Leave without pay payment process

PEBA Academy

Effective March 1, 2025

For Comptroller General agencies only

PEBA
SC Retirement Systems
and State Health Plan

Serving those who serve South Carolina

How to access the leave without pay (LWOP) feature in EBS

- To use the LWOP feature, complete the *EBS Designated Employee Confidentiality Agreement* found at peba.sc.gov/forms.
  - You must submit the form even if you already have EBS access.
- Select "LWOP – Inquiry" to view transactions only.
- Select "LWOP – Update" to add, edit or delete transactions.
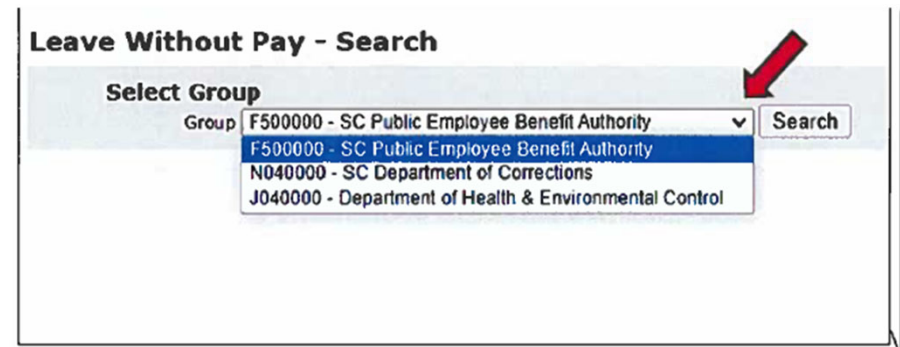
How to start a LWOP transaction

- Select LWOP in the left menu.

- Depending on your permissions, one of two scenarios will occur.

Scenario 1 | LWOP transactions

You have access to multiple groups.

1. Click the arrow for the drop-down menu that lists your available groups.

2. Select a group, then select Search.

3. Next, you will see the Review page where you can view, delete or add transactions.

Leave Without Pay - Search

Select Group

Group [F500000 - SC Public Employee Benefit Authority ▾] [Search]

- F500000 - SC Public Employee Benefit Authority
- N040000 - SC Department of Corrections
- J040000 - Department of Health & Environmental Control

Scenario 2 | LWOP transactions

You have access to a single group.

1. The group associated with your EBS User ID will be prepopulated.

2. Select Search.

3. Next, you will see the Review page where you can view, delete or add transactions.

Leave Without Pay - Search

Select Group

Group [F500000] [Search]

Adding new transactions

- From the Review page, enter a new transaction and select Add.
- The current balance for the employee will populate in the fields after you enter their SSN and hit tab.

Leave Without Pay - Review

Group: N040000

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
Total									Add

Transaction fields match daily balance in EBS

Employee side of Balance screen vs. Transactions prepopulated in EBS

| 243.60 | 0.00 | 28.80 | 338.26 | 0.00 | 0.00 | -166.14 | -0.33 | 0.00 |

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
111111111	243.60	0.00	28.80	338.26	0.00	0.00	-166.14	-0.33	0.00
Total	Payment amounts have been pre-populated with employee's current balance.						$444.19		Add

Adding new transactions

A note at the top in red will indicate success or failure entering the transaction.

Leave Without Pay - Review

Group: N040000

Success: Added LWOP for Group: N040000, SSN: 111111111

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
Total									Add

Not Approved by BA

01/31/2025

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco	Total	Action
111111111	$243.60	$0.00	$18.80	$338.26	$0.00	$0.00	$0.00	$0.00	$0.00	$600.66	[Edit] [Delete]
Total									$600.66		Approve

Deleting a transaction

- From the Review page, you can delete a transaction if it has not been sent to SCEIS.
- Select Delete next to the transaction, and it will be removed.

Leave Without Pay - Review

Group: N040000

Success: Deleted LWOP for Group: N040000, SSN: 111111111

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
Total									Add

Editing a transaction

- From the Review page, you can edit a transaction if it has not been sent to SCEIS.
- Select Edit next to the transaction, and it will move back to the top of the screen for edits.
  - The line you are editing will appear in red at the bottom. Verify you are editing the correct transaction.

Editing a transaction

After adding the edited transaction, it will appear in the Not Approved by BA section. You must approve it again.

Leave Without Pay - Review

Group: N040000

Success: Updated LWOP for Group: N040000, SSN: 111111111

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
Total									Add

Not Approved by BA

01/31/2025

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco	Total	Action
111111111	$243.60	$0.00	$18.80	$338.26	$0.00	$0.00	$0.00	$0.00	$0.00	$600.66	[Edit] [Delete]
Total										$600.66	Approve

Approving a transaction

- From the Review page, you can approve a transaction, and it will be sent to SCEIS for processing. If you approved before 3 p.m., the transaction will go to SCEIS that day. If it is approved after 3 p.m., the transaction will go to SCEIS the following business day.

- Ensure the approved amount matches the check you received from the employee. You cannot delete a transaction after it's sent to SCEIS.

- For a record of the transactions for your IDT payment, the option to print the transactions will appear after you select Approve.

Approving transactions examples

- In this example, a transaction is ready to be approved.

- After approving the transaction, the status changes to "Will be sent to SCEIS." The print button is available so you can print the information needed for your IDT payment.

Making interdepartmental transfer (IDT) payments

- Making IDT payments for LWOP is the same process as the IDT rollup.

- You will have one IDT payment for all approved transactions from a single day.

- If you approve transactions every day, you will have an IDT payment for each day and payments will be loaded in SCEIS daily.

- To hold multiple transactions so you have one IDT payment, keep the transactions in the "Not Approved by BA" status until you are ready to approve them at once.
  - Transactions can remain in a "Not approved by BA" status until you are ready to submit the transaction to SCEIS.
  - If you hold transactions and approve them at once, you will have one IDT payment (e.g., weekly or monthly).

Multiple IDT payments example

This example shows several approved transactions that will require multiple IDT payments, because they were approved on different days.

Leave Without Pay - Review

Group: N040000

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco	
Total										Add

Waiting to be paid at SCEIS

01/28/2025

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco	Total	Action
222222222	$50.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00	
444444444	$1.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2.00	$0.00	$3.00	
111111111	$140.92	$0.00	$0.00	$228.06	$0.00	$0.00	$0.00	$0.00	$0.00	$368.98	
Total									$421.98		Print

01/29/2025

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco	Total	Action
111111111	$150.00	$0.00	$0.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$160.00	
333333333	$85.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$85.00	
222222222	$11.00	$12.00	$13.00	$14.00	$15.00	$16.00	$17.00	$18.00	$19.00	$135.00	
333333333	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10.00	
Total									$390.00		Print

Single IDT payment example

This screenshot shows one approval for several transactions that will require a single IDT payment, because they were approved on the same day.

Leave Without Pay - Review

Group: n040000

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
Total									Add

Waiting to be paid at SCEIS

01/29/2025

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco	Total	Action
111111111	$150.00	$0.00	$0.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$160.00	
333333333	$85.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$85.00	
222222222	$11.00	$12.00	$13.00	$14.00	$15.00	$16.00	$17.00	$18.00	$19.00	$135.00	
333333333	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10.00	
Total									$390.00		Print

Reviewing existing transactions the following day

- Transactions submitted prior to 3 p.m. on the previous day will be in the "Waiting to be paid at SCEIS" category.

- Transactions remain in this status until the employer makes the IDT payment and PEBA processes it.

Waiting to be paid at SCEIS

01/10/2025

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco	Total	Action
444444444	$100.00	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$110.00	
Total										$110.00	Print

01/30/2025

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco	Total	Action
333333333	$10.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10.00	
Total										$10.00	Print

Reviewing existing transactions the following day

- Transactions approved after 3 p.m. on the previous day through 3 p.m. of the current day will be in the "Will be sent to SCEIS at 3 p.m." category. This category will include the date it will be sent to SCEIS.
  - Example: You approved the transaction on January 30, 2025, at 4 p.m. The Review screen will show this transaction as "Will be sent to SCEIS at 3 p.m. 1/31" until 2:59 p.m. on January 31, 2025.
- You can review, edit or delete any transaction not sent to SCEIS until 3 p.m.

Possible error messages

- Social Security number was not entered correctly or is invalid, and you selected Add.

Leave Without Pay - Review

Group: N040000

Valid SSN (9 digits) must be entered.

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
111111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	Payment amounts have been pre-populated with employee's current balance.						$0.00		Add

- Social Security number was entered, but no amounts were entered, and you selected Add.

Leave Without Pay - Review

Group: N040000

At least one payment amount must be entered.

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
111111111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	Payment amounts have been pre-populated with employee's current balance.						$0.00		Add

Possible error messages

- Social Security number was entered for a subscriber who is not an employee of the group.

Leave Without Pay - Review

Group: N040000

Unable to Add LWOP for Group: N040000, SSN: 123456789 - FAIL : SSN or account number is invalid.

SSN	Health	Dental	DP	OL	DLS	DLC	SLTD	Vision	Tobacco
123456789	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

| Total | | | | | | | $50.00 | | Add |

- The system is unable to delete a transaction once it has been sent to SCEIS.

Account Name: CHARLES A VARN | Log Out HGIUAT
Group ID: F500000 - SC Public Employee Benefit Authority

Leave Without Pay - Review

Group: F500000

System Unable to Delete LWOP: FAIL : The transaction can not be deleted.

SSN	Health	Dental	DP	Vision	Tobacco	DLS	OL	DLC	SLTD

| Total | | | | | | | | | Add |

02/01/2024

				Will be sent to SCEIS at 3pm 02/01						
SSN	Health	Dental	DP	Vision	Tobacco	DLS	OL	DLC	SLTD	Total	Action
▬▬▬	-$111.11	-$222.22	-$333.33	-$444.44	-$555.55	-$666.66	-$777.77	-$8,888.88	-$9,999.99	-$21,999.95	[Delete]

| Total | | | | | | | -$21,999.95 | Approve |

Additional reminders

- PEBA cannot correct transactions after they've been sent to SCEIS. Carefully check that amounts match the check you received from the employee before approving transactions.

- The employer can decide how often it approves transactions and submits payments to SCEIS.

- The employer can decide what form of payment it will accept from employees.

- Employee LWOP payments should be made payable to the employer, not PEBA.

- Employers must enter LWOP checks into SCEIS (this process is unchanged).

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