

MEMORANDUM

TO: HRIS 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. The following link, <http://www.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.

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. Agencies must continue to complete the necessary form and submit it to DSHR. Click on the link in the first paragraph for the bonus spreadsheet.

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. Agencies must continue to complete the necessary form and submit it to DSHR. Click on the link in the first paragraph for the bonus form.

Fair Market Rental Value of Residences

Section 117.15 (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. Agencies must continue to complete the necessary form and submit it to DSHR. Click on the link in the first



paragraph for fair market rental value or residences form.

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. Agencies must continue to complete the necessary form and submit it to DSHR. Click on the link in the first paragraph for the salary supplement form which includes the amount, source, and any condition of supplement.

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.

Non-SCEIS agencies must submit updated organizational charts on an annual basis no later than **September 1** of each year and an updated version of the organizational charts in the event of changes in the agency's organizational structure. The organizational charts should identify all positions, to include class title or class code, and whether the employee is exempt from the State Employee Grievance Procedure Act. If the organizational charts are available on your website and are kept current, you may provide appropriate links to DSHR. Organizational charts may also be submitted electronically as an e-mail attachment to DSHR at webinfo@admin.sc.gov or in hard copy.

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 the Human Resources Division 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 State allows agencies to recognize and reward team accomplishments through group performance. Group productivity incentive programs must be reported for the preceding fiscal year by **August 15** of each year.

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**, 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 the 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





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require the employing agency to maintain records on the Leave Transfer Program, such as sick and annual leave donated and used by recipients by total hours and cost. Agencies must submit information regarding the Leave Transfer Pool Program to DSHR for the preceding calendar year by **March 1** of each year. Click on the link in the first paragraph for the leave transfer pool form.

Reporting for the above programs should be accomplished by selecting the appropriate form on the DSHR web site, saving the form to your computer, supplying the required information, and sending it as an e-mail attachment to your HR Consultant. Prior to submitting your information, you can also print a copy of the form for your records.

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

