


**Introduction:  
employer resources**

Retirement Benefits Training  
Fiscal year 2025



Serving those who serve South Carolina

1

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***Covered Employer  
Procedures Manual***

- In-depth resource to assist employers in administering PEBA retirement benefits.
- View the [Covered Employer Procedures Manual](#).

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2

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**Electronic Employer Services (EES)**

- Secure, online website required for all employers to view and submit retirement information.
- View employee retirement account information.
- Certify terminations and final payroll information for employees.
- Maintain employer contact information.
- Monitor quarterly reporting errors.
- Access PEBA-generated reports and documents.
- Upload some employer and member documents.
  - View the [EES document upload feature resource](#).

**For employers who do not report payroll through the South Carolina Enterprise Information System (SCEIS)**

- Initiate retirement plan enrollments.
- Submit retiree return-to-work dates.
- Upload quarterly payroll data.
- Prepare monthly, quarterly contribution reports for PEBA.
- Set up, maintain bank accounts for payment processing.
- Submit payments for monthly and quarterly contributions and installment service purchase payroll deductions.

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3

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**How to access EES**

- Keep forms on file and current:
  - [Electronic Employer Services \(EES\) Employer Confidentiality Agreement](#) (Form 6503); and
  - [Electronic Employer Services \(EES\) Authorizing Contact Designation/Agreement](#) (Form 6504).
- Upload revised forms in EES.
- All EES users:
  - Upload [EES Designated Agent Confidentiality Agreement](#) (Form 6505).
- Return completed forms to [EESsupport@peba.sc.gov](mailto:EESsupport@peba.sc.gov).
- For additional security, PEBA uses [Duo Security](#) for two-factor authentication to access EES.

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4

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**EES user credentials and recertification**

- Once PEBA processes Form 6505, each user receives a user ID and password via email.
- Forgot password/Unlock account feature.
  - Reset a password;
  - Set a new password; or
  - Unlock your account if it becomes locked or inactive.
- For assistance with access, email [EESsupport@peba.sc.gov](mailto:EESsupport@peba.sc.gov).
- EES authorizing contact must validate and confirm EES users' access and permission levels annually.
  - Notification email sent when it is time for recertification.
  - Review and validate users under Annual Recertification for EES Access.

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5

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**Employer training with Employer Services**

- Participate in virtual sessions that are announced in [PEBA Update](#).
- Submit a request for one-on-one assistance at [peba.sc.gov/request-employer-services](https://peba.sc.gov/request-employer-services).
- Email [EmployerServices@peba.sc.gov](mailto:EmployerServices@peba.sc.gov).
- View the [retirement benefits support menu](#) and other resources at [peba.sc.gov/employers](https://peba.sc.gov/employers).
- Refer to the [Covered Employer Procedures Manual](#).

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6

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**Employer support**

- Within EES, select EES Assistance to view support for EES features.
- Customer Service:
  - Email [cs@peba.sc.gov](mailto:cs@peba.sc.gov)
  - Call 803.737.6800 or 888.260.9430.
- PEBA Update weekly e-newsletter and archives.
  - Distribution list comes from Employer Contact Information in EES.

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7

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**How to support your employees**

Encourage employees to take responsibility for their benefits and remain engaged throughout their career.

Refer to employer checklists on our [Publications webpage](#).

Promote PEBA's online resources, including member flyers, handbooks and presentations.

Encourage employees to sign up for Member Access.

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8

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**Disclaimer**

This presentation does not constitute a comprehensive or binding representation of the employee benefit programs PEBA administers. The terms and conditions of the employee benefit programs PEBA administers are set out in the applicable statutes and plan documents and are subject to change. Benefits administrators and others chosen by your employer to assist you with your participation in these employee benefit programs are not agents or employees of PEBA and are not authorized to bind PEBA or make representations on behalf of PEBA. Please contact PEBA for the most current information. The language used in this presentation does not create any contractual rights or entitlements for any person.

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