



MSRS Contribution and Employee Maintenance Training

Agenda

- Introduction to Voya
- IDs / Password delivery and timeframe
- Logging in to Voya Sponsor Website
- Navigating to Voya PayCloud
- Voya PayCloud System walkthrough
- Payroll Feedback Reporting
- Catch-Up Roth provision (MRC 01/01/2026)
- Q&A



Welcome to Voya Financial

Sponsor Website Registration

- Registration e-mails will be sent on 06/30/2025
- The e-mail will come from SponsorWeb@Voya.com

Voya Sponsor Website

Log In

Username

[Forgot Username](#)

Password

[Forgot Password](#)

Remember Me

Log in

Voya Sponsor Web

Voya Sponsor Web is the primary portal for plan sponsors to manage their organization's retirement savings plans, maintain employee profiles, and transact and report on any plan activities.



Need help logging in?

To access your organization's retirement plan, you must first register with Voya through the plan administrator at your organization.

More Help

Navigating To Voya PayCloud



Payroll Processing

Data Transfer

My Plans

Plan ▾

Search by plan name or number ▾

Search

Announcements

Mar 20, 2025

[Updated security standards for plans with single sign-on to participant accounts](#)

Updated security standards for plans with single sign-on to participant accounts

May 17, 2024

[Informational Message](#)

Please be aware that some account balances and fund values on the website may not reflect the...

View More News

Go to Voya Insights

View All Plans

As of market close June 6, 2025

Active Plans	Plan Number	Participants with a Balance	Total Balance	YTD Contributions
Health Care Savings Plan	626664	1,005	\$29,902,738.33	\$30,188,564.25
Health Care Savings Plan-Alternate	626668	148	\$4,229,568.92	\$2,362,373.45
Hennepin County Supplemental	626663	1,082	\$25,441,024.82	\$25,105,845.18
Minnesota Deferred Compensation	626661	1,811	\$204,794,552.74	\$83,049,409.12
Total Relationship ⓘ		4,046	\$264,367,884.81	\$140,706,192.00

Selecting Your Plan



Voya PayCloud

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

Select Plan Type

OMNI

Others

Select Client

Minnesota

List of Plans

Search by:

Plan Number

Search



Plan Number	Plan Name
626661	Minnesota Deferred Compensation
626662	Unclassified Employees
626663	Hennepin County Supplemental
626664	Health Care Savings Plan
626665	Minnesota Deferred Compensation
626666	Unclassified Employees
626667	Hennepin County Supplemental
626668	Health Care Savings Plan

Only the top 4 plans listed here are active.

Select the plan you intend to submit contributions or make updates for.

Voya PayCloud



Voya PayCloud

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

Voya PayCloud Home

626662 - UNCLASSIFIED EMPLOYEES [Change Plan](#)

Select an operation from the tiles shown below

Each tile represents a different system function.



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

Add/Enroll (626662/626664 Only)

Voya PayCloud Home > Add/Enroll Participant Information

626662 - UNCLASSIFIED EMPLOYEES

Add/Enroll a participant in the plan

Social Security Number (NNNNNNNNNN)

Last Name

First Name

MI

Address Line 1

Address Line 2 (Optional)

City

State
Select

Country
United States of America

Zip Code

Date of Birth (MM/DD/YYYY) 

Date of Hire (MM/DD/YYYY) 

Status
00-Active And Eligible

Enroll this participant

[Back](#)

[Continue](#)

Add/Enroll (626662/626664 Only)

- You can enroll new hire employees directly on the Voya PayCloud system.
- This only applies for plans 626662 and 626664.
- 626661 enrollments occur via the state payroll file or Pinless Enrollment method.

Participant Update

Voya PayCloud Home > Participant Update Search Participant

626662 - UNCLASSIFIED EMPLOYEES

Enter search criteria below

Search By

Search By SSN ▲
Search By SSN
Search By Last Name

Search Participant by SSN

Search

◀ Back

626662 - UNCLASSIFIED EMPLOYEES

Update participant information

Social Security Number (NNNNNNNNN)

235071918

Last Name

TEST

First Name

PARTICIPANT1918

MI

Address Line 1

30 BRAINTREE HILL OFFICE PARK

Address Line 2 (Optional)

03 - 235071918

City

BRAINTREE

State

MA

Country

United States of America

Zip Code

02184

Date of Birth

02/02/1974



Date of Hire

09/28/2024



Termination Date (MM/DD/YYYY)



Termination Reason

Select

Status

00-Active And Eligible

**All information except for
SSN can be updated**

[← Back](#)

Cancel

Continue

Batch Participant Update

Voya PayCloud Home > Batch Participant Import

626662 - UNCLASSIFIED EMPLOYEES

To do a **Batch Participant Update**, would you like to upload a file containing participant data?

- Upload a file**
I have a file with participant(s) data that I would like to import.
- Process Batch participant update manually**
I will manually enter the participant data.

Allows you to update information for multiple employees in a single transaction (address change, terminations, etc)

[← Back](#)

[Continue](#)

626662 - UNCLASSIFIED EMPLOYEES

The following fields (unless otherwise indicated) are available for updates by enabling the checkbox. Note that the field marked inquiry only are displayed for your convenience and are not available for updates.

- NAME
- ADDRESS
- EMPLOYEE STATUS (Inquiry Only)
- DATE OF BIRTH
- DATE OF HIRE
- TERMINATION DATE/REASON
- EMAIL ADDRESS
- PAYROLL FREQUENCY

Manual option

[← Back](#)

Cancel

Continue

626662 - UNCLASSIFIED EMPLOYEES

You may select more than one Division/Locations from this drop down list. Click on DONE when completed. Click on the Help link for instructions

Select Division/Location

x 0001 Minnesota State of x ▾

Select All Divisions/Locations

Display Active Participants Only

Display All

Done

You can sort employees alphabetically by clicking on the “Name” column.

Click on the address you intend to update, backspace out the old information, type in the new information, click Submit at the bottom once finished.

Search by: Select ▾

Search



Name ▾	SSN ▾	Address Line1 ▾	Address Line2 ▾	City ▾	State ▾	Zip ▾
TEST, PARTICIPANT1918	23507xxxx	30 BRAINTREE HILL OFFIC...	03 - 235071918	BRAINTREE	MA	02184
TEST, PARTICIPANT2206	23507xxxx	30 BRAINTREE HILL OFFIC...	04 - 235072206	BRAINTREE	MA	02184
TEST, PARTICIPANT1359	23507xxxx	30 BRAINTREE HILL OFFIC...	00 - 235071359	BRAINTREE	MA	02184
TEST, PARTICIPANT1912	23507xxxx	30 BRAINTREE HILL OFFIC...	03 - 235071912	BRAINTREE	MA	02184
TEST, PARTICIPANT1242	23507xxxx	30 BRAINTREE HILL OFFIC...	00 - 235071242	BRAINTREE	MA	02184
TEST, PARTICIPANT2210	23507xxxx					

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

◀ Back

Cancel

Submit

626662 - UNCLASSIFIED EMPLOYEES

Create a new template

1

2 From top to bottom, how many rows would you like to remove.

Headers

3 From bottom to top, how many rows would you like to remove.

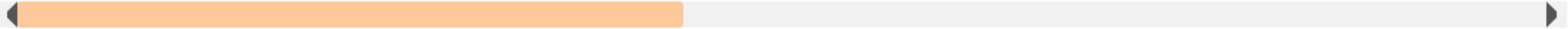
Trailers

File upload option - Unmapped

4 Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	F
	<input type="text" value="Column 1"/>	<input type="text" value="Column 2"/>	<input type="text" value="Column 3"/>	<input type="text" value="Column 4"/>	<input type="text" value="Column 5"/>	<input type="text" value="Column 6"/>
1	SSN	LAST NAME	FIRST NAME	MIDDLE	ADDRESS 1	ADDRESS 2
2	235071918	PART	TEST	A	1 ORANGE WAY	



[Back](#)

Cancel

Save And Continue

Save Template

626662 - UNCLASSIFIED EMPLOYEES

Create a new template

1

New Template Name

2

From top to bottom, how many rows would you like to remove.

3

From bottom to top, how many rows would you like to remove.

File upload option - Mapped

Headers



Trailers



4

Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	F
	Social Security Number	Last Name	First Name	Middle Initial	Address Line1	Address Line2
1	SSN	LAST NAME	FIRST NAME	MIDDLE	ADDRESS 1	ADDRESS 2
2	235071918	PART	TEST	A	1 ORANGE WAY	



< Back

Cancel

Save And Continue

Save Template

Batch Participant Update

- You can create your own template/map within Voya PayCloud
- Ideally you would only need to do this once.
- Be sure to label your template something that identifies it as yours, we recommend using your 4 digit Division/Location ID.
- Headers/Trailers setting will ignore rows at the top/bottom of your file to box in the relevant information, ignoring what our system does not need.
- Use dropdown menus to tell the system which columns to read and which to ignore.

Contributions

Voya PayCloud Home > Contributions

626661 - MINNESOTA DEFERRED COMPENSATION

To process contributions to accounts:

1 Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.



Display Active Participants Only

Display All

2 Would you like to upload a file containing participant data?

Upload a file

I have a file with participant(s) data that I would like to import.

Process contributions manually

I will manually enter the participant data.

**Batch Name can be whatever you prefer,
limited to 20 characters or less**

**Payroll Date can be either
Pay Date or Check Date**

**Provide Voya's Debit ID – 0231739115 – to your
bank so they do not reject the transmission of
contribution funds**

[← Back](#)

[Continue](#)

- **Plans for payroll processing:**
 - 626661 – MNDCP (457 plan)
 - 626662 – Unclassified Plan
 - 626663 – Hennepin County Plan
 - 626664 – Health Care Savings Plan (HCSP)

- **Contribution Sources by plan:**

- **626661**
 - A - MNDCP PRE-TAX
 - G - MNDCP ROTH AFTER-TAX
 - 1 - EMPLOYER MATCH

- **626662**
 - I - EMPLOYEE UNCLASSIFIED CONTRIB
 - A - EMPLOYEE CONTRIB 7 YR ELECT
 - B - EMPLOYEE CONTRIB 10+ YR ELECT
 - C - EMPLOYER CONTRIB 7 YR ELECT
 - T - EMPLOYER CONTRIB 10+ YR ELECT
 - Y - EMPLOYER UNCLASSIFIED CONTRIB
 - L - POST-TAX UNCLASSIFIED

- **626663**
 - H - EMPLOYEE AFTER-TAX
 - C - EMPLOYER PRE TAX

- **626664**
 - A - ACTIVE CONTRIBUTIONS
 - E - ELIGIBLE FOR REIMBURSEMENT

Batch Name

TEST



Payroll Date

01/01/2025



Manual option

Display Active Participants Only

Display All

2 Would you like to upload a file containing participant data?

Upload a file

I have a file with participant(s) data that I would like to import.

Process contributions manually

I will manually enter the participant data.

Select All Divisions/Locations

You may select one or more Division/Locations from this drop down list. Click on the Help link for instructions.

Select Division/Location

x 0001 Minnesota State of x

Copy Payroll Data From

Select

The following sources are available to be included in your batch. Should you copy from an existing batch, the default sources will be populated based on the batch copied. If you need to add or delete sources from the batch, check or uncheck the sources as applicable.

Available Sources to Include in Batch

ER MATCH

EE PRE TAX

ROTH

If you have access to more than one division on the plan, you will need to select your division

Ability to copy from previous pay period will appear after first contributions

You can select which contribution types/sources to include

Batch Name

TEST

Payroll Date

01/01/2025



By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution is coming from. This division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use Participant Update.

Search by:

Select

Search



Name	SSN	Division/Location	ER MATCH	EE PRE TAX	ROTH
DOE, JOHN D	654321000	0001	100.00	100.00	100.00
KYLIE, KYLE	123456789	0001	100.00	100.00	100.00
TEST, PARTICIPANT0002	235070002	0001	0.00	0.00	0.00
TEST, PARTICIPANT0008	235070008	0001	0.00	0.00	0.00
TEST, PARTICIPANT0041	235070041	0001	0.00	0.00	0.00
TEST, PARTICIPANT0273	235070273	0001	0.00	0.00	0.00
TEST, PARTICIPANT0276	235070276	0001	0.00	0.00	0.00
TEST, PARTICIPANT0312	235070312	0001	0.00	0.00	0.00
TEST, PARTICIPANT0348	235070348	0001	0.00	0.00	0.00
TEST, PARTICIPANT0414	235070414	0001	0.00	0.00	0.00
TEST, PARTICIPANT0561	235070561				
Total			200.00	200.00	200.00

Type in your contribution amounts on this page

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

Add Participants from Alternate Location

Add Additional Participants

You can pull employees assigned to other divisions into your contribution batch

Back

Cancel

Save And Continue

626661 - MINNESOTA DEFERRED COMPENSATION

Please select Batch Type

✔ Your contributions batch file has been added to the list of pending batches below.

Batch Type

Pending Batches ▼

To submit your batch for processing: (1) Select the circle to the left of the batch name and (2) click the Run Batch Button at the bottom of the screen.

Search by:

Select ▼

Search



Batch Name ▼	Batch Type ▼	Payroll Date ▼	Status ▼	Scheduled Date ▼	Division/ Location ▼	ER MATCH ▼	
<input type="radio"/> TEST	Contributions	2025-01-01-1	Ready to Post		0001 Minnesota State of	200.00	Edit Print Delete

You can view and pull confirmations for previous pay periods on this page by changing the Batch Type to “Submitted Batches”

Check your totals before selecting the file and clicking Run Batch



◀ Back

Run Batch

626661 - MINNESOTA DEFERRED COMPENSATION

Please be advised that sufficient funds must be in your bank account before you submit funding. Please ensure all information is correct and select FINISH to process. (You may need to scroll down to view the entire page.)

Batch Name TEST	Plan Number 626661	Plan Name Minnesota Deferred Compensation
Payroll Date 01/01/2025	Payroll Sequence Number 1	User ID ACCPMinnesotaTest
Total Contribution 600.00	Total Loan Repayments 0.00	Total Funding Required for ACH/EFT 600.00

Plan Will Initiate Funding

Division/Location details	
Division/Location Code/Name ACH Bank Info ▼	Batch Total by Division/Location ▼
0001 Minnesota State of	\$600.00
Total	\$600.00

If set up for ACH Debit, you will have the ability to schedule the contribution for a specific date on this page before clicking Finish

NOTE - Batches submitted successfully on weekends and market holidays, or after 4:00pm ET (or earlier, should the market close for trading prior to 4:00pm ET) on any business day, will not be processed until the following business day.

The current bank details are subject to changes, If the bank account details are modified before 4.00 PM ET will impact the any pending files submitted for posting.

To avoid duplicate transactions please do not click Finish more than one time. You may use the Pending/Submitted Batches option to review your submissions.

[← Back](#)

[Finish](#)

626661 - MINNESOTA DEFERRED COMPENSATION

✔ Contributions Batch submitted successfully.

 Print

Date/Time
06-09-2025 07:58:04

Print or Save this confirmation for your records

Batch Name
TEST

Plan Number
626661

Plan Name
Minnesota Deferred Compensation

Payroll Date
01-01-2025

Payroll Sequence Number
2

User ID
ACCPMinnesotaTest

Total Contribution
600.00

Total Loan Repayments
0.00

Total Funding Required for ACH/EFT
600.00

Method Of Remitting Fund

Plan will initiate Funding

Division/Location Details	
Division/Location Code/Name	Batch Total by Division/Location
0001 Minnesota State of	\$600.00
TOTAL	\$600.00

NOTE- Batch processing information

Funding will be remitted via your agreed upon method other than ACH debit. The file will be posted based on the normal processing standards. Please note if you submit multiple payroll files with different funding methods on the same business day, there may be a delay in the processing of the ACH funded files. Please contact your Plan Manager if you have any questions.

Note: Please maintain a copy of your records, either save it using the file operation on the browser's menu or take a print out using the print button

The current bank details are subject to changes, If the bank account details are modified before 4.00 PM ET will impact the any pending files submitted for posting.

Done

626661 - MINNESOTA DEFERRED COMPENSATION

File Upload option

To process contributions to accounts:

1 Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Batch Name

TEST 

Payroll Date

01/01/2025 

Display Active Participants Only

Display All

2 Would you like to upload a file containing participant data?

Upload a file

I have a file with participant(s) data that I would like to import.

Process contributions manually

I will manually enter the participant data.

Select a file

MSRS-CONTRIBUTION.xlsx

Browse...

 [View Sample File for formatting instructions](#)

[< Back](#)

[Continue](#)

Sample Contribution File

The screenshot displays the Microsoft Excel interface with the following elements:

- Title Bar:** Shows the file name "MSRS-CONTRIBUTI...", a search icon, and window control buttons.
- File Tab:** The "Home" tab is selected, showing various ribbon options.
- Ribbon:** The "Home" ribbon is active, with groups for Clipboard, Font, Alignment, Number, Styles (Conditional Formatting, Format as Table, Cell Styles), Cells, Editing, Analyze Data, Sensitivity, and Ad.
- Formula Bar:** The active cell is D12, and the formula bar is empty.
- Spreadsheet:** The data is organized in a table with columns A through H and rows 1 through 8.

	A	B	C	D	E	F	G	H
1	SSN	LAST NAME	FIRST NAME	PRE TAX	MATCH	DIVISION/LOCATION		
2	654321000	DOE	JOHN	10.00	10.00	0001		
3	123456789	KYLIE	KYLE	10.00	10.00	0001		
4	TOTALS			20.00	20.00			
5								
6								
7								
8								

At the bottom of the window, the status bar shows "Ready", "Accessibility: Good to go", "Display Settings", and a zoom level of 100%.

File Formatting

- SSN can be with or without dashes
- Dollar amounts must be formatted as “Number” (No \$ signs, must have 2 decimal places)
- Your file can include labels and totals, though they are not required
- Your file can include extra columns we don't necessary need, we can tell the system to ignore them

626661 - MINNESOTA DEFERRED COMPENSATION

Create a new template

File upload option - Unmapped

1

2 From top to bottom, how many rows would you like to remove.

3 From bottom to top, how many rows would you like to remove.

Headers

?

Trailers

?

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

The first time you upload a file, you will need to create a template, telling Voya PayCloud how to read your file

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	F
	<input type="text" value="Column 1"/>	<input type="text" value="Column 2"/>	<input type="text" value="Column 3"/>	<input type="text" value="Column 4"/>	<input type="text" value="Column 5"/>	<input type="text" value="Column 6"/>
1	SSN	LAST NAME	FIRST NAME	PRE TAX	MATCH	DIVISION/LOCATION
2	654321000	DOE	JOHN	10.00	10.00	0001
3	123456789	KYLIE	KYLE	10.00	10.00	0001
4	TOTALS			20.00	20.00	

[Back](#)

Cancel

Save And Continue

Save Template

626661 - MINNESOTA DEFERRED COMPENSATION

Create a new template

File upload option - Mapped

For your Template Name, use something that identifies it as your group's, we recommend using the 4 digit Division/Location ID

1 New Template Name
TEST 1

2 From top to bottom, how many rows would you like to remove.

3 From bottom to top, how many rows would you like to remove.

Headers
1

Trailers
1

Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

Headers/Trailers settings will ignore irrelevant lines at the top/bottom of your file

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	F
	Social Security Number	Not Applicable	Not Applicable	EE PRE TAX	ER MATCH	Divison/Location
1	SSN	LAST NAME	FIRST NAME	PRE TAX	MATCH	DIVISION/LOCATION
2	654321000	DOE	JOHN	10.00	10.00	0001
3	123456789	KYLIE	KYLE	10.00	10.00	0001
4	TOTALS			20.00	20.00	

[Back](#)

Cancel

Save And Continue

Save Template

Batch Name

TEST

Payroll Date

01/01/2025



By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution is coming from. This division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use Participant Update.

Search by: Select

Search



Name	SSN	Division/Location	ER MATCH	EE PRE TAX
BISCUIT, C A	987654321		0.00	0.00
CRISPO, SAM	020001233		0.00	0.00
CRISPO, SAM	020221234		0.00	0.00
CRISPO, SAM	020111234		0.00	0.00
DOE, JOHN D	654321000	0001	10.00	10.00
KYLIE, KYLE	123456789	0001	10.00	10.00
PARTICIPANT, TEST	234567891		0.00	0.00
SMITH, SAM D	020011122		0.00	0.00
SMITH, SAM D	020022211		0.00	0.00
ST. MARTIN, SCOTT G	023500555		0.00	0.00
TEST, PARTICIPANT001	235070001			
Total			20.00	20.00

PayCloud will plug in your numbers based on what is in your file, this is the same screen as the manual entry option

Process from this point forward is identical to the manual entry option

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

Add Participants from Alternate Location

Add Additional Participants

Back

Cancel

Save And Continue

626661 - MINNESOTA DEFERRED COMPENSATION

You can select an existing template or create a new one by selecting from the options below. If you use an existing template, please verify that any new columns added to your file have also been added to the selected template to ensure detail will import correctly.

Please be advised that Division/Location column is required.

Existing Template

Select ▲

- Select
- TEST 1

Go

Create New Template

After your first upload, Voya PayCloud will save the template you created, ideally you would only need to create a template once

Notes

- Mandatory Roth Catch-Up Provision – All employees who earn more than \$145,000.00 must select Roth for any Catch-Up contributions
- This setting can be updated in the Participant Update tiles
- Recorded demonstration of this demonstration will be provided
- Guides will be available

Questions?



Thanks for joining!

