



PEBA Process for Charter Schools & Institute

New Hire/Transfer Benefits Enrollment

- 1. Within the first three days**, School HR Coordinator submits the following information to Institute HR or designee via the [PCS/PEBA Employee Data Form](#) in Formstack or submit on spreadsheet template and place in **PCS/PEBA Employee Data** folder, if using Dropbox. Submissions should indicate:
 - a. New hire or transfer. If transfer, name or group number of former employer
 - b. Classified teacher or non-teaching position
 - c. Employee Status - Full time; Part-time – 25 hours; Part-time – 20 hours; Part-time – 15 to 19 hours; Full time – Temporary; Variable Hours
 - d. First, middle initial (if applicable), last name, and suffix (if applicable). As noted on birth certificate, driver's license and/or social security card
 - e. Birthdate; Hire date; Social Security Number; Salary
 - f. Email address (Where employee would like to receive enrollment and benefits information)
- 2. Within one day** of Institute HR receiving new hire/transfer information, employee should receive a PEBA link with a request to enroll in or confirm benefits via the email address provided on new hire information. **Note:** *Transfer employees cannot make changes to health, dental, or state vision plan coverages unless a special eligibility change, such as divorce, newborn, etc. occurs during transfer. Transfers not enrolled in pre-tax premiums, may make Life Insurance and SLTD changes, with evidence of insurability or medical evidence of good health.*
3. Employee should click on link, follow enrollment instructions, and upload requested documentation, if applicable. If employee cannot upload documents, HR Coordinator should contact Institute HR or designee for resolution. If issue cannot be resolved and submitted via PEBA's online portal, upload documents via [PEBA Document Submission Form](#) in Formstack or Dropbox. Contact PEBA at 803-737-6800, Institute HR, or designee for enrollment difficulties.
4. Employees and School HR Coordinators should check email for follow-up requests from PEBA, Institute HR or designee.
- 5. Within 3 days**, Institute HR or designee sends School HR Coordinators and/or Accountants employee premiums notification via applicable email address or via Dropbox, barring any PEBA related errors.

Personal Information, Beneficiary, and Special Eligibility Changes

1. Employees may update contacts, change beneficiaries, review/approve transactions, or make special eligibility changes such as adding dependents and uploading documents via **MyBenefits**, from PEBA's emailed link or by clicking [here](#) and entering your Benefits ID number and Social Security number to log into system. Follow prompts once online. For transactions processed online, employees will receive a link to review, approve, upload documentation, or reject transaction. Employees should complete within 3 days of receipt.
- 2. Within 3 days** of special eligibility situations that cannot be processed online, School HR Coordinator should have employee complete and sign a Notice of Election (Instructions provided on 2nd page) when employee wants to drop coverage or dependents. School HR Coordinator should forward signed NOE and supporting documents via [PEBA Document Submission Form](#) in Formstack or submit via Dropbox. Employee should contact PEBA at 803-737-6800 or Institute HR or designee with questions.
3. Employees and Institute HR Coordinators should check email for follow-up requests from PEBA, Institute HR, or designee.

Terminations

- 1. On our before last day worked**, HR Coordinator should submit termination information via [PCS/PEBA Employee Data Form](#) in Formstack or Dropbox. Include employees **legal full name**, social security number, reason for termination (left employment, transfer, etc.). If transfer, name of school transferring to, last day worked, and effective termination date. **Note:** The last day worked is sometimes different from the effective termination date.
2. School HR Coordinators should check email regularly for any follow-up requests from PEBA, Institute HR, or designee.