

Add an Employee Termination Date in Sponsor Web

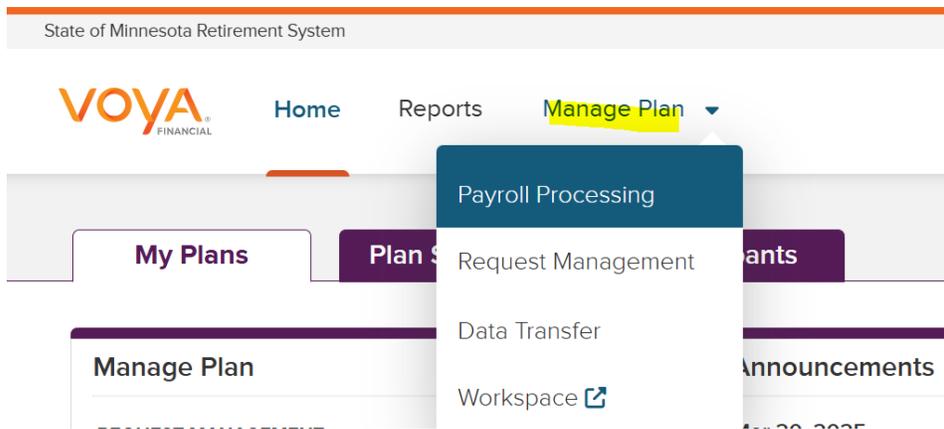
Employers should update an employee's employment status upon termination. Distributions from the MNDCP & reimbursements from the HCSP are dependent on this information. A lack of termination date information will delay an employee's access to their account assets

Log On to Voya SponsorWeb

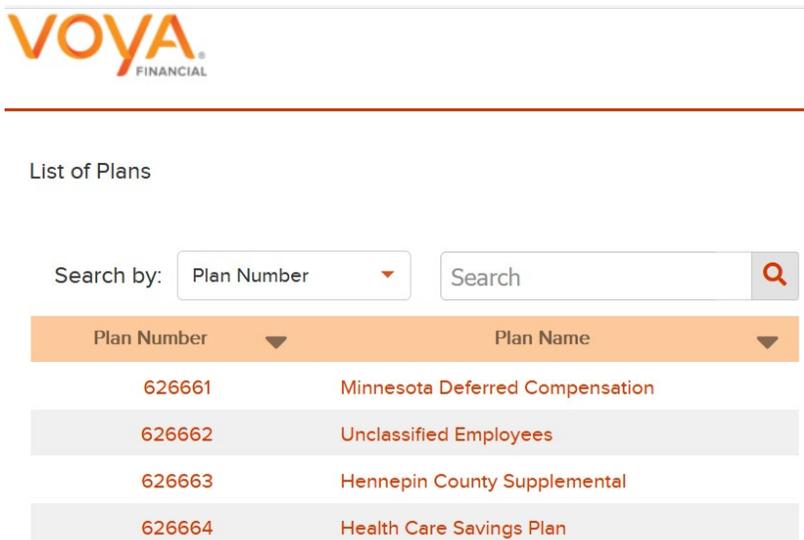
- Visit www.employers.mnretire.gov
- Select Payroll Login in the red box in the upper right-hand corner
- Sign in with the Username and password you created

Add a termination date for an employee

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



Select the appropriate plan



Click the **Participant Update** tile

You may also use the **Batch Participant Update** tile to update records for multiple employees.

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Voya PayCloud Home

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Select an operation from the tiles shown below

 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
 Reports Review generated reports		

Search for an employee by **last name or SSN**

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[Voya PayCloud Home](#) > Participant Update Search Participant

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Enter search criteria below

Search By Last Name

Select **employee name**

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[Voya PayCloud Home](#) > Participant Update Search Participant

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Select a participant

Search by:

Social Security Number	Participant Name
123-45-6789	Kylie, Kyle

Enter Termination Date & Termination Reason
Click Continue



Voya PayCloud Home > Participant Update Search Participant > Participant Update Participant Information

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Update participant information

Social Security Number (NNNNNNNNN)

123456789

Last Name

KYLIE

First Name

KYLE

MI

Address Line 1

1414 Kokomo Lane

Address Line 2 (Optional)

City

St Paul

State

MN

Country

United States of America

Zip Code

55101

Date of Birth

05/04/1988

Date of Hire

06/01/2022

Termination Date

06/13/2025

Termination Reason

Retirement

Status

00-Active And Eligible

< Back

Cancel

Continue

Review summary page
Either edit or submit (if correct)



Voya PayCloud Home > Participant Update Search Participant > Participant Update Participant Information > Verify Information

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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 KYLE KYLIE	Participant Address 1414 Kokomo Lane St Paul, MN 55101 USA	Social Security Number 123456789
Date of Birth 05/04/1988	Date of Hire 06/01/2022	Status 30-Term & Awaiting Payment
Termination Date 06/13/2025	Termination Reason Retirement	

[← Back](#)

Cancel

Edit

Submit

Confirmation page



Voya PayCloud Home > Participant Update Confirmation

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Participant successfully updated.

Print

This participant update was submitted on 06/18/2025 at 15:45:53.

Participant Name KYLE KYLIE	Participant Address 1414 Kokomo Lane St Paul, MN 55101 USA	Social Security Number 123456789
Date of Birth 05/04/1988	Date of Hire 06/01/2022	Status 30-Term & Awaiting Payment
Termination Date 06/13/2025	Termination Reason Retirement	

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Support Team Contact Information

MSRS Payroll Support

Phone: 651.284.7729

Email: payroll.support@msrs.us