



## Quarterly report corrections

For state agencies paid through the Comptroller General's (CG) Office  
(SCEIS payroll processing)

### **A State ORP participant is submitted on the quarterly report as SCRS.**

- PEBA adjusts the quarterly report and notifies the employer.
- Employer makes correction in the SCEIS payroll system.
- Employer contacts the CG's Office for instruction, and effective dates to use in the corrections, to assure the full amount is remitted to the State ORP service provider.
- PEBA generates a credit invoice and holds it until the offsetting payroll entries are reported on a future quarterly report.
- The credit invoice is then applied to the correcting quarterly report.

### **An SCRS member is submitted on the quarterly report as State ORP.**

- PEBA adjusts the quarterly report and notifies the employer.
- Employer makes correction in the SCEIS payroll system.
- PEBA generates a debit invoice and holds it until the offsetting payroll entries are reported on a future quarterly report.
- The debit invoice is then applied to the correcting quarterly report.
- Employer coordinates with the CG's Office to recover money from the State ORP service provider.

### **A PORS member is submitted on the quarterly report as SCRS.**

- PEBA adjusts the quarterly report and notifies the employer, as well as the CG's Office, so they can make the update in SCEIS. This will generate a reclassification on the next quarterly report for the debit offset.

### **An SCRS member is submitted on the quarterly report as PORS.**

- PEBA adjusts the quarterly report and notifies the employer, as well as the CG's Office, so they can make the update in SCEIS. This will generate a reclassification on the next quarterly report for the credit offset.

### **A member changes systems (SCRS to PORS, or PORS to SCRS).**

- A new [Retirement Plan Enrollment](#) (Form 1100) form must be submitted.
- The effective date is the date the member changed to the new system.
- Employer must notify the CG's Office of the change and update it in SCEIS.

The above types of credit/debit invoices are held in a pending status until the next quarterly report, when SCEIS will generate a reclassification/negative offset for those offsets that are pending.

Credit/debit invoices for the reconciliation of the quarterly reports are held in the Employer Rollup account until the invoices are rolled into one and sent to the employer on a bi-annual basis.

Contact your Employer Reporting representative with any questions.