

EMPLOYER REPORTING Q&A



As employers are developing their Employer Reporting programs to report contributions through ORBIT, the ORBIT Employer Reporting Team has received a number of questions concerning the process of Employer Reporting, how to report specific members, and what to report in certain data elements. The ORBIT Employer Reporting Team has combined these questions into the following categories:

General.....	2
Testing and Training.....	5
Software Vendor.....	6
File Format / Technical.....	6
Retirement Plan and Employer Codes.....	7
Contribution Rate.....	8
Fund Submission.....	8
Enrollment.....	9
Rehired Retiree.....	10
Member ID.....	10
Correspondence.....	12
Business Edit.....	12
Employer Self Service Website.....	13
Member Self Service Website.....	13
Central Payroll.....	13
Consolidated Judicial Retirement System (CJRS).....	14
University – Optional Retirement Plan (ORP).....	15
Demographic.....	16
Date Eligible to Participate in Retirement.....	16
Employment Date.....	16
Termination Date.....	17
Vacation Hours Paid.....	17
Pay Type.....	18
Pay Period.....	19
Contract Period Code and Contract Period Date.....	22
Adjustments.....	24
Job Classification.....	26
Employer Reporting Scenarios.....	27
Member Annual Statement.....	27
Disability.....	28
Retirement.....	28
Miscellaneous.....	28

Note: These sections also include questions which were asked at the Spring 2007 ORBIT Information Sessions.

EMPLOYER REPORTING Q&A



General

What is Employer Reporting?

Employer Reporting is the process of submitting detail data, summary information, and contributions (actual funds) on a monthly basis to RSD. Based on the information submitted, RSD will balance the monthly employer report and post contributions and service to the member's account. Information regarding the ORBIT implementation may be found at www.nctreasurer.com/orbitinfo

How is the Employer Reporting process different through ORBIT?

For the most part, the process of Employer Reporting is the same as the existing process, but, with ORBIT, the technology has changed.

Currently, in the legacy system, each employer submits the following to RSD on a monthly basis:

- Detail Data – currently submitted on diskette, tape, paper (Form 111), and in a few instances FTP. The detail contains only 7 data elements.
- Summary Information – currently submitted on paper (Form 111S). This represents the totals of the salary, employee contributions, and employer contributions associated with the monthly report. The salary and employee contribution amounts should match the totals reported on the Detail Data.
- Contributions – currently submitted via paper check, Disbursing Account transfers and the State Treasurer Electronic Program System (STEPS).

In ORBIT, each employer will submit the following to RSD on a monthly basis:

- Detail Data – The detail contains over 30 data elements, and will be submitted through one of the following methods:
 - ESS – Enter Report – through the secure Employer Self Service (ESS) website, the employer will be able to 'key' the detail data into ORBIT. **Note:** This option is only available to employers with few employees to report.
 - ESS – Submit Report – through the secure Employer Self Service (ESS) website, the employer will be able to 'upload' the data file to RSD for processing
 - FTP – the employer will FTP the data file to RSD for processing. If the employer chooses not to use ESS, the employer must FTP the data file to RSD.
- Summary Information – through the secure Employer Self Service (ESS) website, the employer will enter the Contribution Summary Instruction (CSI). This represents the totals of salary, employee contributions, and employer contributions associated with the monthly report. The salary and employee contribution amounts should match the totals reported on the Detail Data. **Note:** While the Detail Data submission does not contain the employer contributions per record, the employer must be able to calculate the total employer contributions on the submission, and summarize the totals by retirement plan.
 - If the employer generates the data submission (i.e. data file), the employer contribution totals (by retirement plan) must be calculated accurately by the employer's file generation program. These totals will need to be entered, by a user, on ESS – Contribution Summary Instruction as part of the employer report submission.

EMPLOYER REPORTING Q&A



- If the employer 'keys' the data (through ESS – Enter Report), the Contribution Summary Instruction data (Salary, Employee Contributions, and Employer Contributions totals) will be calculated automatically based on the detail data 'keyed' by the employer.
- Contributions – The reporting of funds (actual money associated with the contributions) **must** be transmitted electronically.
- Contributions are due at RSD by the 5th business day of each month.

If an employer forgets to delete a person while using the Enter Report method, will the error be flagged on the employer report?

Employers need to delete the person from the report. If the person is not deleted, their salaries and contributions will be included in the CSI. The CSI is your method of telling the Retirement System as to how much payment should be deducted from your agency bank account.

How do employers correct a erroneous report after it is submitted?

The system will not allow employers to save the records (in Enter Report) with an invalid value.

Do General and LEO's need to be reported separately?

Both General and LEO can be reported on the same report with the appropriate plan codes. The CSI (summary) requires you to report the total salaries and contributions in separate sections.

If an individual is reported under the wrong plan code, how can this be corrected after the report has been submitted?

Employers can submit two adjustments on a future report; one which negates the original submission (incorrect plan) along with the new one for the correct plan.

How are volunteer firefighters accounted for in the Retirement Report?

Volunteer firefighters are members of the Fireman's pension fund and are not included in the Retirement Report.

Minimum requirements for the secure Employer Self Service (ESS) website:

The minimum PC requirements:

- 333 MHz or Higher
- 800 x 600 Monitor Resolution
- Reliable connection to the Internet (modem/dial-up; Cable; DSL; LAN)

The minimum Browser Application requirements:

- Microsoft Internet Explorer 5.5 or Higher / Netscape Navigator 7.0 or Higher / FireFox 1.5 or Higher
- JavaScript must be enabled
- 128bit Encryption enabled
- Cookies must be enabled

Other technology requirements:

- Adobe Acrobat 7.0 or Higher

EMPLOYER REPORTING Q&A



- Access to a printer to produce copies for your files

As an employer, employees are paid who are not eligible for retirement. How should these people be reported?

These employees should NOT be reported on the monthly Employer Report. Only those employees eligible for retirement should be reported through the Employer Reporting process.

Note: In certain situations, RSD is requesting employees, who may not be contributing, also be reported through Employer Reporting. Examples would be employees who have exceeded their salary limitation (reported as a 'MAX' Retirement Plan), and employees who have retired, but have returned to work and are subject to an earnings limitation (reported as a 'RS' Retirement Plan).

Will the 5-day grace period still be allowed for employers who submit paper?

No. Employers will be expected to report data and funds to RSD electronically. RSD will work with employers currently reporting paper to ensure a smooth transition to reporting data and funds through ORBIT.

For smaller employers who 'key' their data using the ORBIT Employer Self Service – Enter Report module, is there functionality to 'import' data for the first Employer Report?

No. For the initial Employer Report (09/2007 Report due by 10/05/2007) the employer will be required to 'key' their entire payroll information into ESS – Enter Report. Each subsequent month the employer will only be required to make changes, additions, and deletions to the Employer Report.

How often will an employer report contributions to RSD through ORBIT?

Employers will report contributions to RSD (using ORBIT) as they do now – on a monthly basis. The employer will submit twelve monthly employer reports each year. These submissions may, however, contain multiple pay period records for each employee (depending upon the employer's pay cycle – See Pay Period below).

Will employees listed under the Enter Report method appear in the same order every month? In what way are they sorted?

Yes. The order will be the same every month and sorted by Social Security Number.

Who should be reported as 'LOCF' and 'LOCROD'?

LOCF = Certified Paid (Non-Volunteer) Local Firefighters
LOCROD = Elected Local Register of Deeds

If an employee starts as general class but later becomes an LOCF, when should this person be switched to LOCF?

An employee under these circumstances should be switched to LOCF when they have completed their training and have become certified.

As an employer, should I report and code the one elected Register of Deeds as the Register of Deeds or does this also include their support staff?

EMPLOYER REPORTING Q&A



Only include the Elected Register of Deeds. The staff should be reported under the general plan code.

How quickly are records updated in the Member's Account?

The member account will be updated within two business days after receipt of your CSI, Report and Funds, so long as the submitted member's record is without error.

Can an incomplete report be submitted in order to avoid the delinquency fee?

Yes, you may submit the CSI so that you are not charged the late payment. Payment must be received by the 5th working day of the month to avoid the delinquency fee.

What provisions are in place to accommodate employers in regards to the delinquency fee for October?

A delinquency fee will not be assessed in the month of October (for September Reports); however there will be a \$25 (minimum) or 1% fee effective November 1st, 2007.

If a computer outage or crash prevents an employer from submitting their report, will a delinquency fee be charged?

If an employer experiences a technical failure, please contact the Retirement Systems Division. If the failure is on the RSD side of business, a fee will not be charged.

How is a 10 ½ month employee reported?

Report this employee as 10 months.

How should an employer report a 10 pay 12 month teacher for the two summer months?

Report this employee as summer pay for the two months.

What is the teacher supplement payment reported as?

Regular Pay

Is it necessary to submit a death certificate to RSD if a death notice has already been submitted?

Yes. It is necessary to submit the death certificate.

What information does the employer reporting role have access to?

The employer reporting role has access to all modules under the reporting menu except agency admin.

Testing and Training

Will employers be allowed to test using the new file format?

EMPLOYER REPORTING Q&A



Yes. RSD encourages employers to test the Employer Reporting process through ORBIT. More information about testing will be sent to the employers later this month. This will include login and password information of both FTP and Employer Self Service sites. To coordinate the testing of Employer Reporting in ORBIT, please contact Roscoe Perry at roscoe.perry@nctreasurer.com

How long are the training sessions?

The training session will last between two and four hours based on the type of training – ESS – Enter Report or Files Submission (through FTP or ESS – Submit Report).

Can employers attend more than one training session?

Yes, employers may attend more than one training session.

Software Vendor

Who needs to be notified if the software vendor is changed?

RSD does not need to know when an employer changes software vendors. The software vendor will need to be made aware of the requirements of the Employer Reporting process and be able to produce the ORBIT Employer Reporting file in the required format.

Can the file format be given to ADP (or another vendor) to upload?

Yes – however, ADP, or any other vendor, must be able to produce the file in the required file format.

How will an employer know if its “approved vendor” has made the necessary modifications for Employer Reporting?

Please contact the vendor to ensure that proper testing has been conducted and ensure that they have provided you with the updated software which is compliant with the New ORBIT Layout.

File Format / Technical

In the Footer record of the file, does the “+ / -“ indicate if the salary and employee contributions are positive or negative, or does this indicate an increase or decrease from the previous month’s Employer Report?

The “+ / -“ data elements indicate if the total salary and total employee contributions on the Employer Report are a positive or negative amount.

If the employer is generating a detail data file for the Employer Report file submission, can the header and footer be ‘padded’ with spaces to match the length of the detail record?

Yes – the header and footer records of the Employer Report detail data file may be padded with spaces to match the length of the detail record.

EMPLOYER REPORTING Q&A



Retirement Plan and Employer Codes

What is a Retirement Plan Code?

Retirement Plan Codes define the various rule sets that pertain to different classifications of employees/members. These rules may include membership eligibility, contribution reporting guidelines, or benefit calculation and payment rules.

Please refer to the 'Plan Codes' section of the Employer File Format for more information on Retirement Plan Codes.

Is my current employer code still going to be used for Employer Reporting through ORBIT?

Historically RSD has managed different rule sets within each System by using different employer codes for the different classifications of employees/members. For example the City of Raleigh has an employer code assigned for the reporting of salary and contribution information for General Employees and a second employer code assigned for the reporting of salary and contribution information for Law Enforcement Officers. Each month the employer would submit an employer report (detail data, summary, etc.) for each employer code:

Legacy Employer Report File 1:
Employer Code: 9XXXX
Member Class: General Employees

Legacy Employer Report File 2:
Employer Code: 7XXXX
Member Class: Law Enforcement Officers

With the implementation of the ORBIT system, RSD will refine the reporting requirements in order for an employer to report more classifications of employees/members without adding additional employer codes. This will be accomplished by the introduction of the Plan Code concept. **Each reporting employer will have one employer code assigned.** All reporting by an employer for various classes of employees will be done under one employer code with various Plan Codes.

For example, a Public school system (participating in the Teachers' and State Employees' Retirement System) that employs General Employees, Law Enforcement Employees, Retirees Exempt from the Earnings Limitation, and Retirees Subject to the Earnings Limitation would report the following on a single monthly contribution report to RSD:

ORBIT Employer File 1:
Employer Code: 3XXXX
Member Class (identified by Retirement Plan Codes):
STG – General Class
STL – Law Enforcement Class
STRE – Rehired Teachers (Exempt from Earnings Limitation)
STRS – Rehired Teachers (Subject to Earnings Limitation)

The employer code for each employer will be communicated to the employer via correspondence.

How are the 'MAX' Retirement Plan Codes reported?

The 'MAX' Retirement Plan Codes should be reported when the member has reached their earnings limitation. Once the member has reached their earnings limitation, the 'MAX' Retirement Plan Code should be reported for the member with the member's salary, but with no contributions.

Example:

EMPLOYER REPORTING Q&A



On the 10/2008 Employer Report, a member will exceed her earnings by \$2500.00. The member's salary is \$13,000.00. On the 10/2008 Employer Report, the member should be reported as follows:

06/2008 Employer Report Record						
SSN	Report Date	Pay Type Code	Retirement Plan Code	Salary	Employee Contri	Employer Contrib (included in CSI)
000-00-0001	10/2008	REG	STG	10500.00	630.00	749.70
000-00-0001	10/2008	REG	STMAX	2500.00	0.00	0.00

For the remaining portion of the year (11/2008 and 12/2008), the member should be reported as STMAX. In 01/2009, the employer should report the member as STG again (with contributions).

Are the lists of plan codes and pay types finite?

Plan Codes or Pay Types may be added as the need arises.

How are employees who are subject to 11.7 reported?

Report salaries as plan code STRE.

Contribution Rate

What date should be used to calculate the employer and employee contribution amounts?

The Pay Period Begin Date (of the detail record) should be used to calculate the employer and employee contribution amounts. Only the employee contribution amount will be reported on the detail data file.

Where are the employer contribution amount totals reported?

The employer contribution amount totals should be reported through the Employer Self Service – Submit Summary (CSI) module. This module will allow employers to enter the employee contribution amount and employer contribution amount for each retirement plan code.

Note: The totals submitted on the CSI should match the totals reported on the detail data file. If multiple Retirement Plans are reported, each Retirement Plan must be reported at the correct contribution rate.

Fund Submission

Will paper checks be accepted?

No. Funds must be submitted electronically. For those employers not currently using STEPS, RSD will be requesting your bank information.

Will STEPS be eliminated?

Yes. ADP will be replaced by RSD, but the processing request for the funds will still be accomplished electronically.

EMPLOYER REPORTING Q&A



When the employer submits the Contribution Summary Instruction (CSI), RSD will use this information to make the appropriate requests for contributions to the employer's financial institutions.

Enrollment

Without a Form 2 Enrollment Form, how will the member be enrolled in the retirement system?

Based on contributions being reported for the member and the information collected through the monthly employer reporting data submission, the member is enrolled in the system.

The data collected through employer reporting has changed to collect demographic, employment, and contribution information. If accurately reported, this information will allow RSD to enroll the member into the retirement system and will not require the submission of the Form 2 Enrollment Form.

The data collected through employer reporting does not include the member's beneficiary designation (Form 2C) – how will the member designate their beneficiaries?

When the member is first reported, through employer reporting, to RSD, a 'Welcome Packet' will be generated and sent to the member. This 'Welcome Packet' will include a Beneficiary Designation Form. If RSD has not received the member's Beneficiary Designation Form after 60 days, a reminder letter (with form) will be sent to the member.

During the 'active' career of a member (prior to retirement), RSD does not require the designation of a beneficiary. Should the member become deceased prior to retirement, and without a beneficiary designated, North Carolina Statute will dictate the beneficiary designation.

While the beneficiary designation is not required, RSD will allow employers to monitor which members have not submitted a beneficiary designation through the ORBIT Employer Self Service (ESS) website.

Is there a scenario where an 'enrollment' form is still required?

Yes – in the following scenarios:

In the University System, eligible members may 'opt out' of participation in the Teachers' And State Employees' Retirement System (TSERS) and elect to participate in the Optional Retirement Program (ORP). When a member makes this election, RSD must have a copy of the ORP election form. **Note:** ORP members are still reported on the monthly employer reporting detail data submission with a retirement plan of 'ORPG'.

At the time that an employer is approved for participation in the Local Governmental Employees' Retirement System (LERS), certain employees may elect not to participate in the retirement system. When an employee elects not to participate, RSD must have a copy of the 'non-elect' form. **Note:** LERS Non-Elect employees are not reported on the monthly employer reporting detail data submission.

Do Beneficiary Designation Forms (Form 2C) require a notary?

Yes, Beneficiary Designation Forms require a notary. **Note:** RSD is not familiar with 'online notaries' and require the actual form is submitted (not online).

If an employee dies prior to completing Form 2C, who will receive the benefit?

The Estate will receive the benefit.

Rehired Retiree

If Rehired Retirees don't contribute employee contributions to the retirement system, why are they required to be reported through Employer Reporting?

These type of employees should be reported to RSD through Employer Reporting (even if they are only considered to be "part-time" employees) to allow RSD to monitor their earnings against the retirees annual earnable allowance. See the Retirement Plan Codes section of the Employer Reporting File Format for the appropriate Retirement Plan Code to report for these employees.

How will retired rehired teachers reported through ORBIT Employer Reporting?

Retired rehired teachers will be reported on the employer's monthly report as either Retirement Plan Code STRS (retirees that are rehired and subject to an earnings limitation) or Retirement Plan Code STRE (retirees that are rehired and are exempt from an earnings limitation).

How should an LGERS agency report the hiring of a retiree from TSERS?

Employers should only report a rehired retiree if they have come back to work under the system from which they retired. Otherwise they should be reported as a normal employee under the "new system".

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

The retirement system has edit rules to detect this situation. RSD will inform, you if you have hired a retiree.

Should employers report employees that are retired but working part-time and are subject to an earnings cap?

Yes. These employees should be reported.

Member ID

What is the Member ID (also known as Person ID)?

The Member ID (or Person ID) is a unique identifier assigned to a person, and used to identify that individual in ORBIT. Regardless of the status of that individual - member, benefit recipient, retired rehired member, etc. – the identifier remains the same. This identifier will replace the Active Member Number (or Retirement Number) for everyone.

Since the Member ID is the unique identifier of a person in ORBIT, why is the SSN still required on the Employer Reporting File Format?

The SSN data element must be reported for the member through Employer Reporting for IRS tax reporting requirements. These requirements are specific to payments made to the member when the member retires or receives a refund.

What should the employer use for the Member ID for the initial Employer Report through ORBIT?

For the initial report submitted in the new file format, the Person Identifier field should be left blank. After processing the initial report, the Person Identifier will be assigned to the member. Once the employer report posts, the employer will be able to download their Member IDs through ESS and report them on the following employer report.

EMPLOYER REPORTING Q&A



How does the employer receive the Member ID (for reporting on the Employer Report)?

The employer will use the “Download Member ID” module of the Employer Self Service (ESS) website. This module will allow the employer to download the Member ID of all its members or for only the new hires reported on the previous month’s employer report.

For example, Employer A submits the following new employees on the 09/2008 Employer Report data file:

SSN
000-00-0001
000-00-0002

Just prior to submitting the 10/2008 Employer Report, Employer A will log into ESS, and use the “Download Member ID” module to retrieve the Member IDs for the new employees. In this example, Employer A would see the following:

SSN	Member ID
000-00-0001	10000
000-00-0002	10001

The Member IDs (along with the other required fields of the Employer Report) are reported on the 10/2008 Employer Report.

Note: Employers will be able to download a fixed length file of their Member IDs or view a list of their Member IDs (on screen). The file will contain the member’s SSN in order to accurately match the Member ID to the member’s record. The Member ID File Format will be posted to the www.myncretirement.com/orbitinfo website.

How does the member receive their Member ID?

The member will receive their Member ID in the “Welcome Packet” (see Enrollment-2 Question). If the member loses or forgets their Member ID, the employer may retrieve it using the ESS – Download Member ID module.

What is the field length of the Member ID?

The Member ID is a numeric field which is nine digits in length. The field is right justified and should be left filled with zeros (when submitting the ORBIT File Format).

Is the Member ID provided by RSD the same as the BEACON ID?

Yes, the Member ID provided by RSD is the same as the BEACON ID.

If a member was participating in the Teachers and State Employees’ Retirement System (TSERS) and is now participating in the Local Governmental Employees’ Retirement System (LGERS), will the member have the same Member ID?

Yes, the member will have the same Member ID regardless of retirement system the member is currently participating. The Member ID is an attribute of the person – not the membership within the retirement system. If a person has multiple memberships, the person will still only retain one Member ID. Even though a member participating in both TSERS and LGERS will maintain one Member ID, the two accounts will be maintained separately.

EMPLOYER REPORTING Q&A



Correspondence

Will the Member ID be included on correspondence to the membership?

Yes, the Member ID will be included in correspondence to the membership.

Will members be able to track the status of the requests (correspondence) sent to RSD?

Yes, the member will be able to track the status of their request to RSD through the Member Self Service (MSS) website. Employers will also have access to track **their** employees' requests through Employer Self Service (ESS).

Business Edit

What are Business Edits?

Business Edits represent different rules each record from the Employer Report are processed through. These rules may be based on the Employer Report file format, NC Statute, or RSD administrative rules.

Following the business edit process, each record of the Employer Report will appear in one of the following statuses:

- **ERROR** – Indicates the record did not pass a business edit and contributions and service will not be posted to the member's account until the error has been corrected.
- **WARNING** – Indicates the record did not pass a business edit, but contributions and service will be posted to the member's account.
- **PASS** – Indicates the record did not fail a business edit and will have contributions and service will be posted to the member's account.

Employers may be contacted in order for RSD to accurately correct errors to post the contributions and service to a member's account.

Note: The list of business edits will be published at a later date.

Why are Business Edits required in the Employer Reporting process?

Business Edits are required to ensure RSD receives accurate data from the employer. This data is used to drive many business processes within RSD and needs to be accurate in order to provide a high level of service to the membership.

If one record fails a business edit, does the entire data file fail the process?

A tolerance level will be established to determine when a file will be 'failed'. Based on the number of records reported, a tolerance will be assigned to the file. If the number of 'failed records' surpass the tolerance, the file (as a whole) will be marked as 'failed' and the employer will be required to submit a new 'corrected' file.

Is there a define role with Agency Admin strictly for Human Resources (HR)?

No. A future enhancement may include a specific HR role.

How does an employer see their current reporting file errors?

A report may be mailed for faxed to you upon request

EMPLOYER REPORTING Q&A



Employer Self Service Website

Will employers be able to access their employees' information (without the permission of the employee)?

Yes. Employers will be able to access retirement information pertaining to **their** employees (even if the employee is on leave or short-term disability). Only the information relative to the current employer will appear for the member (with the exception being service and contribution totals for each membership).

Will employers be able to access their retirees' information?

No. Employers will have access to information of **their** active members participating in the retirement system.

Who will receive access to the Employer Self Service website?

Both payroll and human resource personnel will receive access to the Employer Self Service (ESS) website. RSD will assign an administrator login name and password to ESS. The administrator will then be able to maintain their own user ids and assign access to ESS to other personnel.

What functionality will be available for employers from the Employer Self Service website?

Currently, the Employer Self Service website will offer the following functionality:

- Submission of the monthly Employer Report (by 'keying' data or uploading a file)
- Submission of the monthly Employer Report Contribution Summary Instruction (CSI)
- Capability to view / download Member IDs
- Capability to view members who have not submitted beneficiary designation forms
- Capability to submit active member death notifications to RSD
- View Member information

Member Self Service Website

Will the Member Self Service website (MSS) allow the member to calculate benefits including retirement options?

Yes – members will be able to calculate their retirement benefits online and view the retirement options associated with calculation.

Central Payroll

What is the Agency Number for Central Payroll or will each Agency have a different number and thus a different Header and Trailer?

EMPLOYER REPORTING Q&A



Each agency will have a different agency number and the file should contain a Header and Trailer for each agency. The agency number in the file name should be agency <TBD> indicating the file is from Central Payroll and contains multiple agencies.

What are the ORBIT Agency Numbers used for Employer Reporting?

RSD will be working on correspondence to the agencies to inform them of which agency number (and retirement plans) to use for employer reporting. Because you will be reporting for multiple agencies on a single file, we can send you a spreadsheet containing the "cross reference information."

How should Central Payroll report the Employer Report detail file?

On a monthly basis, OSC will produce a single employer reporting file (containing multiple agencies). This file may be either FTP'd to RSD or the employer may log into Employer Self Service (secure website) and upload the employer reporting file using a Submit Report module. Based on the information we have about the number of agencies you will be reporting contributions for, we would suggest FTP'ing the file to RSD.

The data file you send will contain a Header record, Detail record(s), and Trailer record for each agency on the file - the first record on the file should be the Header record of the first agency reported in the file.

If an employer uses Central Payroll, how much training will onsite payroll personnel need about the ORBIT Employer Reporting process?

This question is best answered by your representative on the BEACON project. RSD is not familiar with the process BEACON / Central Payroll will use to populate the data for the ORBIT Employer Reporting file format.

Consolidated Judicial Retirement System (CJRS)

Which Retirement Plan Code should be used for CJRS members?

For retirement purposes, members of the Consolidated Judicial Retirement System can be one of three retirement plans:

JUD1 - Indicates Judges of the Supreme Court or Judges of the Court Of Appeals

JUD2 - Indicates Judges of the Superior Court or Administrative Officer of the Courts

JUD3 - Indicates Judges of the District Courts, District Attorneys, or Clerk of the Superior Court

The Payroll people at Administrative Office of the Courts may need to help determine who goes in each Plan Code

The reason we need to have members of the Consolidated Judicial Retirement System separated by Retirement Plan Codes is because each type has a different accrual rate.

Will CJRS members be reported on the same submission as the TSERS members (from Central Payroll / BEACON)?

No. CJRS members will be reported under employer code 40000 in a separate submission. Because CJRS is a separate retirement system, these members must be reported on a separate transmission.

EMPLOYER REPORTING Q&A



University – Optional Retirement Plan (ORP)

How is a member in an Optional Retirement Plan (ORP) Eligible Position reported on the Employer Report?

When a member moves to (or is hired into) an ORP Eligible Position, the member has 60 days to make an election to participate in ORP (per North Carolina Statute). If the member does not make an election, the member is defaulted to Teachers' and State Employees' Retirement System General Class (represented by Retirement Plan Code 'STG').

Prior to making the ORP election, the member should be reported on the Employer Report with Retirement Plan Code 'STG'. The member is participating in the Teachers' and State Employees' Retirement System at this point in time – no election to ORP has been made. The member should be reported with Retirement Plan Code 'STG' until the ORP Election has been made.

At the time the member elects ORP, the ORP Election Form is sent to RSD, and the member is reported with Retirement Plan Code 'ORPG' on the next subsequent Employer Report (and each Employer Report thereafter).

Example:

In 06/2008, member 000-00-0001 is hired into an ORP Eligible Position. On the 06/2008 Employer Report, the following record is reported:

06/2008 Employer Report Record					
SSN	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code	Retirement Plan Code
000-00-0001	06/2008	06/01/2008	06/30/2008	REG	STG

On 07/02/2008, member 000-00-0001 elects to participate in ORP. On the 07/2008 Employer Report, the following record is reported:

07/2008 Employer Report Record					
SSN	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code	Retirement Plan Code
000-00-0001	07/2008	07/01/2008	07/31/2008	REG	ORPG

How are the contributions, which were sent to RSD prior to the member's ORP Election, refunded to the employer / employee after the member has made the ORP Election?

Following the receipt of the ORP Election Form, RSD will refund the contributions reported for the member (previously reported under the 'STG' Retirement Plan Code) to the University via a credit invoice (which may be applied to the next Employer Report).

Example:

In 06/2008, member 000-00-0001 is hired into an ORP Eligible Position. On the 06/2008 Employer Report, the following record is reported:

06/2008 Employer Report Record						
SSN	Report Date	Pay Type Code	Retirement Plan Code	Salary	Employee Contri	Employer Contrib (included in CSI)
000-00-0001	06/2008	REG	STG	1000.00	60.00	71.40

EMPLOYER REPORTING Q&A



On 07/02/2008, member 000-00-0001 elects to participate in ORP. The following is refunded to the employer (via a credit invoice).

Employee Contributions Refunded: 60.00
Employer Contributions Refunded: 67.08 (71.40 – 4.32)

What data elements are required for ORP members on the Employer Report?

ORP employees should be reported on your monthly employer reporting file, and be classified as Retirement Plan 'ORPG' (Optional Retirement Program General). While their employee contributions are not reported to the Teachers and State Retirement System, there is a portion of the employer contributions which are required for this retirement plan. We would expect the same information reported for these employees, as prescribed by the file format for members of the Teachers and State Retirement System - SSN, Name, Address, Salary (if available), Employee Contributions (of 0.00), etc.

Demographic

How does RSD determine if an address change or name change has occurred?

Each month, the employer should report the most recent information about the member on the Employer Report. RSD will process this information and update the member's record accordingly.

Date Eligible to Participate in Retirement

What is the "Date Eligible To Participate In Retirement" data element used for?

This field is used **only** for employers of the Local Governmental Employees' Retirement System (LGERS) who have a waiting period for certain positions prior to reporting contributions for the member.

Note: If the employer does not have a "waiting period", spaces should be reported in this data element.

If a Local Governmental Employees' Retirement System (LGERS) employer has a "waiting period", when should the employee be reported to RSD?

The employee should be reported to RSD at the time they are hired. No contributions will be reported for this employee until they have met the conditions of the employer's waiting period. The employee should be reported as Retirement Plan Code 'LOCWP' (probationary employees under an employer imposed waiting period) for the "waiting period" of time.

Employment Date

Educational Institution examples of how to report the Employment Date:

Because Educational Institutions have different contract periods and some unique instances of employment, please refer to the following examples on how to report the Employment Date.

Example 1:

EMPLOYER REPORTING Q&A



A substitute teacher begins work on 01/01/2007 and becomes a full time teacher on 07/01/2007, what is the employment date?

The employment date is 07/01/2007. Substitute teachers are not reported to retirement. The date of employment is the date when the salary becomes subject to retirement.

Example 2:

A teacher assistant begins working on 01/01/2007 as a 40% employee. In 07/01/2007, the teacher assistant becomes a 100% employee. What is the employment date?

The employment date is 07/01/2007. Part time employees are not subject to retirement.

Example 3:

Certain positions (ex. bus drivers) have a habit of going from full-time to part-time without termination of employment. What is the employment date?

The employment date reported should be the employment date of the most recent period of full-time employment. For retirement purposes, when a person leaves their full-time position, they terminate their full-time employment.

Termination Date

In previous versions of the Employer Reporting File Format, the description of the 'Termination Date' data element included the text "must be within current fiscal year". What does this mean?

This statement has been removed from the most recent version of the Employer Reporting File Format. This statement was intended to emphasize the importance of reporting the termination date to RSD in a timely manner.

If an employee leaves a retirement eligible position, but not employment, should a 'Termination Date' be reported?

Yes. The 'Termination Date' data element refers to eligibility in the retirement system – not necessarily with the employment at the employer. If an employee leaves a retirement eligible position or does not meet the criteria to participate in the retirement system (ex. becomes a part-time employee, etc.), a 'Termination Date' should be reported for the member.

Vacation Hours Paid

If the number of hours of vacation paid (at termination) cannot be determined, what should be reported for this data element?

If the number of hours of vacation paid at the time the member terminates cannot be determined, the data element should be left blank (spaces) or reported with zeros.

If the employer stores days instead of hours earned toward vacation paid, how should the employer report the number of vacation hours?

If the employer stores number of days of vacation instead of the number of hours, multiply the number of days by 8 and report the total as the "number of vacation hours paid".

Is the balance of hours specific toward Sick Leave required at the time of termination?

No. The hours of Sick Leave are not required at termination.

How are sick leave payouts reported? How should Holiday pay be reported if paid to a member at the time of their retirement?

Report both scenarios as a bonus.

How are payments entered for Bank Holidays?

RSD will not process funds transfers which occur on a Bank Holidays.

What is the limit of vacation hours that can be paid out?

Vacation hours limit for the purposes of retirement for local agencies is driven by the local agency's policy. The state does not dictate this.

Pay Type

What are Pay Type Codes?

Pay Type Codes are used to identify the type of payment made to the member and are used to determine the appropriate business rules to apply for posting contributions and service to the member's account.

If the employer's legacy system cannot determine / separate the pay types as described in the Employer Reporting File Format, how should the pay types be reported?

If the 'BONUS' pay type cannot be determined, it should be reported with the 'REG' pay type code.

If the 'TERMPAY', 'OVERTIME', 'ANNLONG' pay types cannot be determined, the pay type of 'ANNLEAVE' should be used for positive payments made after the member has terminated.

How should the salary / contributions be reported for the Pay Type Code of 'LEAVEPAY'?

When a record is reported on the Employer Report as 'LEAVEPAY', the salary and contribution amounts associated with the record should be reported as 0.00.

What is 'SUMMERPAY'?

The Pay Type of 'SUMMERPAY' indicates a payment to a member outside of the member's contract period (typically this is to members at educational institutions working summer school). The member will not earn retirement service for this type of payment, but the salary will be included in the member's Average Final Compensation (AFC) calculation.

In cases where salary increases are retroactive, are "retro-longevity" payments allowed?

Yes. These should be reported as a pay type of 'ANNLONG'.

EMPLOYER REPORTING Q&A



Can 'BONUS', 'ANNLONG' and 'OVERTIME' be reported at any time, or only when the person terminates employment?

The pay types of 'BONUS', 'ANNLONG' and 'OVERTIME' may be reported to RSD at anytime.

How should an employer report an ABC bonus or longevity payout if it occurs six to nine months after a member is terminated from the payroll?

Whenever possible, this should be reported with the Pay period begin and end dates of the last month of employment with a pay type of 'BONUS'.

As an employer, payments may not be made to members who are on Worker's Compensation. Does RSD still want these members reported?

Yes. By reporting 'WORKCOMP', RSD does not need to inquire with the employer about the period of time the member was receiving Worker's Compensation should the member decide to purchase the service for that period of time.

The Pay Type Code 'TERMPAY' has been removed from the Employer Reporting File Format. What is RSD's definition of "Terminal Payments" ?

For retirement purposes, a terminal payout can be considered payments such as, Contract Payout, Buyout, incentive for early retirement, Severance payments and unused sick leave. These type of payments are NOT eligible for retirement and should NOT be reported through Employer Reporting.

Example 1: An employee is involuntarily terminated on 03/01/2008, but the employer continues to pay the employee until 05/31/2008. This type of payment should NOT be reported to RSD through Employer Reporting as it is not eligible for retirement contributions.

When a member is on Military Leave, how should the member be reported?

Each pay period the member is on Military Leave, the member should be reported with a Pay Type Code of 'LEAVEPAY'. The salary and contributions associated with this record should be reported as 0.00.

When should the 'WORKCOMP' Pay Type Code be reported?

The 'WORKCOMP' Pay Type Code should be reported for the member when the member is receiving Worker's Compensation and has not terminated.

Can comp time be lumped with vacation time on the detail record?

No. Comp time should not be included with Vacation time. It should be included with the regular pay.

Pay Period

Why are the pay period begin date and pay period end date fields important?

The pay period dates are critical to the process of determining service for the member. These fields (along with the contract period dates, contract period, and pay type code) determine how much service a member will receive.

How are pay begin and pay end dates reported if checks are run every two weeks?

EMPLOYER REPORTING Q&A



The preferred method of reporting is to send one record even when multiple payrolls are run during the month.

Is ORBIT able to warehouse a payment or select a “settlement date”?

No. ORBIT does not currently support future dated payments. Payment will be drafted on the night of the submission of the CSI.

Can the pay period begin date and pay period end date span more than one month on the same record?

Yes – but in order to do this, the record reported for the member must adhere to the following rules:

- The pay period end date may not occur past the day in the month of the report date.
- The pay period begin date may not occur more than 90 days prior to the report date.

Example 1: In this example, the pay period begin date occurs in the previous month. This example would not cause an error and the member would receive two months of service credit.

Example 1				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	08/15/2008	09/30/2008	REG

Example 2: In this example, the record reported has a pay period begin date and pay period end date which span multiple months, but the pay period end occurs after the last day in the month of the report date. This would result in an error.

Example 2				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	09/01/2008	10/05/2008	REG

Example 3: In this example, the record reported has a pay period begin date which occurs more than 90 days prior to the report date. This would result in an error.

Example 3				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	03/15/2008	09/30/2008	REG

Can multiple pay period records appear on the same Employer Report for a member?

Yes – but in order to do this, the records reported for the member must adhere to the following rules:

- The pay period dates (of each record) may not overlap with the other records reported which also have the same pay type code reported.
- The pay period end date may not occur past the day in the month of the report date.
- The same pay type code may not be reported for multiple records which have the same pay period dates.

Example 1: In this example, the member has one record reported for a single pay period on the Employer Report. This example would not cause an error (from having multiple pay periods).

EMPLOYER REPORTING Q&A



Example 1				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	09/01/2008	09/30/2008	REG

Example 2: In this example, multiple pay periods are reported for a member on the Employer Report. This example would not cause an error because the pay periods do not overlap one another.

Example 2				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	09/01/2008	09/15/2008	REG
0000001	09/2008	09/16/2008	09/30/2008	REG

Example 3: In this example, two records with the same pay period are reported for a member on the Employer Report. This example would not cause an error because, while the pay period dates overlap one another, the pay type code of each record is different.

Example 3				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	09/01/2008	09/15/2008	REG
0000001	09/2008	09/01/2008	09/15/2008	BONUS

Example 4: In this example, multiple pay periods are reported for a member on the Employer Report, but the pay periods overlap and have the same pay type code. This example would cause an error to occur.

Example 4				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	09/01/2008	09/15/2008	REG
0000001	09/2008	09/14/2008	09/30/2008	REG

Example 5: In this example, two records with the same pay period are reported for a member on the Employer Report. This example would cause an error because the pay period dates overlap one another and the pay type code of each record is the same.

Example 5				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	09/01/2008	09/15/2008	REG
0000001	09/2008	09/01/2008	09/15/2008	REG

Example 6: In this example, a single record is reported, but the pay period end date occurs after the last day of the report date. This example would cause an error to occur.

Example 6				
Member ID	Report Date	Pay Period Begin Date	Pay Period End Date	Pay Type Code
0000001	09/2008	09/01/2008	10/05/2008	REG

EMPLOYER REPORTING Q&A



If the pay period is from the first of the month through the last day of the month, and an employee starts work on the fifth of the month, what are the Pay Period Begin Date and Pay Period End Date?

The Pay Period Begin Date would be the first of the month. The Pay Period End Date would be the last day of the month. The member just happened to start work on some date other than the first day of the pay period.

Hourly employees may not subscribe to the employer's normal pay cycle. How are their Pay Period Begin Date and Pay Period End Date reported?

RSD understands hourly employees may not have the same Pay Period Begin Date and Pay Period End Date which other salaried employees may have. When an hourly employee begins work, the first day of work should be their Pay Period Begin Date. When an hourly employee leaves work, the last day of work should be their Pay Period End Date.

Contract Period Code and Contract Period Date

What is a Contract Period Code?

A Contract Period Code identifies the length of the member's contract with the employer. This field is required so RSD can accurately calculate service and perform the average salary calculations correctly for the member.

Contract Period Codes are defined as:

- '12' – Representing a 12-Month Annual Contract (or no annual contract as is the case with non-educational employers). The member earns a year of service for working 12 months within the year (if reported with eligible pay).
- '11' - Representing a 11-Month Annual Contract. The member earns a year of service for working 11 months within their contract period (if reported with eligible pay).
- '10' - Representing a 10-Month Annual Contract. The member earns a year of service for working 10 months within their contract period (if reported with eligible pay).
- '09' - Representing a 9-Month Annual Contract. The member earns a year of service for working 9 months within their contract period (if reported with eligible pay).

Contract Period Codes (and the Contract Begin Date and Contract End Date) are required to allow RSD to attempt to count service accurately.

If the member is NOT in a position which requires an annual contract, what Contract Period Code should be reported?

If the member is in a position which does not require an annual contract, the Contract Period Code of '12' should be used when reporting the member through Employer Reporting. Members in this type of position are **not** required to have the Contract Period Begin Date and Contract Period End Date data elements reported.

Note: In the majority of situations, **only** educational institutions should have positions with annual contract requirements and will report a Contract Period Code other than '12' (i.e. 9-Month Contract, 10-Month Contract or 11-Month Contract).

How should an educational institution on a 'year-round' / modified schedule report employees who are on a 9-Month, 10-Month, or 11-Month Contract?

In this situation, employers should report these type of members as follows:

EMPLOYER REPORTING Q&A



- Contract Period of '09', '10', '11' (accordingly)
- Contract Period Begin Date of '07/01/CCYY' (or begin date of the school year)
- Contract Period End Date of '06/30/CCYY' (or end date of the school year)
- Pay Type Code accordingly ('REG', 'LEAVEPAY' etc.)

Service will be posted to this type of member's account based on the following rules:

- Service earned and posted to the membership will be based on the 9-Month, 10-Month, or 11-Month Contract Period (even if the member is reported more than 9, 10, or 11 times within the year).
- Because the Contract Period Begin Date and Contract Period End Date encompass a year, the employer reported contribution for this type of member will not be "outside of the contract period".
- If the member has a Contract Period of '09', '10', or '11' reported, and is reported with a 'REG' Pay Type 12 times, the member will still only receive one year of service (assuming the member is not impacted by other service posting rules).
- If the member has a Contract Period of '09', '10', or '11' reported, and is reported with a 'LEAVEPAY' Pay Type, the member will not earn service for that period of time (based on a fraction of a 9-Month, 10-Month, or 11-Month Contract - not a fraction of a 12-Month Contract).

Certain members (primarily working for educational institutions) are employed on a 9-Month, 10-Month or 11-Month contract, but are paid twelve times during the year. How should these members be reported?

In this situation, employers should report these type of members as follows:

- Contract Period of '09', '10', '11' (accordingly)
- Contract Period Begin Date as the begin date of the contract
- Contract Period End Date as the end date of the contract
- Pay Type Code of 'REG' for standard contract pay (even if this payment occurs outside of the contract period)
- Pay Type Code of 'SUMMERPAY' for non-standard contract pay outside of the contract period (i.e. summer school)

Service will be posted to this type of member's account based on the following rules:

- Service earned and posted to the membership will be based on the 9-Month, 10-Month, or 11-Month Contract Period (even if the member is reported more than 9, 10, or 11 times within the year).
- If the member has a Contract Period of '09', '10', or '11' reported, and is reported with a 'REG' Pay Type 12 times, the member will still only receive one year of service (assuming the member is not impacted by other service posting rules).
- If the member has a Contract Period of '09', '10', or '11' reported, and is reported with a 'SUMMERPAY' Pay Type, the member will not earn service for that period of time (based on a fraction of a 9-Month, 10-Month, or 11-Month Contract - not a fraction of a 12-Month Contract).

EMPLOYER REPORTING Q&A



If an employee changes positions during the year, and the position changes results in a change to the existing contract period, what should be reported?

Each month, the current contract period / contract period dates should be reported.

Example 1: In the month of 09/2008, an employee is reported with a contract period of '10' and contract period dates of 08/01/2008 to 06/01/2009. In 10/2008, the employee moves to a position which is considered a 12-Month position. On the 10/2008 report, the employee is reported with a contract period of '12' and contract period dates of 07/01/2008 to 06/30/2009 (or blank contract period dates).

How should an employee be reported if they begin employment after the normal contract period has started?

The employee should be reported with the appropriate contract period code, but with the contract period begin date of the date of employment and contract period end date of when the contract would normally end.

Example 1: An employer employs employees who have 10-Month Contracts which begin on 08/01 and end on 05/31. One employee begins work, with a 10-Month Contract, on 11/01/2008 - two months after the normal contract start date. The employer would report this employee with the following information:

- Contract Period Code of '10'
- Contract Period Begin Date of 11/01/2008
- Contract Period End Date of 05/31/2009

The member would not earn a full year of service in this example because the member did not work ten months with a 10-Month Contract.

Adjustments

When are Prior Period Adjustments submitted?

Prior Period Adjustment records are submitted on the Employer Report when the employer determines a record, previously submitted on a prior Employer Report, was incorrect. A prior period adjustment should only be sent if the contribution has been reported to RSD on a previous Employer Report.

Example 1:

On the 09/2008 Employer Report, the following record is reported:

Example 1						
09/2008 Employer Report Record						
SSN	Report Date	Pay Type Code	Adjustment Code	Salary	Employee Contrib	Employer Contrib (included in CSI)
000-00-0001	09/2008	REG		1000.00	60.00	71.40

In October 2008, the employer's payroll department determines the contribution should not have been sent on the 09/2008 Employer Report (or the check was cancelled). The following record is reported on the 10/2008 Employer Report to correct the error.

EMPLOYER REPORTING Q&A



Example 1						
10/2008 Employer Report Record						
SSN	Report Date	Pay Type Code	Adjustment Code	Salary	Employee Contrib	Employer Contrib (included in CSI)
000-00-0001	10/2008	REG	PRIOR	-1000.00	-60.00	-71.40

When are Retroactive Adjustments submitted?

Retroactive Adjustment records are submitted on the Employer Report when the employer determines the member should have been eligible for retirement contributions for a period of time, but those contributions were never reported. A retroactive adjustment should have the Pay Period Begin Date and Pay Period End Date data elements populated with the period of time the contributions should have been reported.

Note: Retroactive adjustments may only be submitted through Employer Reporting for contributions which should have been earned within the past 90 days. If the contributions are older than 90 days, RSD must be contacted and a cost calculation performed to determine the amount of contributions owed for the member.

Example 1:

In 11/2008, the employer determines the member should have had contributions reported on the 09/2008 Employer Report. No contributions were previously reported for the member for this period of time, so the employer submits a retroactive adjustment on the 11/2008 Employer Report.

Example 1						
11/2008 Employer Report Record						
SSN	Report Date	Pay Period Begin Date	Pay Period End Date	Adjustment Code	Salary	
000-00-0001	11/2008	09/01/2008	09/30/2008	RETRO	1000.00	

Example 2:

In 02/2008, an employee receives a salary advance for work performed in 02/2008 (but is not calculated on the 02/2008 payroll run). The payment is run on the 03/2008 payroll. **Note:** The 03/2008 'REG' record is also displayed in this example.

Example 2						
03/2008 Employer Report Record						
SSN	Report Date	Pay Period Begin Date	Pay Period End Date	Adjustment Code	Salary	
000-00-0001	03/2008	02/01/2008	02/28/2008	RETRO	1000.00	
000-00-0001	03/2008	03/01/2008	03/31/2008	REG	2200.00	

Are Prior Period Adjustments and Retroactive Adjustments allowed to be submitted in a single record (encompassing multiple pay periods) on the Employer Report?

No. A separate adjustment record must be sent for each pay period.

- Retroactive adjustments must indicate each pay period in order to accurately count service for the member.
- Prior Period adjustments must match the period of time previously reported on the prior Employer Report.

EMPLOYER REPORTING Q&A



Example 1:

Two retroactive adjustment records, for prior pay periods, are **correctly** reported on the current Employer Report.

Example 1					
11/2008 Employer Report Record					
SSN	Report Date	Pay Period Begin Date	Pay Period End Date	Adjustment Code	Salary
000-00-0001	11/2008	09/01/2008	09/30/2008	RETRO	1000.00
000-00-0001	11/2008	10/01/2008	10/31/2008	RETRO	1000.00

Example 2:

A single retroactive adjustment record, covering multiple prior pay periods, is **incorrectly** reported on the current Employer Report. This example would cause an error to occur.

Example 2					
11/2008 Employer Report Record					
SSN	Report Date	Pay Period Begin Date	Pay Period End Date	Adjustment Code	Salary
000-00-0001	11/2008	09/01/2008	10/31/2008	RETRO	1000.00

What is the cost calculation for retroactive payments which occur over 90 days?

In the event a retroactive payment is made, which occurs more than 90 days in the past, a cost calculation is required because the “cost” of the service is greater than the “cost” of the normal contributions. At the time this occurs, a cost statement will be generated and the employee and employer will be expected to pay the additional cost.

Should a retroactive payment be needed for a period of time greater than 90 days in the past, it would probably be best NOT to report this payment through Employer Reporting. The employee can request a cost statement from RSD, and the situation will be handled as an “Omitted Service Purchase”.

Can adjustments be reported across calendar years?

The current RSD legacy system does not allow this to occur, but with the implementation of ORBIT, adjustments may be reported across calendar years (as long as the adjustment record meets the other business rules defined).

Job Classification

Why are Job Classifications reported through Employer Reporting?

The reason why Job Classifications of the membership are reported on the Employer Report is for internal and external (Legislation, actuarial, etc.) reporting.

Why did RSD come up with their own Job Classification Codes for Employer Reporting?

RSD attempted to find a “universal job classification list” which **all** employers used – but no list existed. As a result, RSD has developed its own list of job classifications which should be reported through Employer Reporting.

Employer Reporting Scenarios

How does an employer report a member who has not terminated, and is within their contract period, but does not meet the retirement eligibility requirements of a “full time employee” for an Employer Report period?

Employers may employ members who ‘fluctuate’ between “full-time” employment and “part-time” employment (ex. nurses employed by a County Health Department but work in schools). These members may be eligible for contributions and service one month, but not the next – because they have not worked enough hours to be eligible for retirement contributions. These members should be considered to be working with 12-Month Contract Period.

If the member has not terminated, and is within their contract period, but does not meet the retirement eligibility requirements for an Employer Report period, the member should still be reported on the Employer Report for that period with a Pay Type of ‘LEAVEPAY’ (Leave Without Pay).

This will indicate to RSD, the member has not terminated, but is not eligible for service for this period of time.

The employer will report this type of member with the following information:

- Contract Period of ‘12’
- Pay Type Code accordingly (‘REG’, ‘LEAVEPAY’ etc.)
- If a member has met the RSD eligibility criteria as a “full-time” employee, the member should be reported with a Pay Type Code of ‘REG’.
- If a member has NOT met the RSD eligibility criteria as a “full-time” employee, the member should be reported with a Pay Type Code of ‘LEAVEPAY’. This will indicate the member has not terminated, but is not due contributions or service for this period of time.

Service will be posted to this type of member’s account based on the following rules:

- Service earned and posted to the membership will be based on the 12-Month Contract Period
- If the member has a Contract Period of ‘12’ reported, and is reported with a ‘REG’ Pay Type 12 times, the member will still only receive one year of service (assuming the member is not impacted by other service posting rules).
- If the member has a Contract Period of ‘12’ reported, and is reported with a ‘LEAVEPAY’ Pay Type, the member will not earn service for that period of time (based on a fraction of a 12-Month Contract).

Member Annual Statement

What will be included on the Member Annual Statement when it is produced from ORBIT?

The Member Annual Statement will contain information pertaining to the following:

- RSD - North Carolina Pension Plan
- Prudential – North Carolina 401(k)
- Great West – North Carolina 457
- Estimate of Social Security

EMPLOYER REPORTING Q&A



When will the Member Annual Statement be produced from ORBIT?

ORBIT will begin producing the Member Annual Statement in 2008.

Will employers be responsible for distributing the Member Annual Statement to its employees?

No. RSD will mail the Member Annual Statement directly to the member's address (gathered through the Employer Reporting process).

Disability

How will ORBIT affect those who are applying for Long Term Disability?

Employer Reporting through ORBIT will not affect how members apply for Long Term Disability.

Will Disability forms be available online in 10/2007?

Some, if not all, Disability forms will be available online in 10/2007.

How do you report short-term disability?

Short-term disability should be reported with the STID plan code. Salaries and contributions should not be reported for this plan.

Retirement

When a member completes a retirement application (Form 6), will the employer still need to complete the 'employer section'?

Employer Reporting through ORBIT will not impact the retirement process.

Miscellaneous

Will the RET HOST website go away?

Yes. When ORBIT moves into production in 10/2007, the RET HOST website will no longer be available and will be replaced by the ORBIT View Account History.

Should car and travel allowances be reported to RSD?

No. Do not report this information.