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](https://admin.sc.gov/services/state-human-resources/hr-resources/reporting-record-keeping).

| **Requested Information** | **Source** | **Requested Date** |
| --- | --- | --- |
| **Voluntary Separation Program** [**Cost Estimate Form**](https://admin.sc.gov/files/VSP%20Cost%20Estimate%20Report.xls)[**Reporting Form**](https://admin.sc.gov/files/VSP%20Reporting%20Form.xls)- All Agencies | Section 117.32 of the 2025-2026 Appropriations Act (Voluntary Separation  Incentive Program) | Report the preceding fiscal year by **Aug. 15.** |
| **Retirement Incentive Program** [**Cost Estimate Form**](https://admin.sc.gov/files/RIP%20Cost%20Estimate%20Form.xls)[**Reporting Form**](https://admin.sc.gov/files/RIP%20Reporting%20Form.xls) - All Agencies | **S.C. Code Sections 9-1-1140 (I) and**  **9-11-50 (I)** | Report the preceding fiscal year by **Aug. 15.** |
| [**Furlough**](https://admin.sc.gov/files/SWM-004I.xls)  (Mandatory and Voluntary) -  All Agencies | **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) | Report the preceding fiscal year by **Aug 15.** |
| [**Telecommuting**](https://admin.sc.gov/files/SWM-004F.docx)  Form - All Agencies | State Employee Telecommuting Guidelines | Report by **Aug. 15.** |
| **Bonuses** [**Spreadsheet**](https://admin.sc.gov/files/SWM-004B.xls)- Higher Education Agencies  Infotype 0185- SCEIS Agencies | Section 117.52 of the 2025-2026 Appropriations Act (Employee Bonuses) | Report the preceding fiscal year by **Aug. 31.** |
| [**Monetary Awards**](https://admin.sc.gov/files/Monetary%20Awards.xls)  Spreadsheet - Higher Education Agencies  Infotype 0185 - SCEIS Agencies | Section 117.15 of the 2025-2026 Appropriations Act (Allowance for Residences and Compensation Restrictions) | Report the preceding fiscal year by **Aug. 31.** |
| **Salary Supplements** [**Spreadsheet**](https://admin.sc.gov/files/Salary%20Supplement%20Spreadsheet.xls) - Higher Education Agencies  Infotype 0185 - SCEIS Agencies | Section 93.3 of the 2025-2026 Appropriations Act (Compensation-Reporting of Supplemental Salaries) | Report the preceding fiscal year by **Aug. 31.** |
| **Group Productivity Incentive Program**  Form - Higher Education Agencies  Infotype 0185- SCEIS Agencies | **S.C. Code Section 8-1-170** | Report the preceding calendar year by **Aug. 31.** |
| **Critical Employee Recruitment and Retention**  Form - [Higher Education Agencies](https://admin.sc.gov/files/Critical%20Needs%20Bonus%20Worksheet%20for%20HRIS%20Agencies.xls)  Infotype 0185 for Bonus Information  Report Leave for Class, Loan Repayment, Paid Practicum and Tuition Assistance Separately | Section 117.62 of the 2025-2026 Appropriations Act (Critical Employee Recruitment and Retention)  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. | Report by **Aug. 31**. |
| **Organizational Charts**  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. |
| [**Fair Market Rental Value of Residences**](https://admin.sc.gov/files/Fair%20Market%20Rental%20Value%20Spreadsheet%20for%20Website.xls)  Spreadsheet - Higher Education Agencies  Infotype 0185 - SCEIS Agencies | Section 117.15 of the 2025-2026 Appropriations Act  (Allowance for Residences and Compensation Restrictions) | Report by **Oct. 1.** |
| [**Leave Transfer Pool Program**](https://admin.sc.gov/files/LEAVE%20TRANSFER%20POOL%20ANNUAL%20REPORT%20FORM.docx)  Form**-** Higher Education Agencies Only | **S.C. Code Section 8-11-770**;  State HR Regulations 19-711.02 | Report the preceding calendar year by **March 1.** |