


**Introduction:
employer resources**

Retirement Benefits Training
Fiscal year 2026



Serving those who serve South Carolina

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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.
- 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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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.
- For additional security, PEBA uses [Duo Security](#) for two-factor authentication to access EES.

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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.
- 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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Employer training with Employer Services

- Participate in virtual sessions announced in [PEBA Update](#).
- Email EmployerServices@peba.sc.gov.
- View the [retirement benefits support menu](#) and other resources at peba.sc.gov/employers.
- Refer to the [Covered Employer Procedures Manual](#).

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Employer support

- Within EES, select EES Assistance to view support for EES features.
- Customer Service:
 - Email 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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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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Disclaimer

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