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.

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

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

5. Enter information with * next to fields for the next several screens
6. Select Continue
7. Select **Continue**. You do not need to enter anything on the Eligibility Information screen.

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

9. Select **Continue**

10. The only field you need to complete on this screen is the hire and termination dates. Select **Continue**.
11. Select your Payroll Center, it will not be State of Minnesota
12. Select Continue

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

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

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