

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 website.

Requested Information	Source	Requested Date
<p>Leave Transfer Pool Program Form - Higher Education Agencies Only</p>	<p>S.C. Code Section 8-11-770; State HR Regulations 19-711.02</p>	<p>Report the preceding calendar year by March 1</p>
<p>Bonuses Spreadsheet - Higher Education Agencies Infotype 0185- SCEIS Agencies</p>	<p>Section 117.52 of the 2022-2023 Appropriations Act (Employee Bonuses)</p>	<p>Report the preceding fiscal year by August 31</p>
<p>Group Productivity Incentive Program Form - Higher Education Agencies Infotype 0185- SCEIS Agencies</p>	<p>S.C. Code Section 8-1-170</p>	<p>Report the preceding calendar year by August 31</p>

<p align="center">Monetary Awards</p> <p>Spreadsheet - Higher Education Agencies</p> <p>Infotype 0185 - SCEIS Agencies</p>	<p align="center">Section 117.15 of the 2022-2023 Appropriations Act (Allowance for Residences and Compensation Restrictions)</p>	<p align="center">Report the preceding fiscal year by August 31</p>
<p align="center">Voluntary Separation Program</p> <p align="center">Cost Estimate Form Reporting Form - All Agencies</p>	<p align="center">Section 117.32 of the 2022-2023 Appropriations Act</p>	<p align="center">Report the preceding fiscal year by August 15</p>
<p align="center">Salary Supplements</p> <p>Spreadsheet - Higher Education Agencies</p> <p>Infotype 0185 - SCEIS Agencies</p>	<p align="center">Section 93.3 of the 2022-2023 Appropriations Act (Compensation-Reporting of Supplemental Salaries)</p>	<p align="center">Report the preceding fiscal year by August 31</p>
<p align="center">Organizational Charts</p> <p>Higher Education Agencies only send link to Org Chart or electronic copy</p>	<p align="center">Section 117.45 of the 2022-2023 Appropriations Act (Organizational Charts) and S.C. Code Section 1-1-970</p>	<p align="center">Submit updated organizational charts on an annual basis no later than September 1 of the current fiscal year. In the event of any changes in your agency's organizational structure, submit updated organizational charts. Any changes in your agency's organizational structure which impacts an employee's grievance rights, submit within 30 days.</p>
<p align="center">Telecommuting</p> <p align="center">Form - All Agencies</p>	<p align="center">State Employee Telecommuting Guidelines</p>	<p align="center">Report by August 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 August 15.</p>
<p>Furlough (Mandatory, Voluntary and Agency Head) All Agencies</p>	<p>S.C. Code Sections 8-11-192 and 8-11-193 Sections 117.64 and 117.71 of the 2022-2023 Appropriations Act</p>	<p>Report the preceding fiscal year by August 15</p>
<p>Fair Market Rental Value of Residences Spreadsheet - Higher Education Agencies Infotype 0185 - SCEIS Agencies</p>	<p>Section 117.15 of the 2022-2023 Appropriations Act (Allowance for Residences and Compensation Restrictions)</p>	<p>Report by October 1</p>
<p>Critical Employee Recruitment and Retention Form - Higher Education Agencies Infotype 0185 for Bonus Information Report Leave for Class, Loan Repayment, Paid Practicum, and Tuition Assistance Separately</p>	<p>Section 117.52 of the 2022-2023 Appropriations Act Act allows state agencies to spend state, federal and other sources of revenue to 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>	<p>Report by August 31</p>