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Serving those who serve South Carolina

Retirement Benefits Training

Membership and enrollment

Topics



- Retirement plan membership eligibility.
- New hire enrollment and State ORP open enrollment.
- Changes after new hire enrollment.

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Retirement plan membership eligibility

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SCRS eligibility


- Available to employees of participating:
 - State agencies;
 - Public and charter schools;
 - Public higher education institutions; and
 - Local subdivisions of government.



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State ORP eligibility


- Available to employees of participating:
 - State agencies;
 - Public and charter schools; and
 - Public higher education institutions.



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SCRS, State ORP mandatory membership exceptions


- For eligible positions, membership is required condition of employment unless employee is:
 - A school bus driver;
 - Earning less than \$100 per month;
 - In a non-permanent position or works as a day laborer;
 - One of certain hospital workers (see S.C. Code 9-1-580);
 - A part-time elected official earning less than \$9,000 per year; or
 - Elected to the S.C. General Assembly during or after November 2012.



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PORS eligibility


- Police officers, defined as those who:
 - Preserve public order;
 - Protect life and property; and
 - Detect crimes in the state.
- Firefighters, defined as those who prevent and control property destruction by fire.
- Peace officers, defined as those responsible for custody or control of inmates at:
 - S.C. Department of Corrections;
 - S.C. Department of Juvenile Justice; or
 - S.C. Department of Mental Health.
- Magistrates.
- Coroners, Deputy Coroners in a full-time, permanent position.
- Probate judges - may choose SCRS or PORS.



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PORS eligibility


- Employee must:
 - Earn at least \$2,000 annually; and
 - Devote at least 1,600 hours per year to position.
- Probate judges, magistrates exempt from these requirements.



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Types of employees ineligible to join SCRS, PORS, State ORP

- Independent contractors.
- Students employed by the school they are attending.
- Retired members receiving a monthly benefit.



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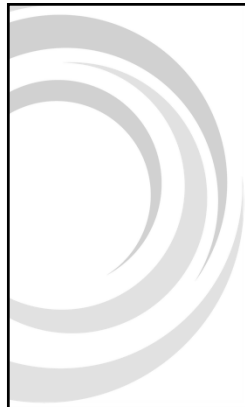
SCRS, PORS Class Two and Class Three



- Class Two: earned service began prior to July 1, 2012.
- Class Three: earned service began on or after July 1, 2012.
- Membership class affects:
 - Service retirement eligibility; and
 - Average final compensation calculation.

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Choosing a retirement plan



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Choosing a plan



- Eligible employees must make retirement plan election within 30 days of hire date.
- Can choose, when eligible:
 - SCRS;
 - State ORP; or
 - Non-membership.
- Employee defaults to SCRS, if eligible, if no election within 30 days.
- PORS membership is generally mandatory for eligible positions

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Choosing non-membership



- New hire cannot opt out if employee has:
 - Active or inactive SCRS account; or
 - Active State ORP account.
- Opting out is irrevocable for the period of employment, unless the employee is hired into a position requiring membership.

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State ORP and secondary employment



- When active in State ORP and secondary employment offers SCRS and State ORP, employee must join State ORP with secondary employer.
- Must also choose same service provider.

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New hire enrollment

Enrollment submission, beneficiary designations and return-to-work retiree hires

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New hire enrollment¹



- Submit Retirement Plan Enrollment to PEBA via Electronic Employer Services (EES).
 - Valid employee email address required.
 - New hire receives email notification to select retirement plan or non-membership, if eligible.
- If completing enrollment on paper, complete:
 - Retirement Plan Enrollment (Form 1100); or
 - Election of Non-Membership (Form 1104).

¹ Employers who report payroll through the Comptroller General payroll system excluded.

State ORP enrollment



- If employee elects State ORP, he must choose a service provider.
- Learn about service providers at www.peba.sc.gov/sorp.html.
- PEBA provides enrollment details to service provider selected.
- Employee must also complete investment elections and beneficiary designation with chosen service provider.

¹ Employers who report payroll through the Comptroller General payroll system excluded.

Return-to-work retiree hires



- Employers must notify PEBA when a retired member is hired.
- As soon as possible, enter return-to-work dates in EES¹:
 - Use Employed Retirees – Return to Work Date Entry.
 - Error message appears when 30-day termination requirement not met.
- Remind retiree that employee contributions are withheld.

¹ Employers who report payroll through the Comptroller General payroll system excluded.

Beneficiary designations for active members



- Must designate beneficiaries on applicable form:
 - Active Member Beneficiary Form (Form 1102); or
 - Beneficiary/Trustee Designation Form (Form 1103), trust must already exist; or
 - State ORP Active Incidental Death Benefit Beneficiary Designation (Form 1106).
- Paper forms require notary signature, online designations do not.

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Naming beneficiaries



- Employees can name multiple beneficiaries.
- Benefits split equally if multiple beneficiaries named.
- Use additional beneficiary forms if needed.

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Primary beneficiary for SCRS, PORS benefits



- Primary beneficiary may receive either:
 - Refund of contributions plus interest; or
 - Lifetime monthly benefit payments (if eligible).

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Contingent beneficiary for SCRS, PORS benefits



- Contingent beneficiaries¹ receive survivor benefits if:
 - Employee and primary beneficiary die at same time; or
 - Primary beneficiary dies before employee, and employee does not name another primary beneficiary before death.

1 Contingent beneficiary cannot be the same as primary.

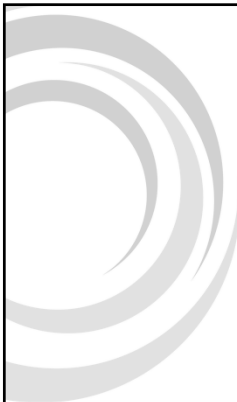
When beneficiary defaults to estate



- Occurs when:
 - A section of beneficiary form is left blank;
 - PEBA does not receive a beneficiary form; or
 - All named beneficiaries predecease employee.
- Employers can identify cases where estate is beneficiary in EES using Data Downloads.

Changes after new hire enrollment

Updating beneficiaries, name and address changes, State ORP open enrollment



Updating beneficiary designations



- Update beneficiaries at any life change:
 - Marriage;
 - Birth; or
 - Beneficiary death.
- Use applicable form:
 - Active Member Beneficiary Form (Form 1102);
 - Beneficiary/Trustee Designation Form (Form 1103); or
 - State ORP Active Incidental Death Benefit Beneficiary Designation (Form 1106).

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Name, address changes



- Employees can change address in Member Access.
- Use Name/Address Change Form (Form 1239) for name changes.
- For name changes, include:
 - Copy of marriage license or divorce decree;
 - Copy of a filed court order;
 - Copy of driver's license or state-issued ID card;
 - Copy of Social Security card; or
 - Copy of valid U.S. passport.
- State ORP participants should contact chosen service provider with questions about updating contact information.

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State ORP open enrollment



- Occurs annually January 1-March 1.
- Changes effective April 1.
- State ORP participants may change service providers by:
 - Logging in to Member Access; or
 - Completing and submitting State ORP Notice of Termination or Change (Form 1162).
- PEBA provides enrollment details to new service provider.
- Employee must also complete investment elections and beneficiary designation with new service provider.
- Eligible State ORP participants may irrevocably elect to enroll in SCRS by:
 - Logging in to Member Access; or
 - Completing and submitting Retirement Plan Enrollment (Form 1100).

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