

HOW TO ADD NEW HCSP EMPLOYEES IN PSC

Option 1: If less than 1,000 HCSP participants

1. Select **Enter Payroll** from the “Payroll” drop down menu
2. Enter Payroll Date, your Division, and Expected Contribution amount.
3. Select **Continue**. It will now show up as light blue when all field have been entered.

Plan Summary

- Plan
- Participants
- Payroll
 - Payroll Overview
 - Enter payroll**
 - Upload payroll file
 - Process payroll file
 - Pending contributions
 - View banking information
- Reports

STEP 1: Enter Your Payroll Information Print

*Required

Hover over this icon when you need additional information.

Payroll Date: * mm/dd/yyyy

Division: * P 336 0336 Kanabec County

Expected Contribution Total: * \$

Continue

STEP 2: Select Your Money Sources

STEP 3: Update Your Employee and Contribution Information

STEP 4: Process and Confirm Your Contributions

4. Select any source
5. Select **Continue**. It will now be light blue

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STEP 1: Enter Your Payroll Information

STEP 2: Select Your Money Sources Print

Payroll Date: 04/17/2019
Division: P 336 0336 Kanabec County
Expected Contribution Total: \$ 100.00

Select the Money Source(s) You Want To Process

Select	Money Source	Description	Copy From Previous Remit	Last Contribution Date
<input type="checkbox"/>	BEF1	HCSP Active Contrib.		04/12/2019
<input type="checkbox"/>	BEF3	Sev/Eligible for Reimbursement		
<input type="checkbox"/>	BEF5	Mpls ISD Annual Contrib.		

Show/Copy Amounts From Previous Contribution(s) **Continue** **Back**

STEP 3: Update Your Employee and Contribution Information

STEP 4: Process and Confirm Your Contributions

6. Select Add Employee

If the "Add Employee" tab is greyed out, proceed to Option 2 on page 4 and back out of your selections.

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Print

STEP 1: Enter Your Payroll Information

STEP 2: Select Your Money Sources

STEP 3: Update Your Employee and Contribution Information

Use the form below to update contribution amounts and employee information, including adding newly hired employees, before clicking on the Submit button to proceed to STEP 4 - Process and Confirm Your Contributions.

Payroll Date: 04/17/2019
 Division: P 336 0336 Kanabec County
 Expected Contribution Total: \$ 100.00

? Hover over this icon when you need additional information.

Note: Any employees deleted from step 3, including employees with errors or warnings, will be included again the next time you start a new contribution and will display the same error/warning if it was not cleared previously. There is no need to delete any employee records from step 3 if they do not have a contribution amount for this payroll.

✖ Errors must be corrected before continuing to Step 4 - Process and Confirm Your Contributions

⚠ Warnings will not prevent you from continuing to Step 4 - Process and Confirm Your Contributions, we do encourage your review in case updates are needed.

✖ The employee account has been terminated, no updates allowed at this time. If you need to make a contribution for this employee, include them here and you will be prompted to reactivate them in Step 4. Once they have been reactivated, you will be able to edit their account.

? Add Employee ▼

? Add New Column ▼

? Export ▼

? Search ▼

? Add/Change Money Sources

Delete	Edit	Alert	SSN	Last Name	First Name	Middle Name	Suffix	H CSP Active Contrib.	Birth Date	Hire Date	Term Date	Rehire Date	Address 1
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7. Enter information with * next to fields. Once all information is entered *Save* and *Continue* will appear in blue. Employees will automatically be invested in the HCSP default option, the Money Market Fund. They will receive a HCSP Welcome packet shortly after enrollment with details regarding making investment changes and designating account beneficiaries.

? Add Employee ▲

? Add New Column ▼

? Export ▼

? Search ▼

? Add/Change Money Sources

*Required

Add Employee

SSN: 444121234

Last Name: First Name:

Middle Name: Suffix:

Birth Date: Gender: Marital Status:

Address 1: Address 2:

City: State:

Zip Code: Country:

Work Number: Extension:

Employee ID: Email (Work):

Hire Date:

Salary Amount: Salary Frequency:

Eligibility Code: Yes No Participation Date:

Ineligibility Reason:

YTD Hours Worked: YTD Total Comp:

YTD Plan Comp: YTD Pre-Entry Comp:

Highly Compensated: Yes No Officer: Yes No Trade Monitoring: Yes No

Ownership Percent:

This employee will be enrolled into the Plan's default fund(s). If you need to update this employee's investment allocations, you can change them under the Employee Tab once you have entered them here.

Save And Continue

Cancel

? Add Employee ? Add New Column ? Export ? Search ? Add/Change Money Sources

Add Employee *Required

SSN: 444121234
 Last Name: Test First Name: Participant
 Middle Name: Suffix:
 Birth Date: 01/01/1970 Gender: - Select - Marital Status: - Select -

Address 1: 123 Main Address 2:
 City: Saint Paul State: MINNESOTA
 Zip Code: 551101 Country: UNITED STATES
 Work Number: Extension:
 Employee ID: Email (Work):

Hire Date: 05/03/2018 Salary Amount: Salary Frequency: - Select -
 Eligibility Code: Yes No Participation Date:
 Ineligibility Reason: - Select - YTD Hours Worked:
 YTD Plan Comp: YTD Total Comp:
 YTD Pre-Entry Comp:
 Highly Compensated: Yes No Officer: Yes No Trade Monitoring: Yes No
 Ownership Percent:

This employee will be enrolled into the Plan's default fund(s). If you need to update this employee's investment allocations, you can change them under the Employee Tab once you have entered them here.

Save And Continue Cancel

8. When you finish adding your employees, Select **Cancel** to move forward with the remittance process.

? Add Employee ? Add New Column ? Export ? Search ? Add/Change Money Sources

Add Employee

SSN:
 Confirm SSN:
 Birth Date:
 Last Name:

Continue Cancel

Delete	Edit	Alert	SSN	Last Name	First Name	Middle Name	Suffix	HC SP Active Contrib.	Birth Date	Hire Date	Term Date	Retire Date	Address 1
			XXX-XX-7456	MNDCP	TEST			\$	04/05/1957	06/25/2016			457 Street

Option 2: If more than 1,000 HCSP participants

1. Make sure you are under the HCSP
2. Select **Add employee** from the “Participants” drop down menu
3. Enter information for all fields
4. Select **Continue**

Plan Summary

- Plan >
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 - Add employee**
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Add a New Employee:

Enter SSN:	<input type="text"/>
Re-Enter SSN:	<input type="text"/>
Participant Date of Birth:	<input type="text"/> mm/dd/yyyy
Participant Last Name:	<input type="text"/>

Continue

5. Enter information with * next to fields for the next several screens
6. Select **Continue**

Plan Summary

- Plan >
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SSN: 444-12-1234

Employee Basic Information:

*Last Name:	Test
*First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Suffix:	<input type="text"/>
*Birth Date:	01/01/1970 (mm/dd/yyyy)
*Marital Status:	<input type="text"/>
*Gender:	<input type="text"/>
Language Preference:	ENGLISH

Employee Contact Information:

*Address:	<input type="text"/>
*City:	<input type="text"/>
**State:	<input type="text"/>
**Zip:	<input type="text"/>
Country:	UNITED STATES
Home Phone:	<input type="text"/>
Work Phone:	<input type="text"/>
Extension:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

Work number recommended to provide a more accurate reporting and website experience.

Email recommended to provide a more accurate reporting and website experience.

* Mandatory Fields
** Mandatory Fields for the United States and Canada only

Continue Exit without adding employee

7. Select **Continue**. You do not need to enter anything on the Eligibility Information screen.

Plan Summary

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SSN: 444-12-1234 Name: PARTICIPANT TEST

Warning: You may need to update your payroll file to reflect any eligibility changes made below.

Eligibility Information:

Eligibility Code:	
Participation Date:	(mm/dd/yyyy)
Participation Date Source:	
Ineligibility Reason Code:	

Previous Page **Continue** Exit without adding employee

8. Enter information with * You may enter \$0.00 if you do not know

9. Select **Continue**

Plan Summary

- Plan
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SSN: 444-12-1234 Name: PARTICIPANT TEST

Enter Income Data:

*Salary Amount:	
*Frequency:	

Previous Page **Continue** Exit without adding employee

10. The only field you need to complete on this screen is the hire and termination dates. Select **Continue**.

Plan Summary

- Plan
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SSN: 444-12-1234 Name: PARTICIPANT TEST

Add new employment information:

Hire Date		(mm/dd/yyyy)
Term Date		(mm/dd/yyyy)
Term Reason		
Employee Id		
Insider?	No	
Officer?	No	
Super Officer?	No	
Highly Compensated?	No	
Ownership Percentage		
Trade Monitoring Indicator?		
FT/PT Employee		
Overseas Employee?		
Overseas Date		(mm/dd/yyyy)

Previous Page **Continue** Exit without adding employee

11. Select your Payroll Center, it will not be State of Minnesota

12. Select **Continue**

Plan Summary

Plan >

Participants >

Search employee

Add employee

Payroll >

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Print

SSN: 444-12-1234 Name: PARTICIPANT TEST

Subset Information:

Select Payroll Center: P 1 0001 Minnesota State of

Previous Page Continue Exit without adding employee

13. Select **Continue Using Default Allocation** at the bottom of the Allocation page

Plan Summary

Plan >

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SSN: 445-12-1234 Name: PARTICIPANTS TEST

Unable to retrieve participant allocations.

Note: Funds may impose redemption fees on certain transfers, redemptions or exchanges if assets are held less than the period stated in the fund's prospectus or other disclosure documents. For more information, please refer to the fund's prospectus and/or disclosure documents.

Enter New allocations for future contributions:

Investment Option	Fund Short Name	Enter Percentage
International		
Broad International Stock Fund	MN-F3 1	0 %
U.S. Large Cap Stock		
US Stock Actively Managed Fund	MN-F2 1	0 %
US Stock Index Fund	MN-F1 1	0 %
Balanced		
Balanced Fund	MN-F6 1	0 %
Bond		
Bond Fund	MN-F4 1	0 %
Stable Value		
Stable Value Fund	MN-F7 1	0 %
Money Market		
Money Market	MN-F5 1	0 %

Total: 0 %

Continue Continue Using Default Allocation Continue Without Allocations

You have now successfully set up your employee if you reach this page. 😊

Plan Summary

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Add employee

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Reports >

Participant deferrals may not be changed at this time.

You have successfully added the employee PARTICIPANTS TEST

Done

If you have a large number of employees to enter, 20+, please reach out to MSRS Payroll support for a possible upload option