



EES Employer Reporting user manual

EES Employer Reporting is an employer tool for creating and submitting quarterly payroll reports securely to PEBA. It is designed specifically for employers who do not upload a quarterly data file from their payroll system.

Please note that while using EES ER, selecting the back button in the browser could cause confusion on detail records and undermine progress in preparing a report for submission. Please use navigation bars and links to other pages instead.

Getting started

From the EES homepage, select *Employer Reporting*.

Employer Reporting
 Deposit Forms, Quarterly Reporting Data, and Employer Transaction Errors

Next, select *EES ER* using either the button at the right or in the Quarterly Data Submitted column.

Invoices EES ER				
Month	Due Date	Deposit Process Date	Quarterly Data Submitted	Status
Sep 2024	10-31-2024	Deposit Form	EES ER	

To properly navigate EES ER, use the navigation bar.

Browse Headers		Add Header		Browse Personnel		Add Personnel
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Quarterly reports are maintained under *Browse Headers*. New reports are added under *Add Header*.

The personnel file of EES ER acts as a database and includes employee-specific information for use in creating the quarterly reports. All employees must have a record in *Browse Personnel* before they can be included on a quarterly report. Employees can be added to the personnel file under *Add Personnel*. View and maintain the personnel file under *Browse Personnel*.

Personnel files

Adding personnel

To add an employee to the personnel file, select *Add Personnel* to bring up a data entry page.

1. Enter the Social Security number and re-type the SSN for verification.
2. Enter the First Name and Last Name.
3. Select the account type from the drop-down box. Acceptable values are:
 - 1 = SCRS
 - 4 = PORS, if applicable.
 - 9 = State ORP, if applicable. If the employee has elected State ORP, select the service provider from the drop-down box.
4. Select the employee's contract length. The contract length indicates the number of months in the fiscal year in which the employee receives a paycheck, not the number of months the employee works.
5. If the employee is a retired member, select *Yes* from the retiree drop-down box.
6. Enter a location department code for the employee, if applicable.
7. Add any pertinent information that should be recorded for the employee's personnel file in the *Comments* box.
8. When you finish entering the information, select *Add Entry*.

Modifying or deleting existing personnel

To modify or delete an employee's personnel file, select *Browse Personnel*.

Open the personnel record by selecting the SSN. Modify the information and select *Update*. To delete the personnel record of an employee, select *Delete*.

Reminders for personnel files

When maintaining the personnel file, please observe the following:

- Modifications to personnel files should be made routinely to keep the file current.
- When adding a new employee or changing an employee's name, please also submit an EES Retirement Plan Enrollment or [upload](#) a [Name/Address Change Form](#) (Form 1239).
- When modifying an employee from Active status to Retired status, also submit the retiree's Return-to-Work date in EES. The Return-to-Work date indicates when the employee returned to employment after their date of retirement and is a required data point.
- The personnel file for a terminated employee can be retained for future reference. However, if you want to remove terminated employees, **do not delete that employee's personnel record until after their final quarterly payroll data has been submitted to PEBA.**

Creating new quarterly payroll reports

To create a new quarterly payroll report, select *Add Header*.

1. Select the quarterly Period Begin and End Date from the drop-down boxes.
2. Enter the total number of employees on the quarterly payroll report.
3. Enter the total amount of member contributions from the quarterly payroll report.
4. Yes indicates you want to create the header from a previous quarterly payroll report. The records from the previous quarterly payroll report will be added to the new report. The Months Paid Cycle, Quarterly Salary and Member Contributions for each employee on the report must be completed after the report is created.
5. Select *Add Report*.

Period Begin Date:

Period End Date:

Total Members:

Total Member Contributions:

Create Header from Previous Report?

[Add Report](#)

Or [Cancel](#) to return to Browse Headers

Entering detail information

Once the Report Header is added, you must enter the detail information. Each quarterly payroll report has a sequential Report Number. To enter the payroll details, select the Report Number.

Report Number	Cycle	Begin Date	End Date	Submitted Date
56	Quarterly	04-01-2024	06-30-2024	

The Submitted Date is the date the employer completes the report and submits it to PEBA. Once a report is submitted to PEBA, the report becomes a browse-only file. If a submitted report needs to be changed or deleted, please contact your Employer Reporting representative at PEBA.

[View Report Detail](#)

Report Number: **56**

Period Begin Date:

Period End Date:

Total Members:

Total Member Contributions:

[Update Header](#)
[Delete](#)

Or [Cancel](#) to return to Browse Headers

Update the header information, if necessary. Please note that deleting the header deletes the report and any information previously entered.

To add detail records or update previously completed detail records, select *View Report Detail*.

The header information is displayed, and the detail information updates as records are modified/added. The report can be sorted by SSN, Employee Name or Local Department (optional).

Header Information		Detail Information			
Report Number: 56		Detail Count: 121	SCRS	PORS	ORP
Detail Count: 121		Active Salaries: 0.00	0.00	0.00	0.00
Member Contributions: 150,000.00		Retired Salaries: 0.00	0.00	0.00	0.00
Begin Date: 04-01-2024		Total Salaries: 0.00	0.00	0.00	0.00
End Date: 06-30-2024		Active Contributions: 0.00	0.00	0.00	
Printable Version of Report	<input type="button" value="Submit Report"/>	Retired Contributions: 0.00	0.00	0.00	
		Total Contributions: 0.00	0.00		

Previous | [Next](#) SSN:

Report Detail Sorted by Social Security Number						
SSN	Employee Name	Salaries	Contributions	Local Department	Retiree Indicator	Account

If the header was created from a previous report, the records will appear and are ready for modification. Select an employee's SSN to update the record.

Contract Length and Local Department (optional) will populate based on information in the personnel file but can be changed, if necessary.

1. Enter the Months Paid Cycle.
2. Enter the Quarterly Salary and Member Contributions. Program edits require the correct percentage of Member Contributions for the Quarterly Salary.
3. Select *Update* to add the record.
4. A *Detail record updated successfully* message will appear when the record is added.
5. Select the next SSN to update until all records have been updated.

Adding new records or deleting/changing existing records

Adding new records

Employees who began participation in one of the retirement systems after the end of the previous quarter will not be on the new quarterly report you create. To add new participants to the quarterly report, you must first create a personnel record for the new employee (see *Adding personnel*).

Once the personnel record is added, the new employee is added to a report by entering the employee SSN in the SSN field. To add the record, select *Add New Detail*.

Previous Next		SSN: <input type="text"/>		<input type="button" value="Add New Detail"/>		
Report Detail Sorted by Social Security Number						
SSN	Employee Name	Salaries	Contributions	Local Department	Retiree Indicator	Account

Enter the detail information for Months Paid Cycle, Quarterly Salary and Member Contributions. Select *Add Entry*. A *Detail record updated successfully* message will appear when the record is added.

Deleting records

If an employee record should be deleted from a report, select the SSN. Select the *Delete* button. Select *Yes* to confirm the deletion or *No* to retain the record. A *Detail record deleted successfully* message will appear when the record is deleted.

Changing existing records

If an employee retires in the middle of a quarter, and both active and retiree Quarterly Salary and Member Contributions must be reported for the same quarter, follow these steps:

1. Enter the active quarterly salary and member contribution amounts, and months paid on the detail record that was added when the report was created. This reflects the active member details.
2. Return to the Personnel File to update the member's Retiree indicator to *Yes*.
3. Return to the Header and Report Detail. Enter the member's SSN in the SSN box and select *Add New Detail*.
4. Enter the retiree quarterly salary and member contribution amounts, and months paid on the detail record. This reflects the retired member details. Confirm that the Retiree indicator is *Yes*.
5. Select *Add Entry*.

The member will have two records in the detail – active and retiree. If the next quarterly report is pulled from the previous report, both detail records will exist. Adjust the records, as needed.

If an employee changes systems in the middle of a quarter, follow these steps:

1. Enter the active quarterly salary and member contribution amounts, and months paid on the detail record that was added when the report was created. This reflects the wage amount for the original system.
2. Return to the Personnel File to update the member's Account to indicate the new system.
3. Return to the Header and Report Detail. Enter the member's SSN in the SSN box and select *Add New Detail*.
4. Enter the quarterly salary and member contribution amounts, and months paid on the detail record for the new system.
5. Select *Add Entry*.

The member will have two records in the detail – original and new system. If the next quarterly report is pulled from the previous report, both detail records will exist. Adjust the records, as needed.

When an employee changes their last name, follow these steps:

1. Select *Browse Personnel*.
2. Select the SSN and type over the Last Name with the member's new name. Select *Update*.
3. A *Personnel record updated successfully* message will appear once updated.

The name change is completed in the personnel file, but the detail record might need to be modified. Copying the detail information from a previous report pulls in the information exactly as it was submitted on the previous report. In this case, the previous last name will still be reflected.

1. Select *Browse Headers*.
2. Select the Report Number and then, *View Report Detail*.
3. Select the SSN from the records and select *Delete*. Confirm the deletion by selecting *Yes*.
4. Enter the SSN into the SSN box and select *Add New Detail*.
5. Note the new last name and enter the required information.
6. Select *Add Entry*.

The new Last Name from the personnel file will be reflected in this record.

Balancing and submitting a report

Detail Information will update with each entry so totals can be compared to the Header Information. The Detail Count and Member Contributions/Total Contributions must match for the report to be successfully submitted.

Header Information	Detail Information			
Report Number: 56	Detail Count: 2	SCRS	PORS	ORP
Detail Count: 2	Active Salaries:	0.00	10,000.00	0.00
Member Contributions: 1,950.00	Retired Salaries:	0.00	10,000.00	
Begin Date: 04-01-2024	Total Salaries:	0.00	20,000.00	0.00
End Date: 06-30-2024	Active Contributions:	0.00	975.00	
Printable Version of Report <input type="button" value="Submit Report"/>	Retired Contributions:	0.00	975.00	
	Total Contributions:	1,950.00		

If needed, the Header Information can be updated.

1. Select *Browse Headers*.
2. Select the Report Number.
3. Update the Total Members (Detail Count) or Total Member Contributions, as needed.
4. Select *Update Header*.
5. A *Header record updated successfully* message will appear.

Once the detail information is entered, and the detail count and contribution totals from the Detail Information match the Header Information, select *Submit Report*.

1. Select *Yes* to submit the report.
2. A *Report ## submitted successfully* message will appear.

Report Number **56**
Total Details **2**

Once the report has been submitted, no more changes can be made.
Are you sure you want to submit this report?

If an error exists, a “Report Error” message with a description of the error will appear. Review the

Header Information and Detail Information for any discrepancies and update accordingly. Any employees listed on the detail report with zero Quarterly Salary must be deleted from the report, and subsequently the Detail Count adjusted on the Header Information.

A printable version of the report is available in the Header Information.

Important reminders

The Quarterly Deposit Form and remittance must be submitted to PEBA. Make sure the EES ER totals match the Quarterly Deposit Form. Out-of-balance reports cause delays in processing.

Please routinely check the status of the submitted quarterly data under *Employer Reporting* in EES. The *Error correction required* message will appear if error transactions exist that require your attention.

If an error occurred on a previously submitted report, and that report is copied for the next quarter, errors from the previous report, excluding Months Paid Cycle, Quarterly Salary and Member Contributions, will be copied into the new report. When the new report is created, the information will be pulled into the new report exactly as it was submitted to PEBA on the previous report. It will not incorporate any changes that were made at PEBA after the report was received.

There are numerous edits within EES ER to ensure a report has the best chance of processing successfully when it is submitted. If you have any questions, contact your Employer Reporting representative. You can also contact PEBA Customer Service at 803.737.6800, 888.260.9430 or cs@peba.sc.gov.