



Office Memorandum

Date: February 18, 2016
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Julie Sonier, Director, Employee Insurance Division
Subject: Reminder: \$250 Health Care Savings Plan Employer-Paid Contribution for Retirees

Most employees who retire are eligible for a \$250 employer-paid contribution to the Health Care Savings Plan (HCSP) administered by the Minnesota State Retirement System (MSRS).

Please confirm a retiree's eligibility by reviewing the relevant bargaining agreement or compensation plan and referring to the [Health Care Savings Plan – Reference](#) available on the MMB website. **This contribution is processed in Mass Time Entry or as a prior period adjustment using earn code HCR.**

TIPS:

- Employees who retire and have an **HCSP Waiver** record are entitled to a **\$250 cash payment – use earnings code HCW**. MSRS administers the waiver process. To determine if MSRS approved a waiver, view the employee's HCSP Waivers page: Payroll > Deductions > HCSP Waivers. When the **Waived?** check box is selected, MSRS will not accept any payments to HCSP.
- The Health Care Savings Plan cannot accept funds for deceased employees. Deceased employees should receive a \$250 cash payment – use earn code HCW.

If agency Payroll, HR and Accounting staff have questions regarding:

- An employee's eligibility to retire under the insurance article, contact the SEGIP Insurance Call Center at 651.355.0100 or segip.mmb@state.mn.us.
- Processing the contribution, contact Lynda Hanly at 651.201.8074 or lynda.hanly@state.mn.us.