

## ***Retirement Monitor, November 21, 2008***

A publication for public sector human resources and payroll specialists from State Treasurer Richard H. Moore and the Retirement Systems Division.

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### **Reinstatement of Penalty for Late Employer Contribution Report Submissions**

We have reached our one-year anniversary of having ORBIT in place, and we appreciate your help in making the transition to using the new system.

As of January 1, 2009, the Retirement Systems Division will be reinstating the statutory penalty that is assessed when employers submit their previous months' contribution report after the 5<sup>th</sup> state government working day of the current month. A penalty invoice will automatically be generated by ORBIT when the agency's payment is received after the deadline. The penalty amounts to 1% of the total contributions or a minimum of \$25.00.

If you are not familiar with the specifics of the penalty, and you represent a local unit, please refer to General Statute 128-30(g)(3) in the NC Retirement Systems Laws—2007 Edition located on our Web site at [www.nctreasurer.com/2007lawbook/128/128-30.htm](http://www.nctreasurer.com/2007lawbook/128/128-30.htm). If you represent a state agency, please refer to General Statute 135-8(f)(3) in the NC Retirement Systems Laws—2007 Edition located on our Web site at [www.nctreasurer.com/2007lawbook/135/135-8.htm](http://www.nctreasurer.com/2007lawbook/135/135-8.htm).

If you have any questions about this penalty, please contact Janice Wilkins at 919-508-5348 or the Employer Education Services Unit at 919-807-3131 (local) or 877-807-3131 (toll-free).

### **Employer Best Practice: Form 2C Completion and Employer Reports**

When employees become members of the Retirement Systems, they are sent Welcome Packets after the first payroll is submitted to the ORBIT system. In this packet is a pre-populated Form 2C, "Designating Beneficiary(ies) for the Retirement System Contributions and the Death Benefit."

The **timely and accurate completion of this form is essential** to allow the Retirement Systems to record a recipient for the member's contributions. All forms must be correctly completed, signed, notarized and received by the Retirement Systems prior to the death of the member to be a valid designation.

If no acceptable Form 2C is received prior to the member's death, all payments will be paid to the member's estate.

In addition, when an employee terminates employment with your agency, it is essential that you enter the date of termination on your monthly employer report. Failure to do so may result in that employee remaining on your report as not having submitted Form 2C, "Designating a Beneficiary(ies) for the Retirement System Contributions and the Death Benefit." Not complying with this requirement may cause your employer report to have incorrect data and will result in delays in refund processing.

### **Address Verification and Change**

Please ensure that you have captured and provided to the Retirement Systems Division the most up-to-date addresses for your employees. Having the correct address in the system will help expedite

distribution of important information, as well as the processing of retirements and disability claims. You can update your employees' addresses in your monthly reporting process on ORBIT. Please do not ask employees to call the Retirement Systems to correct their addresses, as this must come through the employer or BEACON (for state agencies).



### **ORBIT Log-In Process**

To access ORBIT, visit [www.myncretirement.com](http://www.myncretirement.com) and select the "ORBIT" button from the "Retirement" drop-down menu. You will be directed to the log-in page where you may complete your registration or log-in if you've already registered. (Note: if you registered prior to March 13 using the NCID process, you will need to reregister as a first-time user. This is a one time event.)

### **About the Retirement Systems' Retirement Planning Conferences**

The Retirement Systems Division will hold retirement planning conferences across the State in 2009. These conferences are open to any employee seeking information regarding retirement benefits under the Local Governmental Employees' Retirement System or the Teachers' and State Employees' Retirement System. Your help is needed to identify facilities where we can hold a conference in your area for January through December 2009.

The facilities should have the capacity to hold approximately 150-200 people and be available for the full day, as the length of all sessions is approximately 2 ½ hours. The Teachers' and State Employees' Retirement System sessions will begin at 9:30 a.m. and the Local Governmental Employees' Retirement System sessions will start at 1:30 p.m. Please send your recommendations for conference sites to Alice DeVane at [Alice.Devane@nctreasurer.com](mailto:Alice.Devane@nctreasurer.com).

### **January 2009 Retirement Planning Conferences Schedule**

We are proud to partner with Prudential Retirement to provide information on the 401(k) and Deferred Compensation (457) plans at these conferences that are geared toward all members of the above retirement systems. The conferences last about 2½ hours and provide an orientation for newer members, pre-retirement planning information for members closer to retirement and education information for personnel officers and others who handle retirement matters. Registration is not required. Some locations may charge a parking fee.

For members who are unable to attend their local conferences but would still like to receive the information provided, the PowerPoint presentations shown at the conference are available on the Employers section of the Retirement Systems website at <http://www.nctreasurer.com/DSTHome/RetirementSystems/Employers> under "News and Publications." There are two presentations: one for TSERS members and one for LGERS members.

Below is the schedule of Retirement Planning Conferences. **The Teachers' and State Employees' Retirement System sessions will begin at 9:30 a.m. and the Local Governmental Employees' Retirement System sessions will start at 1:30 p.m.** For dates beyond what is listed below, please refer to the Employer section of the Retirement Systems website at [www.myncretirement.com](http://www.myncretirement.com).

**January 7, 2009**

**Town of Farmville**  
Upstairs Courtroom  
3672 N. Main St.  
Farmville, NC

**January 13, 2009**

**Mitchell Community College**  
Continuing Education Center  
701 W. Front St  
Statesville, NC

January 15, 2009

**Nash Community College**  
Business & Industry Center  
522 N. Old Carriage Rd  
Rocky Mount, NC

January 21, 2009

**Town of Cary**  
Council Chambers  
316 N Academy St  
Cary, NC

January 28, 2009

**Elizabeth City State University**  
Kermit E. White Graduate Center Room 117  
1704 Weeksville Rd  
Elizabeth City, NC

### **Retirement Systems Contact Information**

- Employers with questions or in need of information should contact the NC Retirement Systems Division's Employer Education and Services Unit at [EESU@nctreasurer.com](mailto:EESU@nctreasurer.com) or call (877) 807-3131 Option 2 (for outside Raleigh area) and 807-3131 Option 2 (Raleigh area only).
- Active Employees with questions or in need of information or forms should contact the Division's Member Services unit at 1-877-627-3287 and (919) 807-3050 (Raleigh area only).
- Retirees with questions or in need of information or forms should contact the Division's Members Services unit at 1-877-733-4191 and (919) 733-4191 (Raleigh area only).

Remember, to better serve our Spanish speaking customers, the Retirement Systems Call Center is staffed with a representative who can assist members with translating Retirement Systems' information and addressing their retirement-related questions.

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*The Retirement Systems Division manages retirement benefits for more than 820,000 working and retired N.C. public employees. The North Carolina Retirement Systems are among an elite group of public pension plans that remain fully-funded and financially sound. With approximately \$66 billion in assets, the Systems comprise the 10<sup>th</sup> largest public pension plan in the United States.*