



Payroll Reporting through ORBIT

Reporting Monthly Salary and Contributions to the Retirement Systems



May 2022

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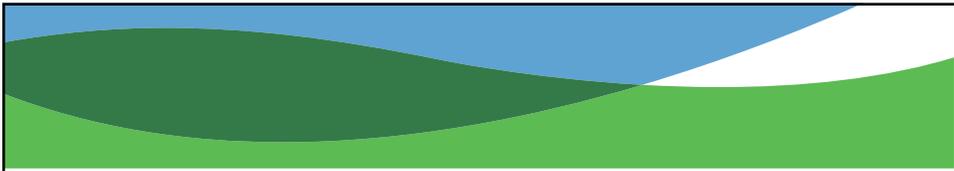


Agenda

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

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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 and salary reported

Step 2: Submit CSI Report

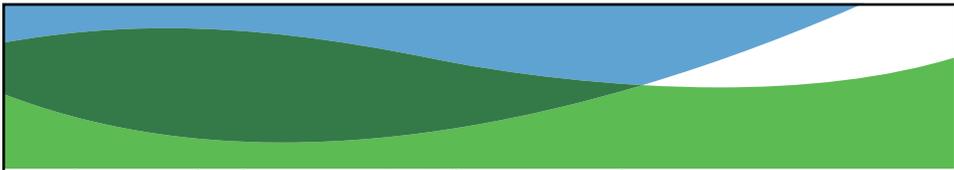
- Reports EE salary and contribution totals for the member detail records reported
- Reports ER contribution totals
- Must be submitted by the 5th business day of the month to avoid a late penalty

Step 3: Submit Contributions

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

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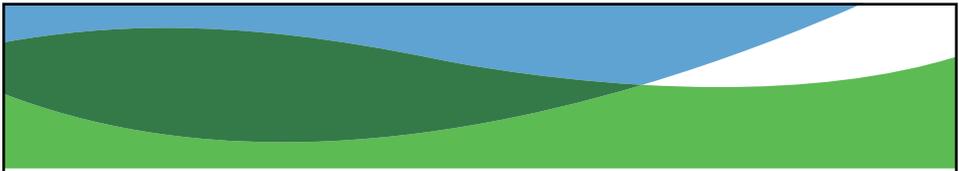


Schedule for Submitting 2025 Contribution Summary Instructions

December 2024	Wednesday, January 8, 2025
January 2025	Friday, February 7
February	Friday, March 7
March	Monday, April 7
April	Wednesday, May 7
May	Friday, June 6
June	Tuesday, July 8
July	Thursday, August 7
August	Monday, September 8
September	Tuesday, October 7
October	Friday, November 7
November	Friday, December 5
December 2025	Thursday, January 8, 2026

[download \(myretirement.com\)](https://myretirement.com)

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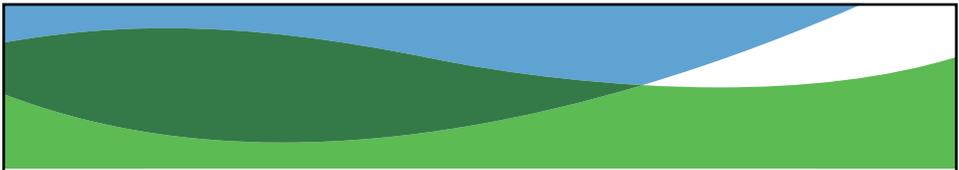


Your Employer Reporting Score Card

- This web-based tool provides you with full access to your employer reporting information and is designed to improve your access to payroll accounting information. It is displayed on the home screen, as soon as you have logged into Orbit Employer Self-Service. The tool operates like a dashboard, displaying the latest status of your Agency’s CSI and Details for the past few months.

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[Begin Reporting Here](#)

Your Employer Reporting Score Card

Report Month	CSI	Details
November	✓	✓
December	✓	✓
January	✓	✓
February	✗	🕒

Legend		
✓ Successful Submission.	✗ No Submission Received.	⚠ File received but errors must be corrected.
🕒 CSI and Details have been received but do not balance.	🕒 Report has been received. Please allow 24-48 hours for status update.	

For questions regarding the status of your agencies report please contact Retirement Systems Employer Reporting by phone 919-814-4590 (Option 6) or by email (OER@nctreasurer.com).

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File Errors and Edits

PRE-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 a pre-load error

LOAD 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, 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

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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%

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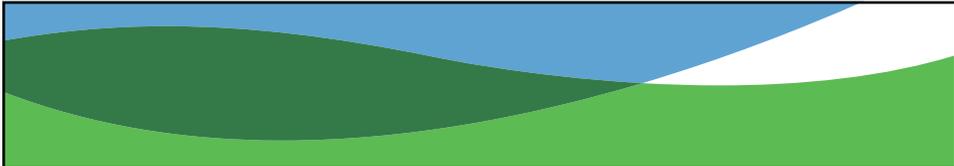


Edit Errors on Reports

- 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 edit step 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.

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How to pull your ORBIT Error Report

- You have access to your monthly ORBIT Error Reports on our website:
 - 1. Log into ORBIT as an employer
 - 2. Under the REPORTING options, select “Report Viewer”
 - 3. Select the “Employer Reporting” report type
 - 4. Select the “Detail Records in Error by Agency and Report Month – Self Service” report
 - 5. Select the “Report Month” and “Report Year.
 - 6. The “Exception Type” and “Source of Entry” are auto-populated and cannot be changed
 - 7. Select the Export Type which is either “Adobe PDF” or “Excel”
- You can now check your monthly ORBIT errors as soon as your report has posted. Once your analyst has reviewed your errors, they will reach out regarding the necessary corrections and any additional information they may need.

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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

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Pay Types

- REG - Regular pay (can include installment pay)
- BONUS - Performance based bonus, service based bonus, bonus leave payout. For any other types of bonuses the agency would need to contact the retirement system for approval.
- ANNLONG - Longevity pay
- ANNLEAVE - Lump sum annual leave payout (can include Comp Time payout)
- OVERTIME - Overtime pay
- WORKCOMP- Workers compensation periods are reported (salary and contributions are zero)
- LEAVEPAY- Leave without pay, not exhaustion of leave (salary and contributions are zero)

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Pay Period Dates

- ORBIT equates the term Pay Period date with the span of time that the employee worked to earn this amount of money. Pay Period does not represent the date when the employee was actually paid.
- It's important to report the correct pay period dates to prevent incorrect service credit.
- Important Notes about Pay Period Dates
 - Pay dates can be recorded in arrears, advance, mid-month or begin to end of month.
 - Pay Period Begin and End dates cannot be on the same day.
 - Pay Period Begin date cannot be more than 90 days prior to the report date.
 - Pay Period Begin date cannot be prior to the member's hire date (For new hires)
 - The Pay Period End date cannot occur before the Pay Period Begin date.
 - The Pay Period End date cannot be after a member's termination date.

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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.

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Salary Adjustments

PRIOR Period Adjustments -

Partial adjustments to previously reported records. The pay period dates, plan code and pay type 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 period dates.

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.

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Reporting Negative Adjustments

- Must be coded as a PRIOR Period Adjustment. The pay period dates, plan code and pay type must match to the original record requiring adjustment.
- Negative prior period adjustments are acceptable anytime within the same calendar year but cannot cross calendar years.
- Please note: If salary and wage records are reported through ORBIT while a member is applying for a refund, the refund process will be stopped.
- Additionally, once a refund has been issued, the account is closed to negative adjustments. Any negative adjustments submitted cannot be posted and will be deleted.

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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.

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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

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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

Local

- General employee (LOGG), 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)

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Reporting Return-to-Work Retirees For LGERS

- The current waiting period for LGERS retirees who return to work in the LGERS system is 30 days (retired 1/1/2021 the first month of 2/1/2022).
- **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.

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How does an employer know if a new hire has retired from a different agency?

- A Check Retired Status module is available via ORBIT Employer Self-Service to help employers verify employee status under the retirement re-employment laws.
- To use this new tool, you should:
 - 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.
 - 4) The list will show:
 - a) Social Security Number
 - b) Benefit System
 - i) TSERS: Teachers' and State Employees' Retirement System
 - ii) LGERS: Local Governmental Employees' Retirement System
 - 5) Last Reported Plan Code
 - 6) Member ID #
 - 7) Retirement Status
 - i) Active: Currently receiving disability or retirement benefits
 - ii) Suspended: Retiree NOT currently receiving retirement benefits
 - iii) Pending: Retirement benefits in process
- The Retirement System recommends using this tool on a regular basis.

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How to report return to work retirees:

Report the return-to-work retirees under the LOCRS plan code.

- Report ONLY if the retiree has come back to work under the system from which they retired.
- Be sure to remove the outdated termination information from their records before submitting the ORBIT report and include the new "Date of Employment."
- Do NOT report a TSERS return to work retiree working at a LGERS agency under LOCRS. Report as a contributing member in the new system if eligibility requirements are met.
- Do NOT report part-time earnings of former members that did not retire from TSERS or LGERS.

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Remember to Update Retiree “Date of Employment” When Retiree Returns to Work

- Retirees returning to work should be reported with the new “Date of Employment.” **Failure to update the record with this new “Date of Employment” will cause a recurring error for the member’s payroll record.**
- Be sure to remove the outdated termination information from their records before submitting the ORBIT report and include the new “Date of Employment.”

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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.
- Termination date should be the last date on which the employee reported to work.
- Pay period dates cannot extend beyond the termination dates.
- Pay period end dates in the final payout records should end with the same date as the termination date.

Lump-Sum Payouts:

- Should be coded with proper pay types. Payouts should not be lumped under one pay type code.
- Proper pay type should all be reported as separate line items on the ORBIT file.

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Termination Reporting

- If a member's last day worked is 5/31/2019, use that date. If the termination effective date of 6/1/2019 used, ORBIT will incorrectly grant the member a month of service credit. Be sure to include a valid termination reason along with the date.
- Any payments made to the employee after the termination date must be adjusted to dates before termination.

List of termination reasons

- **RETIRE** = Retirement
- **DEATH** = Death
- **VOL** = Voluntarily left employment
- **INVOL** = Involuntarily left employment

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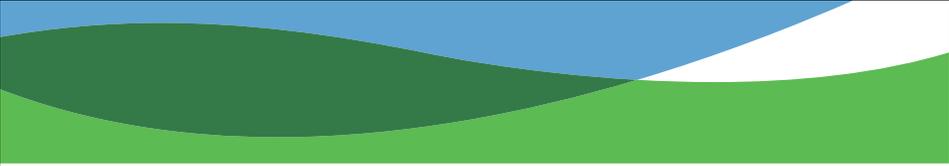


Noticed that you reported a member name, SSN or DOB incorrectly?

- When this is discovered:
 1. Email a copy of the employee's Social Security Card to your Orbit representative, along with your agency number
 2. Your Orbit representative will initiate the process within ORBIT.
 3. Be sure to correct the records on your end to avoid future errors.
 1. When you correct a SSN, this may result in a different member ID, please verify with your representative
- Always list name segments in the appropriate field. Each of the following have their own field:
 - First Name
 - Middle Name
 - Last Name
 - Suffix

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Name Change

- If a member changes their name, follow the process below to update the information we have in ORBIT:
 1. Be sure to correct the name in your system and report it on your ORBIT report.
 2. Please provide documentation of name change (Social Security Card). The documentation should be emailed to your Orbit representative.

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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 and Pay Period Dates.

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The Importance of Reporting Bonuses Correctly

- Reporting bonuses incorrectly may impact retirement, death and disability benefits.
- If a bonus has been reported but is not retirement eligible, it can be removed by submitting a negative adjustment record anytime during the current calendar year, through ORBIT reporting.
- If it is outside of the current calendar year the adjustment can be processed using Form 316.
- If there are questions on bonuses that are not performance based, service based or bonus leave, you should contact the Retirement Systems for assistance.

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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

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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

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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.

Please complete and send the CONCHG form in Orbit to update agency access.

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ORBIT Self-Service Login Screen

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Navigating ORBIT Self-Service

Begin Reporting Here

- Enter Report
- Submit Report
- Submit CSI
- View Invoices
- Download Member ID
- Death Notice
- Missing Beneficiary Designations
- Fire & Rescue ▶
- View Member Info ▶
- Check Retired Status
- Report Viewer

Functions of each option:

- Enter Report-enter the monthly employee detail
- 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

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Navigating ORBIT Self-Service

Begin Reporting Here

- Enter Report
- Submit Report
- Submit CSI
- View Invoices
- Download Member ID
- Death Notice
- Missing Beneficiary Designations
- Fire & Rescue ▶
- View Member Info ▶
- Check Retired Status
- Report Viewer

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

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Resources for Employers

**TSERS
Employer
Handbook**

The digital handbook highlights key employer responsibilities.

**LGRS
Employer
Handbook**

The digital handbook highlights key employer responsibilities.

**Current &
Previous
Legislation**

Discover the most recent legislation impacting the Retirement Systems.

**Employer
Reporting
Schedule**

View the schedule for monthly contributions and reporting.

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LGERS Contribution Rates

LGERS employer contribution rates effective July 1, 2025 are posted to the Retirement Systems' website: [LGERS July 1 2025 Employer Contribution Rates Values Only.xlsm](#)

Each year, the rates are posted publicly rather than mailing individual letters to every employer, this improves efficiency and transparency, and reduces costs. The table is ordered by five-digit employer code but is also searchable (by employer name) within a browser, or by downloading the PDF and using "Edit"-">"Find" in Adobe.

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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
 - Call 919-814-4590 – Ask for Employer Reporting, or choose the Employer Reporting Option 6

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North Carolina
Total Retirement Plans

Questions?

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