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## OPEN ENROLLMENT

October 29 through November 18, 2020

**There are no in person meetings this year due to the COVID-19 pandemic.**

Minnesota Management & Budget (MMB) will hold 2021 Open Enrollment from October 29 through November 18, 2020. Keep an eye out for the SEGIP Open Enrollment Newsletter which will be mailed out soon and visit the MMB website: <https://mn.gov/mmb/segip/open-enrollment/>.

## MSRS Fall Retirement Seminar

Minnesota State Retirement System (MSRS) will present their 2020 Fall Retirement Seminar:

Topics will include:

- Social Security benefits
- MN Deferred Compensation Plan (MNDCP)
- Health Care Savings Plan (HCSP)
- MSRS General Plan pension

DATE: October 21, 2020  
TIME: 8:30 a.m. - 12:30 p.m.

LOCATION: Webinar - **REGISTER**

DATE: November 17, 2020  
TIME: 12:30 p.m. - 4:30 p.m.

LOCATION: Webinar - **REGISTER**

MSRS will host an online pre-retirement webinar. You will be mailed instructions on how to access the webinar one week prior to the event.

There is no cost to attend but advance registration is required. Call MSRS at 800-657-5757 to register.

**If you cannot attend, please call to cancel your reservation.**

## Health and Dental Phone Numbers

Blue Cross Blue Shield:  
800-262-0819

Delta Dental: 800-553-9536

HealthPartners health/dental:  
888-343-4404

CVS Caremark (Toll Free):  
844-345-3234

PreferredOne: 800-997-1750

## Deferred Compensation Match

The Deferred Compensation Plan is a retirement investment plan. You choose the amount to contribute via payroll deduction and how to invest the money within the plan. You may contribute on a tax-deferred or after-tax Roth basis. You may start, stop, or change your contributions and investments at any time. Minnesota State Retirement System (MSRS) currently administers the Deferred Comp Plan. Information and enrollment forms about the plan and investment funds are located at [www.msrs.state.mn.us/mndcp](http://www.msrs.state.mn.us/mndcp).

As an employee, you may be eligible for an employer matching contribution to the Deferred Compensation Plan in Fiscal Year 2021 depending on your union contract. You can view the available retirement plans by contract at [www.mnsu.edu/hr/benefits/retirement/index.php](http://www.mnsu.edu/hr/benefits/retirement/index.php). You will only get the match if you yourself contribute to Deferred Comp in FY21. If you are in the Commissioner's Plan, Managerial Plan or MMA Plan you must submit a new election each fiscal year that you want to get either the match or vacation conversion, even if you made an election the previous fiscal year. You can check Employee Self-Service [www.state.mn.us/employee](http://www.state.mn.us/employee), to see if you have elected the match or vacation conversion in FY20. Click on Other Payroll and then Deferred Comp Conv/Mtch Option. You can view your vacation balance, if eligible, on Employee Self-Service by clicking on My Leave Activity. For further details, or questions, contact Sarith Phan in Human Resources at 389-1042 or [sarith.phan@mnsu.edu](mailto:sarith.phan@mnsu.edu).



## MnSCU Tax Sheltered Annuity Plan Universal Availability Notice - Calendar Year 2020

Minnesota State provides you with the opportunity to save for your retirement through the MnSCU Tax Sheltered Annuity Plan (the "Plan"). Any employee is eligible to participate in the Plan. To enroll in the plan, go to TIAA's Minnesota State portal and select "Enroll Now". Voluntary enrollment in the Tax Sheltered Annuity Plan (TSA) is not final until you elect your contribution amount on the State of Minnesota Employee Self-Service web site.

If you are already enrolled in the plan but wish to change the amount of your deferral, you may change your bi-weekly amount on the State of Minnesota Employee Self Service web site. All employees of Minnesota State (with the exception of student workers) who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan.

Please take a moment to review the Plan Details before enrolling. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations at any time. The Plan offers both pre-tax and after-tax (Roth) payroll deferral options.

Also, please be aware that the law limits the amount you may defer under this and other plans in any tax year. For 2020, the limit under all plans of this type is generally \$19,500 although larger limits may apply if you are age 50 or over. Each participant only gets one limit for contributions to all 403(b) plans, so if you are also a participant in a 403(b) plan of another employer, your combined contributions to that plan and to the MnSCU Tax Sheltered Annuity Plan in 2020 are generally limited to \$19,500.

If you participate in more than one 403(b) plan, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit. Note also that the sum of all of your contributions, and those of your employers, to all 403(b) plans that you participate in are generally limited to the lesser of \$57,000 or 100% of your compensation in 2020.

# 2020 Transit Expense Account Reimbursements

Employees enrolled in the 2020 Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to 121 Benefits. Reimbursement requests must be submitted after the permit has taken effect but no later than 180 calendar days from the date the parking permit took effect. February 28, 2021, will be the absolute deadline for 121 Benefits to receive reimbursement claims for permits that are effective on August 24, 2020. Following are instructions to help with the reimbursement process.

- The 2020 reimbursement form is on the 121 Benefits website: <https://www.121benefits.com/client-landing/state-of-minnesota/>. Under “Reimbursement Forms”, click on “2020 Transit Reimbursement Form.” Alternately, you may submit claims electronically through that website.
- For “Benefit Year” put 2020 (not 2020-2021).
- Your “State Employee ID Number” is the same ID number you use to look up your paycheck stubs.
- In the “Date Expense Incurred or Period Covered” put the following:
  - The first (or start) date should be the date the permit took effect, not the date you paid for the permit. Most campus permits take effect on 08/17/2020 so that would be the start date.
  - The second (or end) date must be no later than 12/31/2020 but may be earlier. The maximum expense reimbursement allowed is \$265 per month. Permits costing no more than \$265 may have a reimbursement end date on or after 09/18/2020 but no later than 12/31/2020. Gold permits cost \$340 so the reimbursement end date must be mid-October or later (for example, 10/18/2020 would be okay) and no later 12/31/2020
- For “Expense Description” write “MnSCU parking permit.”
- The “Service Provider” is “Minnesota State University, Mankato” for university parking permits.
- Somewhere on the form write “Paid in April (or whenever you have paid for your permit) but expense incurred beginning in August – approved by MMB and 121 Benefits.” If you submit your claim electronically, write this note on the copy of your receipt. This is to help 121 Benefit’s claims processors spot one of our claims and understand why the receipt shows a date that does not correspond with the permit dates.
- Attach a copy of your receipt to the form or upload or fax the receipt to 121 Benefits if submitting your claim electronically. Copies of cancelled checks or credit card statements are not acceptable as receipts. You may obtain a copy of your parking permit receipt from the Campus Hub. You should also keep copies for your records as well as document when and how you sent any electronic or fax submissions.
- Submit your claim to 121 Benefits no earlier than the “end date” you used for the period covered. 121 Benefits must receive the claim and documentation no later than the plan year filing deadline of February 28 (29 if it’s a Leap Year), whichever comes first.

For questions, contact 121 Benefits at 1-800-300-1672 or Arielle Schmitz at 507-389-1190 / [arielle.schmitz.2@mnsu.edu](mailto:arielle.schmitz.2@mnsu.edu) or Sarith Phan at 507.389.1042 / [sarith.phan@mnsu.edu](mailto:sarith.phan@mnsu.edu) in Human Resources.