

NC Retirement System Procedure for Enrolling New Employees into the Teachers and State Employees Retirement System

May 15, 2012

Permanent full-time new employees of a State-supported board of education (who work 30 hours or more a week on a 9, 10, 11 or 12 month contract) should be enrolled in the Teachers and State Employees Retirement System. Here is the procedure:

- After the ORBIT payroll deadline, each employer should obtain a list of new employees by performing the following steps:

1. In ORBIT, click on “Download Member ID” and select the option to “Retrieve Only New Members.” (Note: It is best to save the report to your work computer for future reference.)

2. The employer should then communicate the Member Identification (ID) number to each newly hired employee, and instruct the employee to log on to ORBIT to activate his or her personal account and designate a beneficiary(ies).

- If the employer has not saved the report and wishes to retrieve the list of new employees, the employer must perform the following steps:

1. Click on “Download Member ID” and select the option to “Retrieve Members By Date.” (Note: Once the employer runs the report, it is best to save the report to your work computer.)

2. The employer should then communicate the Member ID number to each newly hired employee, and instruct the employee to log on to ORBIT to activate his or her personal account and designate a beneficiary(ies)

When the member designates his or her beneficiary(ies), and enters an e-mail address in ORBIT, an e-mail notification will be sent to the member and will include a “Welcome” packet and an electronic acknowledgement letter listing a designated beneficiary(ies). There is no need to send a paper form to the Retirement Systems Division after designating beneficiaries online.

- If the member does not enter an e-mail address in ORBIT, he or she will not receive a confirmation notice. The information will be updated in the member's personal ORBIT account.
- If the member chooses to complete the beneficiary designation process by completing a paper form, he or she should complete Form 2RC, "Designating Beneficiary(ies) for Retirement System Return of Contributions," and Form 2DB, "Designating Beneficiary(ies) for the Death Benefit," or Form 276, "Designating Beneficiary(ies) for the Separate Insurance Benefit Plan for Law Enforcement," and mailing the forms to the Retirement System. Shortly after receipt of the form(s), the Retirement System will mail an acknowledgement letter to the member.
- Employers may assist members who choose not to log on to ORBIT by providing a paper copy of the "Welcome" packet to new members. PDF copies of the "Welcome" packet information are available to employers in the "Employers" section of our Web site at www.myncretirement.com Just click on the "Welcome Packet" link for the appropriate retirement system and print the packet materials.

For assistance please contact the ORBIT payroll reporting team at 877-626-7248 or send an email to oeer@nctreasurer.com