

HOW TO ADD NEW HCSP EMPLOYEES IN PSC

Make sure you are under the HCSP

1. Select **Add employee** from the “Participants” drop down menu
2. Enter information for all fields
3. Select **Continue**

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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" value="mm/dd/yyyy"/>
Participant Last Name:	<input type="text"/>

Continue

4. Enter information in * fields for the next several screens
5. Select **Continue**

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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"/>

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

Continue | Exit without adding employee

6. Select **Yes** in the “Eligibility Code” drop down
7. Enter **Current Date** in the “Participation Date” field
8. Select **Continue**

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Print

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:	<input type="text"/>
Participation Date:	<input type="text"/> (mm/dd/yyyy)
Participation Date Source:	<input type="text"/>
Ineligibility Reason Code:	<input type="text"/>

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9. Enter Salary Amount. You may enter \$0 if unknown or if employee is terminating service
10. Enter Frequency
11. Select **Continue**

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SSN: 444-12-1234 Name: PARTICIPANT TEST

Enter Income Data:

*Salary Amount:	<input type="text"/>
*Frequency:	<input type="text"/>

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

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SSN: 444-12-1234 Name: PARTICIPANT TEST

Add new employment information:

Hire Date	<input type="text"/> (mm/dd/yyyy)
Term Date	<input type="text"/> (mm/dd/yyyy)
Term Reason	<input type="text"/>
Employee Id	<input type="text"/>
Insider?	No <input type="text"/>
Officer?	No <input type="text"/>
Super Officer?	No <input type="text"/>
Highly Compensated?	No <input type="text"/>
Ownership Percentage	<input type="text"/>
Trade Monitoring Indicator?	<input type="text"/>
FT/PT Employee	<input type="text"/>
Overseas Employee?	<input type="text"/>
Overseas Date	<input type="text"/> (mm/dd/yyyy)

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13. Select your Payroll Center, **it will not be the State of Minnesota**

14. Select **Continue**

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SSN: 444-12-1234 Name: PARTICIPANT TEST

Enter Subset Information:

Select Payroll Center: P 1 0001 Minnesota State of

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

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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 😊

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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 contact MSRS Payroll support for a possible upload option