IDENTIFYING EMPLOYEES WITH POSITIVE WAGES GREATER THAN 90 DAYS AND/OR NEGATIVE WAGES CROSSING CALENDAR YEARS IN A PAYROLL RUN
PY-18 | TRANSACTION PC00_M99_CWTR

PY

The purpose of this Business Process Procedure is to explain how to identify employees with positive wages greater than 90 days and/or negative wages crossing calendar years in a payroll run in the Integrated HR-Payroll System.

Trigger: Use this procedure to identify employees with positive wages > (greater than) 90 days and/or negative wages crossing calendar years in a payroll run. The SAP system does not calculate the employee and employer retirement contributions on these positive and negative wages in a payroll run per the Department of State Treasurer, Retirement Systems Division reporting guidelines.

Business Process Procedure Overview

If the employee's wages have been underreported and the period since then has been more than 90 days, the agency must notify the employee and work with them in completing Form 466, *Purchasing Retirement Credit for Unreported Service Omitted through Error*. The agency should submit the completed form to the NC Department of State Treasurer, Retirement Systems Division to verify the employee's eligibility to purchase. The Retirement Systems Division will calculate the cost to purchase the service and mail a cost statement with further instructions to the employee and the employer.

If negative wages are identified which cross calendar years with the exception of December adjustments made in January, the agency must submit a completed Form 316, *Employer Request for a Refund of Contributions Reported to the Retirement System in Error* to the NC Department of State Treasurer, Retirement Systems Division. Only the employee retirement contributions erroneously reported to the Retirement System in prior calendar years will be refunded to the employee directly. The employer contributions reported in error in prior calendar years will not be refunded.

Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

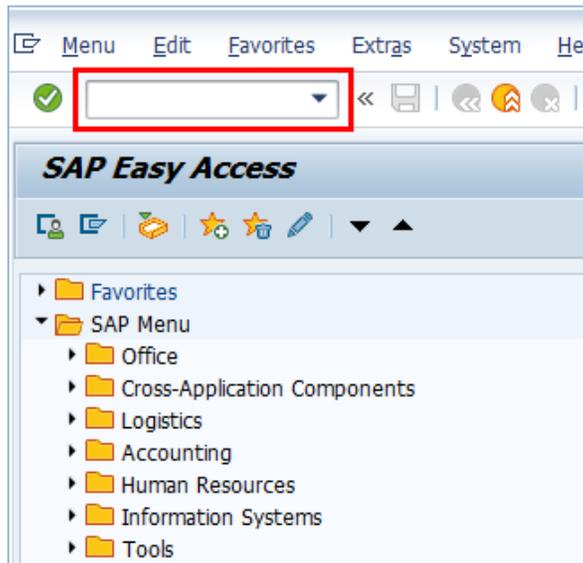**Via Transaction Code:** PC00_M99_CWTR - Wage Type Reporter

Various Used:

- Agency LATE ORBIT Payments
- ORBIT Earnings w/PERNR & Name

Procedure

Use these procedures to retrieve a list of the employees with positive wages greater than 90 days and/or negative wages for prior calendar years.
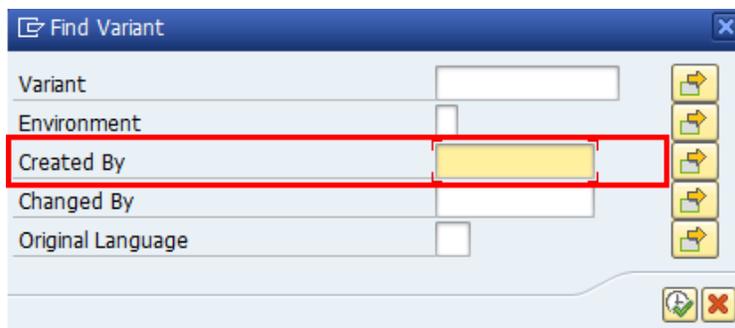
1. Enter **PC00_M99_CWTR** in the Command field on the SAP Easy Access screen.

2. Click the **Enter** ✅ icon.

3. Click the **Get Variant** 🔳 icon.

4. Remove your personnel number from the Created By field in the pop-up window and click the **Execute** 🔵 icon.

5. Select the appropriate **Agency LATE ORBIT Payments** variant.

 (monthly)

 (bi-weekly)

6. Click the **Enter** [✓] icon.

7. Update the fields in the [Selection] area.

   NOTE: You may click on "Org structure" if you would like to run the Wage Type Reporter for a periodical Org. Unit.

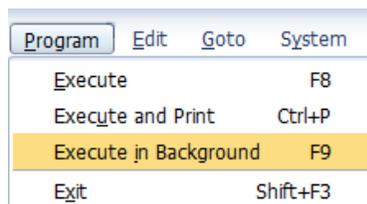| Field Name	Description	Values
Company Code	NC01 for all agencies except Transportation, which is NC02	Enter Value in Company Code. Example: NC01
Personnel area	Code identifying the agency and division associated with the position	Enter value in Personnel Area. Example: 2001
Personnel subarea	Organizational entity which represents part of a personnel area characterized by personnel administration, time management, and payroll criteria.	Enter value in Personnel subarea. Example: NC01 (7day Norm)
Employee group	Employee's working classification (e.g. permanent, temporary, probationary, etc.)	Enter value in Employee group. Example: A
Employee subgroup	Code identifying the employees exempt, non-exempt, or other working status	Enter value in Employee subgroup. Example: A1
Payroll area	Code identifying the payroll area or frequency of payroll **01** for Monthly or **04** for Bi-Weekly	Enter value in Payroll area. Example: 01

ℹ **Information**	The more selection criteria selected, the narrower your report results.

8. Update the fields in the **Payroll Period** area.

Payroll Period	Field Name	Description	Values
Regular Payroll Run	Payroll Area	Code identifying the payroll area, or frequency of payroll • **01** for Monthly • **04** for Bi-Weekly	Enter value in Payroll area. Example: 01
	Period Selection	Period identifying the payroll time frame. • Current Period • Other Period	Enter value in Period Selection. Example: Other Period

Off-Cycle Payroll Run	Special Run	Period identifying the off-cycle payroll run.
		• Payroll Type
		• Payroll Identifier
		• Off-Cycle Payment
			Enter value in Special Run fields.
			Payroll Type:
			  Example: B
			Payroll Identifier:
			  Example: 1
			Off-Cycle Payment Date
			  Example: 12/30/2011

9. Click the **Execute** icon or **Execute in Background** from the program menu.

In the sample Wage Type Reporter above, Personnel Number 1234567 has Wage Types >90 Days in the December 2018 Payroll Period in the For-period(s) as follows:

Pers.No.	For-period	Pmt date	WT	Wage Type Long Text	Amount
1234567	201811	11/30/2018	81C1	>90 Days – Unknown	543.12-
1234567	201812	12/21/2018	81C1	TSERS >90 Days REG	531.81-
1234567	201904	04/30/2019	81C1	TSERS >90 Days REG	124.46-
1234567	202001	01/31/2020	81C1	TSERS >90 Days REG	46.38-
1234567	202002	02/28/2020	81C1	TSERS >90 Days REG	61.06-
1234567	202004	04/30/2020	81C1	TSERS >90 Days REG	57.13-

In the sample Wage Type Report above, Personnel Number 1333333 has a Wage Type >90 Days in the January 2020 Payroll Period in the For-period(s) as follows:

Pers.No.	For-period	Pmt date	WT	Wage Type Long Text	Amount
1222222	202010	10/30/2020	8000	>90 Days – Unknown	207.36-

For the employees to receive service/salary credit for the positive wages > 90 days, a Form 466, *Purchasing Retirement System Credit for Erroneously Omitted Service or Purchasing Contributions for Underreported Salary* must be completed on each employee listed on the Wage Type Reporter who meets the eligibility requirements specified by law for purchases. The agency must notify the employee(s) and work with them on completing the form. Once the employee(s) has completed Sections A through E, the agency must provide the employee(s)'s compensation in Section F for each month underreported. The agency will submit the completed form(s) to the Department of State

Treasurer, Retirement Systems Division to verify the employee(s) eligibility to purchase and DST will prepare cost statement(s). The employee(s) and employer will receive a cost statement letter from the Retirement Systems Division.

For the wages submitted to the Retirement System in error for prior calendar year(s), a Form 316, *Employer Request for a Refund of Contributions Reported to the Retirement System in Error* must be completed on each employee listed on the Wage Type Reporter. The negative wages and correct salary must be listed separately for each pay period in Section D. A brief explanation of why the refund is being requested must be included on the form. As indicated on the form, employer contributions reported in error in prior calendar years will not be refunded. Only employee retirement contributions erroneously reported to the Retirement System in prior calendar years will be refunded. A check for the erroneously reported prior calendar year employee contribution only will be made payable to the employee in a lump sum distribution and will be mailed directly to the employee's most recent address in ORBIT.

For Wage Type 8000 (> 90 Days – Unknown) - The agency must determine the pay period(s) included in the Wage Type > 90 Days – Unknown total amount to accurately report the employee's compensation which was underreported and/or erroneously reported. An additional Wage Type Reporter must be run on each employee to make this determination.

Procedure

Use these procedures to obtain the details of the > 90 days - unknown wages for an employee.

1. Enter **PC00_M99_CWTR** in the Command field on the SAP Easy Access screen.
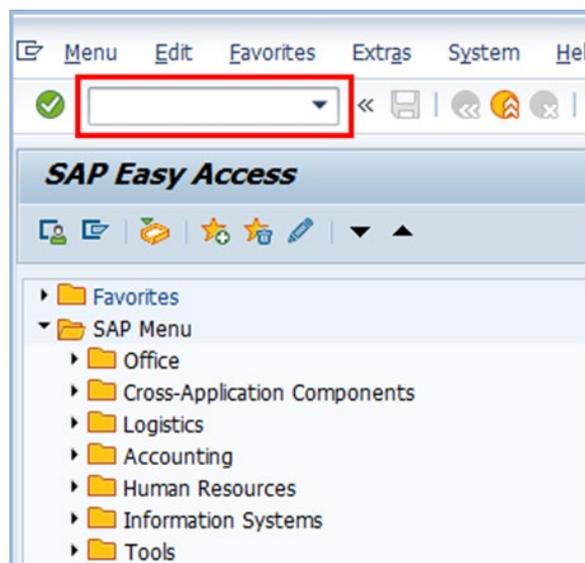
2. Click the **Enter** icon.

3. Click the **Get Variant** [icon] icon.

Wage Type Reporter

Further selections   Search helps

4. Remove your personnel number from the **Created By** field in the pop-up window and click on the **Execute** [icon] icon.

Find Variant

Variant	
Environment	
Created By	
Changed By	
Original Language	

5. Select the appropriate **ORBIT Earnings w/PERNR & Name** variant.

| ORBIT MO WAGES | ORBIT Earnings w/PERNR & Name | **(monthly)** |

| ORBIT BW WAGES | ORBIT Earnings w/PERNR & Name | **(bi-weekly)** |

6. Click the **Enter** ✅ icon.

7. Enter the **Personnel Number** of the employee with the Wage Type 8000, > 90 Days – Unknown.

8. Enter the **same Payroll Period** used when the variant such as
ZPROD-MO-LTORB Agency Late ORBIT Payments was run previously.

9. Click the **Execute** icon.

Wage Type Reporter – Variant: ORBIT Earnings w/PERNR & Name

(Personnel Number 1234567)

In the sample Wage Type Reporter above, Personnel Number 1234567 has wages >90 Days in the December 2011 Payroll Period in the **For-periods** as follows:

Pers.No.	For-period	Pmt date	Wage Type >90 Days per For-Period	Pay Type
1234567	200911	11/30/2009	76.29	REG
1234567	200912	12/23/2009	76.48	REG
1234567	201001	01/29/2010	114.31	REG
1234567	201002	02/26/2010	95.60	REG
1234567	201003	03/31/2010	114.72	REG
1234567	201008	04/30/2010	72.06	REG
1234567	201101	08/31/2010	69.19	ANNLEAVE
1234567	201106	01/31/2011	38.24	REG
1234567	201109	06/30/2011	23.54	REG
		Total	**680.43**	

Note: Wages are reported to the Retirement System under pay types as defined by ORBIT. Only wages earned under certain wage types are retirement eligible.

The Payroll Job Aid, Wage Types Reported to ORBIT, lists the wage types that are retirement eligible, and under which pay type they are reported to the Retirement System. This job aid can be found at https://www.osc.nc.gov/documents/wage-types-mapped-orbit.

Wage Type Reporter – Variant: ORBIT Earnings w/PERNR & Name

(Personnel Number 1222222)

Wage Type Reporter

Pers.No.	Lst/1stNam	For-period	In-Period	Pmt date	WT	Wage Type Long Text	Number	Amount
1222222	SMITH, JOHN	200804	201112	04/30/2008	1301	Vacation Leave	3.50-	106.75-
1222222	SMITH, JOHN	200804	201112	04/30/2008	1302	Sick Leave	3.50	106.75
1222222	SMITH, JOHN	200804	201112	04/30/2008	1322	Excess Leave Balancing Hr	8.00	244.00
*		200804					8.00	244.00
1222222	SMITH, JOHN	200805	201112	05/30/2008	1210	Overtime	0.00	0.12
1222222	SMITH, JOHN	200805	201112	05/30/2008	1212	Overtime Premium	0.00	0.12
*		200805					0.00	0.24
1222222	SMITH, JOHN	200807	201112	07/31/2008	1210	Overtime	0.00	2.20
1222222	SMITH, JOHN	200807	201112	07/31/2008	1212	Overtime Premium	0.00	1.32
1222222	SMITH, JOHN	200807	201112	07/31/2008	1301	Vacation Leave	8.00-	250.64-
1222222	SMITH, JOHN	200807	201112	07/31/2008	1302	Sick Leave	8.00	250.64
*		200807					0.00	3.52
1222222	SMITH, JOHN	200809	201112	09/30/2008	1210	Overtime	0.00	1.53
1222222	SMITH, JOHN	200809	201112	09/30/2008	1212	Overtime Premium	0.00	0.85
*		200809					0.00	2.38
1222222	SMITH, JOHN	200811	201112	11/26/2008	1210	Overtime	0.00	0.36
1222222	SMITH, JOHN	200811	201112	11/26/2008	1212	Overtime Premium	0.00	0.18
*		200811					0.00	0.54
1222222	SMITH, JOHN	200812	201112	12/23/2008	1210	Overtime	0.00	1.95
1222222	SMITH, JOHN	200812	201112	12/23/2008	1212	Overtime Premium	0.00	0.98
*		200812					0.00	2.93
1222222	SMITH, JOHN	200901	201112	01/30/2009	1210	Overtime	0.00	1.18
1222222	SMITH, JOHN	200901	201112	01/30/2009	1212	Overtime Premium	0.00	0.59
*		200901					0.00	1.77
1222222	SMITH, JOHN	200904	201112	04/30/2009	1210	Overtime	0.00	27.91-
1222222	SMITH, JOHN	200904	201112	04/30/2009	1212	Overtime Premium	0.00	13.86-
*		200904					0.00	41.77-
1222222	SMITH, JOHN	200905	201112	05/29/2009	1210	Overtime	0.00	30.45-
1222222	SMITH, JOHN	200905	201112	05/29/2009	1212	Overtime Premium	0.00	15.12-
*		200905					0.00	45.57-
1222222	SMITH, JOHN	200907	201112	07/31/2009	1210	Overtime	0.00	16.32-
1222222	SMITH, JOHN	200907	201112	07/31/2009	1212	Overtime Premium	0.00	8.10-
*		200907					0.00	24.42-
1222222	SMITH, JOHN	200909	201112	09/30/2009	1210	Overtime	0.00	11.60-
1222222	SMITH, JOHN	200909	201112	09/30/2009	1212	Overtime Premium	0.00	5.84-
*		200909					0.00	17.44-
1222222	SMITH, JOHN	201101	201112	01/31/2011	1000	Regular Salary	0.00	93.99-
1222222	SMITH, JOHN	201101	201112	01/31/2011	1302	Sick Leave	3.00	93.99
*		201101					3.00	0.00

In the sample Wage Type Reporter above, Personnel Number 1222222 has wages >90 days in the December 2011 Payroll Period in the For-periods as follows:

Pers.No.	For-period	Pmt date	Wage Type >90 Days per Period	Pay Type
1222222	200804	04/30/2008	0	
1222222	200805	05/30/2008	0.24	OVERTIME
1222222	200807	07/31/2008	3.52	OVERTIME
1222222	200809	09/30/2008	2.38	OVERTIME
1222222	200811	11/26/2008	0.54	OVERTIME
1222222	200812	12/23/2008	2.93	OVERTIME
1222222	200901	01/30/2009	1.77	OVERTIME
1222222	200904	04/30/2009	-41.77	OVERTIME
1222222	200905	05/29/2009	-45.57	OVERTIME
1222222	200907	07/31/2009	-24.42	OVERTIME
1222222	200909	09/30/2009	-17.44	OVERTIME
1222222	201101	01/31/2011	0	
		Total	**-117.82**	

Once the wages >90 days have been determined per **For-period**, the appropriate form(s) must be completed and mailed to N.C. Department of State Treasurer, Retirement Systems Division.

In the examples above:

Personnel Number 1234567: The agency must contact the employee regarding the positive wages underreported. If the employee elects to purchase the contributions for the underreported salary, Form 466 must be completed and mailed to the Retirement Systems Division.

Personnel Number 1222222: The agency must contact the employee regarding the positive wages underreported for periods 200805, 200807, 200809, 200811, 200812 and 200901. If the employee elects to purchase the contributions for the underreported salary, Form 466 must be completed and mailed to the Retirement Systems Division. Also, the agency must complete Form 316 since there are negative wages for periods 200904, 200905, 200907 and 200909.

Note: Wages are reported to the Retirement System under pay types as defined by ORBIT. Only wages earned under certain wage types are retirement eligible.

The Payroll Job Aid, Wage Types Reported to ORBIT, list the wage types that are retirement eligible, and under which pay type they are reported to the Retirement System. This job aid can be found at https://www.osc.nc.gov/documents/wage-types-mapped-orbit.

Additional Resources

NC Department of State Treasurer/Retirement & Savings/Government Employers

https://www.myncretirement.com/

NC Department of State Treasurer/Retirement Systems/Forms

https://orbit.myncretirement.com/Home/ApplicationForms

- Form 316 – 316-Pink Sheet Refund
  https://orbit.myncretirement.com/Home/GenerateOrbitForm?formCode=316
- Form 466 – Purchasing Retirement System Credit for Unreported Service Omitted Through Error
  https://orbit.myncretirement.com/Home/GenerateOrbitForm?formCode=466

ORBIT

https://orbit.myncretirement.com/home/landingpage

Change Record

Creation Date: 3/8/2013
Created: L. Blackmon

Change Date: 7/30/2020 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible

Change Date: 4/14/2021 – Changed by L. Lee.
Changes: Updated document images and added ALT Text.