



REQUEST FOR PROPOSALS FOR SMALL (UNDER \$50,000) PURCHASE

Issue Date: August 20, 2012

Due date: September 5, 2012

Procurement For: Human Resource Information System and Payroll System (herein after HRIS/ Payroll Services or solution) for the South Carolina Education Lottery (SCEL).

This is a small purchase pursuant to S. C. Code Section 11-35-1550 (2)(c)

Pricing Instructions: Arrangements determined to be most advantageous to SCEL including the length of the term for which services are provided for the total fixed sum of \$50,000.

All communications must be directed to:

Claire Jones
Direct: (803) 737- 4067
Fax: (803) 737-2893
E-mail: Claire.Jones@sclot.com

Physical Address:

Claire Jones
South Carolina Education Lottery
1333 Main Street, Suite 400
Columbia, SC 29201

Proposals must be submitted to the attention of Claire Jones, at the physical or e-mail address provided above. **Proposals must be received no later than 2:00 pm on Wednesday, September 5, 2012.** The risk of delivery or failure of delivery rests solely with the Offeror.

Contract Period: As long as possible for the fixed amount of \$50,000. Contract will begin on the date agreed upon between SCEL and the successful Offeror. As explained herein, it is expected that the new contract period will begin with the direct deposit of the payroll payable to the employee on February 16, 2013.

SCEL is seeking a proven, widely-used, well regarded, stable, and “user friendly” web-based HRIS/Payroll Services and support services as more fully described below.

I. BACKGROUND

The South Carolina Education Lottery (SCEL) is a state-operated lottery in existence since 2001, operating pursuant to its enabling legislation and regulations (S.C. Code of Laws Sections 59-150-10 to 59-150-410 and S.C. Regulations 44-10 to 44-140), which may be found at www.scstatehouse.gov. SCEL offers only online (lottery numbers) and instant ticket (scratch) games.

Prior to January 1, 2010, SCEL used the Comptroller General's Office of the State of South Carolina to process payroll. In January 2010, SCEL began processing payroll in-house. In August of 2010, SCEL out-sourced its payroll service to ADP as a result of a competitive solicitation using the same method as this solicitation. The term of this agreement is expected to expire in February 2013 when the \$50,000 limit on that contract is reached.

SCEL pays its employees 24 times per year on the 1st and 16th of each month. Pay periods begin on the 2nd and 17th of each month. For example, a pay period beginning on the 2nd of a given month will run through the 16th of that month and the corresponding paycheck will be paid on the 1st of the following month (i.e., Sept. 2-Sept. 16 will be paid on Oct. 1). SCEL does not "hold" wages in arrears for future payments. Direct deposit is required for all employees. Wells Fargo currently holds the contract for supplying banking services for SCEL.

SCEL currently has 130 full-time employees and less than 10 part-time employees and is not expected to exceed 150 full-time employees during the anticipated term of this contract unless its statutory mission is expanded. SCEL has approximately 90 employees in its Columbia office and Claims Center. The majority of SCEL's staff members (approximately 100) are classified as non-exempt from the FLSA. Thirty-five of the non-exempt employees are Marketing and Sales Representatives (MSR) who work out of their homes (equipped with a computer and "smart phone" owned by SCEL) and visit licensed SCEL retailers throughout the state.

Currently, all Human Resources activities are managed through three modules within the ADP web-based application; Human Resources & Benefits, Payroll, and Time & Labor Management. All applicable Benefit, Payroll (paystubs & W-2 documents), and Timecard information is available on-line to employees through a secure web portal. While timecards are tracked through the ADP system, time off requests are tracked through "i-Leave", which is an automated, in-house system, developed by SCEL. The i-Leave system is not integrated with the ADP HRIS/Payroll system. Approved leave records are reconciled with ADP Time & Labor Management reports. SCEL may wish to use an Offeror's leave tracking (time off) software as a replacement for its internally developed system.

SCEL participates in all core benefits offered through the Employee Insurance Program of the State of South Carolina (EIP) as well as the South Carolina Retirement System and South Carolina Deferred Compensation Program. SCEL offers a variety of voluntary benefit options to its employees that are paid through payroll deductions. A spreadsheet is provided at the end of this document that outlines SCEL's benefits, pay codes, and deductions as well as a link to EIP.

SCEL and its employees are governed by rules applicable to at-will employment. SCEL is not part of the South Carolina Classification and Compensation System or the state employee discipline or grievance procedures. SCEL uses its own pay grades and classifications designed with the assistance of a private

consulting firm. Performance evaluation is not done electronically and is not the same as may be performed by other state entities. SCEL pays certain sales employees incentive pay predicated on reaching certain defined goals.

Further information regarding SCEL, may be found at www.SCEducationLottery.com.

II. DESCRIPTION OF PRODUCT AND SERVICES SOUGHT

1. Introduction. SCEL is seeking a comprehensive, full-scope, web-based HRIS/Payroll application and related services to be provided by the successful Offeror. The proposed solution must comply with all applicable industry-based privacy, financial, and security regulations and standards. SCEL will rely on the knowledge, experience, and related expertise of the Offeror to first become totally familiar with SCEL's current environment, practices, workforce characteristics, and cumulative needs and then propose the best solution. SCEL wants a reliable, proven, and stable product (i.e. not something that is customized for SCEL). The solution offered must have the inherent flexibility, to accommodate the specific needs of SCEL (a business enterprise entity created by Act of the General Assembly operating without tax support similar to the South Carolina Ports Authority and Santee Cooper). The overall quality of the proposed solution, maintenance, and support services will be considered in conjunction with the term offered for the fixed price of \$50,000.

In its normal sales materials, one Offeror is not likely to organize and display information relating to its product in the same manner as another Offeror. Therefore, except as noted in Part III, SCEL is not seeking a specific format for the attributes associated with your product and support services. In its proposal, the Offeror must describe, as requested herein, the characteristics and attributes of the product, support services and personnel that will be devoted to the proposed solution presented in response to this solicitation.

2. General Requirements. SCEL seeks a robust system that will require minimal, if any, support by the SCEL Information Technology Network and staff over the term of the contract. The proposed HRIS/Payroll Services solution and related services should provide a rules-based management system which will ensure ongoing compliance with current Federal and State compensation rules (up-dates to comply with state and federal law changes must be provided without an additional charge for the term of the contract).

The proposed solution must cover the full scope of HRIS/Payroll Services. This solution must facilitate payment of wages via direct deposit or check and must precisely calculate various authorized deductions and all payroll related payments SCEL makes and/or processes. Offeror must explain the method of integration and the manner in which the system will transmit transactions to various external destinations including, but not limited to, federal and state taxes (all necessary withholding as well as required state and federal governmental reporting for employees) as well as health and welfare benefit plans, deferred compensation plans, defined benefit retirement plan, and cafeteria plan as well as several voluntary benefit plans offered to employees. State employees are subject to three mandatory garnishments: tax levies, child support obligations and federally insured student loans. As such, the proposed system must be able to calculate and remit payments for those garnishments. The proposed system must be able to track and process employee work time (work hours) as well as monitor requested and approved absence

time (i.e., vacation leave, sick leave, etc...) or possess the capability to integrate with or migrate data from SCEL's current leave tracking system. The Offeror's system should provide for an integrated, web-based time and attendance management system. Further, SCEL prefers a system allowing for as many paperless opportunities (direct deposit, bonus/incentive payment, expense payments) as possible to allow for ease of use, faster availability of funds and savings on production of paper checks also allowing for reduced threat of identity theft and fraud resulting from forms and checks lying around or being misused. The system should allow for as many types of e-HR opportunities (employee data maintenance, employee communications, benefits inquiry, open enrollment, family status change, training registration, leave maintenance, for example) as possible. The manner in which the system accommodates premium or other changes with delayed effective dates should also be explained. Offer or must describe the standard and ad hoc reporting capabilities of the proposed system and the back-end integration with SCEL's general ledger software for payroll information. SCEL may add historical information in the appropriate data fields over the term of the contract as most historical information is not maintained in an electronic format. Offeror must address how proposed system will allow for future addition of historical data with as little manpower required as possible.

3. Training and Support Services. In-depth training and support services are sought for end-users, both initially and throughout the term of the contract, to be provided by Offeror's personnel who must have payroll and Human Resource experience and expertise. SCEL will rely upon the Offeror's support services and training to ensure compliance with all applicable state and federal requirements during the term of the contract.

III. INFORMATION TO BE SUPPLIED AND FORMAT

SCEL seeks proposals for the services herein described for a fixed amount of \$50,000. SCEL desires that the Offeror provide the following information in its proposal. A proposal not satisfying these requirements or not containing the requested information, may, in the sole judgment of SCEL, be disqualified from consideration. For ease of comparison, to the extent possible, the information supplied in the proposal should follow the titles and sequence as they appear below.

1. Term: The Offeror must explain the expected length of time the proposed services can be provided before the fixed contract limit of \$50,000 is reached. Proposed payment schemes, including initial, progress and final payment times and percentages, and ongoing charges following implementation must be provided with a total for all charges during the term of the contract will or may be incurred given the fixed limit of \$50,000. After a successful conversion and assurance of post implementation compliance with all applicable requirements, SCEL is willing to consider front loading payment as an incentive for the Offeror to provide the longest possible contract term.

2. General Information For The Product and Services Being Offered:

a. Functionality and Features of Proposed Solution: A complete description of the functionality and features of proposed solution including any information technology tools (and related services) and how and why these best match SCEL's needs. Each Offeror must submit with its proposal an electronic formatted demonstration disc or thumb drive depicting the solution proposed including computer screens, processing steps and other information and visualizations as fully and accurately showing the features, functions and characteristics

of the proposed solution. Access to a web-based demonstration is also acceptable in lieu of a disc or thumb drive. Describe hardware, software or other things that will be provided by SCEL to support the proposed solution, if any, as part of implementation or post implementation.

b. Training and Support Services: Describe the ongoing services that will be provided over the contract term including, but not limited to, training, technical telephone support, maintenance plan, warranty, ability to up-grade software or features (modules) at no additional cost as well as those that may require an additional charge. (See paragraph 5 below where specific information for training as part of conversion is required.)

c. Experience: Describe Offeror's experience with providing the solution being proposed including number of similarly sized customers in the public and/or private sectors in South Carolina. Please include three references in this category with name, title, physical address and email address of the contact person.

The names, background, and experience of the key individual(s) to be assigned to SCEL for implementing the solution being proposed must be provided. The direct implementation experience of this individual(s) and the experience with using the proposed product in public and/or private sector environments must also be explained.

3. Conversion. A plan and timeline is sought for converting the information from the system currently in place to the product proposed by the Offeror. A complete implementation schedule, consistent with the time and training specified in this section, must be provided including, but not limited to, acceptance testing and post implementation testing to ensure all deductions and transactions have been performed correctly and actually received by all third parties for processing in accordance with plan remittance rules/requirements. It must also include the steps necessary to implement the proposed solution, the role of and services to be provided by the Offeror's personnel, the role and duties expected to be performed by SCEL staff, as well as training for SCEL staff. SCEL prefers limited involvement of SCEL Information Technology Network and Infrastructure staff in the conversion.

Work necessary for conversion is expected to begin immediately after the awarding of this contract (on or about September 12, 2012). Dual processing on the new system will occur for January 16th payday and the February 1st payday.

As information, open enrollment for employees to make benefit plan changes will occur in October to become effective on the pay date of January 1, 2013. SCEL personnel will enter changes in the current HR module in November and will make the payroll deduction in December in preparation for the January 1st payday. To avoid a reentry of data, the new system must accept a download of the information necessary for the January 16th pay date. (See paragraph 3 of Section I, "Background.")

Training: Offerors must explain how training will be provided to SCEL supervisors and other employees for the time and attendance module being proposed. SCEL requires that the successful Offeror provide **training to be concluded no later than January 11th**, to allow employees to enter time in the module beginning January 13th, which is needed for the February 16th payday.

It is not practical or efficient to require SCEL employees who work out of their homes throughout the state to meet in Columbia or regionally for on-site training; therefore, a web based, or other means of remote training, is sought by SCEL as a training option. Group, on-site training may be requested by the Offeror and used if SCEL determines that on-site training is acceptable. The training method may differ from employee to employee. (See paragraph 4 of Section I, "Background.")

Offerors must explain how historical information (July 17, 2010, the initial date SCEL began using the current system, to implementation of a new system) will be made a part of an employee's record in the product being proposed. The plan must at a minimum include, transfer, verification and testing for 2013 information as well as to ensure all withholding and/or deductions from each employee's gross pay are accurate. The plan must also include the tasks to be performed by the Offeror, what is expected to be done by SCEL staff and the former vendor in the conversion of the historical data.

4. Other information:

A. The Offeror must include a copy of the contract it expects SCEL to sign in the proposal.

- i. **SCEL is prohibited from indemnifying a private party** and will not sign a contract containing a general indemnification provision.
- ii. The contract must contain a provision that **disputes to be resolved pursuant to the S.C. Consolidated Procurement Code**. A copy of this provision attached to this document.
- iii. The contract must contain a provision that **South Carolina law controls, jurisdiction is exclusively in South Carolina, and the venue is Richland County**.

A potential Offeror is strongly encouraged to consult with its legal counsel prior to expending the time and effort to submit submitting a proposal. While it would be preferable, SCEL is not requiring that the Offeror present a contract with term different from its standard provisions in the proposal. These and perhaps other matters can be resolved during negotiations but SCEL requires expeditious attention to the contract. **The failure of the parties to agree to acceptable contract terms within a reasonable time (which may be as short as five business days of the notice of selection) will be a sufficient ground to select another vendor.**

B. Information demonstrating the financial stability of the Offeror.

C. An attestation certifying that the Offeror is in compliance with and will not violate or induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (State of South Carolina Ethics Act). No specific document is required but an attestation must be signed by a person who has the authority to bind the Offeror. (All Offerors must comply with the background check requirements of Section 59-150-130, of the South Carolina Code of Laws, Annotated as a condition of and prior to a contract being entered into between the parties. An Offeror may need to provide more information during contract negotiations to comply with this provision.)

IV. SOLICITATION PROCEDURE AND QUESTIONS

This solicitation is in accordance with the small purchase provisions of the South Carolina Procurement Code, and specifically 11-35-550 (2)(c) for acquisitions between \$10,000 and \$50,000.

Each Offeror must submit to SCEL, not later than 2:00 p.m., on Monday, August 27, 2012, any questions, objections, comments, suggestions, or clarifications (collectively referred to as “questions”) arising from this invitation or the proposed Contract. Questions must be submitted to claire.jones@sclot.com. Potential Offerors are encouraged to submit questions or concerns as they arise rather waiting until the day of the deadline. Responses will be provided as soon as practicable after September 5, 2012. **A potential Offeror is strongly encouraged to provide its contact information to the above email address on or before September 5, 2012, in order to receive a copy of the questions and answers. The responses to the questions could have a material effect on the information or requirements contained in this solicitation that may impact the form or substance of an Offeror’s proposal.** An Offeror or potential Offeror bears the risk of failing to request and obtain a copy of the questions and answers.

An Offeror should advise SCEL of any problems they perceive as a result of reviewing this solicitation document and Contract through the use of “questions” as described above, which may bear upon their ability to comply, and propose any objections, or submit any other questions which may ultimately bear upon the state's ability to enter into the contractual relationship described herein with a selected Offeror. An Offeror is further advised that failure to comply strictly with this requirement does not require SCEL to respond to inquiries received after the deadline. SCEL will seek to respond to all timely inquiries as soon as possible depending upon the number of questions received.

V. CONTACTS AND NEGOTIATIONS BY SCEL

SCEL desires a detailed written submission responding to the above listed items in Section III so that it can make an accurate comparison among the proposals received. After reviewing the written information SCEL may contact any Offeror at any time concerning this solicitation and such contact(s) may be for discussions, clarifications, negotiations or any other purpose.

It is anticipated that significant negotiations may take place but SCEL has no obligation to negotiate with any particular number of Offerors, to proceed in any particular order and may negotiate simultaneously and without notice to other Offerors. SCEL has no obligation to provide other Offerors with any subsequent chance(s) to revise or make best and final offers as a result of negotiations with any other Offeror(s). If negotiations are conducted, SCEL may also elect to disregard the negotiations at any point, and either accepts the original proposal, accept Offeror’s last revised proposal, even if a SCEL counter proposal is pending, or commence negotiations with other Offerors.

VI. EVALUATION CRITERIA

The contract term (the length of time for the services being provided) is a key consideration in making an

award. However, price and the term of the contract are not the sole, or the determining, criteria. The overall quality of proposed solution, including: ease of use, reliability and flexibility of the solution offered to accommodate SCEL's needs; experience (with similarly-sized public and/or private entities) of the Offeror and its personnel; the level of support services and training to be provided; the degree of disruption to current operations, and SCEL staff time required initially and over the term of the contract are also important criteria.

Award will be made based on the proposal deemed most advantageous to SCEL given the criteria presented above.

VII. OTHER INFORMATION

NONRESIDENT TAXPAYER REGISTRATION AFFIDAVIT: Nonresident taxpayers are required to register with the S.C. Secretary of State or the SCDOR. For additional information, contact the SCDOR, Offices Services Division, at (803) 898-5872.

REGISTRATION OF FOREIGN CORPORATIONS: In most circumstances, a foreign corporation may not transact business in S.C. until it obtains a certificate of authority from the S.C. Secretary of State. For additional information, call (803)734-2158.

TAX IDENTIFICATION NUMBER: "Taxpayer Identification Number (TIN)," means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. There are a variety of numbers that may be used, including Social Security and others. If the Offeror does not have a TIN, more can be learned about this and application can be made for one at: <http://www.irs.ustreas.gov/businesses/small/international/article/0,,id=96696,00.html>

TAX CREDIT FOR SUBCONTRACTING WITH SMALL AND MINORITY BUSINESSES: Vendors interested in income tax credit availability by subcontracting with certified minority firms should contact the Office of Small & Minority Business Assistance. The Governor's Office of Small and Minority Business Assistance (OSMBA) was created to assist Small and Minority Businesses in the State of South Carolina. For further information, phone (803) 734-0657.

VIII. DISPUTE RESOLUTION

The Offeror must comply with the following provision from the S.C. Code of Laws:

SECTION 11-35-4210. Right to protest; procedure; duty and authority to attempt to settle; administrative review; stay of procurement.

(1) Right to Protest; Exclusive Remedy.

(a) A prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the solicitation of a contract shall protest to the appropriate chief procurement officer in the manner stated in subsection (2)(a) within fifteen days of the date of issuance of the Invitation For Bids or Requests for Proposals or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue. An Invitation for Bids or Request for Proposals or other solicitation document,

not including an amendment to it, is considered to have been issued on the date required notice of the issuance is given in accordance with this code.

(b) Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest to the appropriate chief procurement officer in the manner stated in subsection (2)(b) within ten days of the date award or notification of intent to award, whichever is earlier, is posted in accordance with this code; except that a matter that could have been raised pursuant to (a) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

(c) The rights and remedies granted in this article to bidders, offerors, contractors, or subcontractors, either actual or prospective, are to the exclusion of all other rights and remedies of the bidders, offerors, contractors, or subcontractors against the State.

(d) The rights and remedies granted by subsection (1) and Section 11-35-4410(1)(b) are not available for contracts with an actual or potential value of up to fifty thousand dollars.

(2) Protest Procedure. (a) A protest pursuant to subsection (1)(a) must be in writing, filed with the appropriate chief procurement officer, and set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided. The protest must be received by the appropriate chief procurement officer within the time provided in subsection (1).

(b) A protest pursuant to subsection (1)(b) must be in writing and must be received by the appropriate chief procurement officer within the time limits established by subsection (1)(b). At any time after filing a protest, but no later than fifteen days after the date award or notification of intent to award, whichever is earlier, is posted in accordance with this code, a protestant may amend a protest that was first submitted within the time limits established by subsection (1)(b). A protest, including amendments, must set forth both the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

(3) Duty and Authority to Attempt to Settle Protests. Before commencement of an administrative review as provided in subsection (4), the appropriate chief procurement officer, the head of the purchasing agency, or their designees may attempt to settle by mutual agreement a protest of an aggrieved bidder, offeror, contractor, or subcontractor, actual or prospective, concerning the solicitation or award of the contract. The appropriate chief procurement officer, or his designee has the authority to approve any settlement reached by mutual agreement.

(4) Administrative Review and Decision. If in the opinion of the appropriate chief procurement officer, after reasonable attempt, a protest cannot be settled by mutual agreement, the appropriate chief procurement officer shall conduct promptly an administrative review. The appropriate chief procurement officer or his designee shall commence the administrative review no later than fifteen business days after the deadline for receipt of a protest has expired and shall issue a decision in writing within ten days of completion of the review. The decision must state the reasons for the action taken.

(5) Notice of Decision. A copy of the decision under subsection (4) along with a statement of appeal rights pursuant to Section 11-35-4210(6) must be mailed or otherwise furnished immediately to the protestant and other party intervening. The appropriate chief procurement officer, or his designee, also shall post a copy of the decision at a date and place communicated to all parties participating in the administrative review, and the posted decision must indicate the date of posting on its face and must be accompanied by a statement of the right to appeal provided in Section 11-35-4210(6).

(6) Finality of Decision. A decision pursuant to subsection (4) is final and conclusive, unless fraudulent or unless a person adversely affected by the decision requests a further administrative review by the Procurement Review Panel pursuant to Section 11-35-4410(1) within ten days of posting of the decision in accordance with subsection (5). The request for review must be directed to the appropriate chief procurement officer, who shall forward the request to the panel or to the Procurement Review Panel, and

must be in writing, setting forth the reasons for disagreement with the decision of the appropriate chief procurement officer. The person also may request a hearing before the Procurement Review Panel. The appropriate chief procurement officer and an affected governmental body shall have the opportunity to participate fully in a later review or appeal, administrative or judicial.

(7) Automatic Stay of Procurement During Protests. In the event of a timely protest pursuant to subsection (1), the State shall not proceed further with the solicitation or award of the contract until ten days after a decision is posted by the appropriate chief procurement officer, or, in the event of timely appeal to the Procurement Review Panel, until a decision is rendered by the panel except that solicitation or award of a protested contract is not stayed if the appropriate chief procurement officer, after consultation with the head of the using agency, makes a written determination that the solicitation or award of the contract without further delay is necessary to protect the best interests of the State.

(8) Notice of Chief Procurement Officer Address. Notice of the address of the appropriate chief procurement officer must be included in every notice of an intended award and in every invitation for bids, request for proposals, or other type solicitation.

South Carolina Education Lottery - Deduction/Benefit Codes

NEW ADP Payroll Code	Description	2012 EE Monthly Premium	2012 EE Semi- Monthly Premium	2012 ER Monthly Premium	Pre Tax ALL	Pre Tax ALL (Except FICA)	Vendor	Payment Remitted To
1H	Colonial Life	Variable	Variable	\$0.00			Colonial Life	Colonial Life
1J	Dental Plus Plan (Non Pre Tax)						Blue Cross Blue Shield	Employee Insurance Program
1J	Dental Plus Plan - Subscriber Only	\$22.36	\$11.18	\$0.00			Blue Cross Blue Shield	Employee Insurance Program
1J	Dental Plus Plan - Subscriber/Spouse	\$45.16	\$22.58	\$0.00			Blue Cross Blue Shield	Employee Insurance Program
1J	Dental Plus Plan - Subscriber/Children	\$52.06	\$26.03	\$0.00			Blue Cross Blue Shield	Employee Insurance Program
1J	Dental Plus Plan - Full Family	\$67.50	\$33.75	\$0.00			Blue Cross Blue Shield	Employee Insurance Program
	State Insurance Plan (Non Pre Tax)						Blue Cross Blue Shield	Employee Insurance Program
1K	Health - State Savings Plan - Subscriber Only	\$9.70	\$4.85	\$291.92			Blue Cross Blue Shield	Employee Insurance Program
1K	Health - State Savings Plan - Subscriber/Spouse	\$77.40	\$38.70	\$578.24			Blue Cross Blue Shield	Employee Insurance Program
1K	Health - State Savings Plan - Subscriber/Children	\$20.48	\$10.24	\$448.06			Blue Cross Blue Shield	Employee Insurance Program
1K	Health - State Savings Plan - Full Family	\$113.00	\$56.50	\$724.00			Blue Cross Blue Shield	Employee Insurance Program
1A	Health - State Standard Plan - Subscriber Only	\$97.68	\$48.84	\$291.92			Blue Cross Blue Shield	Employee Insurance Program
1A	Health - State Standard Plan - Subscriber/Spouse	\$253.36	\$126.68	\$578.24			Blue Cross Blue Shield	Employee Insurance Program
1A	Health - State Standard Plan - Subscriber/Children	\$143.86	\$71.93	\$448.06			Blue Cross Blue Shield	Employee Insurance Program
1A	Health - State Standard Plan - Full Family	\$306.56	\$153.28	\$724.00			Blue Cross Blue Shield	Employee Insurance Program
1M	Health - BlueChoice Plan - Subscriber Only	\$201.82	\$100.91	\$291.92			Blue Cross Blue Shield	Employee Insurance Program
1M	Health - BlueChoice Plan - Subscriber/Spouse	\$558.76	\$279.38	\$578.24			Blue Cross Blue Shield	Employee Insurance Program
1M	Health - BlueChoice Plan - Subscriber/Children	\$384.74	\$192.37	\$448.06			Blue Cross Blue Shield	Employee Insurance Program
1M	Health - BlueChoice Plan - Full Family	\$769.48	\$384.74	\$724.00			Blue Cross Blue Shield	Employee Insurance Program
1N	Health - CIGNA Plan - Subscriber Only	\$379.18	\$189.59	\$291.92			CIGNA	Employee Insurance Program
1N	Health - CIGNA Plan - Subscriber/Spouse	\$891.48	\$445.74	\$578.24			CIGNA	Employee Insurance Program
1N	Health - CIGNA Plan - Subscriber/Children	\$712.96	\$356.48	\$448.06			CIGNA	Employee Insurance Program
1N	Health - CIGNA Plan - Full Family	\$1,282.60	\$641.30	\$724.00			CIGNA	Employee Insurance Program
1P	Dependent Life Spouse (Non Pre Tax)	Variable	Variable	\$0.00			Met Life	Employee Insurance Program
1Q	SLTD	Variable	Variable	\$0.00			The Standard	Employee Insurance Program
1R	Optional Life - Employee (Non Pre Tax)	Variable	Variable	\$0.00			Met Life	Employee Insurance Program
1T	State Dental Plan (Non Pre Tax)						Blue Cross Blue Shield	Employee Insurance Program
1T	State Dental Plan - Subscriber Only	\$0.00	\$0.00	\$11.72			Blue Cross Blue Shield	Employee Insurance Program
1T	State Dental Plan - Subscriber/Spouse	\$7.64	\$3.82	\$11.72			Blue Cross Blue Shield	Employee Insurance Program
1T	State Dental Plan - Subscriber/Children	\$13.72	\$6.86	\$11.72			Blue Cross Blue Shield	Employee Insurance Program
1T	State Dental Plan - Full Family	\$21.34	\$10.67	\$11.72			Blue Cross Blue Shield	Employee Insurance Program
1U	State Vision Plan (Non Pre Tax)						EyeMed	Employee Insurance Program
1U	State Vision Plan - Subscriber Only	\$7.76	\$3.88	\$0.00			EyeMed	Employee Insurance Program
1U	State Vision Plan - Subscriber/Spouse	\$15.52	\$7.76	\$0.00			EyeMed	Employee Insurance Program
1U	State Vision Plan - Subscriber/Children	\$16.48	\$8.24	\$0.00			EyeMed	Employee Insurance Program

NEW ADP Payroll Code	Description	2012 EE Monthly Premium	2012 EE Semi- Monthly Premium	2012 ER Monthly Premium	Pre Tax ALL	Pre Tax ALL (Except FICA)	Vendor	Payment Remitted To
1U	State Vision Plan - Full Family	\$24.24	\$12.12	\$0.00			EyeMed	Employee Insurance Program
1V	Tobacco User Surcharge (Non Pre Tax)						Blue Cross Blue Shield	Employee Insurance Program
1V	Tobacco User Surcharge - Single Coverage	\$40.00	\$20.00	\$0.00			Blue Cross Blue Shield	Employee Insurance Program
1V	Tobacco User Surcharge - Non Single Coverage	\$60.00	\$30.00	\$0.00			Blue Cross Blue Shield	Employee Insurance Program
1W	Dependent Life Child (Non Pre Tax)	\$1.24	\$0.62	\$0.00			Met Life	Employee Insurance Program
SCR	SCRS Installment (Pre Tax)	Variable	Variable	\$0.00		X	SC Retirement Systems	SC Retirement Systems
K	401 K Plan	Variable	Variable	\$0.00		X	SC Deferred Compensation	Great West
457	457 Plan	Variable	Variable	\$0.00		X	SC Deferred Compensation	Great West
18	Dental Plus Plan (Pre Tax)						Blue Cross Blue Shield	Employee Insurance Program
18	Dental Plus Plan - Subscriber Only	\$22.36	\$11.18	\$0.00	X		Blue Cross Blue Shield	Employee Insurance Program
18	Dental Plus Plan - Subscriber/Spouse	\$45.16	\$22.58	\$0.00	X		Blue Cross Blue Shield	Employee Insurance Program
18	Dental Plus Plan - Subscriber/Children	\$52.06	\$26.03	\$0.00	X		Blue Cross Blue Shield	Employee Insurance Program
18	Dental Plus Plan - Full Family	\$67.50	\$33.75	\$0.00	X		Blue Cross Blue Shield	Employee Insurance Program
--	State Insurance Plan (Pre Tax)						Blue Cross Blue Shield	Employee Insurance Program
1Y	Health - State Savings Plan - Subscriber Only	\$9.70	\$4.85	\$291.92	X		Blue Cross Blue Shield	Employee Insurance Program
1Y	Health - State Savings Plan - Subscriber/Spouse	\$77.40	\$38.70	\$578.24	X		Blue Cross Blue Shield	Employee Insurance Program
1Y	Health - State Savings Plan - Subscriber/Children	\$20.48	\$10.24	\$448.06	X		Blue Cross Blue Shield	Employee Insurance Program
1Y	Health - State Savings Plan - Full Family	\$113.00	\$56.50	\$724.00	X		Blue Cross Blue Shield	Employee Insurance Program
19	Health - State Standard Plan - Subscriber Only	\$97.68	\$48.84	\$291.92	X		Blue Cross Blue Shield	Employee Insurance Program
19	Health - State Standard Plan - Subscriber/Spouse	\$253.36	\$126.68	\$578.24	X		Blue Cross Blue Shield	Employee Insurance Program
19	Health - State Standard Plan - Subscriber/Children	\$143.86	\$71.93	\$448.06	X		Blue Cross Blue Shield	Employee Insurance Program
19	Health - State Standard Plan - Full Family	\$306.56	\$153.28	\$724.00	X		Blue Cross Blue Shield	Employee Insurance Program
1B	Health - BlueChoice Plan - Subscriber Only	\$201.82	\$100.91	\$291.92	X		Blue Cross Blue Shield	Employee Insurance Program
1B	Health - BlueChoice Plan - Subscriber/Spouse	\$558.76	\$279.38	\$578.24	X		Blue Cross Blue Shield	Employee Insurance Program
1B	Health - BlueChoice Plan - Subscriber/Children	\$384.74	\$192.37	\$448.06	X		Blue Cross Blue Shield	Employee Insurance Program
1B	Health - BlueChoice Plan - Full Family	\$769.48	\$384.74	\$724.00	X		Blue Cross Blue Shield	Employee Insurance Program
1C	Health - CIGNA Plan - Subscriber Only	\$379.18	\$189.59	\$291.92	X		CIGNA	Employee Insurance Program
1C	Health - CIGNA Plan - Subscriber/Spouse	\$891.48	\$445.74	\$578.24	X		CIGNA	Employee Insurance Program
1C	Health - CIGNA Plan - Subscriber/Children	\$712.96	\$356.48	\$448.06	X		CIGNA	Employee Insurance Program
1C	Health - CIGNA Plan - Full Family	\$1,282.60	\$641.30	\$724.00	X		CIGNA	Employee Insurance Program
MEMO	Basic Long Term Disability	\$0.00	\$0.00	\$3.22			The Standard	Employee Insurance Program
MEMO	Basic Life Insurance	\$0.00	\$0.00	\$0.34			Met Life	Employee Insurance Program
1D	Optional Life - Employee (Pre Tax)	Variable	Variable	\$0.00	X		Met Life	Employee Insurance Program
1E	State Dental Plan (Pre Tax)						Blue Cross Blue Shield	Employee Insurance Program
1E	State Dental Plan - Subscriber Only	\$0.00	\$0.00	\$11.72	X		Blue Cross Blue Shield	Employee Insurance Program
1E	State Dental Plan - Subscriber/Spouse	\$7.64	\$3.82	\$11.72	X		Blue Cross Blue Shield	Employee Insurance Program

NEW ADP Payroll Code	Description	2012 EE Monthly Premium	2012 EE Semi-Monthly Premium	2012 ER Monthly Premium	Pre Tax ALL	Pre Tax ALL (Except FICA)	Vendor	Payment Remitted To
1E	State Dental Plan - Subscriber/Children	\$13.72	\$6.86	\$11.72	X		Blue Cross Blue Shield	Employee Insurance Program
1E	State Dental Plan - Full Family	\$21.34	\$10.67	\$11.72	X		Blue Cross Blue Shield	Employee Insurance Program
1F	State Vision Plan (Pre Tax)						EyeMed	Employee Insurance Program
1F	State Vision Plan - Subscriber Only	\$7.76	\$3.88	\$0.00	X		EyeMed	Employee Insurance Program
1F	State Vision Plan - Subscriber/Spouse	\$15.52	\$7.76	\$0.00	X		EyeMed	Employee Insurance Program
1F	State Vision Plan - Subscriber/Children	\$16.48	\$8.24	\$0.00	X		EyeMed	Employee Insurance Program
1F	State Vision Plan - Full Family	\$24.24	\$12.12	\$0.00	X		EyeMed	Employee Insurance Program
1G	Tobacco User Surcharge (Pre Tax)						Blue Cross Blue Shield	Employee Insurance Program
1G	Tobacco User Surcharge - Single Coverage	\$40.00	\$20.00	\$0.00	X		Blue Cross Blue Shield	Employee Insurance Program
1G	Tobacco User Surcharge - Non Single Coverage	\$60.00	\$30.00	\$0.00	X		Blue Cross Blue Shield	Employee Insurance Program
F	FBMC Health Savings Account	Variable	Variable	\$0.00	X		FBMC Wage Works	FBMC Wage Works
C	FBMC Dependent Care Spending Account	Variable	Variable	\$0.00	X		FBMC Wage Works	FBMC Wage Works
J	FBMC Medical Spending Account	Variable	Variable	\$0.00	X		FBMC Wage Works	FBMC Wage Works
--	FBMC Admin. Fees						FBMC Wage Works	FBMC Wage Works
L	FBMC Admin. Fees - Pre Tax Option	\$0.28	\$0.14	\$0.00	X		FBMC Wage Works	FBMC Wage Works
N	FBMC Admin. Fees - DC Spending Acct. Fee	\$3.50	\$1.75	\$0.00	X		FBMC Wage Works	FBMC Wage Works
U	FBMC Admin. Fees - Medical Spending Acct. Fee	\$3.50	\$1.75	\$0.00	X		FBMC Wage Works	FBMC Wage Works
17	FBMC Admin. Fees - HAS Monthly Fee	\$1.00	\$0.50	\$0.00	X		FBMC Wage Works	FBMC Wage Works
73	NCO Financial - Student Loan Garnishment	Variable	Variable	\$0.00			NCO Financial	NCO Financial
1X	United Way	Variable	Variable	\$0.00			United Way	United Way
73	State Tax Levy - Dept of Revenue	Variable	Variable	\$0.00			State of SC / DOR	State of SC / DOR
L1	401K Loan Repayment 1	Variable	Variable	\$0.00			SC Deferred Compensation	Great West
L2	401K Loan Repayment 2	Variable	Variable	\$0.00			SC Deferred Compensation	Great West
L3	457 Loan Repayment 1	Variable	Variable	\$0.00			SC Deferred Compensation	Great West
L4	457 Loan Repayment 2	Variable	Variable	\$0.00			SC Deferred Compensation	Great West
R	Roth 401 K	Variable	Variable	\$0.00			SC Deferred Compensation	Great West
R2	Roth 457	Variable	Variable	\$0.00			SC Deferred Compensation	Great West
L5	Roth 401 K Loan Repayment 1	Variable	Variable	\$0.00			SC Deferred Compensation	Great West
L6	Roth 401 K Loan Repayment 2	Variable	Variable	\$0.00			SC Deferred Compensation	Great West
84	South Carolina Retirement System	7.00%	7.00%	15.150%		X	SC Retirement Systems	SC Retirement Systems
83	Police Officers Retirement System	7.00%	7.00%	16.850%		X	SC Retirement Systems	SC Retirement Systems
82	Optional Retirement Program	7.00%	7.00%	15.150%		X	SC Retirement Systems	SC Retirement Systems
85	Teacher & Employee Retention Program	7.00%	7.00%	15.150%		X	SC Retirement Systems	SC Retirement Systems

SC Education Lottery Pay Codes

Current Paycode	Paycode Name	Paycode Description	Applied to Employees (#)
A	Allowance	Employee Car Allowance	1
AD	Acting Duty Pay	Wages for Acting Duty Pay	Varies
AL	Annual Leave	Hours OR Earnings Code - Annual Leave	Varies
COL	COLA	Cost of Living Adjustments	Varies
D	Bereavement	Hours Code - Bereavement Leave	Varies
E	Draw Talent	Draw Talent Pay	8-12
FLH	Floating Holiday	Hours Code - Floating Holiday Leave	Varies
H	Holiday	Hours Code - Observed Holiday	Varies
HAZ	Hazardous Weather	Hours Code - Hazardous Weather	Varies
IB	Incentive Bonus	Sales Incentive Bonus for Sales Staff Only	48
J	Jury	Hours Code - Jury Duty	Varies
MIL	Military Leave	Hours Code - Military Leave	Varies
S	Sick	Hours Code - Sick Leave	Varies
V	Straight Time OT	Hours over 40, accumulated with holiday/leave time	Varies
VTL	Voting	Hours Code - Voting Leave	Varies
Hard-Coded	Hourly	Hourly Rates for Part Time Employees, paid hourly	10
Hard-Coded	Regular Wages	All Salaried Employee Wages	120
Hard-Coded	Overtime	Overtime Payment	102