

Quick Payroll User Guide

The method to remit payroll contribution files for the Minnesota Deferred Compensation 457(b) Plan (MNDCP) and/or the Health Care Savings Plan (HCSP) is an automated and paperless web-based application accessed via Voya's Sponsor Web portal using a secure ID and password.

Manually remit a contribution file or upload a file (excel, csv...). You decide which solution works best.

Log On to Voya Sponsor Web

- Visit <u>www.employers.mnretire.gov</u>
- Select Payroll Login in the red box in the upper right-hand corner
- Sign in with the Username and password you created

Submit Employee Plan contributions

Select Payroll Processing under the Manage Plan tab

State of Minnesota Retireme	ent System					
	Home	Rep	orts	<mark>Manage Pla</mark> n	•	
			Payro	II Processing		
My Plans		Plan S	Reque	est Management		ants
		_	Data T	Fransfer		
Manage Plan				Workspace [2		nnouncements
				,pass 🗖		

If you have access to multiple plans, you will need to choose which plan you want to enter Click on the **Plan Name** or **Plan Number**

Search by:	Plan Numbe	er 🔹	Search	Q
Plan Num	ber 🔻		Plan Name	•
626	6661	Minneso	ta Deferred Compensation	
626	662	Unclassi	fied Employees	
626	663	Hennepi	Hennepin County Supplemental	
626	664	Health C	Health Care Savings Plan	

PayCloud Functions

Voya PayCloud Help Exit Voya PayCloud Home 626661 - MINNESOTA DEFERRED COMPENSATION Change Plan Select an operation from the tiles shown below n \$ Participant Update **Batch Participant Update** Contributions View/Update participant Update multiple participants Process contributions to accounts information Pending/Submitted Batches **Bank Information** Transaction History Review batch information Add or update assigned bank View all the files submitted Reports Review generated reports

Participant Update – Update employee information such as name, address, termination information, etc.

Batch Participant Update – Update employee information such as name, address, termination information, etc. for multiple employees at the same time

Contributions – Process contribution submission into employee accounts

Pending/Submitted Batches – See saved, but not yet submitted contributions and scheduled contributions, pull confirmation records for previously submitted contributions

Bank Information - Confirm or update bank information on file with Voya

Transaction History - View all you contribution files submitted

Reports - Review and/or generate reports

Remit Payroll Contributions

Click the Contributions tile



- 1. Enter your **Batch Name** and **Payroll Date** Select participants to display
- 2. **Upload a file or process contributions manually** You will be able to copy data from previous pay periods once you have made your first contributions



Upload A File

Browse for your file (excel xls, xlsx, csv-comma delimited) Click **Continue** at the bottom of the page

Would you like to upload a file containing p	participant data?
Upload a file I have a file with participant(s) data that I won	uld like to import.
Process contributions manually I will manually enter the participant data.	
Select a file	
	Browse
View Sample File for formatting instruc	ctions
Back	Continue

For your first upload, you will need to Create a new template

•

Once you have successfully uploaded a file, you can select an existing template in the future

Create a	a new te	emplate											
1	Ne	ew Template Name											
2	From you l	n top to bottom, how ike to remove.	v many ro	ws would	3	From bottom to top you like to remove	o, how many	rows would					
	Head	ers			Т	railers							
	No H	leaders		-	3	No Trailers		-	0				
4	Now s	select each column t an appropriate he	title: ading fror	n the dropdown lis	st for eac	h column. To bypas	s a column,	select Not Appli	cable.				
		А		В		с		D		E		F	
		Column 1	-	Column 2	-	Column 3	-	Column 4	-	Column 5	•	Column 6	
	1	SSN		LAST NAME		FIRST NAME		EMPLOYEE		EMPLOYER		DIVISION/LOCATIO	N
	2	235071918		JONES		BOB		10.00		10.00		0002	

Name your template something unique, we recommend using your 4-digit Division/Location ID

Select how many **Headers** and **Trailers** your file contains (this sample file will contain 1 Header and No Trailers

Use the drop-down menus (where you see A, B, C, etc.) to tell the system what each column represents

Any data other than SSN, Contribution Sources, and Division/Location should be marked Not Applicable

TE	EST 1								
From you l	n top to bottom, how many ro like to remove.	ows would	3	From bottom to top, I you like to remove.	now many rows would				
Head	ders			Trailers					
1		~ (0	No Trailers		- 0			
Soler	rt an annronriate heading fro	m the drondown list	for each	a column. To bypass a co	Jump select Not Applice	ble			
Selec	ct an appropriate heading fro A	m the dropdown list f	for eact	n column. To bypass a co C	blumn, select Not Applica	ble.	E		F
Selec	ct an appropriate heading fro A Social Security Number 💌	m the dropdown list f B Not Applicable	for each	n column. To bypass a co C Not Applicable	Dumn, select Not Applica	ble.	E ER UNCLASS	•	F Divison/Location
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Click Save and Continue

Check your totals on the Pending Batches page by scrolling to the right just above the Run Batch button at the bottom of the page

If your totals do not look correct, you may Edit your amounts or Delete the batch and start over

If your totals do look correct, select the batch by clicking the radio button just to the left of the Batch Name and click **Run Batch** at the bottom of the page

Choose either Submit Now or Schedule Date

Click Finish

Your confirmation page will appear, print or save this for your records

Contributions submitted before 3:00 PM Central Time will process effective at the close of the NYSE and can be seen in employee accounts the following business day

Voya will automatically debit the bank account on file

Process Contributions Manually

Step 1 - Select your Batch Name and Payroll Date

Step 2 Click radio button for Process Contributions Manually

Select which **Division/Location** you are remitting for (only appears if you have access to multiple) You can copy data from a previous pay period once you have submitted your first contribution file

Select which Contribution Sources (pre-tax, Roth after-tax, employer match) you intend to use

Voya PayCloud Home > Contributions			
626661 - MINNESOTA DEFERRED O	COMF	PENSATION	
To process contributions to accounts:			
Please give this batch a name and enter a Payroll D	ate.		
Payroll date is used to clarify Current vs. Prior Year contribu	itions as it	applies to the IRS Limits.	
Batch Name		Payroll Date	
P0001	0	06/20/2025	
Display Active Participants Only			
Display All			
2 Would you like to upload a file containing participant of	data?		
Upload a file I have a file with participant(s) data that I would like to im	port.		
Process contributions manually I will manually enter the participant data.			
Select All Divisions/Locations			
You may select one or more Division/Locations from the	nis drop o	down list. Click on the	
help link for instructions.			
Select Division/Location		•	
Select Division/Location is required)	
Copy Payroll Data From			
Select		•	
The following sources are available to be included in y from an existing batch, the default sources will be pop copied. If you need to add or delete sources from the sources as applicable.	your batc pulated ba batch, ch	ch. Should you copy ased on the batch neck or uncheck the	
Available Sources to Include in Batch			
ROTH			
< Back		Continue	

Click **Continue** at the bottom of the page

Enter/Update the contribution amounts for each employee Only active employees will display, unless you chose *Display All* on the previous page

Voya PayCloud Home > Contributions > Payroll

K Back

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Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name	Payroll Date	
P0001	07/07/2025	

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	Q	٤		
Name 🔷	SSN 🔷	Divison/ v Location	ER MATCH 🔫	ee pre tax 🔷	ROTH 🔷			
DOE, JOHN D	654321000	0001	0.00	0.00	0.00	^		
KYLIE, KYLE	123456789	0001	0.00	0.00	0.00			
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	0001	0.00	0.00	0.00	~		
Total			0.00	0.00	0.00			
By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.								
Add Participants from Al	ternate Location	Add Additio	nal Participants					

If you need to **add an employee** that is not permanently assigned to your Division/Location, you can pull them into your list of employees by clicking **Add Participants from Alternate Location**

Save And Continue

Cancel

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Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name	Payroll Date	
P0001	06/20/2025	

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		Q
Name 🔷	SSN 🔷	Divison/	ER MATCH 🔷	EE PRE TAX 🔷	ROTH 🔷	
DOE, JOHN D	654321000	0001	0.10	0.00	0.00	^
KYLIE, KYLE	123456789	0001	0.00	0.00	0.00	
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	0001	0.00	0.00	0.00	~
Total			0.10	0.00	0.00	

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

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Cancel Save And Continue

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Click here for supported browsers

When you click **Add Participants from an Alternate Location**, it will take you to the following screen Enter additional employees here

Voya PayCloud Home > Pending/Submitted Batches > Payroll > Add Participant to Batch

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Only participants within your authorized division/location will display in the batch. If you need to submit contributions for a participant that has transferred to another unauthorized division/location, transferred to your authorized division/location, or is actively employed in multiple divisions/locations, you may add them here by using the search feature below.

If you had previously added a participant to your batch, they will be displayed below and you may delete them at any time.

To add a participant, locate them via the search tool below and click 'Add'.

•			
SSN	Search		
	SSN	SSN Search	SSN Search

Click Save and Continue once you have entered/updated all your employee contribution amounts

Check your totals on the Pending Batches page by scrolling to the right just above the Run Batch button at the bottom of the page.

If your totals do not look correct, you may **Edit** your amounts or **Delete** the batch and start over

If your totals are correct, select the batch by clicking the radio button just to the left of the Batch Name and click **Run Batch** at the bottom of the page

Voya PayCloud Home > Pe	nding/Submitted Bat	ches					
626661 - MINN	NESOTA DE	FERRED C	OMPENSATIO	N			
Please select Batch Type	e						
Batch Type							
To submit your batch for	processing: (1) Selec	t the circle to the	left of the batch name an	d (2) click the Run Batch I	Button at the bottom of	the screen.	
	p. e e e e e e e e e e e e e e e e e e e						
				Search by: Se	elect -	Search	Q
Batch Name 🔷	Batch Type 🔷	Payroll Date 🔷	Status 🔷	Scheduled Date 🔷	Division/ Location 🔷	ER MAT	
P0001	Contributions	2025-06-20-3	🖹 Ready to Post		0001 Minnesota State	of 0.10	Edit Print Delete
		<		_		>	
	< Back		Run Ba	atch			

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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 P0001	Plan Nu 62666	Plan Number 626661		Plan Name Minnesota Deferred Compensation
Payroll Date 06/20/2025	Payroll S 3	Payroll Sequence Number 3		User ID CarolSteward
Total Contribution 0.10	Total Lo 0.00	Total Loan Repayments 0.00		Total Funding Required for ACH/EFT 0.10
Plan Will Initiate Funding				
Division/Location de	tails			
Division/Location Code/Name ACH Bank Info	•	Batch Total by 🔷		
0001 Minnesota State of		\$0.10	_	
Total		\$0.10		
NOTE - Batches submitted successfully on week 4:00pm ET) on any business day, will not be pro The current bank details are subject to changes submitted for posting.	kends and m ocessed until s, If the bank	narket holidays, or afi I the following busine account details are r	er 4:00pm ET (o ss day. nodified before	r earlier, should the market close for trading prior to 4.00 PM ET will impact the any pending files
To avoid duplicate transactions please do not cl submissions.	lick Finish mo	ore than one time. Yo	u may use the F	ending/Submitted Batches option to review your
< Back		Finish		

Once you click finish, a pop up will display regarding Batch Funding. Click **OK**.

Batch Funding					
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.					
Do you want to continue ?					
Cancel					

Voya PayCloud Home > Batch Submission Confirmation

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Contributions Batch submit	tted successfully.	🖶 Print		
Date/Time 06-23-2025 01:11:12				
Batch Name POOO1	Plan Number	Plan Name Minnesota Deferred Compensation		
10001	020001	Minnesota Belefred compensation		
Payroll Date	Payroll Sequence Num	ber User ID		
06-20-2025	3	CarolSteward		
Total Contribution	Total Loan Repayments	Total Funding Required for ACH/EFT		
0.10	0.00	0.10		
Method Of Remitting Fund				
Plan will initiate Funding				
Division/Lo	ocation Details			
Division/Location Code/Name	Batch Total by Division/Location			
0001 Minnesota State of	\$0.10			
TOTAL	\$0.10			
NOTE- Batch processing information	ı			
Funding will be remitted via your ag	reed upon method other than ACH del	pit. The file will be posted based on the normal processing standards. Pleas		
note if you submit multiple payroll fil	es with different funding methods on t	he same business day, there may be a delay in the processing of the ACH		
funded files. Please contact your Pla	an 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.



Contributions submitted before 3:00 PM Central Time will process effective at the close of the NYSE and can be seen in employee accounts the following business day

Voya will automatically debit the bank account on file

Once you click **Done**, you will be redirected back to the main navigation page

Voya PayCloud Home

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Select an operation from the tiles shown below



Support Team Contact Information

MSRS Payroll Support Phone: 651.284.7729 Email: payroll.support@msrs.us