

employer services

retirement benefits support

The South Carolina Public Employee Benefit Authority (PEBA) is committed to providing you with the information you need to administer your employees' retirement benefits. Here's a quick look at the available resources.

Electronic Employer Services (EES)

EES is a secure website that provides authorized users with access to their employees' member account information and the capability to enroll new employees, submit retiree return-to-work information, upload employer payroll data and prepare monthly and quarterly contribution reports (not applicable to employers on the Comptroller General's payroll). For assistance with EES access, email [EES support](#).

Employer Manual

PEBA publishes a *Covered Employer Procedures Manual* on its website every fiscal year to provide you with updated information about administering PEBA's retirement plans.

Training and resources

We encourage you to attend the two-day retirement benefits employer training course available at PEBA's office and regionally. View the training dates and presentations [online](#). Other training is available, even at your location.

Employer advisory group

Our Employer Services Director has monthly open discussions with employers at PEBA for updates and feedback. If you are interested in participating, email Employer Services at employerservices@peba.sc.gov. Dates of upcoming discussions are announced through PEBA Update.

Benefits at Work conference

PEBA hosts the Benefits at Work conference each fall to provide

information about and assistance in administering PEBA's benefits plans. You can also meet PEBA staff and vendor representatives, and network with your peers.

Employer organizations

PEBA's Field Services team is available to attend and present information about the benefits PEBA administers at organizational meetings or events. To request our attendance, email Field Services at fieldservices.retirement@peba.sc.gov.

Turnkey toolkits

These [ready-made toolkits](#) feature information for new employees and retirement awareness. Simply download the materials to email to your employees, post to your Intranet or print and distribute to employees who do not have access.

PEBA's YouTube channel

PEBA TV features a variety of videos about PEBA-administered benefits, including our retirement awareness series.

Publications

Retirement plan member handbooks and other retirement publications are available on our website, www.peba.sc.gov.

Stay connected

PEBA uses the contact information in [EES](#) to distribute *PEBA Update* and time-sensitive emails. Please periodically review and update your contact information in [EES](#).

Resources for your employees

Retirement awareness series

PEBA's *Be Aware and Prepare* educational series is designed to provide information to help employees make informed decisions about their financial future.

Early- and mid-career employees seminar

PEBA offers a seminar for employees who are beginning or are midway through their careers and are not eligible to retire. Email [Field Services](#) to schedule an onsite presentation of this seminar for your employees.

Retirement planning seminar

Each fall, PEBA hosts regional seminars designed for employees who are within a few years of retirement eligibility. The seminar includes retirement and insurance benefits information as well as presentations from the Social Security Administration and the South Carolina Deferred Compensation Program. Employees can register [online](#).

Onsite presentations

You can schedule onsite delivery of any of our presentations about PEBA-administered retirement benefits. We're available for your new hire orientations as well. To schedule a presentation at your location, email [Field Services](#).

Employer-sponsored events

A great opportunity to help your employees understand and ask questions about their PEBA-administered benefits is to have our Field Services team host an exhibit table at your benefits fair or sponsored event. To request our attendance, email [Field Services](#).

Online account access

[Member Access](#) is the secure website through which members of any PEBA-administered retirement plan may view their account information and update their contact information.

Guides and flyers

Several publications found on PEBA's website can help employees understand their PEBA-administered retirement benefits. The *Navigating Your Benefits* series gives a common-language introduction to retirement benefits, while the *Select Your Retirement Plan* guide and member handbooks offer a more in-depth look.

Connect with PEBA

There are many ways for your employees to get connected with PEBA to receive updates:

- [Facebook](#)
- [Twitter](#)
- [PEBA TV](#)
- [LinkedIn](#)
- [Email alerts](#)

This document does not constitute a comprehensive or binding representation regarding the employee benefits offered by PEBA. The terms and conditions of insurance plans offered by PEBA are set out in the applicable plan documents and are subject to change. The language on this flyer does not create any contractual rights or entitlements for any person.

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