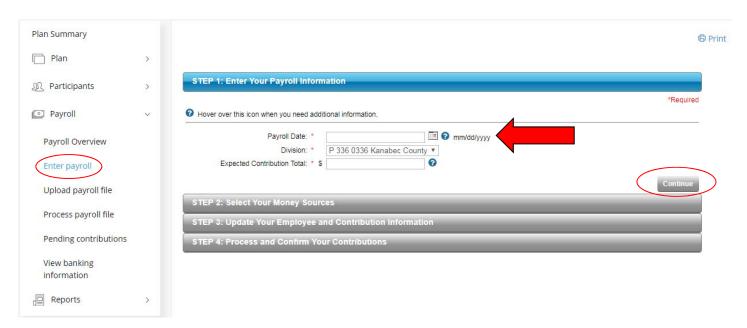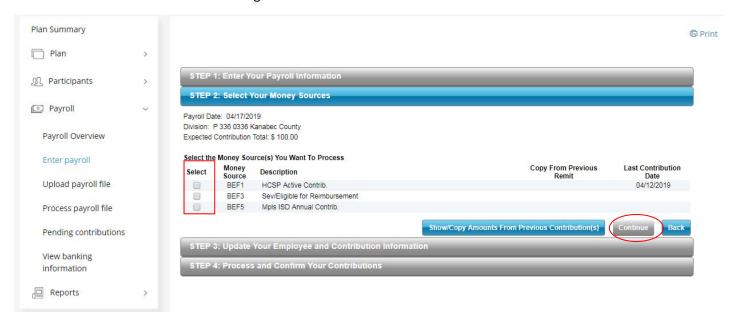# HOW TO ADD NEW HCSP EMPLOYEES IN PSC

## Option 1:  If less than 1,000 HCSP participants

1.  Select **Enter Payroll** from the "Payroll" drop down menu
2.  Enter Payroll Date, your Division, and Expected Contribution amount.
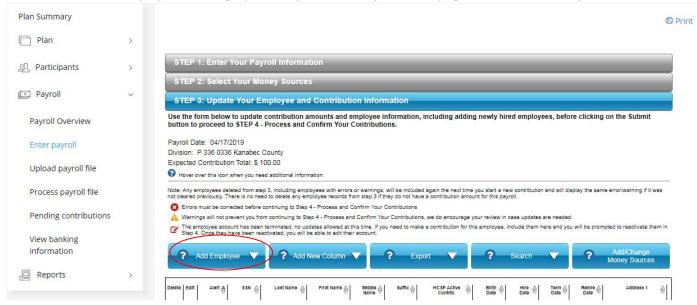3.  Select **Continue**.  It will now show up as light blue when all field have been entered.



4.  Select any source
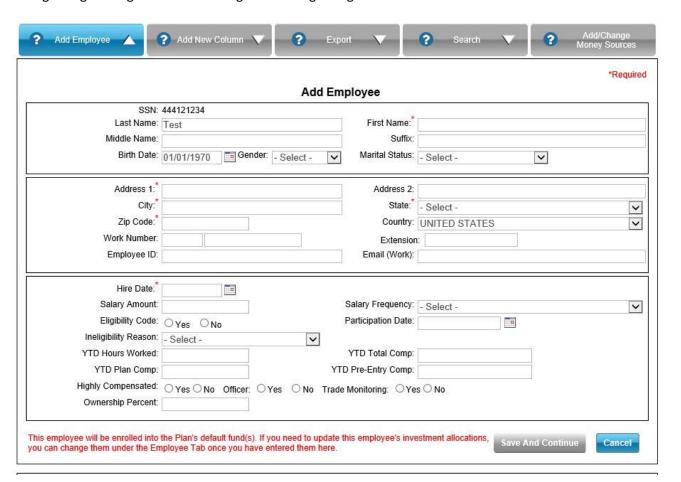5.  Select **Continue.** It will now be light blue

6. Select **Add Employee**
   If the "*Add Employee"* tab is greyed out, proceed to Option 2 on page 4 and back out of your selections.
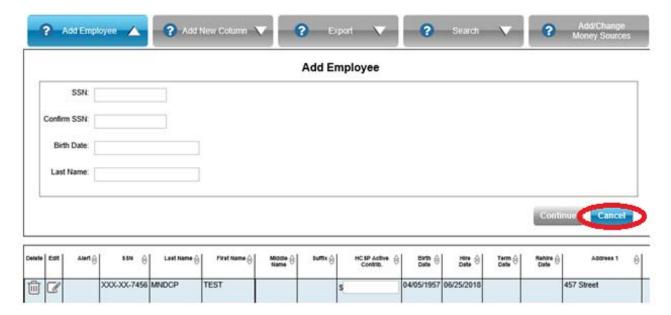


7. Enter information with * next to fields. Once all information is entered *Save* and *Continue* will appear in blue. Employees will automatically be invested in the HCSP default option, the Money Market Fund. They will receive a HCSP Welcome packet shortly after enrollment with details regarding making investment changes and designating account beneficiaries.
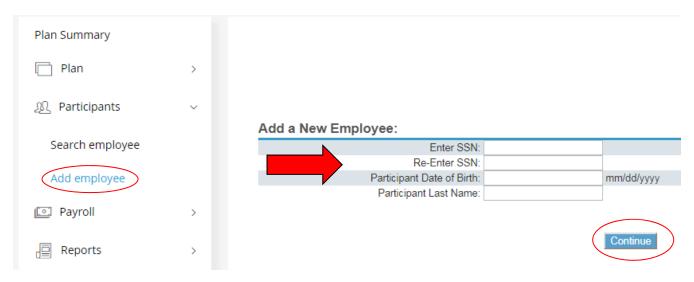
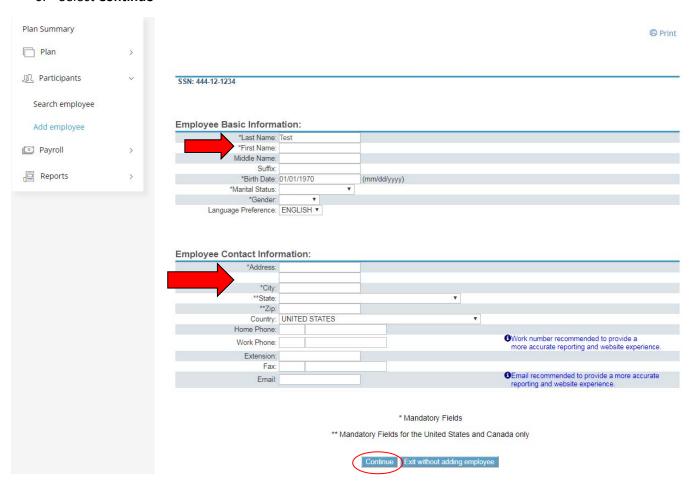8. When you finish adding your employees, Select **Cancel** to move forward with the remittance process.

## Option 2: If more than 1,000 HCSP participants
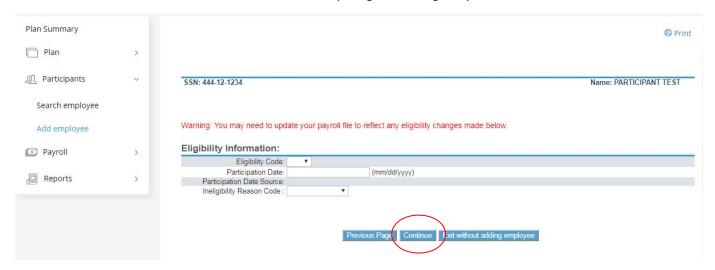
1. Make sure you are under the HCSP
2. Select **Add employee** from the "Participants" drop down menu
3. Enter information for all fields
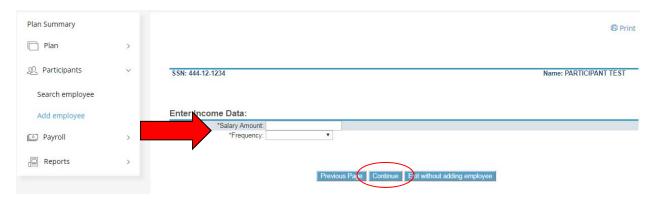4. Select **Continue**



5. Enter information with * next to fields for the next several screens
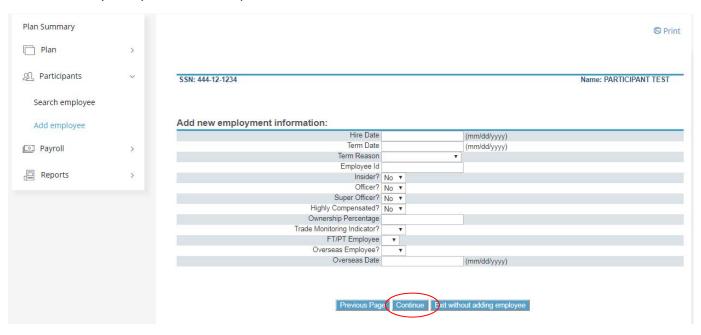6. Select **Continue**

7.  Select **Continue.**  You do not need to enter anything on the Eligibility Information screen.
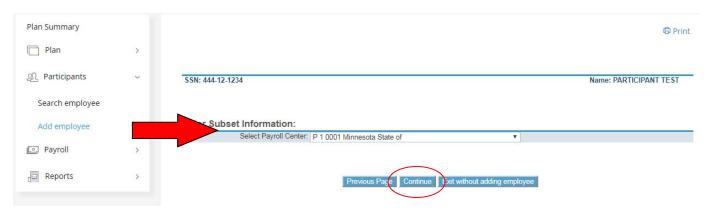


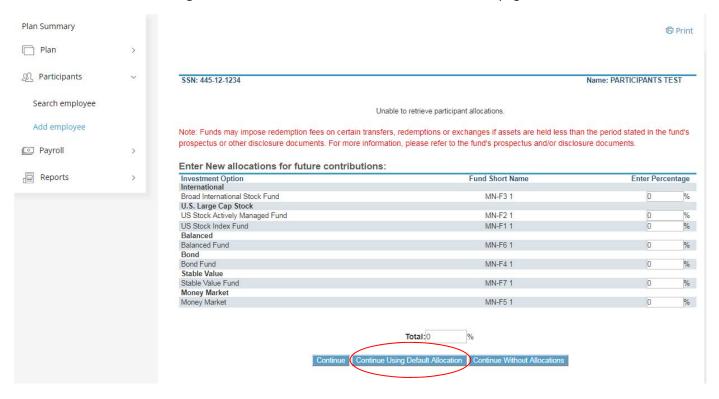8.  Enter information with *  You may enter $0.00 if you do not know
9.  Select **Continue**



10. The only field you need to complete on this screen is the hire and termination dates. Select **Continue**.
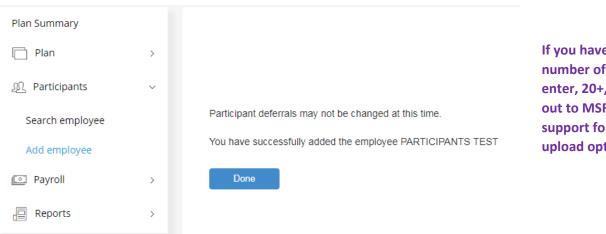
11. Select your Payroll Center, it will not be State of Minnesota
12. Select **Continue**



13. Select **Continue Using Default Allocation** at the bottom of the Allocation page



**You have now successfully set up your employee if you reach this page. ☺**



**If you have a large number of employees to enter, 20+, please reach out to MSRS Payroll support for a possible upload option**