

Retirement Monitor, September 29, 2008

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

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Edition Revisions

The Retirement Systems received questions regarding the article "Employer Best Practice: A Change in Return-to-Work Processing" in the August issue of the Retirement Monitor. As a result of those questions, the content of the article was revised and the [August issue](#), revised 9/17/08, was reposted on the Retirement Systems Web site under the employers section.

Employer Best Practice: Monthly Reporting

The ORBIT system has been updated to only accept payments through the use of the Contribution Summary Instruction (CSI) at the time of monthly reporting through ORBIT. All invoices must be processed through the CSI via ORBIT when you process your normal monthly contribution report. Checks will not be accepted as payment for invoices that are related to the Employer Reporting process and will be returned upon receipt. The CSI cannot be used to make payment for invoices only – invoice payments must be included with the normal contribution reporting CSI.

Form 5 Revision

A few wording changes were made to the [Form 5, *Withdrawing Your Retirement Service Credit and Contributions*](#). The changes include:

- Statement added to Section E. (Certification) - "I understand that it is my responsibility to notify the Retirement System of any address changes, and failing to do so might cancel or delay my refund."
- Section G.
 - A title bar change - "Have your employer complete this section if the circumstances below are applicable."
 - Addition of an employer notice - "Employer, please complete this section if the employee terminated employment within three months prior to the application date, or if the employee was terminated by the employer."
- Condensed text in Section H - "You may mail this form to the address below, or you may fax this for to (919)508-5350."

Please discard any previously printed Form 5s.

Call Center Assistance for Spanish Speaking Members

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

Active employees should contact the Division's Member Services unit at 1-877-627-3287 and (919) 807-3050 (Raleigh area only). Retirees with questions regarding the return-to-work laws should contact the Division's Members Services unit at 1-877-733-4191, and (919) 733-4191 (Raleigh area only).

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.



ORBIT Log-In Process

To access ORBIT, visit 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.)

Retirement Planning Conferences for 2008

The Retirement Systems Division is holding retirement planning conferences across the state. 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.

We are proud to partner with Prudential 401(k) and Great West Deferred Compensation for these conferences 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.

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.

October 1, 2008	WAKE TECHNICAL COMMUNITY COLLEGE Main Campus – Student Services (Use Parking Lot L) 9101 Fayetteville Rd. Raleigh, NC
October 7, 2008	VERNON JAMES CENTER Conference Room 207 Research Station Rd. Plymouth, NC
October 8, 2008	DOSH SIEMANS ADVANCE MFG. FACILITY Orringer Auditorium 800 College Ct New Bern, NC
October 14, 2008	KANNAPOLIS TRAIN STATION 201 S. Main St. Kannapolis, NC

- October 22, 2008** **DPS STAFF DEVELOPMENT CENTER**
M-1
2107 Hillandale Rd.
Durham, NC
- October 29, 2008** **NORTH CAROLINA JUSTICE ACADEMY**
Jones Auditorium
201 N. Fayetteville St.
Salemberg, NC
- November 4, 2008** **MARTIN COMMUNITY COLLEGE**
Bldg 2 Auditorium
1161 Kehukee Park Rd
Williamston, NC
- November 5, 2008** **JAMES W WARREN CITIZENS CENTER**
Auditorium
115 W. Main St.
Lincolnton, NC
- November 13, 2008** **FORSYTH TECHNICAL COMMUNITY COLLEGE**
WEST CAMPUS
Auditorium
1300 Bolton St.
Winston Salem, NC
- November 18, 2008** **NC CO-OPERATIVE EXTENSION**
Auditorium
801 S. Walker St.
Burgaw, NC
- November 19, 2008** **LYONS PARK**
Community & Family Life Center
1313 Halley St.
Durham, NC
- November 20, 2008** **WENDELL COMMUNITY CENTER**
Gym
601 W 3rd St.
Wendell, NC

The Retirement Systems Division manages retirement benefits for more than 780,000 working and retired NC 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 \$72.3 billion in assets, the Systems comprise the 10th largest public pension plan in the United States.