



Minnesota State Colleges & Universities

Retirement Status Code Usage Guidelines

Retirement Status Codes In SCUPPS		General Guidelines For MnSCU Employees
AEXM	Academic Exam Monitor	The MnSCU Academic Examination Monitor classification is not eligible for any retirement fund coverage.
ANAD	Annuitant / Additional Retirement Fund Coverage	Employee is a former MnSCU employee who was previously covered by a defined benefit plan (TRA, MSRS, PERA) and has completed an application to receive or is currently receiving an annuity from that defined benefit plan. That plan does not cover the employment status of the current employment. Appropriate retirement deductions for the retiree's current employment status must be taken; an additional annuity may be payable based on length of service.
ANUI	Annuitant / Benefits Paid	Employee is a former MnSCU employee who was previously covered by a defined benefit plan (MSRS, TRA, PERA) and has completed an application to receive or is currently receiving an annuity from that defined benefit plan. Applicable only when the same defined benefit plan would normally cover the current employment. Deductions are not taken for retirement.
CLAS	Classified Employee	Employee is in a retirement eligible classified position.
DCRP	DO NOT USE: This code no longer used. (Participant Terminated / Default Pay)	Employee is a former MnSCU employee who was previously covered by IRAP. Employee has terminated and had a balance of less than \$3500. Wells Fargo automatically made payment of benefits from IRAP account after giving appropriate notification.
DCRR	DCR Plan Retiree	Employee is a former MnSCU employee who was previously covered by IRAP. Employee has retired and has requested a distribution of funds from IRAP account. Applicable only when IRAP would normally cover the current employment. Deductions are not taken for retirement. (Retirees who had IRAP in prior employment and return to work before requesting a withdrawal of funds MUST have IRAP deductions taken; for retirement deduction purposes the employee is not a retiree until a distribution is taken.)
DEAT	Notification of Participant Death	To be used only upon appropriate legal death notification.
DEF	DO NOT USE for any newly eligible employees on or after 7-26-2005. 90 Day Default / No Election Returned	Formerly used by Wells Fargo ASA only to record that 90 day default period had lapsed and employee has defaulted to the appropriate retirement fund.
EANS	Excluded Administrator / No State Service	Newly hired MnSCU Administrator with no prior state service that was covered by MSRS. Employee is automatically placed into IRAP with no other coverage options.
EAPS	Excluded Administrator / Prior State or MnSCU Service	Newly hired MnSCU Administrator with prior state service before 7/1/95 that was covered by MSRS, and with no prior MnSCU retirement covered service; employee is placed in IRAP and provided with notice of right to elect MSRS. Employees with prior MnSCU retirement covered service have coverage options dependent upon their prior retirement plan and elections.



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ELEC	DO NOT USE this code for any new employees. Election Made Prior to 7/97	Participant made their Primary Retirement Plan election prior to the inception of the retirement screen, therefore the status code was not tracked online. Any questions on the history of employees with this status code should be referred to TIAA-CREF for research.
GRFT	DO NOT USE this code for any new employees. Grandfathered - Already Covered on 7/1/95	Employee was covered by a defined benefit plan as of 7/1/95 and continued in the same job after merger. Previous defined benefit plan coverage is grandfathered in and continues. There should not be any new employees placed into this status.
PEP	DO NOT USE this code for any newly eligible employees on or after 7-26-2005. Plan Election Provided	Employee was given the Primary Plan Election. Receipt was signed by both employee and campus rep. acknowledging packet was received. Receipt was forwarded to Wells Fargo ASA to track the 90 day election period.
PER	Participant Election Received	PRIOR TO 7-26-2005: Used by Wells Fargo ASA only to record receipt of the signed Primary Plan Election form from the employee. ON OR AFTER 7-26-2005: Used to record the effective date of a participant's prospective election to change to TRA or MSRS coverage within the first year of employment.
PHRT	Phased Retirement	Employee is participating in the phased retirement program; working part time and ER and EE are paying into the appropriate retirement fund as if the employee were working full time.
PRO	Post Retirement Option Employee	Use only for those retired employees previously covered by MSRS or PERA who are now employed under the PRO Program. See DOER PERSL Policy Memo #1392.
PTNE	Part time - Not Eligible	Part time not eligible employees who are working less than .25 FTE for a fiscal year and who do not have past TRA service in any school district or charter school, and who have never been covered by a retirement fund in MnSCU employment.
RED	Retirement Eligibility Date	Effective 7-26-2005; New eligible employees are immediately placed in IRAP. The date the employee becomes eligible for retirement plan coverage must be recorded in the comments section of the retirement screen. This date triggers the employee's one year election window to move prospectively from IRAP to TRA or MSRS.



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RETT	Retired / Not Eligible	Employee is new to MnSCU and is also retired from either •state service at another state agency, •a public school system or •a charter school. The employee is receiving an annuity from the defined benefit plan (MSRS or TRA) that covered his/her prior employment, and that would also normally cover the employee's service in his/her current MnSCU position. Retirement deductions are not taken. *NOTE: Also used for TRA retirees who have reached the .25 FTE threshold to be included in the MnSCU DCR Plan and who have prospectively elected to retain TRA coverage - thus continuing their retiree status and no deductions are taken.
RTAD	Retiree / Additional Retirement Fund Coverage	Employee is new to MnSCU and is also retired from either •state service at another state agency, •a public school system or •a charter school. The employee is receiving an annuity from the defined benefit plan (MSRS or TRA) that covered his/her prior employment. That plan does not cover the employment status of the current employment. Appropriate retirement deductions for the retiree's current employment status must be taken; an additional annuity may be payable based on length of service.
TCN	DO NOT USE this code for any new employees. Third Country National	Employee was employed at MSU Akita and is not a US or Japanese citizen. The employee was automatically placed in the IRAP plan. No new employees should be placed in this status code.
TRAR	No Election - TRA Required	Part time not eligible employees who are working less than .25 FTE in a fiscal year and who have past TRA covered service outside of MnSCU and a current TRA account must have TRA deductions taken; when the employee reaches the .25 FTE threshold coverage is switched to IRAP and the employee may prospectively elect to retain TRA coverage.
TRNE	TRA Retiree / Needs an Election	Newly hired MnSCU employee working less than .25 FTE in a fiscal year and who is retired from TRA covered service in a public school or a charter school and is also drawing an annuity from TRA. No retirement deductions are taken. Employee must be changed to IRAP deductions upon reaching .25 FTE or greater. The employee may at that time prospectively elect to retain TRA coverage and, as a retiree, have no deductions taken. Retirement status code must be changed at that time.
VISA	Participant Not Eligible for Retirement / VISA	Employee is not eligible for retirement fund coverage due to VISA status - employees with F1 or J1 visas are not eligible for retirement fund coverage. Code these employees AN and VISA only after receiving approval of exempt status from Statewide Payroll. Prior to receiving approval, deductions must be taken for IRAP.