Using online resources

PEBA is committed to providing you with the tools and resources necessary to make your part of the benefits administration process as quick and easy as possible. Continuing to expand the functionality of our online resources, EBS and EES, is an important part of that commitment. We are actively working to move as many paper transactions to our online portals as possible. We will roll out new tools and resources as they become available. In the meantime, please help us help you by completing your transactions online. This ensures transactions are processed in a timely manner.

The following is a comprehensive list of the transactions employers can complete online:

Insurance benefits through EBS

- Initiate new hire enrollments and send the transaction to MyBenefits for members to make coverage elections, upload applicable supporting documentation and approve changes.
- View rejected or pending enrollments that require follow-up.
- Review and approve changes to members' coverage initiated in MyBenefits, including contact and beneficiary information, birth of a child, marriage and divorce.
- Initiate a request for review for new hires, newborns, marriage, divorce, adoption, gain/loss of health, dental and/or vision coverage not administered by PEBA, and gain/loss of PEBA-administered insurance benefits.
- Review billing statements and pay monthly insurance premiums. Sign up for easy and convenient Online Bill Pay (not applicable for employers on the Comptroller General's payroll).
- Submit annual salary updates for SLTD premiums (not applicable for employers on the Comptroller General's payroll).
- Change group contact information (authorizing agent only).

All other changes, such as loss of coverage, should be entered in EBS and submitted to MyBenefits for the member to approve and upload supporting documents. Submitting enrollments to MyBenefits does not require a signed signature page; therefore, nothing needs to be mailed to PEBA.

Retirement benefits through EES

- Enroll new employees and submit retiree return-to-work information (not applicable for employers on the Comptroller General's payroll). The electronic enrollment notifies the member to designate beneficiaries in Member Access.
- Submit employer quarterly detailed payroll data file (not applicable for employers on the Comptroller General's payroll).
- Submit monthly and quarterly contribution summary reports (not applicable for employers on the Comptroller General's payroll).

- Schedule/pay monthly contributions deposit and manage payment methods. Sign up for easy and convenient Electronic Payments (not applicable for employers on the Comptroller General's payroll).
- Pay or take credit of employer invoices on quarterly contribution summary report.
- Beginning September 2020, employers will be able to remit payment for member installment deductions along with the accompanying detailed reports for each payroll period.
- Access the EES Task List to complete retirement date certifications, final payroll certifications and member refund certifications.
- Compute estimated average final compensation and projected tax withholdings.
- Calculate benefit estimates. Encourage members to complete estimates and apply for retirement through Member Access.
- Upload approved furlough supplements.
- Switch State Optional Retirement Program (State ORP) participants to the South Carolina Retirement System (SCRS) during annual open enrollment (not applicable for employers on the Comptroller General's payroll).

Currently, the following transactions cannot be completed online:

Insurance

- Election changes if new hire changes his mind within 31 days, if the first enrollment has already been approved by the employer.
- Enrolling retirees, survivors, COBRA subscribers and former spouses.
- Enrolling new hire if employee is currently covered as a dependent on another subscriber's coverage.
- Enrolling working retiree in active coverage.
- Enrolling an active subscriber on stipend.
- Open enrollment changes that may require two transactions, such as family status changes with effective dates in October, November or December.
- Adding incapacitated children to coverage.
- Enrolling or keying a change for a subscriber with a National Medical Support Notice dependent.
- Changing Social Security numbers or dates of birth.
- Terminations due to non-payment, military leave or those more than 31 days retroactive.
- Terminations of coverage when Supplemental Long Term Disability is in a waiver of premium status.
- Change transactions (such as open enrollment, newborn, marriage, etc.) for a subscriber who has a covered child turning age 26 prior to the change effective date.
- Change transactions for a subscriber who has a covered child on Dependent Life-Child coverage turning age 25 prior to the change effective date.
- Change transactions for a stipend subscriber.
- Change transactions for a subscriber covering a child with a relationship code of "Temporary Custody Pending Adoption," whose end date is prior to change effective date.
- Change transactions for a subscriber who already has an effective date on file that is after the new change effective date (newborn to be added in November after open enrollment has processed.)

- EBS authorization and recertification forms. Insurance Operations accepts emailed copies of these forms.

Retirement

- Enrollment changes if new hire changes his mind within 30 days, if the first enrollment has already been accepted by the employer.
- Enrollment corrections. Clearly note the correction/revision on Form 1100.
- Switch State ORP participants to SCRS during annual open enrollment for employers on the Comptroller General's payroll.
- Supplemental contribution and service reports (Form 1227 and Form 1224).
- Employer service purchases due to retirement incentives and employer error correction invoices. Also, employers cannot pay online for their required employer contribution payment due to service purchases of workers' compensation, military leave of absences and conversion of Class I to Class II.
- Certain retiree return-to-work information, including critical needs certification form, COVID exemption and school resource officer exemption. Benefit Payments accepts emailed copies of these forms.
- *Employer's Disability Employer Status Report* (Form 6253) and *Employer's Description of Disability Applicant's Job* (Form 6254).
- *Employer Certification of Police Officers Retirement System (PORS) Eligibility* (Form 1107) if position has not been approved for an employer.
- *Final Payroll Certification* (Form 6202) for JSRS members.
- Employer cannot submit an address change for an employee.
- Applications to append coverage (Form 6502 and Form 6502P). Employer Services accepts emailed copies of these forms.
- EES authorization and recertification forms. Employer Reporting accepts emailed copies of these forms.