



ORBIT Reporting Checklists

Quick guidance on submitting your payroll using ORBIT

Submitting your payroll via the Enter Report module:

Step 1 - Enter Report

- ◆ Add new record (Pg 18- 27)
- ◆ Edit existing record (Pg 27 - 31)
- ◆ Copy existing record (Pg 31)
- ◆ Delete existing record (Pg 32 - 33)

Step 2 - Submit all detailed records for your monthly payroll (Pg 33 - 35)

Step 3 - Submit employee and employer contributions and select the correct method of payment using the Contribution Summary Instruction (CSI) module by the 5th business day of the month (Pg 44 - 52)

Submitting your payroll via the Submit Report module:

Step 1 - Enter all necessary information into your payroll system as required by your payroll vendor and/or IT department

[Download member id and add these into your payroll system (after the successful submission of your 1st monthly payroll report via ORBIT)]

Step 2 - Create a file from your payroll system

Step 3 - Upload your payroll report and submit to the Retirement System (Pg 40 - 44)

Step 4 - Submit your employee and employer contributions and select the correct method of payment using the Contribution Summary Instruction (CSI) module by the 5th business day of the month (Pg 52 - 62).