


Reporting process: supplements

Retirement Benefits Training
Fiscal year 2025



Serving those who serve South Carolina

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Employer reporting representatives

- PEBA's Member Account Services has staff assigned to each employer to help with:
 - Monthly deposits;
 - Quarterly payroll reports;
 - Service credit and contract lengths; and
 - Supplemental reports.
- Select *EES Assistance* in EES for your representative's name and contact information.

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Supplemental Contribution Report (Form 1227)

- Submit if service contribution error exists on already-posted quarterly payroll data.
 - Omissions: enter as a positive amount.
 - Corrections: enter negative and positive amounts.
 - Deletions: enter as a negative amount.
- Include only one fiscal year per form.
- Upload completed Form 1227 through the Document Upload option in EES and remit payment if due.
- View [Fiscal Year Contribution Rates \(Form 1340\)](#) for prior year fiscal year employer and member rates.
- Refer to the [Supplemental reports](#) training resource.

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Supplemental Service Report (Form 1224)

- Use to record contributions for members in specific types of leave-without-pay status who want to continue contributions:
 - Military leave of absence (status code 59).
 - Workers' compensation (status code 61).
- Based on compensation the member would have earned if they were able to perform job duties.
- Submit monthly, as necessary.
- Upload completed Form 1224 through the Document Upload option in EES and remit payment.
- Refer to the [Supplemental reports](#) training resource.

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Furlough supplements

- Covers contributions made pursuant to furlough programs authorized under state law.
- Remit employer and member contributions for SCRS, PORS and State ORP.
- No furlough contributions due for return-to-work retirees.
- Contributions based on the member's salary immediately prior to the furlough period.
- Submit via *Upload Supplement Data* option in EES and remit payment.

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