



## EES document upload feature

The EES document upload feature allows employers to submit some retirement- and employer-specific documents online. This eliminates the need to print and mail paper forms, which requires additional time for delivery and processing. The feature lets you upload documents in three categories: member documents, employer documents and supplements. To begin, select *Document Upload* on the home screen in EES. Below is a list of documents that can be uploaded.

### Member documents

#### Requires SSN and last name of member

##### Member Demographic:

- *Name/Address Change Form* (Form 1239) and applicable supporting documents
- SSN verification

##### Enrollment:

- *Election of Non-Membership* (Form 1104)
- Correction/change/prior year
- Open enrollment change from State ORP to SCRS (Form 1100)
- *Employer Certification of PORS Eligibility* (Form 1107)
- *State ORP Notice of Termination or Change* (Form 1162)

##### Disability:

- *Employer's Disability Employment Status Report* (Form 6253)
- *Employer's Description of Disability Applicant's Job* (Form 6254)
- Position description
- First report of injury

##### Service Purchase:

- *Request for Service Purchase Cost* (Form 2101)
- *Service Purchase Salary Verification* (Form 2209)
- *Request for State ORP Service Verification* (Form 2130)
- *Verification of Leave Due to Workers' Compensation* (Form 2210)
- *Employer Error Certification* (Form 2213)
- *Verification of Employer Error Correction* (Form 2214)
- *Verification of Approved Leave of Absence* (Form 2219)
- *Verification of Military Leave of Absence* (Form 2233)
- *Request for Public/Educational Service Verification* (Form 2122)

##### Earnings Limit:

- *Critical Needs Teacher Certification Form*

- *School Resource Officer Critical Needs Certification* (Form 7214)
- *Termination of Retired Member Working Under Earnings Limit* (Form 7217)
- Pay history

**SCNG (South Carolina National Guard):**

- *South Carolina National Guard Certificate of Eligibility*

**Accidental Death Program:**

- Accident/injury report
- Non-negligent letter
- List of immediate family members

**Average Final Compensation:**

- Pay history
- *Certification of Final Retirement Contributions for JSRS* (Form 6202)

## Employer documents

**Employer Reporting:**

- *Adjustment to Quarterly Payroll Report* (Form 1223)
- *ACH Debit Authorization* (Form 1226)
- *EES Electronic Deposit Authorization* (Form 1286)

**EES Access:**

- *EES Employer Confidentiality Agreement* (Form 6503)
- *EES Authorizing Contact Designation/Agreement* (Form 6504)
- *EES Designated Agent Confidentiality Agreement* (Form 6505)

## Supplements

**Requires a method of payment, unless no money is due**

**Employer Reporting:**

- *Supplemental Service Report* (Form 1224)
- *Supplemental Contribution Report* (Form 1227)