

# How to Add New HCSP Employees in Sponsor Web

Employers may only add new employees to the Health Care Savings Plan (HCSP).  
Once a new employee is added, you may remit payroll contributions for them.

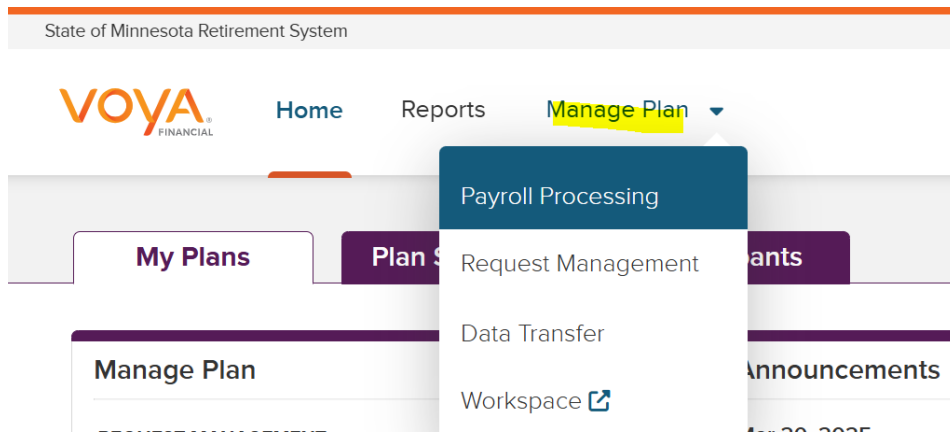
Employers may not add new employees to the Minnesota Deferred Compensation Plan (MNDCP).  
An employee who wants to enroll in the MNDCP must complete a MNDCP Enrollment form.

## Log On to Voya SponsorWeb

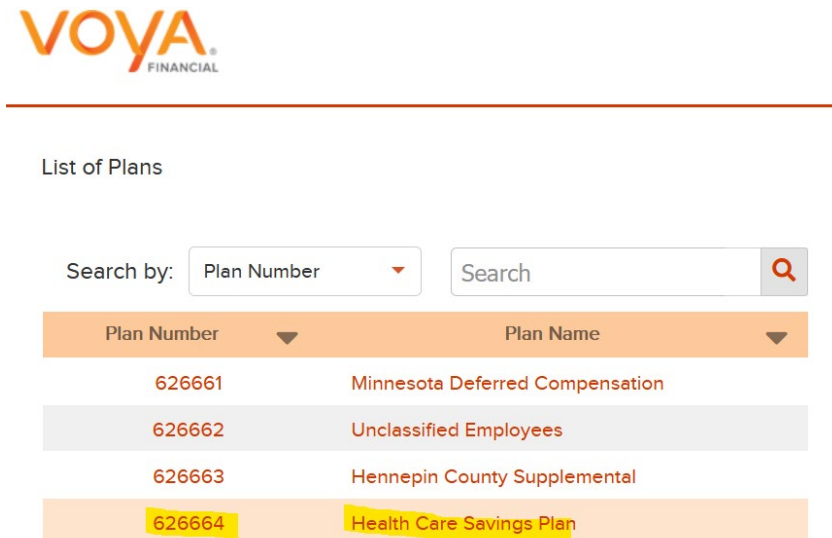
- Visit [www.employers.mnretire.gov](http://www.employers.mnretire.gov)
- Select Payroll Login in the red box in the upper right-hand corner
- Sign in with the Username and password you created

## Add a New HCSP Employee


Select **Payroll Processing** under the **Manage Plan** tab



Select **62664 Health Care Savings Plan**



Click the **Add/Enroll** tile




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Voya PayCloud Home

626664 - HEALTH CARE SAVINGS PLAN [Change Plan](#)


Select an operation from the tiles shown below




**Add/Enroll**  
Add/Enroll participant




**Participant Update**  
View/Update participant information




**Batch Participant Update**  
Update multiple participants




**Contributions**  
Process contributions to accounts



**Pending/Submitted Batches**  
Review batch information




**Bank Information**  
Add or update assigned bank



**Transaction History**  
View all the files submitted

Enter **employee demographic information**

Click **Continue**



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Voya PayCloud Home > Add/Enroll Participant Information

626664 - HEALTH CARE SAVINGS PLAN

Add/Enroll a participant in the plan

Social Security Number (NNNNNNNNN)  
123-45-6789

Last Name  
Sunshine

First Name  
Suzy

MI (Optional)  
A

Address Line 1  
60 Empire Drive

Address Line 2 (Optional)

City  
St. Paul

State  
MN

Country  
United States of America

Zip Code  
55103

Date of Birth  
04/03/2000

Date of Hire  
06/04/2018

Status  
04-Eligible; Not Participate

☒ Enroll this participant

[< Back](#)

[Continue](#)

Select **Payroll Frequency**  
Select **Continue**



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[Voya PayCloud Home](#) > [Add/Enroll Participant Information](#) > [Additional Information](#)

## 626664 - HEALTH CARE SAVINGS PLAN

Add/Enroll a participant in the plan

Payroll Frequency (Optional)

Select

Select

Monthly

Semi-Monthly

Bi-Weekly

Weekly

Cancel

Continue

The contribution page defaults to the Active contribution source  
Select **Continue**



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[Voya PayCloud Home](#) > [Add/Enroll Participant Information](#) > [Additional Information](#) > [Contribution Elections](#)

## 626664 - HEALTH CARE SAVINGS PLAN

Please indicate contribution elections below

Investment Elections



Across ALL Sources Elections (Same as source ACTIVE CONTRIBUTIONS)

[← Back](#)


Cancel

Continue

**Enter 100%** in the Money Market Account field

Select **Continue**

The Money Market Account is the default investment option for new HCSP participants



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Voya PayCloud Home > Add/Enroll Participant Information > Additional Information > Contribution Elections > Investment Elections

626664 - HEALTH CARE SAVINGS PLAN

Enter the investment election percentage in the cell on the corresponding row for the fund. Elections must total 100%. To view the full investment name, hover over the Fund Name.

Search by: 

Select

Search

Fund Name	Across ALL Sources
Money Market Account	100 %

Total100 %


Back

Cancel

Continue

Review summary page

**Either edit or submit** (if correct)



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[Help](#) | [Exit](#)

Voya PayCloud Home > Add/Enroll Participant Information > Additional Information > Contribution Elections > Investment Elections > Verify Information

626664 - HEALTH CARE SAVINGS PLAN

Please verify the following information and press SUBMIT to complete the operation (you may need to scroll down to view the entire page).

Participant Name  
suzy A. sunshine

Participant Address  
60 Empire Drive  
St. Paul, MN 55103  
USA

Social Security Number  
123456789

Date of Birth  
06/01/2000

Date of Hire  
06/02/2021

Status  
00-Active and Eligible

Payroll Frequency  
Semi-Monthly

QDIA Default Investment  
No

Default Enrollment  
No

Fund Name  
Money Market Account

Across ALL Sources  
100%

Back

Cancel

Edit

Submit

## Confirmation page



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[Help](#) | [Exit](#)

[Voya PayCloud Home](#) > Add/Enroll Confirmation

626664 - HEALTH CARE SAVINGS PLAN

✔ Participant successfully enrolled.

Print

Here are the details of the enrollment submitted on 06/18/2025 at 12:52:07:

Participant Name  
suzy A. sunshine

Participant Address  
60 Empire Drive  
St. Paul, MN 55103  
USA

Social Security Number  
123456789

Date of Birth  
06/01/2000

Date of Hire  
06/02/2021

Status  
00-Active and Eligible

Payroll Frequency  
Semi-Monthly

QDIA Default Investment  
No

Default Enrollment  
No

Fund Name  
Money Market Account

Across ALL Sources  
100%

[Go To Homepage](#)

## Support Team Contact Information

**MSRS Payroll Support**

**Phone: 651.284.7729**

**Email: [payroll.support@msrs.us](mailto:payroll.support@msrs.us)**