

Entering an employee's termination date allows them to access their MNDCP or HCSP funds without delay upon separation from employment. Enter termination dates via Empower Retirement's Plan Service Center (PSC) website.

## Log On to Plan Service Center (PSC)

- Visit [www.msrs.state.mn.us/web/employers](http://www.msrs.state.mn.us/web/employers)
- Select **Payroll Login** in the red box in the upper right hand corner
- Sign in with the Username and password you created
- For first time users, you will be required to confirm your identity by requesting a verification code sent to your email address on file.

## Using PSC to enter employee term dates

Once logged in select **Participants** and then from the drop down list select **Search Employee**

Plan	Last Name	First Name	Employee ID	Participant ID	SSN
98945					

You will be able to look up employees by Social Security Number, Name, or Employee ID. Once you have found the employee, click on their name. Once selected, the system will load the Overview screen.

You will see 3 tabs – Account Detail, Employee Detail and Statements. Select **Employee Detail**

Account detail      **Employee detail**      Statements

Once the detail screen loads scroll down to Employment Information and select **Edit**

**Employment information** [ **Edit** ] [ History ]

Employee ID:	5113570827
Hire date:	09/30/2006
Term date:	

The Update employment information screen will open.

Enter the term date (please do not select a termination reason) and select **Save**

**Update employment information**

Hire date *	<input type="text" value="09/30/2006"/>	
Term date	<input type="text" value=""/>	
Term reason	<input type="text" value="Select"/>	
Employee ID	<input type="text" value=""/>	
Insider	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Officer	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Super officer	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Highly compensated	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Ownership percentage	<input type="text" value=""/>	
Trade monitoring indicator	<input type="radio"/> Yes <input checked="" type="radio"/> No	
FT/PT employee	<input type="text" value="Select"/>	
Overseas employee	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Overseas date	<input type="text" value="mm/dd/yyyy"/>	

\* Mandatory fields