

Moving Current Year SRP Deductions

When an SRP eligible employee has a change in SRP deduction code based on bargaining unit that occurs between July 1 and October 1, or when an error is discovered, SRP deductions that have already been taken must be moved in SEMA4 from one deduction code to another. It is important that this move happen as soon as possible after the employee's bargaining unit change has taken place, because the SRP maximum limits vary by Deduction code. Only **current fiscal year** deduction balances may be moved. To accomplish this, you will need to complete the attached worksheet (see example below) requesting that TIAA-CREF move the SRP balances in SEMA4 from the old deduction code to the new code and then email the worksheet to TIAA-CREF at **mnsucadmin@tiaa-cref.org**.

MnSCU Adjustments to SRP Deductions		Print Form
Employee Name:	<input type="text"/>	
Employee SEMA4 ID #:	<input type="text"/>	
Campus :	<input type="text"/>	
Effective Date of Change:	<input type="text"/>	
Refund (Employer Paid SRP Deductions):		
Plan type:	4M	
Benefit Plan :	<input type="text"/>	
Deduction code:	<input type="text"/>	
Deduction tax class :	P	
Type :	R	
Amount Refunded:	<input type="text"/>	
Refund (Employee Paid SRP Deductions):		
Plan type:	4M	
Benefit Plan :	<input type="text"/>	
Deduction code:	<input type="text"/>	
Deduction tax class :	B	
Type :	R	
Amount Refunded:	<input type="text"/>	
Addition (Employer Paid SRP Deductions):		
Plan type:	4M	
Benefit Plan :	<input type="text"/>	
Deduction code:	<input type="text"/>	
Deduction tax class :	P	
Type :	A	
Amount Added:	<input type="text"/>	
Addition (Employee Paid SRP Deductions):		
Plan type:	4M	
Benefit Plan :	<input type="text"/>	
Deduction code:	<input type="text"/>	
Deduction tax class :	B	
Type :	A	
Amount Added:	<input type="text"/>	
Campus Representative:	<input type="text"/>	
Phone Number:	<input type="text"/>	
Fax Number:	<input type="text"/>	
Date form sent to Tiaa-Cref:	<input type="text"/>	
E-mail to mnsucadmin@tiaa-cref.org		

Moving these balances requires both a refund of the Employee and Employer deductions from the incorrect SRP Deduction code and the addition of the Employee and Employer deductions to the correct SRP Deduction code. To complete the form you will need the following information for both the refund and the addition:

Plan type – For SRP, this is always **4M**

Benefit Plan – Enter the **Deduction Code**

Deduction code – Enter the **Deduction Code**

Deduction tax class – **P** for **Employer** portion

B for **Employee** portion

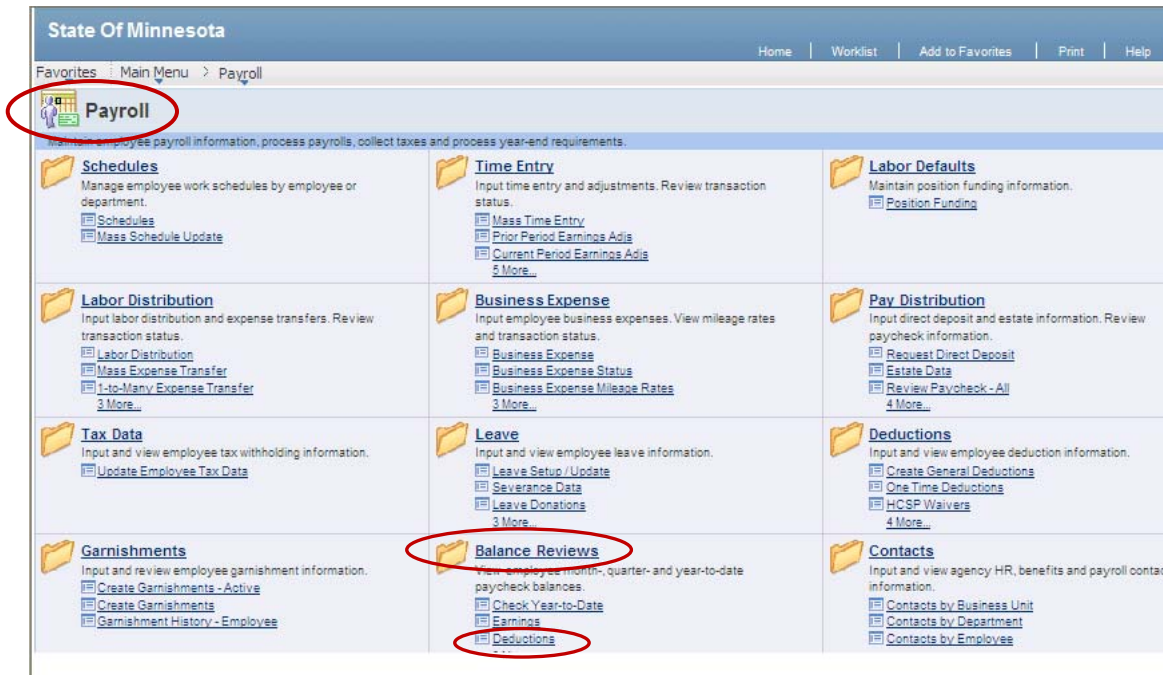
Type – **R** for **Refund**

A for **Addition**

Amount – Enter the **fiscal year to date balance** to be moved

You will find this information in SEMA4 by following the path below:

Payroll > Balance Reviews > Deductions



Be sure that you are using the **Fiscal Year** balances. You may need to scroll through the “Period Information” as well as the “Deduction Balances” to get there.

State Of Minnesota

Home | Worklist

Favorites | Main Menu > Payroll > Balance Reviews > Deductions

Person ID: -----

Period Information Find | View All | First 16 of 30 Last

Company: SMN State of Minnesota
 Balance ID: **FY Fiscal Year**
 Balances for Year: 2011

Deduction Balances Find | View All | First 14 of 77 Last

Quarter: Fiscal Year Quarter 2
 Period: October
 Plan Type: 4M Suppl Rtmt
 Benefit Plan: RSSU07 State Univ Supp Rtmt MNSCU Mgr
 Deduction Code: RSSU07 MnSCU Supp Rtmt - Adm
 Deduction Class: B Before-Tax
 Balance YTD: \$1,212.23
 Balance QTD: \$177.91
 Balance MTD: \$177.91

[Return to Search](#)

[Deduction Balances](#) | [Deduction Balance Adjustments](#)

After you have been notified by TIAA_CREF that the entries have been successfully made, you'll need to take the following steps to ensure accuracy.

- Review the employee's paycheck deductions to be sure that all 4 transactions are showing.

Payroll > Pay Distribution > Review Paycheck All

Review Paycheck - All

State Of Minnesota

Home | Worklist | Add to Favorites | Print

Favorites | Main Menu > Payroll > Pay Distribution > Review Paycheck - All

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Person ID: 0400004

Deductions

Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Rcd#	Plan Type	Sales Tax Type
RSCC01	MnSCU Supp Rtmt - Fmr UTCE	Before-Tax	-1,007.33		RSCC01	0	Suppl Rtmt	None
RSCC01	MnSCU Supp Rtmt - Fmr UTCE	PTax Ben	-1,007.33		RSCC01	0	Suppl Rtmt	None
RSSU07	MnSCU Supp Rtmt - Adm	Before-Tax	1,007.33		RSSU07	0	Suppl Rtmt	None
RSSU07	MnSCU Supp Rtmt - Adm	PTax Ben	1,007.33		RSSU07	0	Suppl Rtmt	None

- Review the savings plan page to make sure that the old benefit plan shows as 'Waive' and the new benefit plan shows as 'Elect'.

Payroll > Deductions > Savings Plans

State Of Minnesota

Favorites | Main Menu > Payroll > Deductions > Savings Plans

Savings Plan Elections

Employee ID:

Highly Compensated

Plan Type: 4M Supplemental Retirement Plans

Coverage: 09/14/2010 Deduction Begin Date: 09/14/2010

Participation Election: Elect Waive Terminate Election Date: 09/14/2010

Benefit Program: C&U Full

Benefit Plan: Option Code:

State Of Minnesota

Favorites | Main Menu > Payroll > Deductions > Savings Plans

Savings Plan Elections

Employee ID:

Highly Compensated

Plan Type: 4M Supplemental Retirement Plans

Coverage: 09/15/2010 Deduction Begin Date: 09/15/2010

Participation Election: Elect Waive Terminate Election Date: 09/15/2010

Benefit Program: C&U Full

Benefit Plan: RSSU07 State Univ Supp Rtmt MNSCU Mgr Option Code: 004

Before Tax Investment	After Tax Investment
Flat Amount:	Flat Amount:
Percent of Earnings: 5.000	Percent of Earnings:
Annual Excess Credits:	

- Review deduction balances to verify that the old fiscal YTD balance is 0 and the new balance reflects the correct amount.

Payroll > Balance Reviews > Deductions

*Please contact the HR Help Desk at hr.helpdesk@so.mnscu.edu if you need assistance.