

Schedule for Reporting Information Required by Legislation by Fiscal Year

Note: All forms and spreadsheets referenced in the table below are available on the Division of State Human Resources section of the South Carolina Department of Administration website, admin.sc.gov.

Requested Information	Source	Requested Date
<p>Voluntary Separation Program Cost Estimate Form Reporting Form - All Agencies</p>	<p>Section 117.32 of the 2025-2026 Appropriations Act (Voluntary Separation Incentive Program)</p>	<p>Report the preceding fiscal year by Aug. 15.</p>
<p>Retirement Incentive Program Cost Estimate Form Reporting Form - All Agencies</p>	<p>S.C. Code Sections 9-1-1140 (I) and 9-11-50 (I)</p>	<p>Report the preceding fiscal year by Aug. 15.</p>
<p>Furlough (Mandatory and Voluntary) - All Agencies</p>	<p>S.C. Code Sections 8-11-192 and 8-11-193 Sections 117.64 and 117.70 of the 2025-2026 Appropriations Act (Voluntary Furlough) (Mandatory Furlough)</p>	<p>Report the preceding fiscal year by Aug 15.</p>
<p>Telecommuting Form - All Agencies</p>	<p>State Employee Telecommuting Guidelines</p>	<p>Report by Aug. 15.</p>

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Requested Information	Source	Requested Date
<p style="text-align: center;">Bonuses</p> <p>Spreadsheet - Higher Education Agencies</p> <p style="text-align: center;">Infotype 0185- SCEIS Agencies</p>	<p>Section 117.52 of the 2025-2026 Appropriations Act (Employee Bonuses)</p>	<p>Report the preceding fiscal year by Aug. 31.</p>
<p style="text-align: center;">Monetary Awards</p> <p>Spreadsheet - Higher Education Agencies</p> <p style="text-align: center;">Infotype 0185 - SCEIS Agencies</p>	<p>Section 117.15 of the 2025-2026 Appropriations Act (Allowance for Residences and Compensation Restrictions)</p>	<p>Report the preceding fiscal year by Aug. 31.</p>
<p style="text-align: center;">Salary Supplements</p> <p>Spreadsheet - Higher Education Agencies</p> <p style="text-align: center;">Infotype 0185 - SCEIS Agencies</p>	<p>Section 93.3 of the 2025-2026 Appropriations Act (Compensation-Reporting of Supplemental Salaries)</p>	<p>Report the preceding fiscal year by Aug. 31.</p>
<p>Group Productivity Incentive Program</p> <p>Form - Higher Education Agencies</p> <p style="text-align: center;">Infotype 0185- SCEIS Agencies</p>	<p>S.C. Code Section 8-1-170</p>	<p>Report the preceding calendar year by Aug. 31.</p>
<p style="text-align: center;">Critical Employee Recruitment and Retention</p> <p>Form - <u>Higher Education Agencies</u></p> <p>Infotype 0185 for Bonus Information</p>	<p style="text-align: center;">Section 117.62 of the 2025-2026 Appropriations Act (Critical Employee Recruitment and Retention)</p> <p>Act allows state agencies to spend state, federal and other sources of revenue to</p>	<p>Report by Aug. 31.</p>

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Report Leave for Class, Loan Repayment, Paid Practicum and Tuition Assistance Separately	provide lump sum bonuses to aid in recruiting and retaining workers in critical needs jobs which provide services that directly impact the health, safety and welfare of the public.	
<p style="text-align: center;">Organizational Charts</p> Higher Education Agencies only send link to Org Chart or electronic copy	Section 117.45 of the 2025-2026 Appropriations Act (Organizational Charts) and S.C. Code Section 1-1-970	Submit updated organizational charts on an annual basis no later than Sept. 1 of the current fiscal year.
<p>Fair Market Rental Value of Residences Spreadsheet - Higher Education Agencies</p> <p style="text-align: center;">Infotype 0185 - SCEIS Agencies</p>	Section 117.15 of the 2025-2026 Appropriations Act (Allowance for Residences and Compensation Restrictions)	Report by Oct. 1 .
<p>Leave Transfer Pool Program Form - Higher Education Agencies Only</p>	S.C. Code Section 8-11-770; State HR Regulations 19-711.02	Report the preceding calendar year by March 1 .