North Carolina
Retirement Systems

Form ERRWK
Correcting an Employee's Payroll Record

Print or type in black ink. No erasures, strikeovers or whiteouts permitted. Do not staple pages.

Section A. Employee Information.

First Name	M.I.	Last Name	Suffix

Retirement System	SSN	Member ID

Section B. Payroll Information.

1.	See Guide C for instructions. NOTE: *Only needed if less than 12-months.	A. Record as reported on the ORBIT Payroll Report	B. CORRECT DATA: Use additional columns if record needs to be split into multiple Pay Types and/or Pay Periods.		
	Report Month (Month/Year)				
	Retirement Plan Code				
	Salary				
	Pay Type				
	Pay Period Begin Date				
	Pay Period End Date				
	Retirement Service Period Type				
	Retirement Service Period Begin Date*				
	Retirement Service Period End Date*				

2.	Are there additional records to be corrected? (Continuation page attached)	☐ Yes ☐ No

3.	Has employment terminated?	☐ Yes ☐ No
	3A. If yes, was termination voluntary or involuntary?	☐ Voluntary ☐ Involuntary
	3B. Date of termination	

4.	Was the member in receipt of benefits from Worker's Compensation or DIPNC?	☐ Yes ☐ No
	4A. If yes, what type of benefit was the member receiving?	☐ DIPNC ☐ Worker's Compensation
	4B. Date benefit began	
	4C. Date benefit ended	

Section C. Certify this payroll information.

Employer Certification: I hereby certify that the information provided about the employee named in Section A is true and correct to the best of my knowledge.

Employer Contact Signature _____ Date _____

Contact First Name	Contact Last Name	Unit Number

Employer / Agency	Contact Position Title

Email Address	Phone

Continue to the next page.

Section D. Additional Payroll Corrections.

Continuation Page: Duplicate as necessary.

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Member Full Name	Member SSN

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Member Full Name	Member SSN

Submit the completed form with supporting documentation by mail or email.

North Carolina
Retirement Systems

Form ERRWK Guides
Correcting an Employee's Payroll Record

Guide A. When should this form be used?

An employer should use this form (ERRWK) to correct ORBIT payroll records which have posted to the retirement account of the member listed in Section A when:

- More than one type of pay was reported in a single ORBIT payroll record, such as annual leave added together with regular salary.
- Salary was reported with incorrect pay type.
- Regular salary was reported with pay period dates extending beyond the member's last paid work day.
- Regular salary was reported with incorrect beginning and/or ending pay period dates.
- Regular salary was reported with incorrect retirement service period type.

Guide B. What do I need to know before I complete this form?

GENERAL INFORMATION

- ORBIT credits service to the member based on the pay period dates of the Regular (REG) salary records.
- REG salary records need to show the dates worked while earning the reported pay.
- If a member's Retirement Service Period (RSP) type is less than 12 months (meaning the work year of the position does not include work in all 12 calendar months), service is granted according to the number of calendar months during which the member works. Example: Mary Jones works for a school system and her normal work schedule is 8/18/2015 to 6/10/2016. Therefore, her RSP type is 11-months, and her RSP begin date is 8/18/2015 and her end date is 6/10/2016. Retirement service will be credited for any REG records reported with that RSP type which have pay periods occurring within those RSP dates. If multiple records are reported, the RSP type/dates determine which month of service is credited.
- Date of termination is the last date on which the member performed work and for which he/she was being paid or the actual date of separation if the member is on a leave of absence.
- Terminal payouts should be reported with pay period dates in the last month of employment – begin date 1st day of last month and end date matching "date of termination" as described above.
- Continuous exhaustion of leave, covering regular work schedule hour-for-hour, day-for-day, without an unpaid break, is reportable as REG salary.
- The difference between the Pay Period begin date and Pay Period end date cannot be more than 60 days.

PAY TYPES

- REG – Regular salary: Compensation paid for work performed on a normal work schedule and compensation paid for the exhaustion of leave (sick and/or vacation) to cover the normal work schedule.
- OVERTIME – Overtime salary: Compensation for additional work performed over and above the normal/regular working hours.
- OVERTIME pay period dates must match REG pay period dates.
- BONUS – Bonus payment: Bonus paid for work performance and/or length of service is reportable. Bonus payments given are NOT reportable to the Retirement System as compensation for retirement contributions.
- ANNLONG – Annual Longevity: Longevity payments based on years of service.
- ANNLEAVE – Annual Leave payout: Payout of accrued unused vacation leave which was earned under a duly adopted policy.
- SUMMERPAY – Summer Pay: Compensation for work performed outside of the regular school year for school employees in positions not regularly scheduled to work in all 12 calendar months. Also used to report salary for additional duties outside of the regular job duties, school supplements paid/reported separately from REG salary, and Military Differential payments to employees on military leave.
- LEAVEPAY – Leave-without-Pay: Used to report a member who is still employed but in a leave-without-pay status. No salary is reported in the leave-without-pay record.
- WORKCOMP – Workers' Compensation: Used to report a member who is in receipt of Workers' Compensation payments. No salary is reported for Workers' Compensation.

CORRECTING PAYROLL ISSUES RESULTING FROM CERTAIN REFUND AND DISABILITY SITUATIONS

If salary is reported with pay period dates extending past the last day of work indicated by the member on his or her refund application (Form 5), ORBIT cancels the refund since the payroll records indicate the member is continuing to work. If you received the ERRWK form in regard to a refund request made by the employee, it is likely the pay period dates and/or termination date need correction.

In some cases, a member receiving disability payments may receive shared leave after exhaustion of his or her regular salary. Report shared leave payments as REG salary by counting days following the last paid work date to determine the regular work hours/days covered by the leave and the work period dates.

Guide C. How do I complete this form?

INSTRUCTIONS FOR COMPLETING FORM ERRWK

Section A:
Complete employee information.

Section B:
1. In column A, complete the information as it appears in the record which was originally reported on the ORBIT payroll report.
   - Report Month is the month of the ORBIT payroll report on which the record was reported.
   - The Retirement Plan Code, Salary, Pay Type, Pay Period Begin Date, Pay Period End Date, Retirement Service Period Type is completed as shown in the record on the ORBIT payroll report.

These guides are subject to and governed by the General Statutes of the State of North Carolina.

N.C. Department of State Treasurer, Retirement Systems Division
3200 Atlantic Avenue, Raleigh, North Carolina 27604
OER@nctreasurer.gov • (919) 814-4590

Guide C. How do I complete this form? (Continued)

- If the Retirement Service Period Type is less than 12 months, the Retirement Service Period Begin and End Dates need to be completed.

In column(s) B, provide the correct data. If the record includes more than one Pay Type or several pay periods (pay period dates cannot span more than a 60 day period), indicate each pay type and/or pay period in a different column.

NOTE: Records which include more than one type of pay or multiple pay periods must be split into the appropriate pay types and pay period dates. (Pay period dates cannot span more than a 60 day period.) The total of the salaries in column B must equal the salary reported in the record (column A).

If the total amount of salary reported in the record is incorrect, a different process will apply. Please contact Orbit Employer Reporting at OER@nctreasurer.gov to determine the appropriate process.

Example
John Smith terminates employment on 5/31/2015. In June 2015, his final salary is paid in the amount of $500.00 for work for the period 5/20/2015-5/31/2015, along with a payout of unused vacation leave in the amount of $2000.00. On the 6/2015 ORBIT payroll report, the final salary and vacation leave payout amounts and pay period dates should be reported separately; however, one record is inaccurately submitted reporting $2500.00 REG salary for pay period 6/1/2015-6/30/2015.

To correct his 6/2015 payroll record, section B should be completed as shown:

	A	B	
Report Month (Month/Year)	6/2015		
Retirement Plan Code	STG	STG	STG
Salary	2500.00	500.00	2000.00
Pay Type	REG	REG	ANNLEAVE
Pay Period Begin Date	6/1/2015	5/20/2015	5/1/2015
Pay Period End Date	6/30/2015	5/31/2015	5/31/2015
Retirement Service Period Type	12	12	12
Retirement Service Period Begin Date*			
Retirement Service Period End Date*			

2. Indicate if additional records need to be corrected. If so, complete and attach a continuation page.
3. Indicate if employment has terminated. If so, provide termination information.
4. Indicated if member was in receipt of benefits from Workers' Compensation and/or DIPNC (Disability Income Plan of North Carolina).

Section C:
Complete employer certification.

Section D:
Record additional payroll corrections on continuation page, if necessary.

ERRWK

The Form ERRWK is used to correct **details** to payroll records that were reported, but not to **increase or decrease** the amount of **salary** (or) to **add** a record that was not reported or **delete** a record that was reported.

ERRWK Tips

- You must record each record as it was **initially reported in ORBIT** (not your own payroll software that can often be different) in **Column A (reported)** and how the **record should be changed** in **Column B (corrected).**
- Leave **no blank spaces** in **Column A (reported)**, and only blank spaces in **Column B (corrected)** for fields that remain **unchanged.**
- Records should be **consecutive**, and at a maximum one (1) Form ERRWK should address **no more than one (1) School Year**, not calendar year.
  - For example: if changing the **Retirement Service Period** Type and Begin & End dates reported by the Agency, changes should be for all REG records for the entire school year.
- All splits in **Column B (corrected)** must **equal** what was initially reported in **Column A (reported).**
- In order to get service for any month, the **Pay Period Begin & End dates** of a **REG** record must fall within, and touch all the months in the **Retirement Service Period Begin & End dates.**
  - Note: When logged into Orbit-Employer Self-Service, navigate to Begin Reporting Here > View Member Info > View Membership Info

On this screen you can see both the **Pay Period Begin & End dates** and the **Retirement Service Period Begin & End dates** that the Agency reported to check "if" they are within, or if you need to fill out Form ERRWK to correct dates.

- Dates **without "/" separation are not acceptable.** Always log into and **copy & paste** dates from ORBIT (not your own payroll software that can often be different). **ORBIT** does use "/" to separate MM/DD/YYYY fields.

ORBIT automatically sends the Agency a Form ERRWK to complete, whenever the **pay period begin & end dates** (which reflect the days actually worked, not when paid) make the payroll error of being reported **exceeding the Termination or Retirement date**, for you to correct these dates and/or certify the **Termination Date & Type** (Voluntary or Involuntary).

PAY PERIOD DATES

- Orbit equates the term Pay Period date with the span of time that the employee **actually worked to earn this amount of money.** Pay Period **does not** represent the date when the employee was actually paid.
- It is important to report the correcr pay period dates to prevent incorrect service credit.