![MSRS logo — Minnesota State Retirement System, Your Foundation for Retirement]

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 Empower Retirement's Plan Service Center (PSC) website 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 Plan Service Center (PSC)

- Visit www.msrs.state.mn.us/web/employers

- Select **Payroll Login** in the red box in the upper right hand corner

- Sign in with the Username and password you created

- For first time users, you will be required to confirm your identity by requesting a verification code sent to your email address on file.
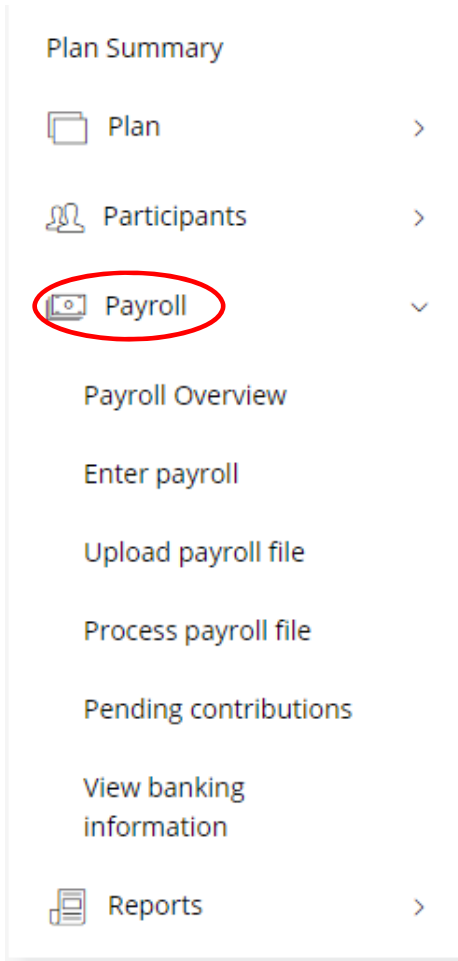
Using PSC to Remit Plan Payroll File

- Click the "Search Plan or Participants" search bar
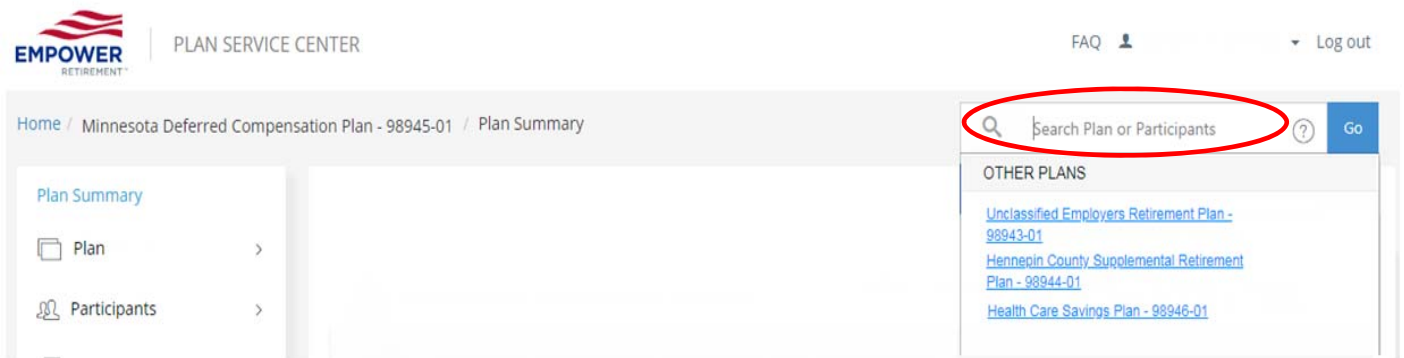
- If you have access to multiple MSRS plans, they will appear in a drop-down menu
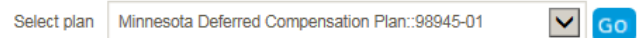
- Select **Payroll** from left navigation menu

Plan Summary

	Plan	>
	Participants	>
	Payroll	∨
	Payroll Overview	
	Enter payroll	
	Upload payroll file	
	Process payroll file	
	Pending contributions	
	View banking information	
	Reports	>

Payroll Sections:

Payroll Overview – General instructions on how to process payroll

Enter payroll – Manually remit payroll contributions

Upload payroll file – Browse for your payroll file and upload to website

Process payroll file – Process payroll file that was loaded in Upload Payroll File step

Pending contributions – View pending contribution files

View Banking Information – To view current banking information on file

Manually Remit Payroll Contributions

Plan Summary

- Plan >
- Participants >
- Payroll ∨
  - Payroll Overview
  - Enter payroll
  - Upload payroll file
  - Process payroll file
  - Pending contributions
  - View banking information
- Reports >
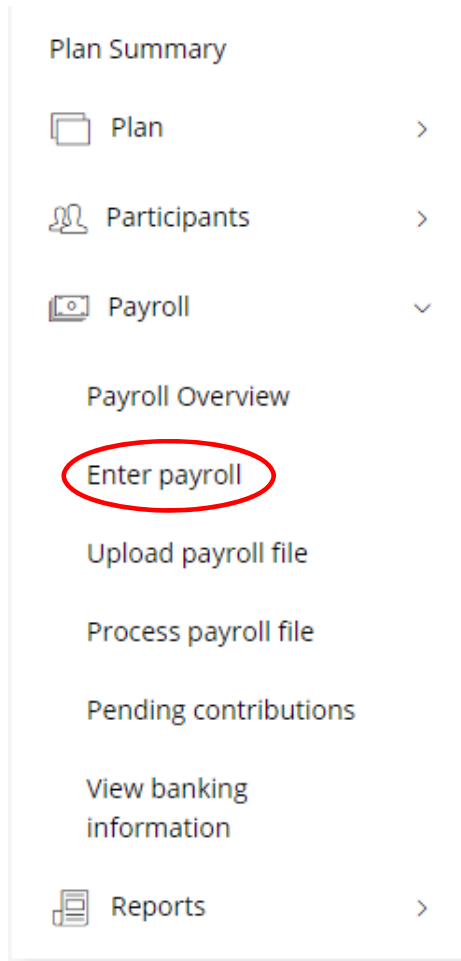
Step 1 – Select **Enter Payroll** from the "Payroll" drop down menu

Step 2 – Enter payroll date and expected contribution total, then **Continue**

Step 3 – Select the money sources

Can show/copy amounts from previous payroll files

- **For MNDCP employers** that pay a match, enter the combined employer and employee amount as one amount for each employee.

- **The HCSP has Active & Severance/Eligible for Reimbursement contribution sources.**
  Sev/Eligible for Reimbursement should only be used for contributions to employees longer employed.

Step 4 – Update your employee contribution information. All employees will display, including those whose employment has terminated within the current calendar year.

- Contribution amounts by money source can be input or changed here.

- All data fields required to support your plan features will display. It is important that you complete all missing data fields. This information enables Empower to provide services to your plan.

- You may "Add Employee" for the HCSP ONLY.
  You **may not** "Add Employee" to the MNDCP.
  Employees must complete an MNDCP enrollment form.

- If the system requires additional information before the contribution can be processed or if information is missing from the employees account, an alert will appear next to the participant name.

   appears for errors. The information must be entered to continue processing.

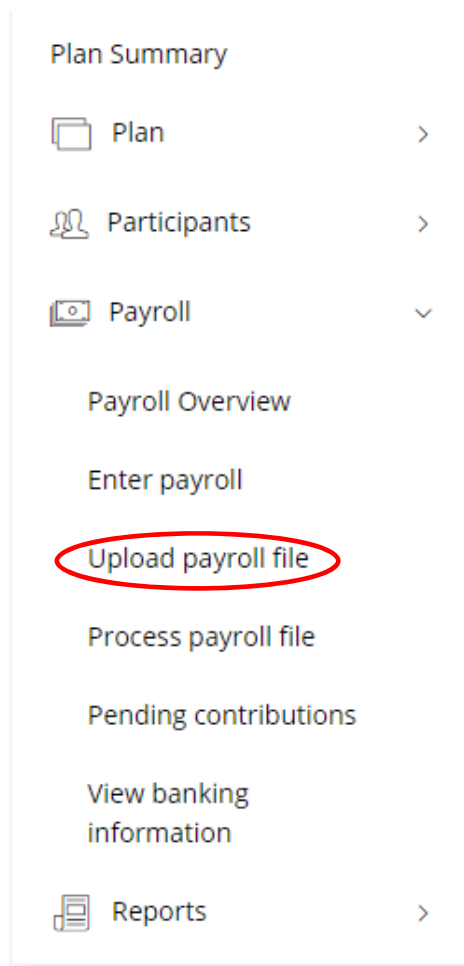   indicates a warning but will not prevent the contribution from being processed.

   indicates the employee account has been terminated due to full withdrawal. You may reactivate the account through the "edit employee" screen.

Step 5 – Process and confirm your contribution file

Step 6 – A final confirmation screen will appear. Print for your records

- **Your contribution file will post the following business day.**
- An automatic ACH Debit will be processed against the employer's bank account that is on file for the exact amount of the contribution that was submitted

Upload Your Own File – you must contact Empower prior to your first remittance

Plan Summary

- 🗔 Plan   ›
- 👥 Participants   ›
- 💵 Payroll   ⌄
  - Payroll Overview
  - Enter payroll
  - (Upload payroll file)
  - Process payroll file
  - Pending contributions
  - View banking information
- 🗐 Reports   ›

Step 1 – Select **Upload Payroll File** from the "Payroll" drop down menu

Step 2 – File Name will display listing of files you are authorized to upload on PSC

Step 3 – Select **Browse** to upload file from your system or desk top

Step 4 – Select **Upload File to PSC**

Step 5 – File name will display with upload date and time. Select *Continue*

Step 6 – Once file is successfully uploaded, select **Process Payroll File** from the "Payroll" drop down menu

Step 7 – Enter Payroll Date and Expected Contribution Total Select *Continue*

Step 8 – Under "Select Remit Method", Select **Load a Data File**

Step 9 – Under "Available files", choose correct file, Select *Continue*

Step 10 – PSC will display a message stating that the file is loading; once complete, PSC will display message that the loading remittance is complete, Select *Continue*

Step 11 – Review file information and clear any rejections, Select *Continue to Final Confirmation*

Step 12 – Review contribution totals and money source and agree to the confirmation message. Select *Complete Transaction*

Step 13 – Review. Confirmation page will display with green check marks and the page can be printed to keep for your records.
- **Your contribution file will post the following business day.**
- An automatic ACH Debit will be processed against the employer's bank account that is on file for the exact amount of the contribution that was submitted.

MNDCP Deferral Feedback Report

The weekly Deferral Feedback Report contains all contribution stops, starts, and changes that have been initiated by your employees. You will have access to only the report that includes your own employees. An e-mail will be sent to employer contacts whenever a weekly file is available.

- Select the "**Reports**" menu option
- Select **My Reports**
- Then find your deferral file (the latest will be listed first)

Support Team Contact Information

Assistance with your Login ID, resetting a password and contribution processing should be directed to:
Empower Retirement Plan Service Center Plan Technical Support Team at 1-800-695-4952 and ask for "Web Site Support".
Please have the following pieces of Information ready:
- Name
- Plan number 98945-01 for the MNDCP & Plan number 98946-01 for the HCSP
- Division – PXXXX (the number in front of your name in payroll drop down menu)
- PSC User ID or Friendly username
- 4- digit numeric pin
  - o **Existing users** will set up pin on first call
  - o **New Users** will establish one at account set up

All other inquiries regarding payroll and MSRS Plans should be directed to: MSRS Support Line at:
1-800-657-5757, extension 7729 or email payroll.support@msrs.us.