

## Updating salary information for SLTD

### Not applicable to Comptroller General (CG) agencies

To ensure proper Supplemental Long Term Disability (SLTD) premiums and benefit payments, employers must review and update the salaries of SLTD-participating employees annually during open enrollment in [EBS](#). You should update salary information for employees as of October 1 of the current year. If salary information is not updated, SLTD premiums and any benefits paid will be based on the last salary information submitted to PEBA.

You may begin entering the salaries in EBS on September 15 and must submit this information to PEBA no later than October 31. Once you confirm the updated salary, you will no longer be able to make changes.

The salary on which SLTD premiums is based should include the employee's base rate of pay for the hours they are regularly scheduled to work, plus any of the following that apply to the employee:

- Longevity pay;
- Shift differential pay;
- Regular compensation earned by university teaching staff during regular summer sessions; and
- Contributions the employee makes to deferred compensation plans or fringe benefits (like payroll deductions for health insurance).

Do not include overtime pay, commissions, bonuses, employer contributions to benefits or any other extra compensation. The maximum annual salary for calculating SLTD benefits and premiums is \$147,684. If PEBA receives any salary updates that exceed this amount, the updated salary will default to the maximum amount. Employers who implement furloughs should use employees' non-furlough salaries to calculate premiums.

### Options for updating salaries

There are several ways to provide salary information in EBS. You can enter individual information, upload a file or provide information in batches.

*SLTD Salary Browse* is the home screen once you select *SLTD Salary Entry* from the BA Console in [EBS](#). When you add salary information, it is displayed here. The *SLTD Help* link includes information we will share in this tutorial.

### Option 1: Enter individual information

Use *Add a single salary record* to add one employee. Enter an employee's Social Security number, last name and salary, then select *Add*. If there are no errors, you will see the new record on the home screen.

You may modify or delete a record from *SLTD Salary Browse*, if necessary. Select the Social Security number to change a salary, and then select *Update*. To remove a record, select *Delete*.

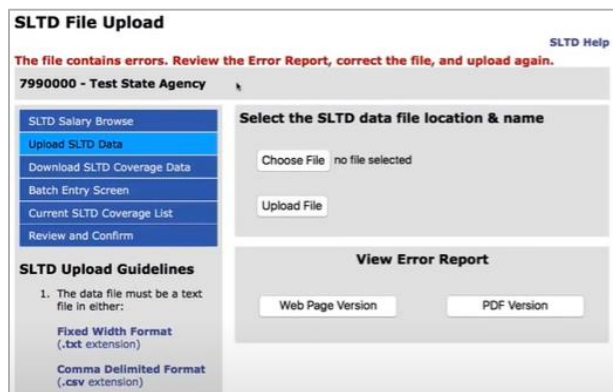
### Option 2: Upload a file

*Upload SLTD Data* allows you to upload a text file with the salary information for multiple employees. It's important to note that when using the *Upload* option, the file must list all employees with SLTD coverage, including those whose salary has not changed. Employees' last names must match those in PEBA's records, too. Before you create your file, be sure to view the guidelines and required file formats. To upload, click *Choose File* and select the appropriate file.

There are two format options for the text file upload. First, there is the fixed width format. Use leading zeros, if applicable, but do not include dashes in the Social Security number field. Do not use special characters or suffixes in the last name field. For the salary, use whole dollar amounts only. Right justify and use leading zeros, if applicable.

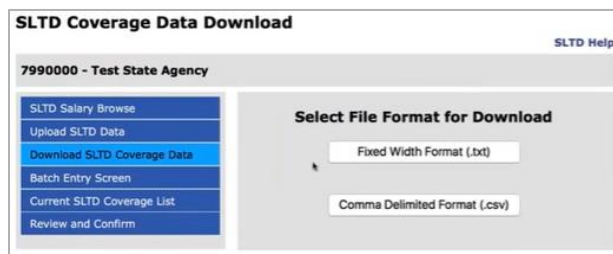
The second format option is comma delimited. Use leading zeros, if applicable, but do not include dashes in the Social Security number field. Do not use special characters or suffixes in the last name field. Also, do not pad the last name with trailing spaces. For the salary, use whole dollar amounts only. Right justify and use leading zeros, if applicable.

If an error occurs, a message will appear above your employer group number and name. Under *View Error Report*, select either a webpage or PDF version to view the complete list of errors. Once you correct the errors on your file, upload the corrected file. Salaries from the uploaded file will now appear on *SLTD Salary Browse*.



### Option 3: Download SLTD Coverage Data

*Download SLTD Coverage Data* provides a properly formatted text file of all employees with SLTD coverage. Select and download the file format you wish to use and make the necessary salary updates. Then, upload the file using the *Upload SLTD Data* option as described above.



#### Option 4: Provide information in batches

The *Batch Entry Screen* allows you to key up to 10 salaries at a time. It requires salary information only for those employees who experienced a salary change since October 1 of the previous year. Once you update the salaries, select *Add*. If an error occurs, a message will appear above your employer group number and name, and the record with an error is marked with an asterisk. Correct the error and select *Add*. Once salary information is added, you will see it on *SLTD Salary Browse*.

7990000 - Test State Agency		
SSN	Last Name	Salary
1	I	
2		
3		
4		
5		
6		
7		
8		
9		
10		

#### Review and Confirm

For any option, once you have updated the SLTD salaries and do not need to make further changes, select *Review and Confirm*. Review the salary records and select *Confirm* once the SLTD salary updates are complete. At this point, you cannot make changes to the records.

By confirming, you're indicating to PEBA Insurance Benefits that your SLTD salary entry is complete and that the data is ready to be processed. Clicking Confirm should be done only after all records have been keyed and verified.

Once confirmed you will be unable to add, delete or modify any records.

Confirm

Cancel

Once confirmed, the *Current SLTD Coverage List* will provide a list of current employees with SLTD coverage and the salary on record with PEBA.

SLTD Salary Browse

SLTD Entry for Employer: 5990000 has been Confirmed.

5990000 - Test State Agency for Training

SSN	Name	Salary
434-53-6363	HAMM, WILLIAM	41,000.00
564-68-4864	JETSON, GEORGE	34,000.00
894-84-9848	CANNON, SARA	36,000.00
999-25-9925	PETERS, BELINDA	29,000.00

Thank you. Your SLTD entry has been confirmed. You will be contacted by PEBA Insurance Benefits only if problems are found when your data is processed.

No further data modification is allowed. Contact PEBA Insurance Benefits for any further data changes.

## Helpful reports

There are two accounting reports in [EBS](#) that provide helpful information about SLTD subscribers.

The *SLTD Age Group Change Report* (HAC515) is provided in November prior to the new plan year, and it lists those enrolled in SLTD who will have a premium adjustment effective in the new plan year, which begins January 1, due to a change in age group.

The *SLTD Roster* (HAC436) is an annual report that lists those enrolled in SLTD. It also indicates if an age group change is applicable. Once salaries are updated, HAC436 is provided the first week of December.

View the EBS reports chapter of the [Benefits Administrator Manual](#) for more information about these reports.

## Important reminders

- [EBS](#) opens each year on September 15 to submit SLTD salary updates.
- The deadline to submit salary information is October 31.
  - If salary information is not updated, SLTD premiums and any benefits paid will be based on the last salary information submitted to PEBA.
- Look for reminders about providing salary information in *PEBA Update*.

For more information, contact PEBA Customer Service at 803.737.6800, 888.260.9430 or [customerservice@peba.sc.gov](mailto:customerservice@peba.sc.gov).