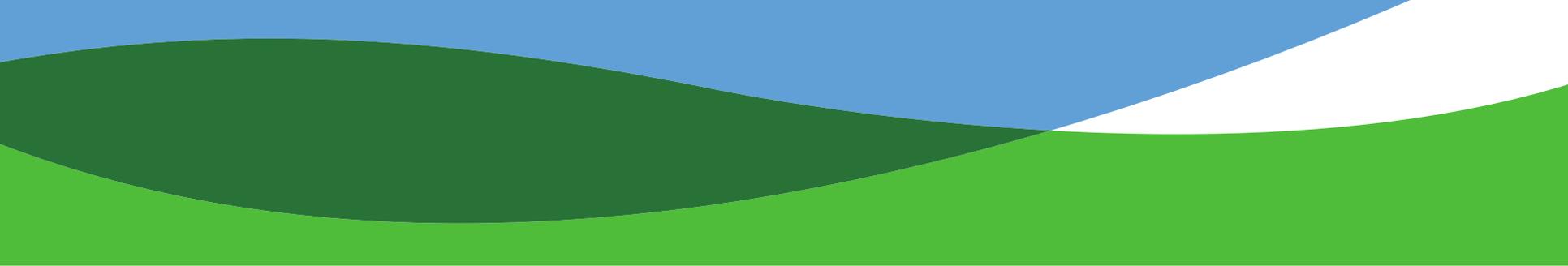
- Processing the Monthly Report through ORBIT
- File Rejects: Load and Fail Errors
- Edit Errors and Error Reports
- Definition of TSERS General Employee
- Definition of LGERS General Employee
- Reporting Correct RSP Types and RSP Dates
- Proper Pay Type Reporting
- Reporting Adjustment Records
- Reporting Teacher Licensure Pay and Worker's Comp
- Salary Not Subject to Contributions
- Importance of Data on ORBIT Payroll Report
- Return-to-Work Retirees (TSERS and LGERS)
- Touch Points Review
- Employer Invoices
- ORBIT Security and Navigating ORBIT Self-Service
- Resources for Employers



Processing the Monthly Report

Step 1: Submit Details Report

- Reports 36 data items on each member detail record
- Reports employment dates and termination dates
- Generates member service credit accrual through pay periods, Retirement Service Period (RSP) dates, RSP types and salary reported



Processing the Monthly Report

Step 2: Submit CSI Report

- Reports EE salary and contribution totals for the member detail records reported.
- Reports ER contribution totals
- Must be submitted by the 4th business day of the month to post by the 5th business day to avoid a late penalty



Processing the Monthly Report

Step 3: Submit Contributions

- Ensure that funds are made available through your agency's prearranged method of banking in the ORBIT system

File Errors and Edits

LOAD Errors - Files rejected due to improper format:

- Missing header or footer in the file
- Incorrect formatting of the 36 data fields in wrong columns
- Incorrect file extension: Must be .CNT
- A new file must be submitted if a file fails for load error

FAIL Errors - Files rejected if missing or invalid data in any required data fields regardless of the file size:

- Missing job classification codes, plan codes, pay period end dates, RSP end dates, missing DOB, invalid agency numbers or invalid characters
- Contributions totals in header and footer do not match or the total number of records in the file is incorrect

File Errors and Edits

Edit Reject -

- Member detail records must pass 140 edits to comply with Retirement Systems laws and the Administrative Code
- Member detail records that do not pass all of these edits are moved to an “error” status
- Each file submitted is subject to an error record tolerance level based on the number of records in the file. This is to ensure file validity before loading the file in the system:
 - 1-99 records in the file = 10% tolerance level
 - 100-1,000 = 5%
 - 1,001-200,000 = 2%

Edit Errors on Reports

- Once a file is loaded, balanced and posted in the system, most member detail records in the file will be posted in the ORBIT system.
- Member detail records that do not pass the 140 edits are moved to an error status.
- Records in error status appear on reports that are reviewed and researched by staff members of the Employer Reporting Team to identify the types of corrections needed for posting.
- Error record reports generated by report month or calendar year are sent to each agency with requests for further information so that error records can be corrected and posted in the system.

STG - State General Employee

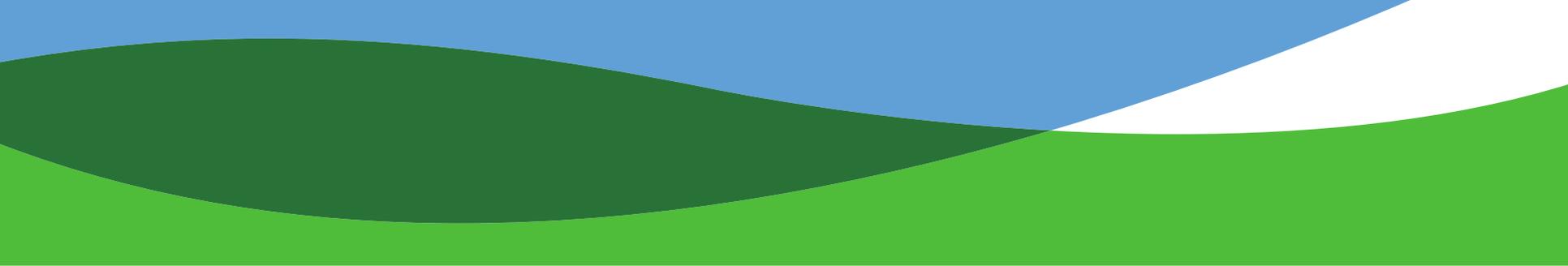
- N.C. G.S. 135-1(10) - employees required to be contributing members in the Teachers and State Employees' Retirement System (TSERS)
- Employed in a permanent position on a recurring basis
- Employed in a position required to work 30 or more hours per week over a period of 9 or more months per calendar year

LOCG – Local General Employee

- N.C. G.S. 128-21(10) (18a)- employees required to be contributing members in the Local Governmental Employees' Retirement System (LGERS)
- Employed in a permanent position on a recurring basis
- Employed in a position that requires at least 1,000hrs of work in a calendar year

Reporting RSP Types and Dates

- Retirement Service Period (RSP) Type – the number of months, full or partial, in a 12-month period that a member is expected to report to work.
- Retirement Service Period (RSP) Dates – the beginning and end dates of the RSP period. RSP begin and end dates should correspond to the number of full or partial months provided in the RSP Type.
- 10 month RSP Type - the member is expected to work from August – May. Service is accrued as 0.1000/month up to a total of 1.0000.
- 11 month RSP Type - the member is expected to work from August – June. Service is accrued as 0.0909/month up to a total of 1.0000.
- 12 month RSP Type – the member is expected to work 12 calendar months. RSP dates do not need to be reported for 12 month RSP Types.
- When a member is reported less than a 12 month RSP type but is paid over 12 months, the installment pay can be reported as regular pay with the same RSP dates or as summer pay.
- Installment pay records do not accrue additional service credit.

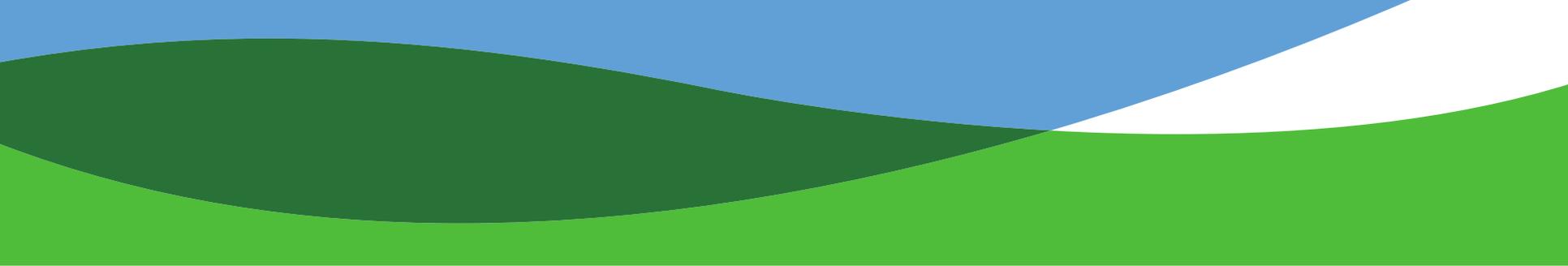


Pay Types

- REG - Regular pay (can include installment pay)
- BONUS - ABC bonus, performance based bonus, service based bonus, bonus leave payout
- ANNLONG - Longevity pay
- ANNLEAVE - Lump sum annual leave payout (can include Comp Time payout)
- OVERTIME - Overtime pay

Pay Types

- WORKCOMP- Workers compensation periods are reported (salary and contributions are zero)
- LEAVEPAY- Leave without pay, not exhaustion of leave (salary and contributions are zero)
- Summer Pay - can be used interchangeably as follows:
 - Summer school pay
 - Extra duty pay
 - Installment pay - paid in summer months.
 - Escrow pay - installment pay balance paid to terminated employees
 - Supplemental pay – if not paid on a monthly basis



Salary Adjustments

RETRO-Active Adjustments

- A RETRO-active adjustment is used to report a complete omission of salary for a past pay period.
- Omissions of salary can be reported on the monthly ORBIT report up to 90 days after the omission (Current report month plus 90 days).
- Omissions of salary older than 90 days, may be purchased by completing a Form 466, if the member chooses to do so.

Salary Adjustments

PRIOR Period Adjustments -

Partial adjustments to previously reported records. The pay type and pay period dates of the adjustment records need to correspond to the record being adjusted.

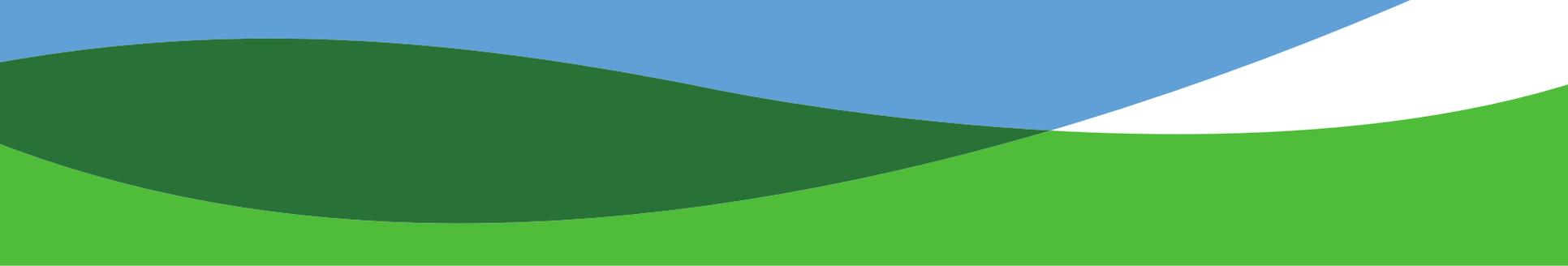
Positive adjustments must follow the 90-day rule for omitted salary.

Negative adjustments (overpayments, over-reported salary, pay types reported in error) can be reported on any monthly report within the same calendar year.

Exception: Negative adjustments can be reported on a January report only to correct records on December reports with December pay periods.

Older negative adjustments for prior calendar year records need to be reported on a Form 316. The salary will be adjusted in the system and the EE contributions returned to the member.

Negative adjustment records reported for terminated members who have received a refund of contributions will be deleted.



Reporting Licensure Pay

Retro Licensure Pay

- Salary increases for pay periods in the current report month plus 90 days prior should be reported through ORBIT reports.
- Salary increases for pay periods older than 90 days cannot be reported through ORBIT reports. These salary increases can be purchased using Form 466, “Purchasing Contributions for Underreported Salary,” if the member chooses to do so.

Reporting Worker's Comp

Worker's Compensation

- If a member is on an employer approved leave of absence, the pay type should be WORKCOMP and salary and contributions should be zero.
- One-third sick leave payments to members should NOT be reported.
- If a member has returned to work in a position which meets the definition of an “employee” while in receipt of W/C benefits, salary and contributions may need to be reported. Contact the Retirement Systems for further information.



Salary NOT Subject to Contributions

- Supplements/allowances provided to an employee to purchase additional benefits such as health, life, or disability coverage
- Travel supplements/allowances
- Employer contributions to eligible deferred compensation plans
- Lump-sum payouts of sick leave
- Sign-on bonuses (are not considered earnings or wages)
- Employer-provided fringe benefits
- Reimbursements of uninsured medical expenses
- Reimbursements of business, personal, or moving expenses
- Incentive payments for early retirement
- Contract buyouts or severance pay

Importance of Data on ORBIT Payroll Report:

Service Credit

- Service is credited according to dates of Regular (REG) contributory salary
- REG pay period dates = dates worked to earn this Regular salary (and/or leave used to cover regular hours in lieu of working)

Salary for Average Final Compensation (AFC)

- Assign salary to correct work period
- Annual Leave (Vacation Leave) payout is treated as part of last month's salary (pay period end date matching last work day)

Employment Status

State

- General employee (STG), Full-time Law Enforcement Officer (STL)
- Gaps in contributory employment
 - Leave-without-Pay (LEAVEPAY)
 - Workers' Comp periods (WORKCOMP)
- Retiree working in a non-contributory position (STRS)

Local

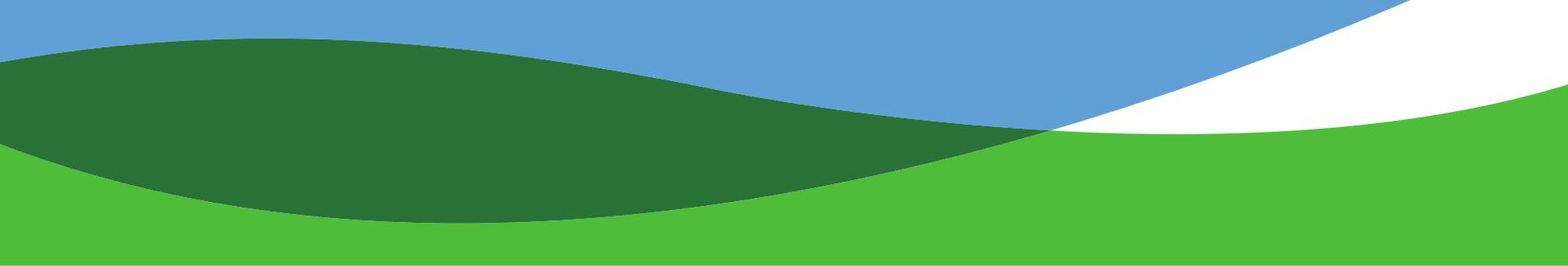
- General employee (LOCG), Full-time Law Enforcement Officer (LOCL), Firefighter or Rescue Squad Worker (LOCF)
- Gaps in contributory employment
 - Leave-without-Pay (LEAVEPAY)
 - Workers' Comp periods (WORKCOMP)
- Retiree working in a non-contributory position (LOCRS)

Reporting Return-to-Work Retirees For TSERS

- The current waiting period for TSERS retirees who to return to work in the TSERS system is 6 months.
- Retirees who return to work in positions which require membership, must notify the Retirement Systems to suspend their benefits.
- These retirees must be reported as contributing members once again, under plan code “STG” or “STL” including salary and contributions.
- Retirees who return to work in temporary, interim, part-time or any position which does not require membership, are subject to a yearly earnable allowance.
- These retirees must be reported under the plan code “STRS” with salary only. Their benefits are not suspended.
- Employers are now subject to penalties for failing to report return-to-work retirees on the monthly ORBIT reports, which is 10% of the unreported compensation. Reference House Bill 642 – Effective July 1, 2009.

Reporting Return-to-Work Retirees For LGERS

- The current waiting period for LGERS retirees who to return to work in the LGERS system is the first month of retirement.
- **Contributory Employment**
 - Retirees who return to work in positions which require membership, must notify the Retirement Systems to suspend their benefits.
 - These retirees must be reported as contributing members once again, under plan code “LOGG”, “LOCF” or “LOCL” including salary and contributions.
- **Non-Contributory Employment**
 - Retirees who return to work in temporary, interim, part-time or any position which does not require membership, are subject to a yearly earnable allowance.
 - These retirees must be reported under the plan code “LOCRS” with salary only. Their benefits are not suspended, unless they exceed the Earnable Allowance Limit.
- Employers are now subject to penalties for failing to report return-to-work retirees on the monthly ORBIT reports, which is 10% of the unreported compensation. Reference House Bill 642 – Effective July 1, 2009.



Touch Points

Employment date:

- The date on which the employee is first reported to the Retirement Systems.

Termination Reporting:

- Termination reporting must include both the date and the reason for termination.
- Pay period end dates in the final payout records should end with the same date as the termination date.
- Termination date should be the last date on which the employee reported to work.

Lump-Sum Payouts:

- Should be coded with proper pay types. Payouts should not be lumped under one pay type code.
- Regular, Annual Leave, Bonus Days should all be reported as separate line items on the ORBIT file.



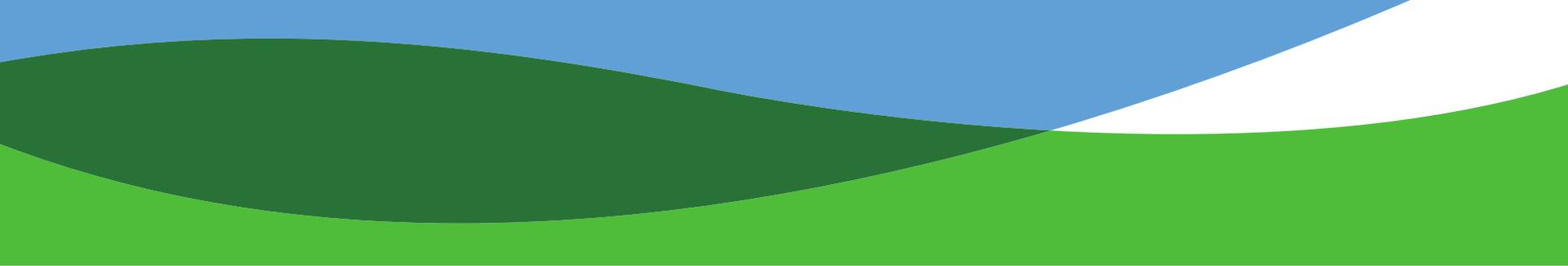
Touch Points

Back Pay vs. Omitted Service/Salary:

- Back Pay often involves a legal settlement or agreement and should not be reported through ORBIT.
- Omitted Service/Salary- salary/contributions omitted through error.

Service Accrual:

- Determined by Pay Type, Pay Periods, Retirement Service Period (RSP) Type, Retirement Service Period (RSP) Dates.



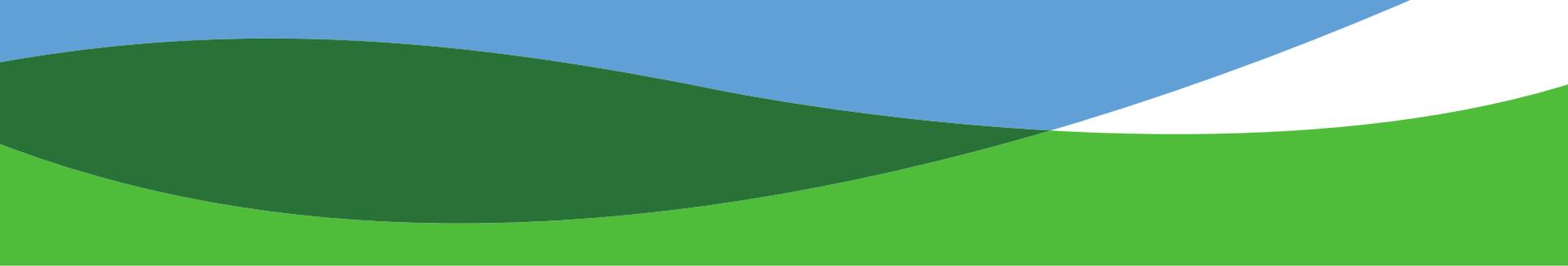
Types of Invoices

Contribution Summary Adjustment (CSA)

- Generated by the balancing report process
 - Include underpayments/overpayments of Employee and Employer contributions on the CSI
 - May be the result of rounding differences
 - May include credits/debits due to error correction completed during the balancing process

Adjustment Invoices

- Generated through the error correction process
 - Result when corrections to records include changes to plan types
 - Result when records are deleted



Types of Invoices

Variance Invoices

- Generated when records which have already been posted require corrections

CSI Penalty Invoices

- Generated when monthly payments (CSI Reports) are submitted after the monthly due date
- Reference N.C. G.S. 135-8(f)(3) - penalty equal to the greater of 1% of the total contributions due or \$25

Manual Invoices

- Generated for miscellaneous issues when necessary

ORBIT System Security

The Retirement Systems and all agencies are expected to do their best to protect the security of all member information.

Authorized users:

When agency personnel contact the Retirement Systems for assistance with ORBIT reporting issues, their authorization to do so is verified. It is recommended that your agency contact the Retirement Systems twice a year to ensure that your contact information in our system is kept current.

Functions:

- Payroll
- HR
- Finance
- IT
- General

Only ONE User/Password administrator should be assigned at each agency and one person should manage access to ORBIT. Authorized users at each agency should not use the same login credentials.

Written authorization on agency letterhead is required for updates to agency access.

ORBIT Self-Service NEW Login Screen



Login to ORBIT

Login to manage your retirement account and gain access to the full features of the ORBIT, including pre-filled forms, retirement calculations and more.

Passwords are case-sensitive.

[Forgot your Password](#)

[Forgot your User Name](#)

Are you a first-time user?

If so, you will need to register to create your account.

User Name

Password

Log in

Register

Estimators

If you would like to calculate benefits without pre-filled personal information, use the options below. To calculate benefits with your information pre-filled, please login.

Retirement Benefit

NC 401(k)/457 Transfer Benefit

Service Purchase

Forms and Applications

Need to download forms without any pre-filled information? ORBIT provides convenient access to forms for printing without logging in.

NOTE: To access forms with your information pre-filled, please login.

Forms and Applications

Navigating Self-Service & Resources

Department of State Treasurer | NC Retirement Systems Logout

 **North Carolina**
Total Retirement Plans |  **ORBIT**

State Treasurer Dale R. Folwell, CPA 

[Employer](#) [Forms](#) [Educate Yourself](#) [Contact Us](#)

Reporting

[Employer Home](#)

A message from State Treasurer Dale R. Folwell, CPA:

Welcome to ORBIT, a web-based tool that will provide you with full access to your employer reporting information. ORBIT is designed to improve your access to payroll accounting information.

North Carolina provides retirement benefits and savings for more than 820,000 North Carolinians, including teachers, state and local public sector employees, firefighters, police officers, and other public workers. You are an important part of keeping track of all of those employees that make up our systems.

Thank you for taking an active role in helping your employees learn about their retirement, disability, and death benefits. I hope you will find ORBIT to be a convenient tool for managing your payroll process.

-Dale R. Folwell, CPA

[Click here to view a printer friendly version of this page for your records.](#)

[Privacy Policy](#) | [Online Security](#)

Navigating ORBIT Self-Service



Functions of each option:

- Submit Report - uploads the monthly employee detail file
- Submit CSI - totals and submits both EE and ER contributions to the Retirement Systems
- View Invoices - review debit/credit invoices generated on prior monthly reports
- Download Member ID - captures a list of member IDs for active employees
- Death Notice - report the death of an active employee

Navigating ORBIT Self-Service



Functions of each option:

- Missing Beneficiary Designations - verify if a new employee has designated beneficiaries with the Retirement Systems
- Agency Admin - add, remove or change user IDs and passwords for the authorized users of this site within each agency
- View Member Info - view account history or account summary for members
- Check Retired Status - verify an employee's status as a retired member subject to reporting
- Report Viewer - retrieve various reports on agency employees

Resources for Employers

The screenshot shows the website for the North Carolina Department of State Treasurer. The header includes the department name, logo, and navigation links: Contact Us, Careers, and a search bar. The main navigation bar has several items, with 'Retirement & Savings' circled in red. Below the navigation bar, the breadcrumb trail reads 'Home > Retirement and Savings > My NC Retirement'. The main content area features a 'My NC Retirement' section with a list of links on the left and a central text area. The list includes Retirement Planning Conferences, New Hire Welcome Kits, Retirement Benefits Handbooks, NC 401(k), NC 457, and NC 403(b) Program, ORBIT, Publications, Partners and Vendors, Designating Beneficiaries, and Frequently Asked Questions. The central text area contains a welcome message, contact information, and information about the ORBIT redesign. On the right, there is a 'click here to login' button and a list of upcoming events.

North Carolina
Department of State Treasurer
Learn. Invest. Grow. Prosper.

Contact Us | Careers | Search this site...

Home Inside the Department Divisions **Retirement & Savings** State and Local Government Finance NC Cash Program

Home > Retirement and Savings > My NC Retirement

My NC Retirement

- ▶ Retirement Planning Conferences
- ▶ New Hire Welcome Kits
- ▶ Retirement Benefits Handbooks
- ▶ NC 401(k), NC 457, and NC 403(b) Program
- ▶ ORBIT
- ▶ Publications
- ▶ Partners and Vendors
- ▶ Designating Beneficiaries
- ▶ Frequently Asked Questions

Active Government Employees

Government Benefit Recipients

Government Employers

Retirement and Savings 101

Stay Connected

North Carolina Total Retirement Plans | My NC Retirement

Welcome to My NC Retirement for government employees, employers, and retirees! Here you'll find resources and tools to help you determine what actions to take to address your short-term and long-term financial and retirement planning needs.

Having Trouble Contacting Us?

We have heard that many Retirement System members are calling our old toll-free number. You'll remember that we moved to a new location in 2015, and changed all our phone numbers at that time. Our correct toll-free number is 1-877-627-3287. Please make a note of it.

ORBIT Redesign Launched January 28

On January 28, 2017, the NC Department of State Treasurer launched its redesigned [ORBIT](#) site. ORBIT provides members secure access to their personal retirement account information 24 hours a day, seven days a week.

The new site has a "responsive" design – meaning it will be easier to access from mobile devices, such as cell phones. The site also has enhanced security features, to help make members' personal information more secure. Lastly, the new design incorporates NC Total Retirement branding to maintain a consistent "look and feel" across RSD websites. Head to ORBIT today to check it out!

North Carolina Total Retirement Plans | **ORBIT**

Manage your retirement account online through ORBIT!

[click here to login](#)

ORBIT Information

[Active Employee ORBIT Flier](#)

[Retiree ORBIT Flier](#)

Upcoming Events

[Retirement Planning Conference - TSERS Webinar](#)
February 9, 2017 - 9:30 a.m. - 11:30 a.m.

[Retirement Planning Conference - LGERS Webinar](#)
February 9, 2017 - 1:30 p.m. - 3:30 p.m.

[Retirement Planning Conference](#)

Resources for Employers (Cont.)

The screenshot shows the 'My NC Retirement' website. The navigation bar at the top includes 'Home', 'Inside the Department', 'Divisions', 'Retirement & Savings', and 'State and Local Government'. Below the navigation bar, the breadcrumb trail reads 'Home > Retirement and Savings > My NC Retirement'. The main header features the North Carolina logo and the text 'Total Retirement Plans | My NC Retirement'. A purple box highlights a left-hand navigation menu with the following items: 'My NC Retirement', 'Retirement Planning Conferences', 'New Hire Welcome Kits', 'Retirement Benefits Handbooks', 'NC 401(k), NC 457, and NC 403(b) Program', 'ORBIT', 'Publications', 'Partners and Vendors', 'Designating Beneficiaries', 'Frequently Asked Questions', 'Active Government Employees', 'Government Benefit Recipients', 'Government Employers' (highlighted with a red box), 'Retirement and Savings 101', and 'Stay Connected'. The main content area includes a welcome message, a section titled 'Having Trouble Contacting Us?' with a new toll-free number (1-877-627-3287), and a section titled 'ORBIT Redesign Launched January 28' which describes the new responsive design and enhanced security features. A small image of a family is visible in the bottom right of the main content area.

Resources for Employers (continued)

The screenshot displays the website for the North Carolina Department of State Treasurer. The header includes the department's name, logo, and tagline "Learn. Invest. Grow. Prosper." along with navigation links for "Contact Us", "Careers", and a search bar. The main navigation menu features "Home", "Inside the Department", "Divisions", "Retirement & Savings", "State and Local Government Finance", and "NC Cash Program". The "Retirement & Savings" menu item is circled in red. Below the navigation, the breadcrumb trail reads "Home > Retirement and Savings > Government Employers > Employers ORBIT Information".

The left sidebar contains a list of links, with "Employers ORBIT Information" circled in red. Other links include "My NC Retirement", "Active Government Employees", "Government Benefit Recipients", "Government Employers", "Manuals and Newsletters", "Laws and Legislation", "Discontinued Service Retirement", "Current Retirement Systems Laws", "LGERS Pension Spiking", and "TSERS Pension Spiking".

The main content area is titled "Employers ORBIT Information" and includes a sub-header "Government Employers" with a logo and a photograph of a person working. The text states: "This section provides North Carolina government employers with information about ORBIT." It then defines ORBIT as a system established in October 2007 that grants online access to retirement accounts and transactions. A list of responsibilities follows:

- Enrolling all new eligible members into the Retirement System by introducing Employee Self Service to all new members. Please refer to the [Member ID File](#) for guidance on how to download new member IDs.
- Submitting the required Employee and Employer contributions via the monthly Contribution Summary Instructions (CSI) by **4:30 p.m. on the 4th business day of the month** along with the monthly ORBIT payroll report. Please refer to the [Schedule for Submitting Contribution Summary Instructions](#) to avoid a late fee.
- Certifying employee termination information on the monthly ORBIT payroll report and, under specific circumstances, on the Form 5.
- Reporting retirees who return to work as State Retirees Subject to Restrictions (STRS) or Local Retirees Subject to Restrictions (LOCRS) on the monthly ORBIT payroll report. Please refer to the [ORBIT Employer Reporting Invoices and Penalties](#) document to see how to avoid a penalty fee.

A "click here to login" button is circled in red, located below the text. The button features the North Carolina ORBIT logo and the text "Manage your retirement account online through ORBIT" and "click here to login".

Resources for Employers

www.myncretirement.com

ORBIT Information for Employers

- File Format Requirements
- Schedule for Submitting Contributions
- Reference Materials
 - New User Guides
 - Reporting Checklist
 - Employer Reporting Updates
 - Invoices
 - FAQ's
 - Compensation and Pay Data
 - Email: OER@nctreasurer.com
 - Toll Free Number: 1-877-627-3287 – Ask for Employer Reporting, or choose the Employer Reporting Option (Prompts: #4, #6, #2, #4 {from sub menu #2})



North Carolina
Total Retirement Plans

Questions?