

Employee Self-Service Instructions for Tax Sheltered Annuity/403B and Deferred Compensation Plan Deductions

ADD, CHANGE, OR STOP DEDUCTIONS

- Log onto the **Employee Self-Service** website, www.state.mn.us/employee.
- Click on **Other Payroll**.
- Click on **Savings Plans**.
- Click on **Input Deferred Cmp/TSA Deductn.**
- Click on **Add Savings Plan**.
- In the **Plan Type Description** box select the plan you wish to modify:
 - **MSRS – Def Comp** for the Deferred Compensation Plan
 - **TSA – MnSCU** for the Tax Sheltered Annuity/403B Plan
- In the **Status** box:
 - select **Active** if you are starting or changing the amount of the deduction; or
 - select **Inactive** if you are stopping the deduction.
- In the **Start Date** select a date within the pay period for the paycheck that you want to start, stop, or change the deduction.

EXAMPLE

To have a change occur on the paycheck of July 30, 2010, the **Start Date** must be a date during the pay period of July 7 through July 20, 2010.

You must complete the transaction in Self-Service no later than the last day of the pay period.

July						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Enter your desired deduction amount:
 - In the **Before-Tax** section for tax deferred contributions

In the **After-Tax (ROTH)** section for a ROTH TSA/403B or ROTH Deferred Comp

- In the left-hand box enter a flat dollar amount to be deducted from each pay check. Minimum amount is \$10. Use a decimal but not a dollar sign (e.g., 125.00 or 12.50).
OR
- In the right-hand box enter a percentage of pay to be deducted from each paycheck. Use a decimal but not a percent sign (e.g., 3.5 or 10.00).
OR
- Leave the boxes blank if you are making the deduction *Inactive*.

Please note: You cannot deduct 100% of your total gross pay for Deferred Comp or the TSA/403B because Social Security, retirement, etc. may also be deducted from the paycheck.

- Click on **Save** at the bottom of the screen. A Confirmation screen should appear stating *Save was successful*.
- If you are entering a large one-time deduction for a specific pay period, repeat the steps above to reduce or stop the deduction and select a *Start Date* that occurs in the following pay period.
- Be sure to click on **Sign out** when you are finished using Employee Self-Service.

ARE YOU ENROLLED?

If you have never contributed to the Tax Sheltered Annuity/403B or the Deferred Compensation Plan Deductions in the past, you will need to enroll in the plan. To enroll in Deferred Comp, print and complete an enrollment form from www.msrs.state.mn.us/mndcp and send it to the address or fax number on the form. To enroll in the TSA/403B, go to www.tiaa.org/minnesotastate, click on the "Ready to Enroll" box and follow the instructions.

More detailed **Instructions** are available via a link on the **Savings Plans** screen.