

# Welcome to Self Service Savings Plan

---

Welcome to this Self Service Savings Plans session which demonstrates how employees can start, change and stop a Deferred Compensation or Tax Sheltered Annuity payroll deduction.

Welcome to  
Self Service Savings Plans


Statewide Payroll Services

 MINNESOTA  
Management  
& Budget

Objectives

- Start a new deduction
- Change an existing deduction
- Stop a deduction

Statewide Payroll Services

 MINNESOTA  
Management  
& Budget

The session Objectives include:

- Starting a new savings plan deduction
- Changing an existing savings plan deduction
- Stopping a savings plan deduction

## Savings Plans

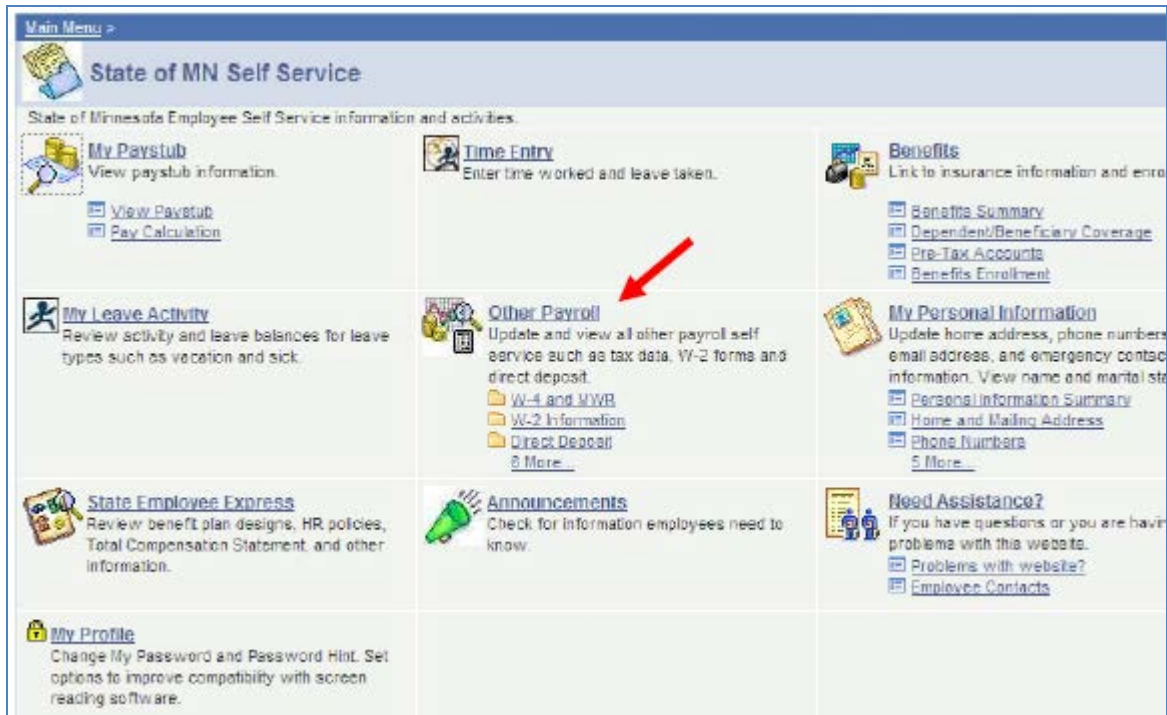
---

- 457 – Deferred Compensation
- 403(b) – Tax Sheltered Annuity

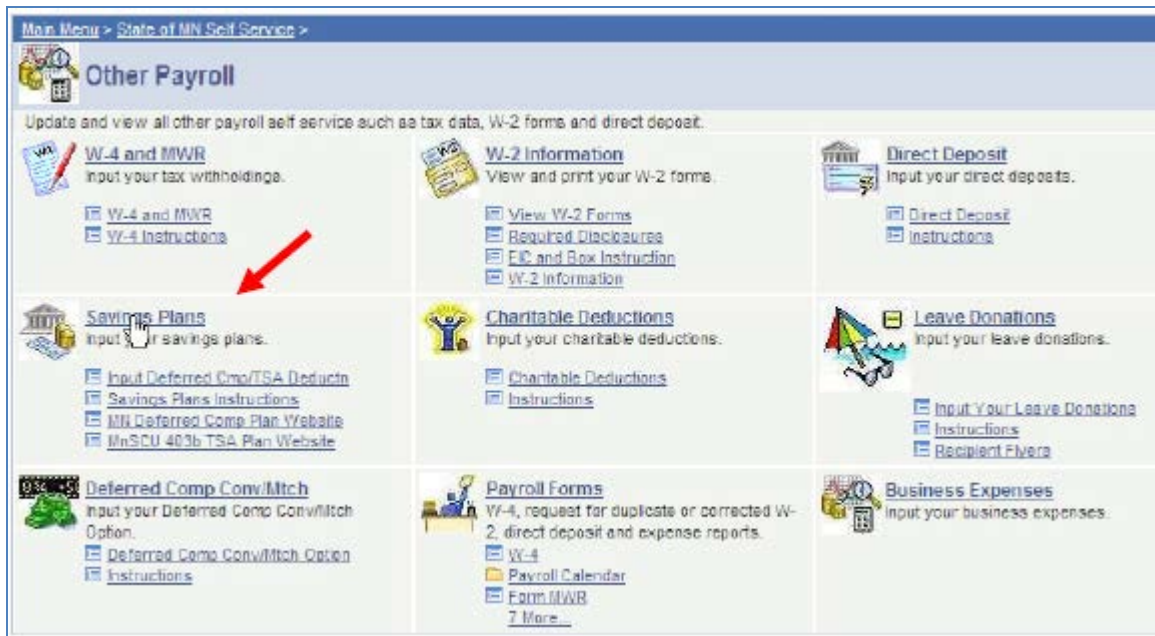
Statewide Payroll Services



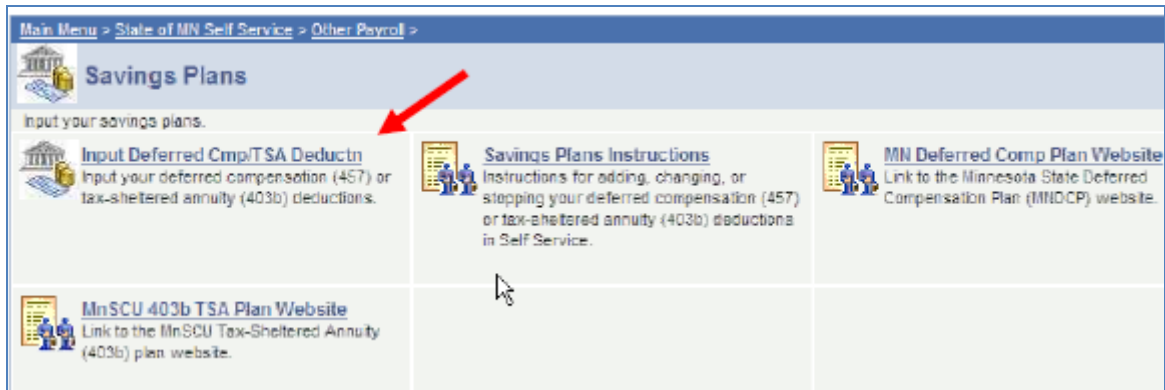
- The Savings Plans page will only allow you to select a plan for which you are eligible, such as 457 which is deferred compensation and 403b which is tax sheltered annuity.
- If you are eligible, you may have a 457 deduction and a 403b deduction.
- The Savings Plans page facilitates sending your savings plan deduction amount to the designated plan administrator. However, you are responsible for communicating with the plan administrator of each savings plan in which you participate to ensure the deduction amount is distributed among investment funds and accounts appropriately.



After signing into Self Service, the State of MN Self Service (Home) page displays. To access the Savings Plans page, select the Other Payroll [Other Payroll](#) link.



Then select the Savings Plans [Savings Plans](#) link.

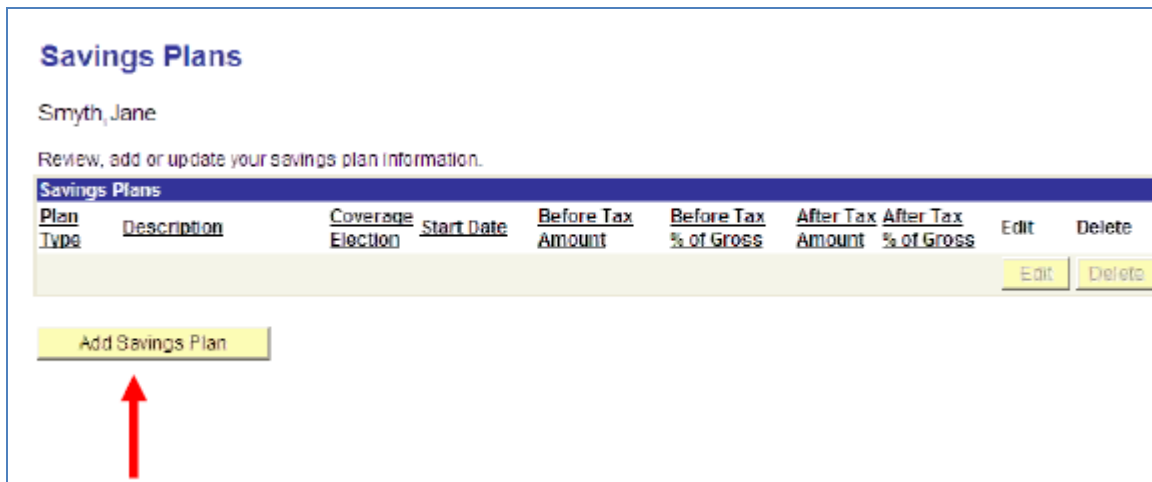


Click the Savings Plans Instructions [Savings Plans Instructions](#) link if you would like to review and/or print written instructions.

Click the MN Deferred Comp Plan Website [MN Deferred Comp Plan Website](#) link or the MnSCU 403b TSA Plan Website [MnSCU 403b TSA Plan Website](#) link (plan administrator links) to get more information on the savings plans that you are eligible for.

Access the Savings Plans page by clicking the Input Deferred Cmp/TSA Deductn [Input Deferred Cmp/TSA Deductn](#) link.

#### Example #1



In this example, the employee wants to add a savings plan deduction. Currently there is no savings plan information on the page.

To add a savings plan deduction, click the Add Savings Plan [Add Savings Plan](#) button.


### Savings Plans

Smyth, Jane

Plan Type: 457

Description: MSRS - Def Comp

\* Status:

Start Date:  

Before-Tax	
Amount	% of Gross
<input type="text"/>	<input type="text"/>

---

The Plan Type and Description fields automatically populate with Deferred Compensation data which indicates that this is the only plan that the employee is eligible for. It is important to remember that the Savings Plans page will only display the plan types for which you are eligible.

In the Status field, accept the default of Active to start a new record.

In the Start Date field, today's date is the default. Assign a date to each record entered. To have a savings plan record effective during a specific pay period, assign any date within that pay period as the Start Date. A savings plan record can be added with a future start date.

In this example, the employee wants the deduction to start as soon as possible, so accept the default of today's date.

**Savings Plans**

Smyth, Jane

Plan Type: 457

Description: MSRS - Def Comp

\*Status: Active

Start Date: 03/25/2009

Before-Tax	
Amount	% of Gross
50	

Save Cancel

In the Before-Tax box, information can only be entered in one of the fields; not both.

In this example, the employee wants the deduction to be \$50, so enter 50 in the Amount field. Please note that the amount entered must be at least \$10.00.

Click the **Save** button to save the record.

**Savings Plans**

---

**Save Confirmation**

✓ The Save was successful.

OK

On the Save Confirmation page, click the **OK** button.

**Savings Plans**

Smyth, Jane

Review, add or update your savings plan information.

Savings Plans									
<u>Plan Type</u>	<u>Description</u>	<u>Coverage Election</u>	<u>Start Date</u>	<u>Before Tax Amount</u>	<u>Before Tax % of Gross</u>	<u>After Tax Amount</u>	<u>After Tax % of Gross</u>	Edit	Delete
457	MSRS - Def Comp	Elect	03/25/2009	50.00				Edit	Delete

Add Savings Plan

The new savings plan record displays. The Savings Plans page will display current and future savings plan records, but not records that are no longer in effect.

It is important to understand that the savings plans page facilitates sending the savings plan deduction amount to the designated plan administrator. However, employees are responsible for communicating with the plan administrator of each savings plan in which they participate to ensure the deduction amount is distributed among investment funds and accounts appropriately.

### Example #2

**Savings Plans**


Smyth, John

Review, add or update your savings plan information.

Savings Plans									
<u>Plan Type</u>	<u>Description</u>	<u>Coverage Election</u>	<u>Start Date</u>	<u>Before Tax Amount</u>	<u>Before Tax % of Gross</u>	<u>After Tax Amount</u>	<u>After Tax % of Gross</u>	View	Delete
457	MSRS - Def Comp	Elect	11/26/2007	30.00				View	Delete

Add Savings Plan

In this example, the employee currently has savings plan information on the page and would like to increase the amount. This is another example where the employee is only eligible for one plan.

The only options on this page are View and Add Savings Plan. Therefore, to modify the information, click the Add Savings Plan  button to add a new record.

**Savings Plans**

Smyth, John

Plan Type: 457

Description: MSRS - Def Comp

\*Status:

Start Date:

Before-Tax	
Amount	% of Gross
<input type="text" value="30.00"/>	<input type="text"/>

In the Status field, accept the default of Active to add a new record.

In the Start Date field, today's date is the default. The employee wants the increased deduction amount to start as soon as possible, so accept the default of today's date.

**Savings Plans**

Smyth, John

Plan Type: 457

Description: MSRS - Def Comp

\*Status:

Start Date:

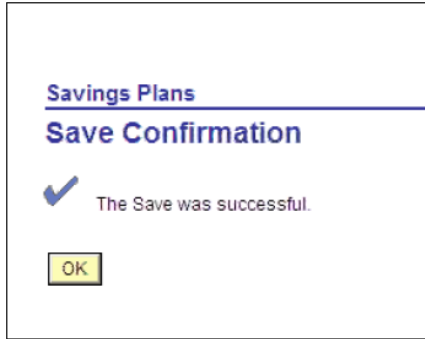
Before-Tax	
Amount	% of Gross
<input type="text" value="60.00"/>	<input type="text"/>

---

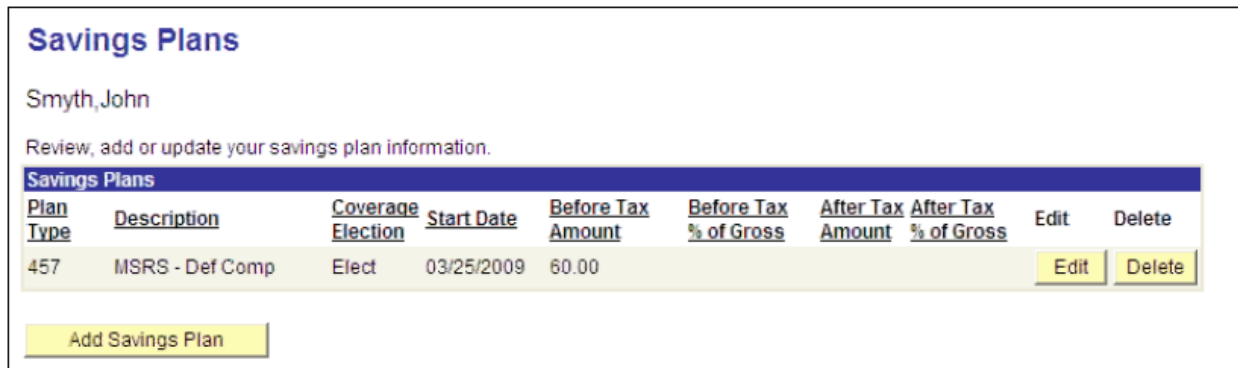
The employee wants to increase the deduction to \$60, so enter the new amount in the Before-Tax Amount field.

Click the  button to save the record.










On the Save Confirmation page, click the OK  button.



The change displays.

Notice that the buttons on the right-hand side of the screen have changed. The Edit  button replaced the View  button and the Delete  button is no longer grayed-out. Records may be edited or deleted when the Edit  and Delete  buttons are available. Generally, these buttons are available after a record has been added with a start date of today or in the future.

### Example #3

**Savings Plans**

Smyth,Darcy

Review, add or update your savings plan information.

Plan Type	Description	Coverage Election	Start Date	Before Tax Amount	Before Tax % of Gross	After Tax Amount	After Tax % of Gross	View	Delete
457	MSRS - Def Comp	Elect	12/20/2008	257.00				<input type="button" value="View"/>	<input type="button" value="Delete"/>

In this example, the employee currently has savings plan information on the page and would like to stop the deduction.

The only options on this page are View and Add Savings Plan. Therefore, to modify the deduction, click the Add Savings Plan  button to add a new record.

**Savings Plans**

Smyth,Darcy

Plan Type: 457

Description: MSRS - Def Comp

\*Status:

Start Date:

Before-Tax	
Amount	% of Gross
<input type="text" value="257.00"/>	<input type="text"/>

The Plan Type, Description and Before-Tax fields copy from the existing record.

**Savings Plans**

Smyth,Darcy

Plan Type: 457

Description: MSRS - Def Comp

\*Status:

Start Date:

Before-Tax	
Amount	% of Gross
<input type="text" value="257.00"/>	<input type="text"/>

The Status field defaults to Active. To stop the deduction, change the status to Inactive.

**Savings Plans**

Smyth,Darcy

Plan Type: 457

Description: MSRS - Def Comp

\*Status:

Start Date:

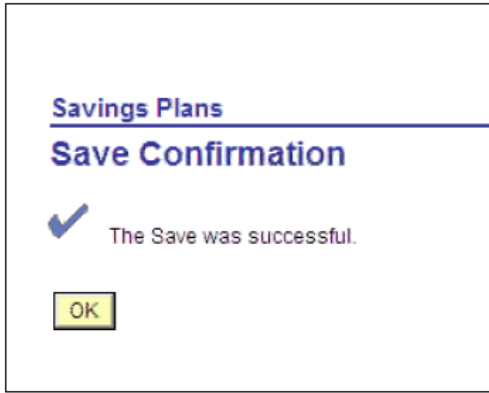
Before-Tax	
Amount	% of Gross
<input type="text" value="257.00"/>	<input type="text"/>

---

In the Start Date field, today's date is the default. The employee wants the deduction to stop one month from today, so change the date.

Since the record is being inactivated, there is no need to edit the Before-Tax field.

Click the  button to save the record.



On the Save Confirmation page, click the OK  button.

Smyth, Darcy

Review, add or update your savings plan information.

Plan Type	Description	Coverage Election	Start Date	Before Tax Amount	Before Tax % of Gross	After Tax Amount	After Tax % of Gross	View Edit	Delete
457	MSRS - Def Comp	Elect	12/20/2008	257.00				<a href="#">View</a>	<a href="#">Delete</a>
457	MSRS - Def Comp	Waive	04/25/2009	257.00				<a href="#">Edit</a>	<a href="#">Delete</a>

[Add Savings Plan](#)

The future-dated record inactivating the deduction, as well as the record that remains in effect, displays.

## Example #4

### Savings Plans

Smyth,Christy

Review, add or update your savings plan information.

Plan Type	Description	Coverage Election	Start Date	Before Tax Amount	Before Tax % of Gross	After Tax Amount	After Tax % of Gross	Edit	Delete
-----------	-------------	-------------------	------------	-------------------	-----------------------	------------------	----------------------	------	--------

[Add Savings Plan](#)

In this example, the employee is eligible for the Deferred Compensation plan and the Tax Sheltered Annuity plan. The employee wants to start a deduction for both plans.

Currently there is no savings plan information on the page.

To add the first savings plan deduction, click the Add Savings Plan

[Add Savings Plan](#) button.

### Savings Plans

Smyth,Christy

Plan Type:

Description:

\*Status:

Start Date:

Before-Tax	
Amount	% of Gross
<input type="text"/>	<input type="text"/>

Since the employee is eligible for more than one plan, in the Description field, select the plan to be added.

**Savings Plans**

Smyth,Christy

Plan Type: 457

Description: **MSRS - Def Comp**

\*Status: Active

Start Date: 03/25/2009

Before-Tax	
Amount	% of Gross

Select Deferred Compensation for the first record. The Plan Type and Description fields automatically populate based on the selection.

In the Status field, accept the default of Active to start a new record.

**Savings Plans**

Smyth,Christy

Plan Type: 457

Description: MSRS - Def Comp

\*Status: Active

Start Date: 04/25/2009

Before-Tax	
Amount	% of Gross
	15

---

Save Cancel

In the Start Date field, today's date is the default. The employee wants the deduction to start one month from today, so change the date.

The employee wants the deduction to be 15% of gross pay, so enter 15 in the % of Gross field.

Click the **Save** button to save the record.

**Savings Plans**

---

**Save Confirmation**

✓ The Save was successful.

OK

On the Save Confirmation page, click the OK **OK** button.

**Savings Plans**


Smyth,Christy

Review, add or update your savings plan information.

Plan Type	Description	Coverage Election	Start Date	Before Tax Amount	Before Tax % of Gross	After Tax Amount	After Tax % of Gross	Edit	Delete
457	MSRS - Def Comp	Elect	04/25/2009		15.000			Edit	Delete

Add Savings Plan

The first savings plan record displays.

Follow the same process to add a deduction for the TSA. Click the Add Savings Plan  button.

**Savings Plans**

Smyth,Christy

Plan Type: 403(b)

Description: TSA - MnSCU

\*Status: Active

Start Date: 03/25/2009

Before-Tax	
Amount	% of Gross
<input type="text"/>	10

After-Tax (ROTH)	
Amount	% of Gross
35.50	<input type="text"/>

Save Cancel

In the Description field, select TSA and the Plan Type and Description fields automatically populate based on the selection. In the Status field, accept the default of Active.

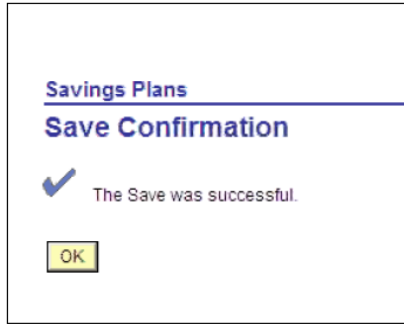
Since the employee wants the deduction to start as soon as possible, accept the default of today's date.

This employee's TSA plan allows both Before-Tax and After-Tax deductions

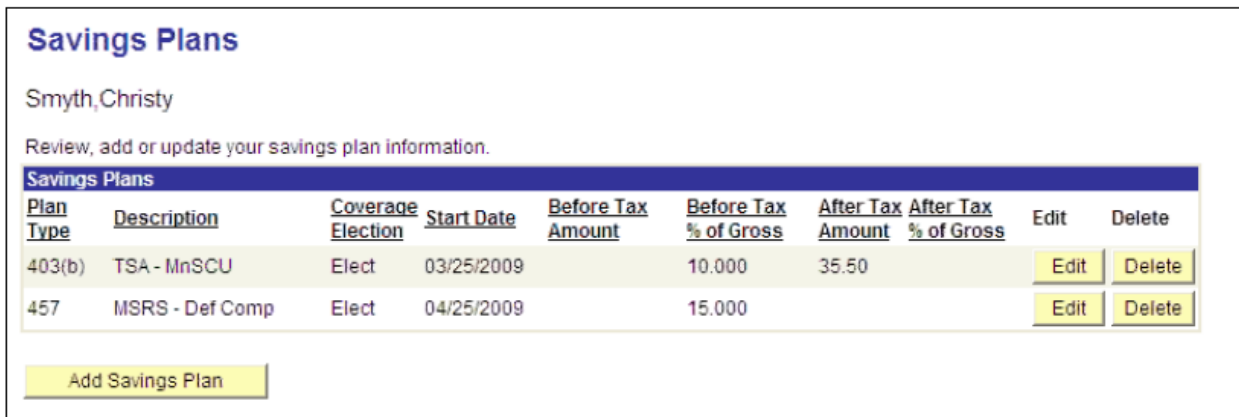
The employee wants a Before-Tax deduction to be 10% of gross pay, so enter 10 in the % of Gross field.

The employee also wants an After-Tax deduction of \$35.50, so enter that figure in the Amount field.

Click the **Save** button to save the record.



On the Save Confirmation page, click the **OK** button.



The second savings plan record displays.

Remember that the Savings Plans page facilitates sending the savings plan deduction amount to the designated plan administrator. However, employees are responsible for communicating with the plan administrator of each savings plan in which they participate to ensure the deduction amount is distributed among investment funds and accounts appropriately.



Example #5

**Savings Plans**

Smyth, Sara

Review, add or update your savings plan information.

Plan Type	Description	Coverage Election	Start Date	Before Tax Amount	Before Tax % of Gross	After Tax Amount	After Tax % of Gross	View	Delete
403(b)	TSA - MnSCU	Elect	06/24/2008	65.00				View	Delete
457	MSRS - Def Comp	Elect	03/26/2003	35.00				View	Delete

Add Savings Plan

In this example, the employee has a current deduction for both the Tax Sheltered Annuity plan and the Deferred Compensation plan. The employee wants to stop the TSA deduction and change the Deferred Compensation amount.

Begin with the TSA deduction. The only options are View and Add Savings Plan. Therefore, in order to modify the information, click the Add Savings Plan

**Add Savings Plan** button to add a new record

**Savings Plans**

Smyth, Sara

Plan Type:

Description:

\*Status:

Start Date:

Before-Tax	
Amount	% of Gross
<input type="text"/>	<input type="text"/>

Since the employee is eligible for more than one plan, in the Description field, select the plan to stop.

**Savings Plans**

Smyth, Sara

Plan Type: 403(b)

Description: TSA - MnSCU

\*Status: Active

Start Date: 03/25/2009

Before-Tax	
Amount	% of Gross
65.00	

After-Tax (ROTH)	
Amount	% of Gross

The Plan Type and Description fields automatically populate based on our selection and the existing deduction information displays.

The Status field defaults to Active.

**Savings Plans**

Smyth, Sara

Plan Type: 403(b)

Description: TSA - MnSCU

\*Status: Inactive

Start Date: 04/25/2009

Before-Tax	
Amount	% of Gross
65.00	

After-Tax (ROTH)	
Amount	% of Gross

Save Cancel

To stop the deduction, change the status to Inactive.

The employee wants the deduction to stop a month from today, so change the date.

Since the record is being inactivated, there is no need to edit the Before-Tax field.

Click the **Save** button to save the record.

**Savings Plans**

**Save Confirmation**

✓ The Save was successful.

OK

On the Save Confirmation page, click the **OK** button.

### Savings Plans

Smyth, Sara

Review, add or update your savings plan information.

Plan Type	Description	Coverage Election	Start Date	Before Tax Amount	Before Tax % of Gross	After Tax Amount	After Tax % of Gross	View Edit	Delete
403(b)	TSA - MnSCU	Elect	06/24/2008	65.00	←			View	Delete
403(b)	TSA - MnSCU	Waive	04/25/2009	65.00	←			Edit	Delete
457	MSRS - Def Comp	Elect	03/26/2003	35.00				View	Delete

The future-dated TSA record that will inactivate the deduction, as well as the TSA record that remains in effect, displays.

In order to change the Deferred Compensation amount, select the Add Savings Plan

button to add a new record.

### Savings Plans

Smyth, Sara

Plan Type: 457

Description:

\* Status:

Start Date:

Before Tax	
Amount	% of Gross
<input type="text" value="35.00"/>	<input type="text"/>

Since the employee is eligible for more than one plan, in the Description field select the plan to change. The Plan Type and Description fields automatically populate based on the selection, and the existing deduction information displays.

In the Status field, accept the default of Active.

The employee wants the new deduction amount to start as soon as possible, so accept the default of today's date.

**Savings Plans**

Smyth, Sara

Plan Type: 457

Description: MSRS - Def Comp

\*Status: Active

Start Date: 03/25/2009

Before-Tax	
Amount	% of Gross
60.00	

Save Cancel

The employee wants to increase the deduction to \$60, so make that change in the Amount field.

Click the **Save** button to save the record.

**Savings Plans**

**Save Confirmation**

✓ The Save was successful.

OK

On the Save Confirmation page, click the OK **OK** button.

**Savings Plans**

Smyth, Sara

Review, add or update your savings plan information.

Plan Type	Description	Coverage Election	Start Date	Before Tax Amount	Before Tax % of Gross	After Tax Amount	After Tax % of Gross	View Edit	Delete
403(b)	TSA - MnSCU	Elect	06/24/2008	65.00				View	Delete
403(b)	TSA - MnSCU	Waive	04/25/2009	65.00				Edit	Delete
457	MSRS - Def Comp	Elect	03/25/2009	60.00				Edit	Delete

Add Savings Plan

All the changes display.

# Summary

---

- Start a new deduction
- Change an existing deduction
- Stop a deduction

Statewide Payroll Services



In this session, we:

- Started a new savings plan deduction
- Changed an existing savings plan deduction
- Stopped a savings plan deduction

## Reminders

---

- Plan types display based on eligibility
- Current and future records display
- Start date: any day within the specific pay period
- Future-dated records can be entered
- Modifying existing information
- Communicate with plan administrators

Statewide Payroll Services



### A few reminders:

- The Savings Plans page will display only those plan types for which you are eligible.
- The Savings Plans page will display current and future savings plan records, but not records that are no longer in effect.
- To have a savings plan record effective during a specific pay period, assign any date within that pay period as the Start Date.
- You may add savings plan records with future start dates if you would like the record to begin, or become effective, on a future date.
- To modify existing savings plan information, you must add a record and assign a start date to the changes. Previously entered records may be edited or deleted when the Edit and Delete buttons are available. Generally, these buttons are available after you have added a record with a start date of today or in the future.
- The Savings Plans page facilitates sending your savings plan deduction amount to the designated plan administrator. However, you are responsible for communicating with the plan administrator of each savings plan in which you participate to insure the deduction amount is distributed among investment funds and accounts appropriately.
- If you have questions, please contact your payroll or human resources office.

Thank you.