

May 3, 2016

Is your contact information with PEBA accurate?

Space still available in Charleston colonoscopy education workshop

EBS, EES and MyBenefits to go down on May 4

PEBA closed on May 10

Worksite wellbeing survey was sent

Dorchester County is site of next PEBA Perks workshop

# Patient-centered medical home

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Visit [www.peba.sc.gov/pcmh.html](http://www.peba.sc.gov/pcmh.html)

## EBS, EES and MyBenefits to go down on May 4

Employer Benefits Services (EBS), Electronic Employer Services (EES) and MyBenefits will go down for maintenance at 5:30 p.m. on Wednesday, May 4.

The systems will be back up at 7:30 a.m. on Thursday, May 5.

## PEBA closed on May 10

PEBA's offices will be closed on Tuesday, May 10, to commemorate Confederate Memorial Day. Our

## Is your contact information with PEBA accurate?

PEBA sends important information to participating employers throughout the year. As the new fiscal year approaches, this is a good time to make sure your employer's information is correct.

PEBA hasn't merged all business processes, so separate systems continue to be used for Insurance and Retirement.

Employer contact information for **Insurance** can be updated through **Employee Benefits Services (EBS)**. Ask your authorizing agent to go to the site and click on "Contacts" on the left of the home page. He can add benefits administrators and make any other changes.

PEBA would like the name and address of the director, chief executive officer, superintendent or county administrator of your group. Please click the "Add" button, enter the information and then select "Executive Contact." It's important to have current contact information for these individuals in case PEBA needs to communicate with them.

**Retirement** contacts can be updated through **Electronic Employer Services (EES)**. Log on and select "Employer Contact Information."

offices will reopen at 8:30 a.m. on Wednesday, May 11.

PEBA Update will be sent to employers on Monday, May 9.

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## Worksite wellbeing survey was sent

Employers should have received a worksite wellbeing survey from [wellness@peba.sc.gov](mailto:wellness@peba.sc.gov). The response will help PEBA better provide materials and promote retirement and insurance benefits and initiatives.

At the end of the survey, you can submit information to qualify your employer for recognition as a 2016 PEBA Partner. PEBA Partners is a new award that recognizes employers who show a dedication to promoting a physically and financially healthier workplace.

Completing the survey will take about 15 minutes. We ask that you do so by June 2, 2016.

Update names, email addresses or phone numbers. Please note that each department type requires a "Primary Contact." The primary contact will receive all written retirement correspondence from PEBA. The department descriptions are available through "What is this?" links. Additional instructions are on the "Help" link.

This is a good opportunity to add contact information for new staff members or remove it for individuals who are no longer with your employer or who no longer need to receive communications from PEBA.

You also might remind employees who have moved, or who plan to do so shortly, to change their address at [MyBenefits](#) for Insurance and [Member Access](#) for Retirement.

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## Space still available in Charleston colonoscopy education workshop

A regular colorectal cancer screening is one of the best ways to prevent colorectal cancer. Screenings can find and remove colon growths before they develop into cancer. Unfortunately, only about half the people eligible for a colorectal cancer screening get one.

An opportunity to learn more about colonoscopies will be offered from noon until 1 p.m. on Thursday, May 19, at Trident Technical College's Student Center (room 212), 7000 Rivers Ave., North Charleston.

Dr. Eddie Irions, M.D., Charleston Gastroenterology Specialists, will be the speaker. A light lunch will be served.

The deadline [to register](#) for the workshop is May 18. If you have questions, email [wellness@peba.sc.gov](mailto:wellness@peba.sc.gov) or call 803.737.5713.

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## Dorchester County is site of next PEBA Perks workshop

State Health Plan members can learn more about PEBA Perks, the plan's preventive program, from noon to 1 p.m. on Friday, May 13, at the Dorchester County Council chambers, 201 Johnson St., St. George.

PEBA Perks includes diabetes education, preventive screenings, colonoscopies, adult vaccinations, a tobacco cessation program and No-Pay Copay, which offers qualified members free generic drugs to treat diabetes, high blood pressure, high cholesterol and congestive heart failure. The program will be presented by Diane Conte, MSPH, from PEBA's Employer Services department.

More information is available [here](#). To register, [click here](#).



202 Arbor Lake Drive  
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803.737.6800 | 888.260.9430  
[www.peba.sc.gov](http://www.peba.sc.gov)  
Monday-Friday, 8:30 a.m.-5 p.m.

Not all employers participate in a PEBA-administered retirement plan or insurance programs. Please disregard any information not applicable to you.



May 10, 2016

S.C. pension plan contribution increases

Here's how to file IRS ACA information returns

Please promptly cancel retirees' active coverage

Fall 2016 regional pre-retirement seminars set

Regional screening offered in Spartanburg

There is still time to register for Charleston colonoscopy workshop

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Visit [www.peba.sc.gov/pcmh.html](http://www.peba.sc.gov/pcmh.html)

## Fall 2016 regional pre-retirement seminars set

If you are within five years of retirement eligibility, the South Carolina Public Employee Benefit Authority (PEBA) wants to help ensure you have the information you need to make the retirement decisions that are best for you.

PEBA offers a one-day pre-retirement seminar designed to answer your questions and more. Presenters from PEBA, the South Carolina Deferred Compensation Program, and the Social Security Administration will

## S.C. pension plan contribution increases

The South Carolina Public Employee Benefit Authority (PEBA) anticipates that a 0.5 percent increase in employer and employee contribution rates for the South Carolina Retirement System and Police Officers Retirement System will be approved by the General Assembly.

This increase is included in all versions of the fiscal year 2017 budget and would be effective July 1, 2016. The contribution increase will be presented to the PEBA Board in May and will go to the State Fiscal Accountability Authority for approval thereafter. PEBA will continue to keep stakeholders informed throughout this process.

## Here's how to file IRS ACA information returns

provide information you need to successfully navigate the retirement process.

For a list of the fall 2016 regional pre-retirement seminars and to register for one near you, [click here](#).

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## Regional screening offered in Spartanburg

A preventive health screening -- almost a mini physical -- will be offered May 18 in Room 115 in the Health Sciences Building at Spartanburg Community College, I-85 and New Cut Road, Spartanburg.

The screening includes lipid and blood chemistry profiles, a blood pressure check and height and weight measurements. It is available at no cost to employees, retirees and COBRA subscribers and their spouses, if the Standard Plan or the Savings Plan is their primary health insurance.

[Click here](#) to learn how to register for the Spartanburg screening.

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## There is still time to register for Charleston colonoscopy workshop

An opportunity to learn more about colonoscopies will be offered from noon until 1 p.m. on Thursday, May 19, at Trident Technical College's Student Center (room 212), 7000 Rivers Ave., North Charleston.

Dr. Eddie Irions, M.D., Charleston Gastroenterology Specialists, will be the speaker. A light lunch will be

provided under the Affordable Care Act (ACA), employers who issued information returns (Form 1095-C and or Form 1095-B) to their employees or former employees must submit transmittals, along with copies of the information returns, to the Internal Revenue Service (IRS). Employers who issued less than 250 information returns may file by paper.

Employers who issued 250 or more information returns must file electronically. The deadline for filing electronically is June 30, 2016. The deadline to file by paper is May 31, 2016. However, the IRS encourages all employers to file electronically, even if they issued less than 250 returns.

Remember: ACA information returns and transmittals may only be filed electronically through the ACA Information Return (AIR) system. There are several steps to follow to file under the AIR system. In general, to file electronically, an employer will need to register with e-Services and get a Transmitter Control Code (TCC). Here are the required steps:

### **Step 1: Register to use IRS e-Services tools**

Before using any IRS e-Services tools, including the AIR system, all responsible officials and contacts in the organization must complete the e-Services registration. Registration through e-Services must be completed before an employer can apply for its Information Return Transmitter Control Code (TCC).

### **Step 2: Apply for a TCC**

In addition to registering for IRS e-Services tools, an employer must have a TCC to electronically file AIR Forms 1094/1095-B and 1094/1095-C. After registering with e-Services and completing the confirmation process, an employer will have access to the ACA Application for a TCC.

The application must be completed, and the responsible officials must sign the terms of agreement with the PIN they created during the registration process. When the application is complete, the TCC will be visible online and will be mailed to the employer via the U.S. Postal Service.

### **Step 3: Test communication with AIR system**

Employers must pass all applicable test scenarios. This will help ensure the employer can communicate with the IRS before submitting information returns through the AIR system.

### **Step 4: Electronically filing through AIR**

Employers can begin to file electronically for tax year 2015 on January 21, 2016. Transmissions to AIR must be comprised of only one type of ACA information return and must include the appropriate transmittal form. For example, a transmission must only contain:

- Forms 1095-B and Form 1094-B or
- Forms 1095-C and Form 1094-C

The forms cannot be combined. AIR will process each submission and provide a status with detailed acknowledgement to the transmitter.

Additional information about filing electronically through the AIR

served.

A regular colorectal screening is one of the best ways to prevent colorectal cancer. Screenings can find and remove colon growths before they develop into cancer.

The deadline **to register** for the workshop is May 18. If you have questions, email [wellness@peba.sc.gov](mailto:wellness@peba.sc.gov) or call 803.737.5713.

System and detailed explanations and instructions for all the steps can be found [on this IRS page](#).

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## Please promptly cancel retirees' active coverage

July 1, a popular date for retirement, is approaching. Please terminate new retirees' active coverage as soon as the paperwork is complete. PEBA cannot process a Retiree Notice of Election if the employee's active coverage has not been canceled.

Please remember it is easier to terminate coverage through Employee Benefits Services (EBS). If a new retiree's active coverage is not canceled promptly, it may affect claims payment for a period of time, and several months of retiree insurance premiums may be deducted from his first retirement check. Quickly canceling your retiring employees' active coverage will help them avoid these inconveniences.



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May 17, 2016

Benefits at Work conference scheduled

Employer group health report coming this week

Here's how non-SCEIS employers should file IRS ACA information returns

PEBA Perks workshops set for Florence, Rock Hill

Diabetes education workshop planned in Columbia

Greenville screening to be June 9

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Visit [www.peba.sc.gov/pcmh.html](http://www.peba.sc.gov/pcmh.html)

## PEBA Perks workshops set for Florence, Rock Hill

One-hour PEBA Perks workshops are set for June 2 (Florence) and June 3 (Rock Hill).

Diabetes education, preventive screenings, colonoscopies, a tobacco cessation program and No-Pay Copay, which offers qualified members free generic drugs to treat diabetes, high blood pressure, high cholesterol and congestive heart failure, are part of this State Health Plan preventive program.

Diane Conte, MSPH, from PEBA's

## Benefits at Work conference scheduled

It's *Benefits at Work* (BAW) time! The South Carolina Public Employee Benefit Authority will host this year's BAW conference at the [Columbia Metropolitan Convention Center](#) August 29 - September 1.

The following groups are invited attend on the days listed below. The same information will be presented each day. Therefore, if registration is full for your group's day, you may register to attend another day.

<b>Higher education</b>	<b>August 29</b>
<b>State agencies</b>	<b>August 30</b>
<b>Local subdivisions</b>	<b>August 31</b>
<b>Public schools</b>	<b>September 1</b>

### Registration

Participating employers attend the conference at no cost. Third Party

Diane Conte, MSPH, from PEBA's Employer Services department, will discuss the benefits and how to take advantage of them.

The Florence workshop will be at 10:15 a.m., June 2, at the City of Florence council chambers, 324 West Evans St., Florence. More information and registration is available [here](#).

The Rock Hill workshop will be at noon at the York Technical College Library, room L-100, South Anderson Rd., Rock Hill. More information and registration is available [here](#).

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## Diabetes education workshop planned in Columbia

An opportunity to learn more about diabetes will be offered from noon until 1 p.m. on Thursday, June 9, in Room 252 of the Edgar Brown building on the State House grounds at 1205 Pendleton St., Columbia.

Amy May, RD, LD, Certified Diabetes Educator at Novo Nordisk, Inc., will be the speaker.

This workshop will provide tips to help you manage diabetes and pre-diabetes. The more you know about the disease, the better you will be able to manage or delay it.

Don't miss this opportunity to learn more about diabetes. Click [here](#) to register for the workshop. If you have questions, please email [wellness@peba.sc.gov](mailto:wellness@peba.sc.gov) or call 803.737.5713.

Participating employers attend the conference at no cost. Third party Enrollers (TPEs), however, must pay a fee to attend the conference.

### Conference format

We will offer three workshops - two insurance workshops and one retirement workshop. You may attend all three of the workshops. Also new this year will be an optional open forum at the end of each day that will provide an opportunity for you to ask questions and network with other employers.

### Hotel reservations

If you need overnight accommodations, these hotels are near the convention center: [Hampton Inn](#), [Hilton Hotel](#) and the [Marriott Hotel](#).

For conference questions, contact Tiffany Latimer at 803.737.7508 or [tlatimer@peba.sc.gov](mailto:tlatimer@peba.sc.gov).

Registration will open soon!

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## Employer group health report coming this week

PEBA is committed to giving employers helpful information related to the State Health Plan. As part of that effort, it has developed a customized report for each employer that provides a better understanding of the health of the group's active employees and their dependents. PEBA's Analytics and Health Initiatives department will email these reports to the executive-level contact and the benefits administrator PEBA has on file by Friday, May 20, from [analytics@peba.sc.gov](mailto:analytics@peba.sc.gov).

The report is intended enable the executive team and benefits administrator to identify areas of opportunity to improve members' health. If you have questions about the report, the resources available to employers or benefits for members, email [analytics@peba.sc.gov](mailto:analytics@peba.sc.gov).

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## Here's how non-SCEIS employers should file IRS ACA information returns

Under the Affordable Care Act (ACA), employers who issued information returns (Form 1095-C and or Form 1095-B) to their employees or former employees must submit transmittals, along with copies of the information returns, to the Internal Revenue Service (IRS). Employers who issued less than 250 information returns may file by paper.

Employers who issued 250 or more information returns must file electronically. The deadline for filing electronically is June 30, 2016. The deadline to file by paper is May 31, 2016. However, the IRS encourages all employers to file electronically, even if they issued less than 250 returns.

**Please note:** The Comptroller General will file these forms for SCEIS employers.

Remember: ACA information returns and transmittals may only be filed

electronically through the ACA Information Return (AIR) system. There are several steps to follow to file under the AIR system. In general, to file electronically, an employer will need to register with e-Services and get a Transmitter Control Code (TCC). Here are the steps:

### **Step 1: Register to use IRS e-Services tools**

Before using any IRS e-Services tools, including the AIR system, all responsible officials and contacts in the organization must complete the e-Services registration. Responsible officials and contacts must register through e-Services before an employer can apply for its Information Return Transmitter Control Code (TCC).

### **Step 2: Apply for a TCC**

In addition to registering for IRS e-Services tools, an employer must have a TCC to electronically file AIR Forms 1094/1095-B and 1094/1095-C. After registering with e-Services and completing the confirmation process, an employer will have access to the ACA Application for a TCC.

The application must be completed and the responsible officials must sign the terms of agreement with the PIN they created during the registration process. When the application is complete, the TCC will be visible online and will be mailed to the employer via the U.S. Postal Service.

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- Forms 1095-C and Form 1094-C

The forms cannot be combined. AIR will process each submission and provide a status with detailed acknowledgement to the transmitter.

Additional information about filing electronically through the AIR System and detailed explanations and instructions for all of the steps can be found [on this IRS page.](#)

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## **Greenville screening to be June 9**

Make sure you're in shape for summer activities by participating in a regional preventive screening on Thursday, June 9, at Greenville Technical College (Criminal Justice Building 121, room 120, 506 South Pleasantburg Drive, Greenville).

The screening includes lipid and blood chemistry profiles, a blood pressure check and height and weight measurements. It is offered at no cost to employees, retirees and COBRA subscribers and their spouses, if the Standard Plan or the Savings Plan is their primary health insurance.

[Click here](#) to register for the Greenville screening.



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Data classification: public information



May 24, 2016

PEBA board approves SCRS, PORS contribution increases

Get Set for Retirement

Benefits at Work conference coming soon

PEBA Perks workshops scheduled

PEBA closed on Memorial Day

Diabetes education workshop offered in Columbia

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Visit [www.peba.sc.gov/pcmh.html](http://www.peba.sc.gov/pcmh.html)

## PEBA closed on Memorial Day

The South Carolina Public Employee Benefit Authority (PEBA) offices will be closed on Monday, May 30, 2016, in commemoration of Memorial Day.

Our offices will reopen at 8:30 a.m. on Tuesday, May 31.

## Diabetes education workshop offered in Columbia

## PEBA board approves SCRS, PORS contribution increases

The South Carolina Public Employee Benefit Authority (PEBA) Board of Directors approved a 0.5 percent increase in both employee and employer contribution rates for the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS).

The PEBA Board's recommendation will be presented to the State Fiscal Accountability Authority for approval at its June meeting. Currently, all three versions of the state budget (Governor's, Senate's and House of Representatives') provide funding for the 0.5 percent employer contribution increase for state agencies and school districts to the extent that their positions are funded by state general fund appropriations.

Additional information about the recommendation is under [Latest news](#) on PEBA's website.

## Get Set for Retirement

This one-day seminar provides an overview of benefits you can expect to receive from your PEBA-administered retirement plan and discusses

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Amy May, RD, LD, Certified Diabetes Educator, will be the speaker.

This workshop will provide tips to help you manage diabetes and pre-diabetes. The more you know about the disease, the better you will be able to manage or delay it.

Click [here](#) to register for the workshop. If you have questions, please email [wellness@peba.sc.gov](mailto:wellness@peba.sc.gov) or call 803.737.5713.

some things you need to consider as you approach retirement eligibility.

Presenters from PEBA, The South Carolina Deferred Compensation Program and the Social Security Administration will be on hand to provide you with the information needed to successfully navigate the retirement process. Here are the dates:

- Monday, August 22 - Columbia
- Monday, September 19 - Greenville
- Monday, September 26 - Columbia
- Friday, October 7 - Conway
- Monday, October 17 - Greenville
- Friday, November 4 - Rock Hill
- Monday, November 7 - Charleston
- Thursday, November 10 - Beaufort
- Monday, December 5 - Columbia

For more information on the location of each seminar and how to register, visit [www.peba.sc.gov/events](http://www.peba.sc.gov/events).

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## Benefits at Work conference coming soon

It's time for *Benefits at Work* (BAW)! The South Carolina Public Employee Benefit Authority (PEBA) will host this year's BAW conference at the **Columbia Metropolitan Convention Center** August 29 - September 1.

The following groups will attend on the dates listed below. The same information will be presented each day. If registration for your group's day is full, you may register to attend another day.

- Higher education - August 29
- State agencies - August 30
- Local subdivisions - August 31
- Public schools - September 1

### Registration

Participating employers attend the conference at no cost. Third party enrollers (TPEs) will pay a fee of \$25.

### Conference format

PEBA will offer three workshops -- two insurance workshops and one retirement workshop. You may attend all three of the workshops. Also new this year will be an optional open forum at the end of each day that provides an opportunity for you can ask questions and network with other employers.

### Hotel reservations

If you need overnight accommodations, these hotels are near the convention center: **Hampton Inn**, **Hilton Hotel** and the **Marriott Hotel**.

For conference questions, contact Tiffany Latimer at 803.737.7508 or [tlatimer@peba.sc.gov](mailto:tlatimer@peba.sc.gov).

Registration will begin soon.

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## PEBA Perks workshops scheduled

June is a great time for State Health Plan members to learn more about PEBA Perks, the Plan's preventive

program.

PEBA Perks includes diabetes education, preventive screenings, colonoscopies, a tobacco cessation program and No-Pay Copay, which offers qualified members free generic drugs to treat diabetes, high blood pressure high cholesterol and congestive heart failure. The services are provided at no cost to members if they are received from network providers.

Diane Conte, MSPH, from PEBA's Employer Services Department, will discuss PEBA Perks and how to take advantage of the program.

The Florence workshop will be at 10:15 a.m. on June 2 in the City of Florence council chambers, 324 W. Evans St., Florence. To register, [click here](#).

The Rock Hill workshop will be at noon on June 3 in the York Technical College Library, room L-100, S. Anderson Rd., Rock Hill. To register, [click here](#).

The Anderson workshop will be at 1 p.m. on June 9 in the City of Anderson council chambers, 401 S. Main St., Anderson. To register, [click here](#).

The Columbia workshop will be at 3:30 p.m. on June 14 at the Cecil Tillis Center, 2111 Simpkins Lane, Columbia. To register, [click here](#).

The Beaufort workshop will be at noon on June 16 at the Technical College of the Lowcountry, Beaufort campus, Building 23, 921 Ribaut Rd., Beaufort. To register, [click here](#).



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May 31, 2016

June 14 Employer Advisory Group

Worksite wellbeing survey

SCDCP website unavailable

BA Manual updated

Benefits at Work conference, Aug.  
29 - Sept. 1

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## S.C. Deferred Compensation Program website unavailable

Empower Retirement, administrator of the South Carolina Deferred Compensation Program (Program), will be conducting maintenance on the Program's website beginning Saturday, June 4, at 6 a.m. through Sunday, June 5, at 2 p.m. Participants may experience intermittent access to the [site](#) during these times.

## Updated BA Manual

## June 14 Employer Advisory Group: local subdivisions and municipalities encouraged to attend

An open discussion for local subdivision and municipality benefits administrators with Jennifer Dolder, PEBA's director of Employer Services, is scheduled from 10 a.m. until noon on Tuesday, June 14, at PEBA's office, 200 Arbor Lake Drive, Columbia, room 200 (PEBA Board Room).

If you are interested in attending, email [EmployerServices@peba.sc.gov](mailto:EmployerServices@peba.sc.gov) to register. If space is available, a confirmation email will be sent to you. We look forward to hearing from you!

## Submit worksite wellbeing survey

Employers should have recently received a worksite wellbeing survey

## available now

The 2016 *Benefits Administrator Manual* has been updated and is now available on the PEBA website. Click on "Insurance Benefits," then select "Employers" to access the *BA Manual*.

from PEBA's Health and Wellness. If you have already completed the survey, thank you. If you have not completed the survey, please take a few minutes to submit it. We ask that you complete the survey by Thursday, June 2, 2016. Your response will help us better provide materials and promote PEBA's retirement and insurance benefits and initiatives.

**Take the survey now.**

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## Benefits at Work conference scheduled

It's almost time for the Benefits at Work (BAW) conference. The Columbia Metropolitan Convention Center has been selected to host this year's conference, August 29 - September 1. PEBA is gearing up to offer you a fresh and informative conference experience.

The following groups are invited to attend on the days listed below. The same information will be presented each day; therefore, if registration for your group's day is full, please register to attend another day.

- Higher education - August 29
- State agencies - August 30
- Local subdivisions - August 31
- School districts - September 1

### Registration

Participating employers may attend the conference at no cost. Third party enrollers (TPEs) will pay a \$25 fee.

### Conference format

PEBA will offer three workshops - two insurance workshops and one retirement workshop. You may attend all three of the workshops. Also new this year will be an optional open forum at the end of the day for you to ask questions and network with other employers.

### Hotel reservations

If you need overnight accommodations, here are some hotels near the Convention Center: **Hampton Inn**, **Hilton Hotel** and the **Marriott Hotel**.

For conference questions, please contact Tiffany Latimer at 803.737.7508 or [tlatimer@peba.sc.gov](mailto:tlatimer@peba.sc.gov). Registration will begin soon.



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