

TUTORIAL

FOR REGISTERED EMPLOYERS

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

Authent	ication O User/Password O EAN/PIN/FEIN mode:
User Name:	Employer User Name
Password:	Employer Password
	Password is case sensitive
	Login

Employment :	rtment of and Workforce		Tuesday, June 13, 2023 (n)	2
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DASHBUARD	WACE AND T NOTICED CO		Assessment Information	
Actions Required	DUE	COMING DUE	Account into macton	
View Recent Correspondence	U	U	MAILING ADDRESS	
Return To Work	Accounts		PREFERRED CONTACT METHOD	
Respond to Additional Information for Claims Issues	TAXACCOUNT	\$0.00		
Respond to Wage Audit	>		TELEPHONE	
Wage Garrishment Payments	»			
	Quick Links			
	EMPLOYMENT	EMPLOYER FILING	APPEALS	
ING BUSINESS AS	BUSINESS TYPE	Others FEI	N LIABILITY TYPE	Contributory
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Emall Addres

Phone Number

1. VISIT <u>DEW.SC.GOV</u> TO LOG INTO THE <u>EMPLOYER SELF SERVICE (ESS) PORTAL</u>.

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

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

ENTER ALL CONTACT INFORMATION.



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ontact Person Name		Contact Title	
Fom Jones		HR	
none Number		Email Address	
1112223344		tom@test.com	n
Download Template	Upload Employees		
SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
			\$ 100
8			\$ 50
			\$ 100
			\$ 0.00
			\$ 0.00
0			\$ 0.00
0			\$ 0.00
			\$ 0.00
0			\$ 0.00
0			\$ 0.00
			* 0.00
			3 0.00
-			3 0.00
			\$ 0.00
-			\$ 0.00
		TOTAL Amount \$	250.00

	А	В		С	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					

Back Next

		Contact Title	
om Jones		HR	
ine Number		Email Address	
12223344		tom@test.com	
Download Templat	Upload Employees FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
8			\$ 100
1			\$ 75
1			\$ 150
9			\$ 125
		TOTAL Amount \$	450.00

- **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.

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

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.



south carolina department of **Employment and Workforce**

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CONFIRM ACTION	@
You are leaving the DEW website. The screen layout and appears to continue.	ance will be different. Click "Next"
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CGJV	Con
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SCU Description Unit Price Quantity Amount	Gamishment Payment \$300.0
01 Garnishment Payment \$300.00 1 \$300.00	Service Fee* SC.GOV \$8.10 TOTAL \$306.10
1011 3300.00	
ayment Payment Type	Note: These charges will appear on your statement as two transactions.
Credit/Debit Card	
Customer Information	
Complete av required reids (-)	
United States First Name * Last Name *	
John Smith	
Address 2	
City * State *	
ZIP/Postal Code *	
Phone Number *	
111-222-3333	
Email * 🍯 john @mybusiness.com	
Next >	
Payment Information	
Canad	

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.



south carolina department of **Employment and Workforce**

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ur payment was	successfully pro	pessed.						
								Print
eceipt Conf	tact Informa	tion						
ntact Name	SC Departmen	t of Employment and Work	force					
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			1	TOTAL 677	62530			\$608.87
Description				0	der ID			Amount
		Serv	rice Fee*	SC.GOV 67	762572			\$11.35
Transactio	on Dotail							
These charges	will appear on your	statement as two transaction	ons. The to	tal Cost of Sak	e will be ser	it to SC DEW. The total Ser	rvice Fee*	
SC.GOV will be	sent to SC.GOV.							
SKU	Description			Unit Price		Quantity		Amount
01	Service Fee*SC.	GOV		511.35		1		\$600.87
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- **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 <u>SC.GOV</u>. FOR ADDITIONAL INFORMATION **REGARDING SERVICE FEES, PLEASE CONTACT** SC.GOV AT 1-803-771-0131 X-1.

13. SELECT CONTINUE.

YOU WILL THEN BE RETURNED TO YOUR ESS PORTAL DASHBOARD.