

## Weekly Update

Monday, July 18, 2016

**Subject:** Important Changes to Class 3 Retirement Status and Annual Leave Payout in SCEIS

**Audience:** HR Directors, HR Master Data Maintainers, Benefits Administrators

Effective July 20, 2016, a Class 3 Status field will be added to “Infotype 0169 - Savings Plans” to indicate whether an employee is a Class 3 retirement member. The South Carolina Public Employee Benefit Authority (PEBA) defines Class 3 retirement members as “...those members who do not currently have earned service in SCRS or a correlated retirement system for a period of service prior to July 1, 2012.”

If a Class 3 employee is to be paid for unused annual leave at separation or movement to a position that is not eligible for leave, the amount for annual leave payout should not be subject to retirement contributions.

Changes have been made to the SCEIS system to ensure the correct wage type is selected when paying employees for unused annual leave.

**Please view the tutorial titled “Class 3 Retirement Status and Annual Leave Payout in SCEIS” (see below link). This tutorial will explain the changes made to SCEIS and details that HR users should be aware of when paying employees for unused annual leave.**

[Tutorial - Class 3 Retirement Status and Annual Leave Payout in SCEIS](#)

[Script – Class 3 Retirement Status and Annual Leave Payout in SCEIS](#)

[PowerPoint Presentation – Class 3 Retirement Status and Annual Leave Payout in SCEIS](#)

If you have any questions concerning this information, contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.