



## Updating salary information for SLTD

### **Not applicable to Comptroller General agencies on the SCEIS payroll**

To ensure proper Supplemental Long Term Disability premiums and benefit payments, employers must review and update the salaries of SLTD-participating employees annually during open enrollment in [EBS](#). You should update salary information for employees as of October 1 of the current year. If salary information is not updated, SLTD premiums and any benefits paid will be based on the last salary information submitted to PEBA.

You can begin entering the salaries in EBS September 15 and must submit this information to PEBA no later than October 31. Once you confirm the updated salary, you will no longer be able to make changes.

The salary on which SLTD premiums is based should include the employee's base rate of pay for the hours they are regularly scheduled to work, plus any of the following that apply to the employee:

- Longevity pay;
- Shift differential pay;
- Regular compensation earned by university teaching staff during regular summer sessions; and
- Contributions the employee makes to deferred compensation plans or fringe benefits (like payroll deductions for health insurance).

Do not include overtime pay, commissions, bonuses, employer contributions to benefits or any other extra compensation. The maximum annual salary for calculating SLTD benefits and premiums is \$147,684. If PEBA receives any salary updates that exceed this amount, the updated salary will default to the maximum amount of \$147,684. Employers who implement furloughs should use employees' non-furlough salaries to calculate premiums.

### Options for updating salaries

There are multiple options for providing salary information in EBS. You can enter individual information, upload a file or provide information in batches.

To begin, select *SLTD Salary Entry* from the BA Console in [EBS](#). When you add salary information, it is displayed on the *SLTD Salary Browse* home screen. The *SLTD Help* link includes information we will share in this tutorial.

### Option 1: Enter individual information

Use *Add a single salary record* to add one employee. Enter an employee's Social Security number, last name and salary, then select *Add*. If there are no errors, you will see the added record.

You can modify or delete an added record, if necessary. To modify a record, select the Social Security number, change the salary amount, and then select *Update*. To remove the record, select *Delete*.

### Option 2: Upload a file

The *Upload SLTD Data* option allows you to upload a text file with the salary information for multiple employees. It's important to note that when using the *Upload* option, the file must list all employees with SLTD coverage, including those whose salary has not changed. Employees' last names must match PEBA records.

Before you create your file, view the guidelines and required file formats. There are two format options.

1. **Fixed width:** Use leading zeros, if applicable, but do not include dashes in the Social Security number field. Do not use special characters or suffixes in the last name field. For the salary, use whole dollar amounts only. Right justify and use leading zeros, if applicable.
2. **Comma delimited:** Use leading zeros, if applicable, but do not include dashes in the Social Security number field. Do not use special characters or suffixes in the last name field. Also, do not pad the last name with trailing spaces. For the salary, use whole dollar amounts only. Right justify and use leading zeros, if applicable.

**SLTD File Upload** SLTD Help

7990000 - Test State Agency

**SLTD Salary Browse**

- Upload SLTD Data
- Download SLTD Coverage Data
- Batch Entry Screen
- Current SLTD Coverage List
- Review and Confirm

**SLTD Upload Guidelines**

- The data file must be a text file in either:
  - Fixed Width Format (.txt extension)
  - Comma Delimited Format (.csv extension)
- This process expects all data in one file. Uploading a 2nd file will overlay any previously uploaded data.
- After data is successfully loaded, it may be edited using the EBS SLTD screens. You must Review and Confirm so that FBSA Insurance Benefits will know the data is ready to be processed.

**Select the SLTD data file location & name**

Choose File no file selected

Upload File

To upload your file, select *Choose File* and select the appropriate file. If an error occurs, a message will appear above your employer group number and name. Under *View Error Report*, select either a webpage or PDF version to view the complete list of errors. Once you correct the errors on your file, upload the corrected file. Salaries from the uploaded file will now appear.

**SLTD File Upload** SLTD Help

The file contains errors. Review the Error Report, correct the file, and upload again.

7990000 - Test State Agency

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**SLTD Upload Guidelines**

- The data file must be a text file in either:
  - Fixed Width Format (.txt extension)
  - Comma Delimited Format (.csv extension)

**Select the SLTD data file location & name**

Choose File no file selected

Upload File

**View Error Report**

Web Page Version PDF Version

- The *Download SLTD Coverage Data* option allows you to download a properly formatted text file of all employees with SLTD coverage. Select the fixed width or comma delimited format to download the file, then make the necessary salary updates within the file. Once the updates are made, save and upload the new file using the *Upload SLTD Data* option as described above.

**SLTD Coverage Data Download** SLTD Help

7990000 - Test State Agency

**SLTD Salary Browse**

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**Select File Format for Download**

Fixed Width Format (.txt)

Comma Delimited Format (.csv)

- The *Batch Entry Screen* option allows you to key up to 10 salaries at a time. It requires salary information only for those employees who experienced a salary change since October 1 of the previous year. Once you update the salaries, select *Add*. If an error occurs, a message will appear above your employer group number and name, and the record with an error is marked with an asterisk. Correct the error and select *Add*. Once salary information is added, you will see the added records.

**SLTD Salary Entry** SLTD Help

**7990000 - Test State Agency**

SLTD Salary Browse

Upload SLTD Data

Download SLTD Coverage Data

**Batch Entry Screen**

Current SLTD Coverage List

Review and Confirm

Key up to 10 SLTD salary records, then click Add.

Add

Cancel

7990000 - Test State Agency		
SSN	Last Name	Salary
1	I	
2		
3		
4		
5		
6		
7		
8		
9		
10		

## Review and Confirm

For any option, once you have updated the SLTD salaries and no further changes are needed, select *Review and Confirm*. Review the salary records and select *Confirm* once the SLTD salary updates are complete. **You cannot make changes to the confirmed records.**

By confirming, you're indicating to PEBA Insurance Benefits that your SLTD salary entry is complete and that the data is ready to be processed. Clicking Confirm should be done only after all records have been keyed and verified.

Once confirmed you will be unable to add, delete or modify any records.

Confirm

Cancel

Once confirmed, the *Current SLTD Coverage List* will provide a list of current employees with SLTD coverage and the salary on record with PEBA.

**SLTD Salary Browse** SLTD Help

**SLTD Entry for Employer: 5990000 has been Confirmed.**

**5990000 - Test State Agency for Training**

SLTD Salary Browse

Upload SLTD Data

Download SLTD Coverage Data

Batch Entry Screen

**Current SLTD Coverage List**

Review and Confirm

SSN

Previous | Next Printable List

**Total Salary Records Keyed: 4**

SSN	Name	Salary
434-53-6363	HAMM, WILLIAM	41,000.00
564-68-4864	JETSON, GEORGE	34,000.00
894-84-9848	CANNON, SARA	36,000.00
999-25-9925	PETERS, BELINDA	29,000.00

Previous | Next

Thank you. Your SLTD entry has been confirmed. You will be contacted by PEBA Insurance Benefits only if problems are found when your data is processed.

No further data modification is allowed. Contact PEBA Insurance Benefits for any further data changes.

## Helpful reports

There are two accounting reports in [EBS](#) that provide helpful information about SLTD subscribers.

The *SLTD Age Group Change Report* (HAC515) is provided in November, prior to the new plan year. It lists those enrolled in SLTD who will have a premium adjustment effective in the new plan year, which begins January 1, due to a change in age group.

The *SLTD Roster* (HAC436) is an annual report that lists those enrolled in SLTD. It also indicates if an age group change is applicable. Once salaries are updated, HAC436 is provided the first week of December.

View the EBS reports chapter of the [Benefits Administrator Manual](#) for more information about these reports.

## Important reminders

- [EBS](#) opens each year on September 15 to submit SLTD salary updates.
- The deadline to submit salary information is October 31.
  - If salary information is not updated, SLTD premiums and any benefits paid will be based on the last salary information submitted to PEBA.
- Look for reminders about providing salary information in *PEBA Update*.

If you have questions about submitting SLTD salary information, email PEBA Customer Service through the Contact Us form at <https://peba.sc.gov/contact-employer>. You can also view the [Updating salary information for SLTD resource](#).