



Retirement Enrollment Guide for New Hires

Making informed enrollment decisions about your retirement plan in a timely manner is your responsibility. As a new hire, you have an important decision to make. Before making your retirement plan election:

- Review the [Select Your Retirement Plan](#) guide to choose between the South Carolina Retirement System (SCRS) and the State Optional Retirement Program (State ORP) if you are eligible;
- Review the [South Carolina Retirement System Member Handbook](#) if you are eligible only for SCRS;
- Review the [Police Officers Retirement System Member Handbook](#) if you are eligible for the Police Officers Retirement System (PORS); and
- For more information, review the [Navigating Your Benefits](#) series.

You have 30 days from the date you're hired to make your retirement plan election, and your election of a retirement plan is mandatory in many cases. Your enrollment email from PEBA will include the deadline date and plan options. If you do not make a selection within that time period, you will automatically become a member of SCRS or PORS based on your eligibility.

Follow the steps on Page 2 to make your election.

Some employers, such as state agencies whose payroll goes through the Comptroller General's office, follow a different enrollment process, and your benefits administrator will tell you if Steps 1-5 don't apply to you. In that case, your benefits administrator will assist you with your retirement plan election, and you still have 30 days from the date you're hired to make your retirement plan election. You still, however, should complete Step 6.

Making beneficiary designations

The easiest way to designate your retirement plan beneficiaries is through [Member Access](#). To make your beneficiary designations, you will need to have all beneficiary information such as full names, dates of birth and Social Security numbers. Before adding a beneficiary, you might want to consult an attorney or estate planner.

You must complete an [Active Member Beneficiary Form](#) (Form 1102) or [Beneficiary/Trustee Designation Form](#) (Form 1103) if you choose to designate any of the following as your beneficiary:

- Trust.
- Entity.
- Charity.
- Organization.

All beneficiary designations made using the paper form require your signature to be notarized. Submit the original notarized document to PEBA and allow for additional processing time.

If you elect to participate in State ORP, designate your incidental death benefit beneficiaries through Member Access. You must also contact your selected service provider to designate your beneficiaries for your retirement account.

Supplemental savings options

You may have the option to enroll in the South Carolina Deferred Compensation Program (Deferred Comp), which is a voluntary, supplemental savings option consisting of a 401(k) and a 457 plan. Deferred Comp is available to most members who are eligible to participate in SCRS, State ORP and PORS. Your employer can tell you if it offers Deferred Comp. Empower administers Deferred Comp. Visit www.southcarolinadcp.com to learn more and enroll. You can also call Empower at 877.457.6263.

01

Getting started

Upon receipt of the enrollment email, select the *Make a retirement plan election* link in the email. If you do not receive the email, check your spam and junk folders. Make note of your employer's name and election due date within the email.

02

Identity verification

Enter your last name and date of birth to begin your retirement plan enrollment. Select *Continue*.

03

Enrollee data

Review and confirm your information, make any necessary changes and elect your retirement plan. Only the plans for which you are eligible will appear. Review the additional information, and if needed, use the *Learn more* link. Contact your employer if your position title and/or hire date are incorrect. Select *Continue*.

04

Review information

Review your information and retirement plan election. Make note of the disclaimer about your designated beneficiary. Select *Confirm*.

05

Confirmation

Your part in electing your retirement plan is complete. Your employer will review your information and complete the enrollment process. Once your employer completes the process, you will receive a confirmation email from PEBA. If you enrolled in State ORP, PEBA will provide your basic enrollment information to your selected service provider; however, you must contact them to provide direction on how you want your contributions to be invested and to designate a beneficiary for your State ORP account.

06

Register for Member Access and designate beneficiaries

Once your employer completes your enrollment process, you can register for Member Access. Simply follow the link in your confirmation email or go to PEBA's website, peba.sc.gov, and select the Member Access link at the top. Then, select *Register Now*.

Once you've created your account, designate your retirement account beneficiaries. It's important to complete this step. Your beneficiary will default to your estate if you don't designate beneficiaries. You should regularly review your beneficiaries and update them when you experience major life events. Learn more in the [Designating Active Member Beneficiaries](#) flyer.