



EES document upload feature

A new EES feature allows employers to submit some retirement- and employer-specific documents online. This eliminates the need to print and mail paper forms. The new feature lets you upload documents in three categories: member documents, employer documents and supplements. To get started, select Document Upload on the home screen in EES. Below is a list of documents that can be uploaded.

Member-specific documents

Requires SSN and last name of member

- SSN verification
- Correction/change/prior year
- Position description
- South Carolina National Guard Certificate of Eligibility
- First report of injury
- Accident/injury report
- Non-negligent letter
- List of immediate family members
- Pay history
- *Name/Address Change Form* (Form 1239) and applicable supporting documents
- *Election of Non-Membership* (Form 1104)
- *Retirement Plan Enrollment* (Form 1100) during open enrollment to change from State ORP to SCRS
- *Employer Certification of PORS Eligibility* (Form 1107)
- *State Optional Retirement Program (State ORP) Notice of Termination or Change* (Form 1162)
- *Employer's Disability Employment Status Report* (Form 6253)
- *Employer's Description of Disability Applicant's Job* (Form 6254)
- *Request for Service Purchase Cost* (Form 2101)
- *Service Purchase Salary Verification* (Form 2209)
- *Request for State ORP Service Verification* (Form 2130)
- *Verification of Leave Due to Workers' Compensation* (Form 2210)
- *Employer Error Certification* (Form 2213)
- *Verification of Employer Error Correction* (Form 2214)
- *Verification of Approved Leave of Absence* (Form 2219)
- *Verification of Military Leave of Absence* (Form 2233)
- *COVID-19 Earnings Limitation Exemption Certification* (Form 7216)
- *Critical Needs Teacher Certification Form*
- *School Resource Officer Critical Needs Certification* (Form 7214)
- *Termination of Retired Member Working Under Earnings Limit* (Form 7217)

- *Certification of Final Retirement Contributions for JSRS (Form 6202)*

Employer documents

Requires employer to key nothing

- *Adjustment to Quarterly Payroll Report (Form 1223)*
- *Authorization Agreement for Automatic Debits (Form 1226)*
- *Authorization Agreement for Participation in EES Retirement Electronic Payments (Form 1286)*
- *EES Employer Confidentiality Agreement (Form 6503)*
- *EES Authorizing Contact Designation/Agreement (Form 6504)*
- *EES Designated Agent Confidentiality Agreement (Form 6505)*

Supplements

Requires a method of payment, unless no money due

- *Supplemental Service Report (Form 1224)*
- *Supplemental Contribution Report (Form 1227)*