

Good afternoon,

We are excited to see you will be transferring over to the MUSC University Team soon! To ensure a smooth transition for your benefits and retirement from your prior state agency, please review the information below.

If you had a less than 15 day-break in service:

1. Please pull a prior paystub from MyBenefits (<https://mybenefits.sc.gov>) to determine what your benefits were under your prior state agency. See flyer attached for more information on registering. You will need to select the same benefits under the MUSC plan.
2. For retirement, you can choose to elect the same plan you had under the prior state agency (ORP or SCRS) or you can change plans. You have the option to buy prior service time if you do switch plans.
 - a. Note, if you are dual employed (i.e. work at MUHA and University MUSC) you do not have the option to change plans. You will need to continue with the same retirement plan you currently have.
3. You can alternatively call PEBA Insurance and they should be able to provide you with this information as well. Their contact number is 888-260-9430.

****Please try to pull this information either prior to Orientation or shortly after to ensure timely transferring of your benefits.**

4. If you had an Empower Retirement Account (401k/457) you will need to complete a [Transfer form](#) and email it to SCDCP@empower-retirement.com.
5. If you had a 403b account please contact the vendor directly to update the group number.

If you had more than a 15-day break in service:

1. You do not have to elect the same benefits you had from the prior state agency.
2. For retirement, you can choose to elect the same plan you had under the prior state agency (ORP or SCRS) or you can change plans. You have the option to buy prior service time if you do switch plans.
 - a. Note, if you are dual employed (i.e. work at MUHA and University MUSC) you do not have the option to change plans. You will need to continue with the same retirement plan you currently have.
3. If you had an Empower Retirement Account (401k/457) you will need to complete a [Transfer form](#) and email it to SCDCP@empower-retirement.com.
4. If you had a 403b account please contact the vendor directly to update the group number.

Questions? Please call 843-792-2071 option 4 or email benefits@musc.edu.

If you do not have your NetID or need your password reset, please call Katie Richey 843-792-9825 (richey@musc.edu).

Thank you!

MUSC Benefits Team