




# Membership and enrollment: enrollment process

Retirement Benefits Training  
Fiscal year 2023

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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 made within 30 days.
- PORS membership is generally mandatory for eligible positions.

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## Electing non-membership

- New hire cannot opt out if he has:
  - Active or inactive SCRS account; or
  - Active State ORP 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, he 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 process<sup>1</sup>

- Submit Retirement Plan Enrollment in EES.
  - Valid employee email address required.
  - Enter employee's legal name.
  - New hire receives email notification to select retirement plan or non-membership, if eligible.
- If completing enrollment on paper, complete:
  - Retirement Plan Enrollment (Form 1100); or
  - Election of Non-Membership (Form 1104).
- Provide the Retirement Enrollment Guide for New Hires flyer.

<sup>1</sup>Employers who report payroll through the Comptroller General payroll system are excluded from this process.

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## State ORP enrollment

- If employee elects State ORP, he must choose a service provider.
  - Find links to service providers at [peba.sc.gov/state-orp](http://peba.sc.gov/state-orp).
- PEBA provides enrollment details to service provider selected.
- 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 EES<sup>1</sup>:
  - Use *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.

<sup>1</sup>Employers who report payroll through the Comptroller General payroll system are excluded from this process.

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### Employers who report payroll through the Comptroller General's office

- 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

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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