



peba academy 

## Introduction: employer resources

Retirement Benefits Training  
Fiscal year 2024



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### *Covered Employer Procedures Manual*

- In-depth resource to assist employers in administering PEBA retirement benefits.
- View the [Covered Employer Procedures Manual](#).

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### Electronic Employer Services (EES)

- Secure, online website required for all employers to view and submit retirement information.
- View employee retirement account information.
- Certify terminations and final payroll information for employees.
- Update employer contact information.
- View quarterly reporting errors.
- Review PEBA-generated reports and documents.
- Upload certain employer and member documents.
  - View [EES document upload feature](#) resource.

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## Electronic Employer Services (EES)

- For employers who do not report payroll through South Carolina Enterprise Information System (SCEIS):
  - Initiate retirement plan enrollments.
  - Submit retiree return-to-work dates.
  - Upload payroll data.
  - Prepare monthly, quarterly contribution reports for PEBA.
  - Set up, maintain bank accounts for payment processing.
  - Submit payments for monthly and quarterly deposits and installment service purchase payroll deductions.



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## How to access EES

- Keep forms on file and current:
  - [Electronic Employer Services \(EES\) Employer Confidentiality Agreement \(Form 6503\)](#); and
  - [Electronic Employer Services \(EES\) Authorizing Contact Designation/Agreement \(Form 6504\)](#).
- Upload revised forms in EES.
- All EES users:
  - Upload [EES Designated Agent Confidentiality Agreement \(Form 6505\)](#).



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## EES user credentials

- Each user receives:
  - User ID; and
  - Password.
- For assistance with access, email [EESsupport@peba.sc.gov](mailto:EESsupport@peba.sc.gov).



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### EES recertification

- To ensure the privacy and security of confidential retirement information available through EES, users must confirm their EES user information.
- The authorizing contact for each entity must confirm registered users' access and permission levels. If not already completed, log in to EES to begin.
- If you have questions related to EES recertification, please contact your Employer Reporting representative.



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### Employer support

- Employer Services.
  - Request a one-on-one meeting at [www.peba.sc.gov/request-employer-services](http://www.peba.sc.gov/request-employer-services).
  - Email [EmployerServices@peba.sc.gov](mailto:EmployerServices@peba.sc.gov) for training and feedback.
  - Retirement benefits [support menu](#).
  - [peba.sc.gov/employers](http://peba.sc.gov/employers).
- Within EES, select EES Assistance for assigned Member Account Services contact.



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### Employer support

- Employer Support Line through Customer Service:
  - Select Option 6.
- *PEBA Update* e-newsletter.



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### How to support your employees

- Encourage employees to take responsibility for their benefits and remain engaged throughout their career.
- Employer checklists at [peba.sc.gov/publications](http://peba.sc.gov/publications).
- Promote PEBA's online resources, including member flyers, handbooks and presentations.
- Encourage employees to sign up for Member Access.



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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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