

# Department of Human Services

## Retirement Deduction Eligibility

Updated June 2019

ELIGIBLE CATEGORIES	RETIRE CODE	NOTES
CORRECTIONAL RETIREMENT PLAN COVERED APPOINTMENTS (Eligible Correctional Plan Staff)(MS 352.91)	AB	MSRS will request additional certification for positions in MS 352.91 Subdivisions 2 – 3g; MS 352.91 Subdivision 1 is exempt from additional certification
<b>FOR ALL OTHER NON-CORRECTIONAL RETIREMENT PLAN COVERED POSITIONS</b>		See the detail below
UNLIMITED CLASSIFIED * (Full-time, Part-time and Intermittent)	AA	
SEASONAL/PROBATIONARY/PROVISIONAL CLASSIFIED * (Full-time, Part-time and Intermittent)	AA	
LIMITED UNCLASSIFIED * (MS 43A.08 Subdivision 2a)	AA	Initial appointment for more than 6 months or upon extension if the total of initial appointment and extension is more than 6 months.
INTERN* (appointed for more than 6 months)	AA	Initial appointment for more than 6 months or upon extension if the total of initial appointment and extension is more than 6 months.
NON-CITIZEN with work permit valid for 3 years or more – appointed for 3 years or more (also see ineligible non-citizens below)	AA	If and when extended beyond 3 years total, eligible from date of extension. See all * above under Eligible Categories
STATUTORY UNCLASSIFIED (43A.08 Subdivision 1 and Subdivision 1a) or other specific statute – appointed for more than 6 months; These positions are generally employed at the discretion of the Governor and/or Agency Head (e.g., Commissioner, Deputy/Assistant Commissioner, Division Director)	AR	AR = appointment with start date after 07-01-2010; unless continuous employment at same agency (**see below)
TRAINEE (also see Trainee in "Ineligible Category" below)	AA	Eligible if in a full-time training program performing duties of classified position for which they will be eligible to receive an immediate appointment upon completion of their training period. Also, any trainee on leave from another Plan eligible position.

INELIGIBLE CATEGORIES	RETIRE CODE	NOTES
TEMPORARY (CLASSIFIED)	AN	
EMERGENCY	AN	
STUDENT WORKER	AN	
ALL UNCLASSIFIED - appointed for less than 6 months	AN	
AMERICORPS WORKER	AN	
INTERN – appointed for less than 6 months	AN	
TRAINEE (see Trainee in "eligible category" above)	AN	Not eligible if only currently in classroom training.
NON-CITIZEN with work permit valid for less than 3 years	AN	
WOC or on leave of absence from permanent position		Remain in retirement plan of permanent appointment for up to one year; if longer than one year, correct retirement code for which the appointment would normally be covered.
INDIVIDUALS COLLECTING ANNUITY FROM MSRS, even if job would otherwise be eligible for retirement deductions	AN	Confirm with employee whether or not retired and collecting an MSRS annuity benefit.
POST RETIREMENT OPTION (PRO)	PR	
<b>** Use AQ instead of AR when original appt. started prior to 07-01-2010 and has continuous employment at the same agency.</b>		
<b>SEMA4 Position and Employee Records should be reviewed upon initial appointment, when extended and when there is any movement to another position.</b>		
<b>Retirement Codes:</b> <b>AA = MSRS General Employee Retirement Plan</b> <b>AH = MSRS State Patrol Employee Retirement Plan</b> <b>AR = MSRS Unclassified Employee Retirement Plan who were hired post 07-01-2010</b> <b>AQ = MSRS Unclassified Employee Retirement Plan who were hired prior to 07-01-2010 and can make an election after 10 years</b> <b>AN = Not Eligible</b>		