




Introduction: employer resources

Retirement Benefits Training
Fiscal year 2023

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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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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.
- Update employer contact information.
- View quarterly reporting errors.
- Review PEBA-generated reports and documents.
- Upload certain employer and member documents.
 - View [EES document upload feature](#) resource.

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Electronic Employer Services (EES)

- For employers who do not report payroll through South Carolina Enterprise Information System (SCEIS):
 - Initiate retirement plan enrollments.
 - Submit retiree return-to-work dates.
 - Upload payroll data.
 - Prepare monthly, quarterly contribution reports for PEBA.
 - Set up, maintain bank accounts for payment processing.
 - Submit payments for monthly and quarterly deposits and installment service purchase payroll deductions.
 - Upload certain employer and member documents.
 - View [EES document upload feature](#) resource.

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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).
- Users who need to access member data in data downloads:
 - Submit written request on employer's letterhead.

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EES user credentials

- Each user receives:
 - User ID; and
 - Password.
- For assistance with access, email EESsupport@peba.sc.gov.

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EES recertification

- To ensure the privacy and security of confidential retirement information available through EES, users must confirm their EES user information.
- The authorizing contact for each entity must confirm registered users' access and permission levels. If not already completed, log in to EES to begin.
- If you have questions related to EES recertification, please contact your Employer Reporting representative.

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Employer support

- Employer Services.
 - Email EmployerServices@peba.sc.gov.
 - Retirement benefits [support menu](#).
 - peba.sc.gov/employers.
- Within EES, select EES Assistance for assigned Member Account Services contact.

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Employer support

- Employer Support Line through Customer Service:
 - Select Option 4, then Option 3.
- *PEBA Update* e-newsletter.

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How to support your employees

- Encourage employees to take responsibility for their benefits and remain engaged throughout their career.
- Employer checklists at peba.sc.gov/publications.
- Promote PEBA's online resources, including member flyers, handbooks and presentations.
- Encourage employees to sign up for Member Access.

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Disclaimer

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