

This guide provides instructions for registered employers to make a credit/debit card or ACH electronic check payment for employees in garnishment status.

Authentication mode: User/Password EAN/PIN/FEIN

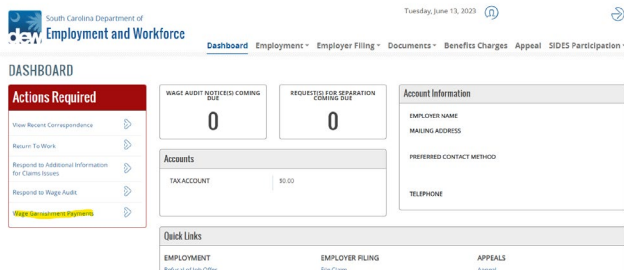
User Name:

Password:

Password is case sensitive

Login

1. VISIT DEW.SC.GOV TO LOG INTO THE **EMPLOYER SELF SERVICE (ESS) PORTAL**.



The screenshot shows the dashboard of the South Carolina Department of Employment and Workforce. The 'Actions Required' section is highlighted in red, and 'WAGE GARNISHMENT PAYMENTS' is highlighted in yellow. Other sections include 'WAGE AUDIT NOTICES COMING DUE', 'REQUESTED FOR SEPARATION COMING DUE', 'Account Information', 'Accounts', and 'Quick Links'.

2. CLICK ON THE **WAGE GARNISHMENT PAYMENTS** OPTION IN THE ACTIONS REQUIRED BOX.

DOING BUSINESS AS | BUSINESS TYPE | OTHER | FEIN | LIABILITY TYPE | Contributory

Garnishments

Instructions

- You must comply with the notices received and withhold the individual's wages to satisfy the outstanding debt.
- The garnishment requests listed below are ready for your review and response.
- All forms are required.
- Please select the individual(s) listed below to start the garnishment payment process.
- If additional assistance is needed, please contact the DEW's Unemployment Insurance Division using the Claimant self service line at 1-866-831-1724 (toll free). Follow the prompts to speak to with a representative registering a date, weekdays between 8 a.m. and 4 p.m.

CONTACT INFORMATION

Contact Person Name Contact Title

Phone Number Email Address

3. ALL CLAIMANTS WITH ACTIVE WAGE GARNISHMENT STATUS WILL DISPLAY ON SCREEN.

ENTER ALL CONTACT INFORMATION.

CONTACT INFORMATION

Contact Person Name: Tom Jones
Contact Title: HR
Phone Number: 1112223344
Email Address: tom@rest.com

[Download Template](#) [Upload Employees](#)

SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
<input checked="" type="checkbox"/>			\$ 100
<input checked="" type="checkbox"/>			\$ 50
<input checked="" type="checkbox"/>			\$ 100
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
<input type="checkbox"/>			\$ 0.00
TOTAL Amount			\$ 250.00

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4. SELECT ONE OR MULTIPLE INDIVIDUALS TO MAKE PAYMENTS FOR OR DOWNLOAD A TEMPLATE CSV FILE (SEE STEPS 7-8).
5. SELECT INDIVIDUAL(S) BY CHECKING THE BOX(ES) NEXT TO THE SSN COLUMN.
6. ENTER THE AMOUNT TO PAY, THEN CLICK NEXT.

	A	B	C	D
1	Employer Name			
2	Employer DEW Account Number			
3	Employer FEIN			
4	Claimant SSN	First Name	Last Name	Amount
5				100
6				75
7				150
8				125
9				
10				

7. IF USING A DOWNLOADED TEMPLATE, ENTER EACH INDIVIDUAL'S SSN, FIRST NAME, LAST NAME AND AMOUNT.

CONTACT INFORMATION

Contact Person Name: Tom Jones
Contact Title: HR
Phone Number: 1112223344
Email Address: tom@rest.com

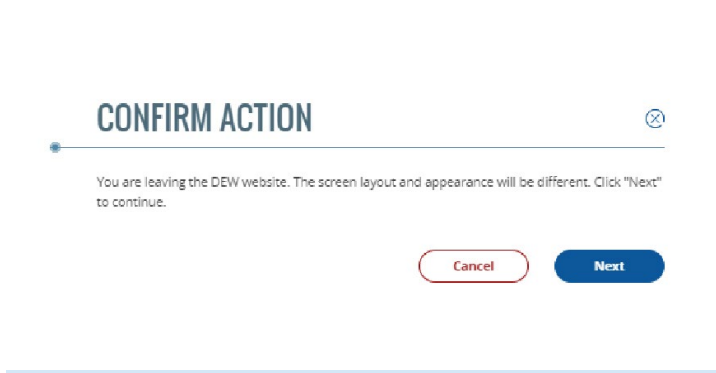
[Download Template](#) [Upload Employees](#)

SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
<input type="checkbox"/>			\$ 100
<input type="checkbox"/>			\$ 75
<input type="checkbox"/>			\$ 150
<input type="checkbox"/>			\$ 125
TOTAL Amount			\$ 450.00

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8. SAVE THE FILE. THEN, CLICK THE "UPLOAD EMPLOYEES BUTTON".

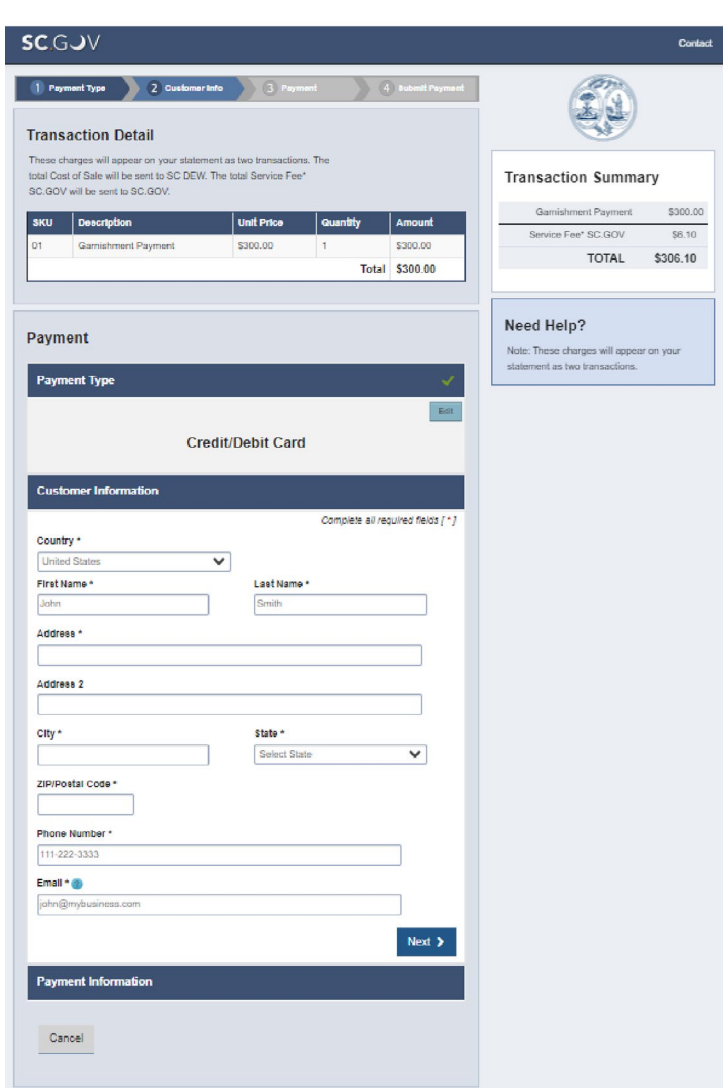
ALL INFORMATION IN THE CSV FILE WILL AUTOMATICALLY POPULATE THE APPROPRIATE CORRESPONDING FIELDS FOR EACH INDIVIDUAL.



9. ONCE INFORMATION IS ENTERED,
CLICK NEXT.

A CONFIRM ACTION BOX WILL APPEAR WHICH ADVISES THAT THE USER IS LEAVING THE DEW WEBSITE.

CLICK NEXT.



10. YOU WILL BE REDIRECTED TO THE
SC.GOV PAYMENT PAGE.

SC.GOV CHARGES A FEE FOR CREDIT/DEBIT CARD PAYMENTS BASED UPON THE TOTAL DOLLAR AMOUNT OF THE PAYMENT AND CHARGES A FLAT \$2.50 FEE FOR THE ELECTRONIC CHECK OPTION.

SC.GOV Contact

Payment Receipt Confirmation

Your payment was successfully processed.

[Print](#)

Receipt Contact Information

Contact Name SC Department of Employment and Workforce

Transaction Summary

Description	Order ID	Amount
SC DEW - SCUBI - TEST		\$608.87
TOTAL	67762530	\$688.87

Transaction Detail

Description	Order ID	Amount
Service Fee* SC.GOV	67762572	\$11.35

Transaction Detail

These charges will appear on your statement as two transactions. The total Cost of Sale will be sent to SC DEW. The total Service Fee* SC.GOV will be sent to SC.GOV.

SKU	Description	Unit Price	Quantity	Amount
D1	Garnishment Payment	\$608.87	1	\$608.87
	Service Fee*SC.GOV	\$11.35		\$11.35
Total				\$620.22

The online price of items or services purchased through SC.GOV, the state's official Web portal, includes funds used to develop, maintain, enhance and expand the service offerings of the state's portal.

Customer Information

Customer Name John Smith
Local Reference ID 205
Receipt Date 6/13/2023
Receipt Time 01:54:05 PM EDT

Payment Information

Payment Type Credit Card
Credit Card Type VISA
Credit Card Number **** *1111

Billing Information

Billing Address 123 Tree
City, State col, SC
ZIP/Postal Code 29201
Country US
Phone Number 111-222-3333
Email Address john@mybusiness.com

[Continue](#)

11. ENTER YOUR CREDIT/DEBIT CARD INFORMATION OR YOUR BANKING INFORMATION FOR THE ELECTRONIC CHECK.
12. SUBMIT PAYMENT AND A CONFIRMATION SCREEN WILL APPEAR.

FOR ANY PAYMENT ISSUES, VISIT [SC.GOV](https://www.sc.gov).
FOR ADDITIONAL INFORMATION REGARDING SERVICE FEES, PLEASE CONTACT SC.GOV AT 1-803-771-0131 X-1.

South Carolina Department of
Employment and Workforce

Tuesday, June 13, 2023

Dashboard Employment - Employer Filing - Documents - Benefits Charges Appeal SIDES Participation -

DASHBOARD

Actions Required

- View Recent Correspondence
- Return To Work
- Respond to Additional Information For Claims Issues
- Respond to Wage Audit
- WAGE GARNISHMENT PAYMENTS**

WAGE AUDIT NOTICES COMING DUE: **0**

REQUESTS FOR SEPARATION COMING DUE: **0**

Accounts

TAX ACCOUNT: \$0.00

Account Information

EMPLOYER NAME

MAILING ADDRESS

PREFERRED CONTACT METHOD

TELEPHONE

Quick Links

EMPLOYMENT [Request for Job Offer](#) EMPLOYER FILING [File Claim](#) APPEALS [Appeal](#)

13. SELECT CONTINUE.
- YOU WILL THEN BE RETURNED TO YOUR ESS PORTAL DASHBOARD.