


PEBA Academy

Membership and enrollment: enrollment process

Retirement Benefits Training
Fiscal year 2025



PEBA
SC Retirement System
and State Health Plan

Serving those who serve South Carolina

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Enrollment

- Eligible employees must make retirement plan election within 30 days of hire date.
- Can choose, when eligible:
 - SCRS;
 - State ORP; or
 - Non-membership.
- Employee defaults to SCRS, if eligible, if no election is made within 30 days.
- PORS membership is generally mandatory for eligible positions.

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Electing non-membership

- Generally, membership is a required condition of employment.
- New hire cannot opt out if they have an active or inactive SCRS account.
- If a person does not have funds in an SCRS account but has funds in a PORS, GARS, JSRS or nonconcurrent State ORP account, they may elect to opt out of SCRS membership if otherwise eligible.
- Opting out is irrevocable for the period of employment.
- If hired into a position later that requires membership, the non-membership election is canceled.

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Secondary employment

- When a member is active in SCRS and secondary employment offers SCRS and State ORP, employee must join SCRS with secondary employer.
- When a member is active in State ORP and secondary employment offers SCRS and State ORP, employee must join State ORP with secondary employer.
 - Must also choose same service provider.
 - If secondary employment does not offer State ORP, employee may elect either SCRS or, if eligible, non-membership.

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Enrollment process¹

- Submit Retirement Plan Enrollment in EES.
 - Valid employee email address required.
 - Enter employee's legal name.
 - New hire receives email to make election. Refer to the [Using EES for retirement enrollment elections](#) training resource.
- Provide the [Retirement Enrollment Guide for New Hires](#) flyer.

- If completing enrollment on paper, complete:
 - [Retirement Plan Enrollment](#) (Form 1100); or
 - [Election of Non-Membership](#) (Form 1104).
 - Paper forms require additional time for delivery and processing.

State agencies that report their payroll through the Office of the Comptroller General are excluded from this process.

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State ORP enrollment

- If employee elects State ORP, they must choose a service provider.
 - Find links to service providers at peba.sc.gov/state-orp.
- PEBA provides enrollment details to selected service provider.
- Employee must also complete investment elections and beneficiary designation with chosen service provider.

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Return-to-work retirees

- Employers must notify PEBA when a retired member is hired.
- As soon as possible, enter return-to-work dates in EES¹:
 - Use the *Employed Retirees – Return to Work Date Entry* option.
 - Error message appears when 30-day termination requirement is not met.
 - Employer is responsible for reimbursing PEBA for any benefits wrongly paid as a result of a failure to notify.
- Remind retiree that employee contributions are withheld.
 - Provide these flyers:
 - [How Returning to Work Will Impact Your Retirement Benefits](#); and
 - [How the Earnings Limitation Works](#).

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Employers that report their payroll through the Office of the Comptroller General

- Enrollments, including return-to-work retiree hire dates, are submitted electronically from SCEIS to PEBA.
- Do not send enrollment or new hire documents to PEBA.
 - Retain new hire documents only for your recordkeeping.

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Disclaimer

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