

MEMORANDUM

TO: SCEIS Agencies

FROM: Kim S. Aydlette

DATE: August 10, 2015

SUBJECT: Reporting of Information as Required by the General Appropriations Act and S.C. Code of Laws

The Division of State Human Resources (DSHR) would like to review the reporting requirements and time frames for information that agencies are required to report to DSHR under the General Appropriations Act and the South Carolina Code of Laws. DSHR has updated our web site where it outlines all of the agencies' regular reporting requirements. For SCEIS agencies, several items required for reporting to DSHR no longer need to be submitted if the required information has been entered into the system. The following link, <http://admin.sc.gov/humanresources/agency-information/reporting-and-recordkeeping> provides a list of the various information required to be reported by law and forms to submit your information if you would rather send it in hardcopy format.

Bonuses

Section 117.55 (Employee Bonuses) of the 2015-2016 Appropriations Act allows State agencies to provide lump sum bonuses up to \$3,000 per year to employees. These bonuses must be based on objective guidelines established by the Department of Administration. Bonuses must be reported for the preceding fiscal year by **August 31** of each year. For reporting purposes, agencies must complete Infotype 0185 in order for the bonus information to be reported to DSHR. The ID Type (Bonus), the source of funding (State, Federal or Other), and the Reason (Increased Org Productivity, Improved Processes, Customer Service, Realized Cost Savings, or Other Contributions) should be included on the infotype.

Monetary Awards

Section 117.15 (Allowance for Residences and Compensation Restrictions) of the 2015-2016 Appropriations Act allows State agencies to spend public funds and/or other funds for designated employee award programs with written criteria approved by the agency, governing board, or commission. State employees receiving monetary awards and the amounts of the award must be reported for the preceding fiscal year by **August 15** of each year. For reporting purposes, agencies must complete Infotype 0185 in order for the bonus information to be reported to DSHR. Include the ID Type (Recognition and Reward) and the Reason (Non-Appropriated Monetary Award).

Fair Market Rental Value of Residences

Section 117.15 Act (Allowance for Residences and Compensation Restrictions) of the 2015-2016 Appropriations Act requires that agencies report the fair market rental value of any residence furnished to a State employee, excluding elected officials, to the Agency Head Salary Commission and the



Department of Administration by **October 1** of each fiscal year. For reporting purposes, agencies must complete Infotype 0185 in order to report the fair market rental value of residences. Indicate the ID Type (Fair Market Housing Value).

Voluntary Separation Incentive Program (VSP)

Section 117.32 (Voluntary Separation Incentive Program) of the 2015-2016 Appropriations Act allows agencies to implement a program to provide a separation incentive payment to employees who voluntarily separate from State employment. While information for the preceding fiscal year pertaining to the Voluntary Separation Incentive Program must be reported by **August 15** of the current fiscal year, DSHR will request the results of the voluntary separation from each participating agency following the implementation of the plan. Agencies must complete the Reporting Form on the DSHR website and submit it to DSHR.

Salary Supplements

Section 93.18 (Compensation-Reporting of Supplemental Salaries) of the 2015-2016 Appropriations Act requires that agencies report to DSHR information on all salary supplements paid to employees during the preceding fiscal year on or before **August 31** of each year. Agencies may also report this information at any time throughout the year. Salary supplements include any compensation, excluding travel reimbursement, from an affiliated public charity, foundation, clinical faculty practice plan, or other public source or any supplement from a private source. For reporting purposes, agencies must complete Infotype 0185 to include the ID Type (Supplemental Salary) in order for the salary supplement information to be reported to SHRD.

Organizational Charts

Section 1-1-970 of the S.C. Code of Laws and Section 117.48 (Organizational Charts) of the 2015-2016 Appropriations Act require agencies to provide organizational charts to DSHR. The organizational charts for SCEIS agencies can be obtained from the System and no longer need to be submitted to DSHR.

Retirement Incentive Program (RIP)

Sections 9-1-1140 (I) and 9-11-50 (I) of the S.C. Code of Laws allows State agencies to purchase service credit on behalf of employees to provide an incentive for employees to retire under the South Carolina Retirement Systems (SCRS) or the Police Officers Retirement Systems (PORS). Agencies' retirement incentive plans must be approved by DSHR prior to implementation. DSHR requests the results of the retirement incentive plans from each participating agency by **August 15** of each year. Agencies must complete the Reporting Form on the DSHR website and submit it to DSHR.

Group Productivity Incentive Programs

Section 8-1-170 of the S.C. Code of Laws allows State agencies to recognize and reward team accomplishments through group performance. For reporting purposes, agencies must complete Infotype 0185 to include the ID Type (Bonus) and the Reason (Group Productivity Incentive) in order for the bonus information to be reported to SHRD by **August 15** of each year.



Healthcare Employee Recruitment and Retention

Section 117.66 (Healthcare Employee Recruitment and Retention) of the 2015-2016 Appropriations Act allows the Department of Corrections, Department of Disabilities and Special Needs, Department of Health and Environmental Control, Department of Health and Human Services, Department of Juvenile Justice, Department of Mental Health, and Department of Vocational Rehabilitation to aid in recruiting and retaining healthcare workers in critical needs healthcare jobs. For reporting purposes, agencies must complete Infotype 0185 in order for the bonus information to be reported to DSHR by **August 15** of each year. Include the ID Type (Bonus) and the Reason is one of the following three choices: Healthcare-Sign Up, Healthcare-Referral, and Healthcare-Retention.

Furlough

Voluntary - Section 117.69 (Voluntary Furlough) of the 2015-2016 Appropriations Act allows agencies to implement a voluntary employee furlough program of not more than ninety days per fiscal year. Agencies must report information concerning the furloughs to DSHR by **August 15** each year, and as otherwise requested.

Mandatory – Section 8-11-192 of the S.C. Code of Laws allows agencies to implement a mandatory employee furlough program of up to ten working days in a fiscal year **in which the general funds appropriated for a state agency, institution, or department are less than the general funds appropriated for the state agency, institution or department in the preceding fiscal year, or whenever the General Assembly or Budget and Control Board implements an across the board budget reduction.** The furlough must be inclusive of all employees in an agency or within a designated department or program regardless of source of funds or place of work. Agencies must report information concerning the furloughs to DSHR by **August 15** of each year, and as otherwise requested.

Agency Head – Section 117.72 (Reduction in Force/Agency Head Furlough) of the 2015-2016 Appropriations Act requires that in the event a reduction in force is implemented by a state agency or institution of higher learning, the agency head shall be required to take five days furlough in the current fiscal year. State agencies shall report information regarding furloughs to DSHR by **August 15** of each year. An agency head shall not be required to take this mandatory furlough based solely on a reduction in force implemented as a result of federal budget cuts or reorganization to accomplish organizational efficiencies. In addition, if the RIF is due solely to the General Assembly transferring or deleting a program, the proviso does not apply.

Telecommuting

The South Carolina State Employee Telecommuting Guidelines requires agencies to report their utilization of telecommuting to DSHR. We ask that you report the number of employees in your agency utilizing telecommuting by the class codes. Please submit the information by **August 15** of each year. Agencies must continue to complete the necessary form and submit it to DSHR. Click on the link in the first paragraph for the telecommuting form.

Leave Transfer Pool Program

Section 8-11-770 of the S.C. Code of Laws and State Human Resources Regulations 19-711.02 require the employing agency to maintain records on the Leave Transfer Program, such as sick and annual leave





Nikki Haley, *Governor*
Marcia S. Adams, *Executive Director*

Kim S. Aydlette, Director
Division of State Human Resources
8301 Parklane Road, Suite A220
Columbia, SC 29223
803.896.5300
803.896.5050 fax

donated and used by recipients by total hours and cost. Agencies no longer need to submit information regarding the Leave Transfer Pool Program.

If you have any questions, please call your HR Consultant at 803-896-5300.

