

Self Service Savings Plans

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Introduction

You can view and change your savings plan information using Self Service. This data is secured by your user ID and password. After signing in as you do to view your paystub, you can update your savings plan information on the Savings Plans page. Information on the Savings Plans page is used to process deductions from your paycheck. The Savings Plans page will display only those plan types for which you are eligible.

You are not required to enter savings plan changes in Self Service. You can continue to submit forms to the appropriate plan administrator. The current and future records that you can view on the Savings Plans page will be ones that either you added, or a plan administrator added on your behalf as the result of a paper form you submitted for processing.

When to Update Savings Plans Information

Eligible State employees can participate in savings plans that allow you to have deductions from your paycheck.

You can use the Savings Plans page when you want to:

- add savings plan (deduction) information
- change the flat amount of your savings plan deduction
- change the percent of gross pay that is your savings plan deduction
- stop your savings plan deduction

This Self Service page facilitates sending your savings plan deduction amount to the designated plan administrator. However, you are responsible for communicating with the plan administrator of each savings plan in which you participate to insure that the deduction amount is distributed among investment funds and accounts appropriately.

Start Dates and Timing

Additions and modifications to your savings plan information will include a Start Date. You assign a date to **each change that you enter. To have a savings plan record effective during a specific pay period, you will assign any date within that pay period as the Start Date.** Savings plan deductions are **NOT** prorated.

You may add savings plan records with future start dates if you would like changes to begin, or become effective, on a future date. Your current savings plan information will display on the self service Savings Plans page along with any future-dated records. Current information is information that is in effect “today.” Only one record for a savings plan type can be in effect at a time. The Savings Plans page will display current and future savings plans records – but not records that are no longer in effect.

Tip:

For a record to take effect as soon as possible, enter today’s date as the Start Date. The change will be effective for the entire pay period that includes today’s date.

Access Savings Plans Information

To access the **Savings Plans** page, take the following steps.

ACTION	RESULT
1. Access the Self Service website www.state.mn.us/employee .	State of Minnesota Self Service sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	Self Service page displays.
3. On the menu, select State of MN Self Service.	State of MN Self Service page displays.
4. Select Other Payroll.	Other Payroll displays.
5. Select Savings Plans.	Savings Plans displays. NOTE: You can obtain further information on the savings plans that you are eligible for by selecting the applicable plan administrator link available on this page.
6. Select <u>Input Deferred Cmp/TSA Deductn.</u>	The Savings Plans page displays.

NOTE:

If you should become ineligible for a Plan Type for which you have a savings plan deduction record, the payroll system will automatically identify that record when you access the **Savings Plans** page. After identifying the ineligible record, the system changes the Status to Inactive and the Start Date defaults to today's date. You should click the OK button and then the Save button. The deduction will be stopped after you save the record.

The following is a list of **Plan Types** and **Descriptions** for which employees can set up savings plans if they are eligible:

Plan Type	Description
403(b)	TSA – MnSCU For investment fund or account choices, employees must contact the plan administrator directly.
457 Before Tax 457 After Tax (ROTH)	MSRS – Def Comp If you participate in the Plan Type 457 (MSRS - Deferred Compensation plan) and would like to add or change your investment option accounts and/or the percent distributed to each account, you must contact the plan administrator to update this information. Contact MSRS at 1-800-657-5757, or access their web site at https://www.msrs.state.mn.us/mndcp where you can establish an account User Name and PIN (password).

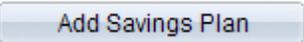
Important! The Savings Plans page will display only those plan types for which you are eligible.

Do not use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

Update/Add Savings Plans Information

To update or add savings plan information, follow the directions below.

- **Modify a current savings plan record:** If you have savings plan information that is currently in effect, it will display. To modify the information, you must **add a savings plan record** and assign a start date to your changes.
Reminder: Only one record for a savings plan can be in effect at a time—the record that is in effect “today.”
- **Add a new savings plan record:** If you are eligible, but do not currently have a savings plan record in effect, you must add a record for the savings plan in which you wish to participate.
- **Edit or delete a savings plan record:** Previously entered records may be edited or deleted only when the Edit and Delete buttons are available. Generally the Edit  and the Delete  buttons are available after you have added a record with a start date of today or in the future.
 - If you want to change your deduction, and the Edit  and the Delete  buttons are available, click the Edit  button, make your deduction changes and save the record.
 - If you want to change the start date, and the Edit  and the Delete  buttons are available, **DO NOT** click the Edit button. Instead, click the Delete  button to delete the record. Next, **add a record** with the new start date and your deduction changes.

ACTION	RESULT
1. Select one of the following options: <ul style="list-style-type: none"> • If you currently have savings plan information on the page, click the Add Savings Plan  button to add a new record. • If you do not currently have savings plan information on the page, a blank record will display. Click the Add Savings Plan  button to add a new record. 	<ul style="list-style-type: none"> • A new record displays with today's date as the Start Date. The Status is Active. The Plan Type and Description fields may be populated. The remaining fields on the new record are a copy of the current record, if one exists. • Today's date defaults as the Start Date, and the Status is Active. The Plan Type and Description fields may be populated. The remaining fields are blank.
2. If you are eligible for more than one plan, in the Description field, you must select the plan you want to update or add.	Plan type displays.
3. In the Status field, accept the default, Active.	
4. In the Start Date field, accept the default of today's date or click the Choose a date  button and select the date you want the record to be effective. Reminder: The Start Date value must be today's date or a future date.	

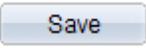
ACTION	RESULT
<p>5. Before-Tax deductions: You can enter information in one or the other of the two Before-Tax fields that follow, but NOT both.</p> <p>After-Tax deductions: If you are eligible, you can enter information in one or the other of the two After-Tax (ROTH) fields, but NOT both. (Not all plan types offer/display the After-Tax (ROTH) fields.)</p> <ul style="list-style-type: none"> Enter an amount in the Amount field if you want a flat dollar amount deducted and contributed to the plan. For example, 125.00 or 12.50. Use a decimal but do not use the \$ sign. The amount entered must be at least 10.00. <p>OR</p> <ul style="list-style-type: none"> Enter a percentage in the % of Gross field if you want a percentage of your gross pay to be deducted and contributed to the plan. For example, 3.5 or 10.00. Use a decimal but do not use the % sign. If the amount entered is greater than 85%, you will receive a warning message. <p>Important!</p> <p>Attempts to establish a savings plan deduction in an amount <u>greater than 85%</u> of gross pay will likely fail due to system restrictions. The system is required to withhold taxes first, and then other deductions in priority order. It is unlikely that a savings plan deduction greater than 85% of gross will process successfully. Even if the savings plan amount is <u>85% or less</u>, it may still fail the system restrictions. Upon saving the record, you can click the OK  button and continue if you choose, but because the deduction is dependent on pay calculation results, there is no guarantee that the deduction will process. If you would like to direct a large percentage of pay to a savings plan, you should contact agency human resources/payroll staff or the plan administrator.</p>	
<p>6. Click the Save  button. A Save Confirmation page displays; click the OK  button.</p>	<p>Record is saved.</p> <p>NOTE: If you have more than one savings plan, the system may reorder the records on the page to maintain the proper sequence. Savings plan records are displayed on the page with 403(b) records shown first, followed by 457 records.</p>

To Exit

ACTION	RESULT
<p>When you are finished with the Savings Plan page, choose one of the following:</p> <ul style="list-style-type: none">• To return to State of MN Self Service page:<ul style="list-style-type: none">○ Click the Home Home link in the upper-right corner of the page.- AND -○ On the menu, click State of MN Self Service.• To exit Self Service, click the Sign out Sign out link in the upper-right corner of the page.	<p>Self Service page displays.</p> <p>State of MN Self Service page displays</p> <p>State of Minnesota Self Service sign in page displays.</p>

Stop Savings Plan Participation

If you want to stop your savings plan participation in a **Plan Type**, access the **Savings Plans** page and follow the directions below. This means you will no longer have a contribution for that savings plan deducted from your pay.

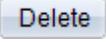
ACTION	RESULT
1. Click the Add Savings Plan  button.	A new record displays, which is a copy of the record you are ending.
2. If you are eligible for more than one plan, in the Description field, you must select the plan you want to stop.	Plan type displays.
3. In the Status field, click the down arrow  button and select Inactive.	
4. In the Start Date field, accept the default of today's date, or click the Choose a date  button and select the date that you would like to stop your participation in that savings plan. To have a savings plan record stopped during a specific pay period, assign any date within that pay period.	
5. Click the Save  button. A Save Confirmation page displays; click the OK  button.	The savings plan record that will end your participation is saved.

To Exit

ACTION	RESULT
<p>When you are finished with the Savings Plan page, choose one of the following:</p> <ul style="list-style-type: none"> • To return to State of MN Self Service page: <ul style="list-style-type: none"> ○ Click the Home  link in the upper-right corner of the page. - AND - ○ On the menu, click State of MN Self Service. • To exit Self Service, click the Sign out  link in the upper-right corner of the page. 	<p>Self Service page displays.</p> <p>State of MN Self Service page displays</p> <p>State of Minnesota Self Service sign in page displays.</p>

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency human resources/payroll office.

PROBLEM	SOLUTION
The Savings Plans page does not display the plan types for which I am eligible.	Check with your human resources or payroll office.
I have questions about which investment options are most appropriate for me, and which accounts I should designate for investment.	Contact the savings plan representative or administrator.
The Save Confirmation message indicates, " The save was successful. However, due to timing, your change may not be reflected on the very next pay. " How can I tell for sure, when the change will be effective?	Contact the savings plan representative or administrator.
Savings plan information that was entered has disappeared.	You may not have saved the record.
I want to stop my savings plan deduction, but the delete button is unavailable; it is grayed-out. How do I stop my deduction?	You need to click the Add Savings Plan  button to add a new record and change the status to Inactive. Generally, the Delete  button is available after you have added a record with a start date of today or in the future.
Before lunch, I changed the amount of my savings plan deduction from \$20 to \$30. During lunch, I decided to change my deduction to \$40. Do I have to enter a new record or can I just edit the record I added this morning.	In this situation, the Edit  button should be available. Select edit, make your change and save. Generally, the Edit  button is available after you have added a record with a start date of today or in the future.
I wanted to change my deferred compensation contribution, so I added a new "plan" that starts in two weeks with a new contribution amount. After I did this, I couldn't delete the original plan. Am I going to get both the original amount AND the new amount deducted?	No. You will NOT have both the original amount and the new amount deducted. A savings plan can have only one record active at a time. You are seeing both your current, effective record and your new, future-dated record. When the start date of your future-dated record becomes "today," your new deduction for your savings plan will take effect, starting with that pay period. Your previous current record becomes out-of date and inactive, and it will no longer display on your Savings Plan page. NOTE: If you have more than one savings plan type, you will see the current and future-dated records of both savings plans. The system may reorder the records on the page to maintain the proper sequence. Savings plan records are displayed on the page with 403(b) records shown first, followed by 457 records.