

Office of Human Resources

FAQs

Benefits & Payroll

How do I get a replacement insurance card?

- If you need to order a replacement card, this can easily be done by phone or online. Reference the chart below for contact information:

BlueCross Blue Shield	800-868-2520	www.StateSC.SouthCarolinaBlues.com
Express Scripts	800-282-2881	www.Express-Scripts.com
State Dental Plan	Contact Benefits Office	
Dental Plus	888-214-6230	www.StateSC.SouthCarolinaBlues.com
EyeMed	877-735-6230	www.eyemedvisioncare.com

How can I change my bank information for direct deposit?

- There are two ways to change your direct deposit account information. You may complete the paper form found here:
http://www.scdps.gov/ohr/hrforms/miscellaneous/misc_election_change.pdf
- Or, you can log in to your MySCEmployee account and make this change. After you have logged in, go to the Employee Self-Service Tab and click on “My Pay”. Next you will click the link for “Bank Information” and then click “Edit” to make any changes. After you have entered your changes, remember to hit “Review” and then “Save”.

How do I update my tax withholdings?

- There are two ways to change tax withholding information. You may complete the paper form found here: http://www.scdps.gov/ohr/hrforms/miscellaneous/misc_wi.pdf
- Or, you can log in to your MySCEmployee account and make this change. After you have logged in, go to the Employee Self-Service Tab and click on “My Pay”. Next, you will click the link for “W-4 Tax Withholding” and then click “Edit” in the state and federal sections to make any changes. After you have entered your changes, remember to hit “Review” and then “Save”.

How do I update my address?

- There are two ways to update your address. You may complete the paper form found here: http://www.scdps.gov/ohr/hrforms/miscellaneous/misc_na.pdf

- Or, you may also log in to your MySCEmployee account and make this change. After you have logged in, go to the Employee Self-Service Tab and click on “My Personal Info”. Next you will click the link for “Addresses and Emergency Contact Information”. You can edit both your Permanent Residence and your Emergency Contact address. After you have entered your changes, remember to hit “Review” and then “Save”. This will update your address in SCEIS, however you will also want to update your address with PEBA Retirement Benefits, PEBA Insurance Benefits, SC Deferred Compensation, and any other private policies you may have.
- You can update your address online with PEBA Insurance Benefits by logging into your MyBenefits site, and you can update your retirement account online by going to the PEBA Retirement Benefits’ Member Access page and signing in.
- Also, you can contact PEBA by the phone at 803-737-6800 (Retirement) or (803) 734-0678 (Insurance) and make the changes over the phone if you are an active employee (non-retired).

I have a new son/daughter/wife. What do I need to do to add them to my insurance?

- Please contact the **Benefits Counselor** or **Benefits Manager** for guidance on proper forms and supporting documents that will be needed for submission. Contact information can be found here: <http://www.scdps.gov/ohr/contact.asp>
- Reminder: All changes must be made within 31 days of the date of the special eligibility event.

How do I find out the balance that is in my SCRS or PORS retirement account?

- You may call PEBA directly (803-737-6800) and request that a copy of your retirement statement be mailed to your home address.
- You may request a member of the OHR Benefits Staff print a statement off for you and route the information to you.
- Or, you can sign up for PEBA Member Access. This is an online account for your retirement where you can access updated account information and update your address from your home computer. Simply go to Member Access and click “Register Now”. The site will guide you through a step-by-step account set up. If you experience any troubles gaining access you may contact PEBA for technical assistance. To begin the registration please have the following information readily available:
 - o Last name
 - o Social Security number
 - o Date of birth

- o A valid email address
- o Retirees Only- The net or gross amount of one of your most recent monthly annuity payments if you receive a monthly payment or deferral under the TERI program.

Recently I changed bank accounts, but my check did not get deposited into the new account, when will I see the change reflected?

- Typically, it takes up to 2 pay periods before the change is reflected. Before being alarmed that you did not get paid, please contact the Payroll Specialist or Payroll Manager to determine whether or not you received a paper check. Contact information here: <http://www.scdps.gov/ohr/contact.asp>

Workers' Compensation

I have received a medical bill related to my Workers' Compensation Claim, who do I send this bill to?

- Send any bills to the Worker's Comp and EPMS Coordinator to forward to the State Accident Fund. Contact information here: <http://www.scdps.gov/ohr/contact.asp>

Employee Performance Management System

Where can I find the EPMS Short Year Performance Review Check Off Form?

- Click [here](#) to access all EPMS forms.

Classification and Compensation

I am a new hire, how do I access SCEIS?

- Once OHR inputs the new employee in SCEIS, they will send out a new hire communication form that has instructions on how to log into SCEIS. These instructions will also direct the new employee where to go in SCEIS to change their password after the initial login.

Employment

How can I apply for an internal posting with SCDPS?

- You will need to complete a state government application and submit the application to the Office of Human Resources-Employment. Click [here](#) to access all Employment

forms.

I am buying a home; who can verify my employment for the lender?

- Requests for employment verification can be completed in your MySCEmployee account. After logging in, click on the “Employee Self-Service” tab and select the “My Pay” link. Click on “Employment Verification” and submit your information. Your request will be processed and returned to you by fax or mail at the address you provide. You also have the option to have this request sent directly to your lender.