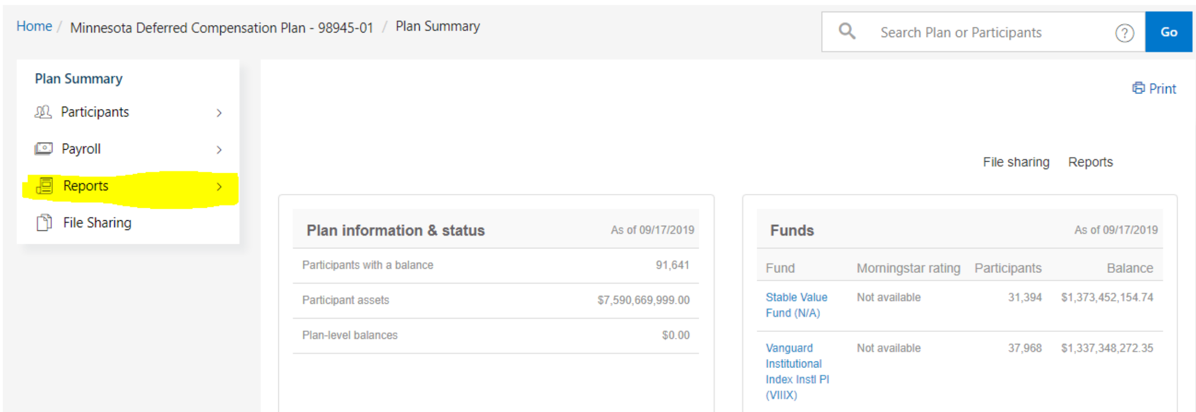
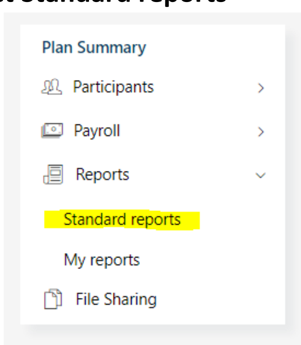
REPORTS via PSC

Reports is a feature within the Empower Plan Service Center (PSC) website that allows you to run the Participant Deposit Detail Report or the Plan Contribution Summary by Money Source Report.

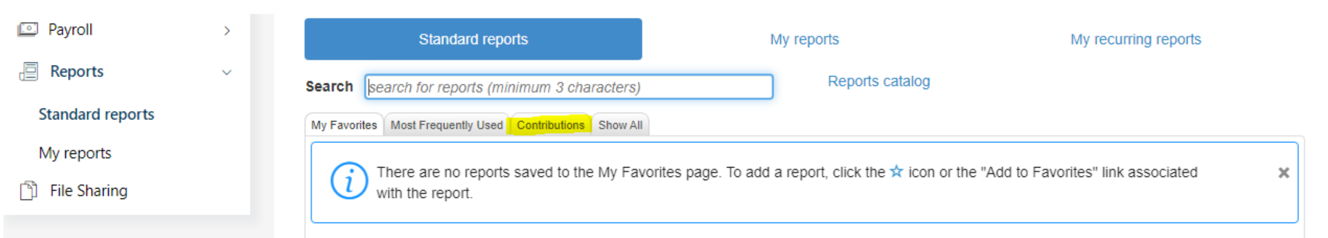
1. After you log in to PSC, select *Reports* from the left navigation menu



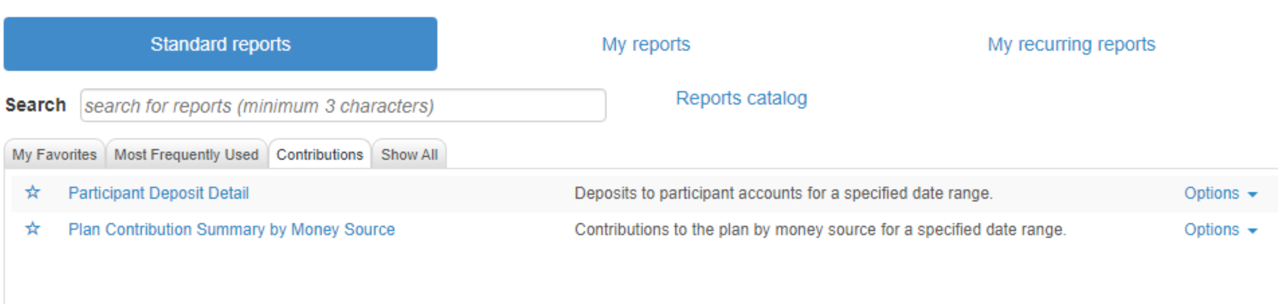
2. Select Standard reports



3. Select the *Contributions* tab



4. Select either the Participant Deposit Detail or Plan Contribution by Money Source report



To run: **Participant Deposit Detail report**

- Select the **Plan**
- **Ignore divisions** Leave as No
- **Division:** Select your Payroll Center
- **Date Indicator** select either:
  Payroll date – this may be best if you know you made payroll contributions based on date of payroll and not day of.

  Effective date: would be by the date the actual remittance hit the employee's accounts.

- **Money Source**: You may choose "select all" if you'd like as many of the options do not apply to our plans, and would not populate.
  MNDCP: Only options are *BEF1-MNDCP Pre-tax, RTH1-MNDCP Roth After-Tax*

  HCSP- *BEF1-HCSP Active Contrib, BEF3-Sev/Eligible for Reimbursement*

- **Deposit type**: *Payroll Contributions*
- **Report type:**
  Detail will provide every deposit for each individual in the selected time frame

  Summary will give you overall totals for that individual in the selected time frame

- **Subtotals:**
  Exclude will give the total

  Include will give total by money source, and combined total

- **Participant Identifier**: Select whatever is useful*, full SSN, partial SSN, or MSRS employee ID*
- **Sort Order**: Usually select *Participant Name (*the *Participant ID* is the MSRS account ID)
- **Age Range:** Usually select *All Ages*
- **Deposits in excess of**: may leave at 0.00, can determine whatever threshold you are reviewing
- **Report Format:** leave at *CRYSTAL REPORT*, you may download in another format later
- **Frequency**: *select Now*, you may set up ongoing reports by selecting *Monthly, Quarterly, Weekly*
- **Begin Date**: Input the first date you'd like to search
- **End Date:** Select the end date of your search
- **Email Notification**: You may want to receive an email notification if this is a large search, it may take a lot of time and this will notify you your report is complete and is ready to review in PSC
- **Email Address**: enter the email address you'd like to receive the notification
- Select **Submit**

Example, See Screenshot below

Participant Deposit Detail ☆

Deposits to participant accounts for a specified date range.

Plan	98945-01 - Minnesota Deferred Compensation Plan
Ignore divisions *	(●) No ( ) Yes
Division *	PAYROLL CENTER ALL (933 selected)
Date indicator *	Payroll Date
Money source *	All Money Types (26 selected)
Deposit type *	Payroll Contributions (1 selected)
Report type *	Summary
Subtotals *	Include
Participant identifier *	FULL SSN 123-45-6789
Sort order *	Participant Name
Age range *	All Ages
Deposits in excess of *	0.00
Report format	CRYSTAL REPORT
Frequency *	NOW
Begin date *	01/01/2019
End date *	12/31/2019
Email notification *	( ) No (●) Yes
Email address *	patrisha.katz@msrs.us

* Mandatory fields

Using a future date parameter will impact certain data and other information will only be as of the previous business day.

Cancel Submit

To run: **Plan Contribution Summary by Money Source report**

- Select the **Plan**
- **Ignore divisions:** Leave as No
- **Division:** Select your Payroll Center
- **Date Indicator** select either:
  Payroll date – this may be best if you know you made payroll contributions based on date of payroll and not day of.

  Effective date: would be by the date the actual remittance hit the employee's accounts.

- **Money Source**: You may choose "select all" if you'd like as many of the options do not apply to our plans, and would not populate.
  MNDCP: Only options are *BEF1-MNDCP Pre-tax, RTH1-MNDCP Roth After-Tax*

  HCSP- *BEF1-HCSP Active Contrib, BEF3-Sev/Eligible for Reimbursement*

- **Participant Identifier**: Select whatever is useful*, full SSN, partial SSN, or MSRS employee ID*
- **Report Format:** leave at *CRYSTAL REPORT*, you may download in another format later
- **Frequency**: Select *Now*, you may set up ongoing reports by selecting *Monthly, Quarterly, Weekly*
- **Begin Date**: Fill in the first date you'd like to search
- **End Date:** Select the end date of your search
- **Email Notification**: You may want to receive an email notification if this is a large search, it may take a lot of time and this will notify you your report is complete and is ready to review in PSC
- **Email Address**: enter the email address you'd like to receive the notification
- Select **Submit**

Example, See Screenshot below

Plan Contribution Summary by Money Source ☆

Contributions to the plan by money source for a specified date range.

Plan	98945-01 - Minnesota Deferred Compensation Plan
Ignore divisions *	(●) No ( ) Yes
Division *	PAYROLL CENTER *P 1 Minnesota State of 1 (1 selected)*
Date type indicator *	Payroll Date
Money source *	*All Money Types (27 selected)*
Participant identifier *	PROTECTED SSN XXX-XX-1234
Report format	CRYSTAL REPORT
Frequency *	NOW
Begin date *	*06/01/2018*
End date *	*06/30/2019*
Email notification *	( ) No (●) Yes
Email address *	*patrisha.katz@msrs.us*

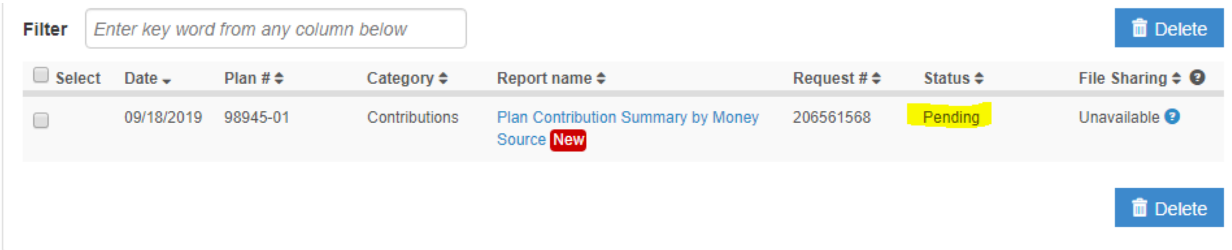
* Mandatory fields

Using a future date parameter will impact certain data and other information will only be as of the previous business day.

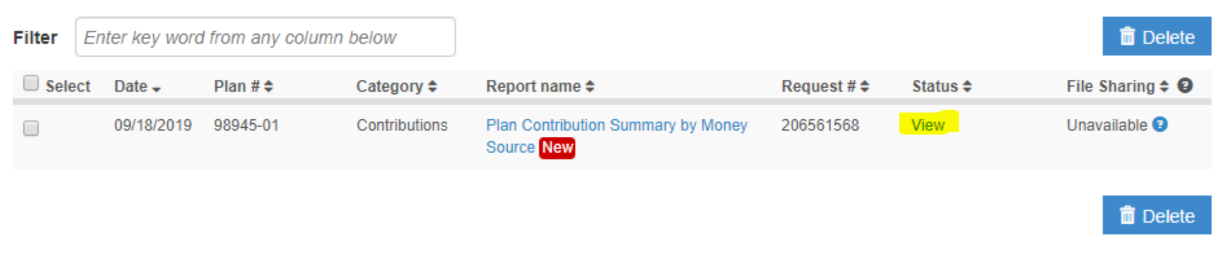
Cancel Submit

Report will load, and bring you to the *My Reports* page, the report will run and remain for 30 days if it is not deleted first.

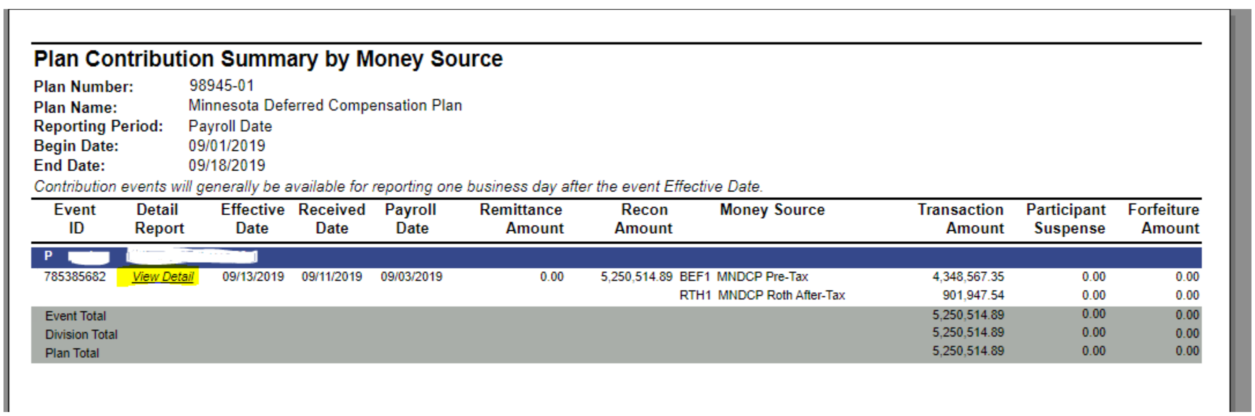
While the report is running, it will be in pending status



When the report is done running, and you receive a notification email, you will select **View** to open the report



To look at payroll detail, select ***View Detail***



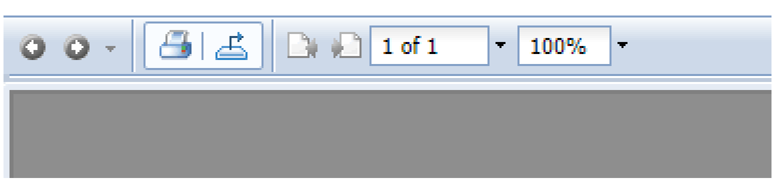
Plan Contribution Summary by Money Source

Plan Number: 98945-01
Plan Name: Minnesota Deferred Compensation Plan
Reporting Period: Payroll Date
Begin Date: 09/01/2019
End Date: 09/18/2019

Contribution events will generally be available for reporting one business day after the event Effective Date.

Event ID	Detail Report	Effective Date	Received Date	Payroll Date	Remittance Amount	Recon Amount	Money Source	Transaction Amount	Participant Suspense	Forfeiture Amount
P										
785385682	View Detail	09/13/2019	09/11/2019	09/03/2019	0.00	5,250,514.89	BEF1 MNDCP Pre-Tax	4,348,567.35	0.00	0.00
							RTH1 MNDCP Roth After-Tax	901,947.54	0.00	0.00
Event Total								5,250,514.89	0.00	0.00
Division Total								5,250,514.89	0.00	0.00
Plan Total								5,250,514.89	0.00	0.00

To download or print the report select the options in the upper left hand corner of page



If you choose to print, you will need to open each pay period you'd like to print, otherwise it will only print the part of the report that is currently open on the page you are selecting to print

To Export, select what you would like to down the report in