

*Human Resources-Office of the Chancellor
Savings Plans-Employee Self Service Supplemental Instructions*

If you do not currently have an active Savings Plan, you can access the links below to enroll; these links are also available on the Employee Self Service web site home page under the ‘Savings Plans’ link after you’ve signed in:

Savings Plans:

TSA/pre-tax 403b and Roth (after-tax) 403 (b) TIAA-CREF - <http://enroll.tiaa-cref.org/mnscu/enrollment.html>

Deferred Compensation - <http://www.mndcplan.com/>

***You may also send in new enrollment forms and the one-time deduction forms at the same time; both must be received by TIAA-CREF two weeks prior to the paycheck (pay day) date you wish the changes to take effect.*

If you have an active Savings Plan you can view and change your savings plan information using the Employee Self Service web site. Following are instructions that can be used in addition to the instructions currently available on the Employee Self Service web site http://www.finance.state.mn.us/agencyapps/sema4/instructions/savings_plans.pdf

If you currently have a savings plan, follow these instructions to make a one-time deduction change:

1). Access the **Employee Self Service web site:**

<https://www.s4web.state.mn.us/servlets/iclientservlet/employee/?cmd=login>.


(Employee Self Service Sign-In page displays.)

2). Sign in with the same **User ID and Password** that you use to view your pay stub.

3). Select **‘Other Payroll’**. (Other Payroll page displays.)


4). Select **‘Savings Plans’**. (The Savings Plans page displays.) ***The Savings Plans page will display only those plan types for which you are eligible. You may have only one active 403(b) pre-tax plan, one active Roth 403 (b) plan and one active Section 457 plan.*

****To modify the current information, you must add a row (record) and assign a date to those changes, as well as add another row (record) to resume your regular deductions after the one-time deduction change has been allocated. To add a row (record):**

5). Click on the  under the **‘Plan Type’** to add a new row (record). (You should see a new row (record) with today’s date as the **‘Start Date’**, and the ‘Plan Status’ should show as ‘Active’.)

6). In the **‘Description field’**, click  (drop-down arrow) and select the savings plan.

***Again, status should show as ‘Active’. You should accept the default value of ‘Active’.*

7). In the **‘Start Date’** field, accept the default of today’s date or click  and select the date you want the record (deduction) to be effective.


****When selecting a ‘Start Date’, it must be equal to or greater than the day you are making the change.****

8). For a one-time deduction change, you can either enter the dollar amount you want deducted from your salary to your savings plan in the **‘Flat Amount’** field (this amount is the total deduction, new amount plus any current amounts together add up to the total \$\$ amount to be deducted for the pay period specified above), or enter a percentage in the **‘% of Gross’** field. Example: You could enter 100.00 (use decimal but do not use the \$ sign) in the ‘Flat Amount’ field, or 3.0 or 15.00 (use decimal but do not use the % sign) in the ‘% of Gross’ field.

9). Choose one of the following:

-If investment plan options display, **continue to Step 10**

-If no investment plan options display, **continue to Step 12**

10). In the **‘Investment Plan Option’** field, click  (drop-down arrow) and select from the investment plan options that appear. ***You will need to contact TIAA-CREF to ensure that the amount is distributed between funds and accounts appropriately. You may also manage your account allocations online at the TIAA-CREF web address listed above.*

11). In the **‘Investment %’** field, enter the percent of the contribution that you want to designate for the investment option account.

12). Click 

13). ****Important**** To resume your regular deductions after the one-time change has been allocated, you must go back and repeat steps 5 thru 12: add another row (record), assign a start date (in most cases, the start date will be the pay period immediately following the one selected above), and enter in the regular deduction amount either in the **‘Flat Amount’** field or a percentage in the **‘% of Gross’** field. You can do this in conjunction with when you’re designating your one-time deduction change. If you do not go back and complete this last step, the deduction will continue at the higher or adjusted rate previously assigned above.

****Note: You may receive a warning message indicating that the row/s you’ve inserted are not within the range of effective dates. This is only a warning message, click ‘ok’ and review your changes to continue.**

*** These instructions serve only as a supplement to the instructions currently available through the Employee Self Service web site on how to change your deductions to your Savings Plan/s. Please go to the Employee Self Service web site for more detailed information and/or contact your Plan Administrator for assistance. We are not responsible for any errors, and employees should confirm changes made through this site by accessing the Savings Plan page and reviewing the information. Contribution limitations apply under IRS regulations.*

