



Step by Step Process for Determining and Coding Eligible Participants in the Supplemental Retirement Plan (SRP)

Purpose of Process

The purpose of this process is to assist HR staff with determining and coding newly eligible participants in the supplemental retirement plan (SRP) effective July 1st of each fiscal year.

Rules Regarding SRP Deductions

1. The active assignment of an employee on October 1st of each fiscal year determines the bargaining unit coverage of the employee's SRP deductions for the year.
 - a. Example: A faculty member takes an administrator assignment on September 1st; the employee's SRP deduction code for the fiscal year is based on the administrator assignment.
2. If an employee has a bargaining unit covered assignment that is eligible for SRP, and also has another non-unit unclassified assignment at the same or a different institution, the bargaining unit that covers the employee will determine the SRP code to be used for all of the employee's eligible unclassified assignments.
 - a. Example: An employee is a full time faculty covered by unit 210 (MSCF), but also has an adjunct assignment at a state university in unit 218; all unclassified assignments throughout MnSCU must use the code RSCC03 (MSCF, unit 210, SRP code).
3. An employee with multiple part-time unclassified assignments that are covered by different bargaining units must be given the SRP deduction code of the bargaining unit with the greater dollar limit on deductions.
 - a. Example: A half-time MnSCU Academic Professional 1 (all year) in unit 214 (MAPE) who is also a half-time faculty member for the academic year in unit 210 (MSCF) will have the SRP deduction code of RSCC03 for the MSCF unit as this unit has a greater dollar limit than the MAPE unit (based on FY07; MSCF limit of \$2,300 and MAPE limit of \$1,400). Check limits for each unit each fiscal year. This deduction code will apply to all unclassified SRP eligible assignments.



Step by Step Process for Determining and Coding Eligible Participants in the Supplemental Retirement Plan (SRP)

Guidelines for Determining SRP Eligibility

Keep in mind the following detailed guidelines and information on SRP eligibility as you begin to review your spreadsheets.

1. An academic unclassified employee who has completed two (2) years of full time unclassified service is eligible for SRP; eligibility for SRP always starts on July 1st following completion of two (2) years for newly eligible employees.
 - a. Faculty member service in bargaining units 209 (IFO) and 210 (MSCF) includes the academic year and other non-summer session assignments and must total 1.0 FTE for the fiscal year to count towards the two (2) years. Summer session assignments are NOT included. All unclassified service within MnSCU is added together to determine eligibility. You may add all part-time service at several colleges and universities together to reach the 1.0 FTE needed in a single year. *You may not add together FTE from different years.*
 - b. Other unclassified service must be an appointment of at least 10 months of full time service within the 12 month fiscal year.
 - c. Time spent on an unpaid Military Leave does count towards SRP eligibility. This is the only unpaid leave that does count towards SRP.
 - d. Classifications eligible for SRP are the same as those employees who are eligible for IRAP coverage:
 - i. IFO (Unit 209) – all employees
 - ii. MSCF (Unit 210) – all employees
 - iii. MSUAASF (Unit 211) – all employees
 - iv. MAPE (Unit 214) – Unclassified employees in the Administrative Assistant 1 and 2 classes, the MnSCU Academic Professional 1 through 6 classes, and Customized Training Representative.
 - v. MMA (Unit 216) – Unclassified employees in the MnSCU Academic Supervisor class, and the MnSCU Academic Supervisor 1 and 2 classes
 - vi. Commissioner’s Plan (Unit 217) – Unclassified employees in the classes listed above under MAPE and MMA
 - vii. MnSCU Personnel Plan (Unit 220) – Employees in the MnSCU Administrator Range 1 through 14 classes, and the MnSCU President/VC I through VI classes.



Minnesota
STATE COLLEGES
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Step by Step Process for Determining and Coding Eligible Participants in the Supplemental Retirement Plan (SRP)

2. No classified employee is eligible for SRP deductions on their classified assignment and classified service does not count towards SRP eligibility. This includes unclassified temporary assignments to classified positions (old Rule 10).
3. Non-status employee appointments in the unclassified service, like MnSCU Academic Exam Monitors (Unit 223), are not eligible for either regular or supplemental retirement deductions.
4. Once an employee is eligible for SRP deductions, that employee remains eligible for SRP deductions for all future unclassified work within all MnSCU institutions, even if that employee works part-time, or if that employee has a break in service and returns to MnSCU employment at the same or at a different college or university. Even if the break in service has been several years, or if the employee withdrew all funds in the SRP account, the employee remains eligible for current SRP contributions. The only status that terminates an employee's eligibility for SRP contributions is when the employee retires and starts a distribution from his/her SRP account.
5. SRP codes are required for every SEMA4 job record number and will differ on an employee's classified and unclassified assignments' job record numbers. (However, deduction codes may not differ on an employee's unclassified job records within one fiscal year – they must all be coded identically.)
 - a. Example: An employee who is a CLA on SEMA4 job record #0, and a part time faculty member on SEMA4 job record #1, will have an SRP code of M on record #0 and an SRP code of N, 0, 1, Y or R on record #1.
6. The year for SRP deductions, and the \$6,000 waiting period before deductions are taken, starts with the first paycheck dated July 1st or later.

Determining and Coding Employees' SRP Eligibility

Coding for Unclassified Employees

Step 1.

Run the Hyperion (Brio) report **SRP possible newly eligible.bqy** .

This query shows the historical FTE data for any unclassified employee with an SRP eligibility code not equal to Y. This query will assist in determining newly SRP eligible employees.

Download this report into Excel. Sort the report by the Retirement Supplemental eligibility code. You will be looking at the employees with N, 0, 1 or 2 in this column.



Step by Step Process for Determining and Coding Eligible Participants in the Supplemental Retirement Plan (SRP)

Step 2.

Run the Hyperion (Brio) report **SRP data all assignments for FY.bqy** .

This query shows all assignment data, including FTE for all classified and unclassified employees within the fiscal year.

Download the report into Excel. It should be sorted alphabetically.

Step 3.

Compare the employees with the N, 0, 1 or 2 Supplemental Retirement codes in the first Brio query with the data in this report to determine what the [SRP eligibility code](#) should be for each individual employee for the current year based on the following instructions:

Full-time employees hired less than two (2) years ago:

- Verify begin date of unclassified service
- All newly hired unclassified employees must have an SRP eligibility code listed for each job record number on the Jobs/ Appointment Statuses page of the HR web application.
- Employee is hired at full-time during the current academic/fiscal year: If employee is in bargaining unit 211, 214, 216, or 220 and has less than 10 months of full time service in the fiscal year, OR if the employee is in bargaining unit 209 or 210 and is less than 1.0 FTE OR if the employee is in bargaining unit 217, apply either of the two rules above to determine eligibility on the residual bargaining unit.
 - SRP Code = 0
 - SRP Deduction Code = BLANK
- If employee is in bargaining unit 211, 214, 216 or 220 and has completed one full time year (10 months of full time service or more within one fiscal year) OR if the employee is in bargaining unit 209 or 210 and has completed one year at 1.0 FTE for the entire fiscal year OR if the employee is in bargaining unit 217, apply either of the two rules above to determine eligibility on the residual bargaining unit.
 - SRP Code = 1
 - SRP Deduction Code = BLANK

Full-time employees hired more than two years ago:

- Verify begin date of unclassified service
- Look at assignment history of unclassified FTE by fiscal year
- If employee is in bargaining unit 211, 214, 216 or 220 and has completed two full time years (10 months of full time service or more per fiscal year) OR if the employee is in bargaining unit 209 or 210 and has completed two years at 1.0 FTE for the entire



Minnesota
STATE COLLEGES
& UNIVERSITIES

Step by Step Process for Determining and Coding Eligible Participants in the Supplemental Retirement Plan (SRP)

fiscal year OR if the employee is in bargaining unit 217, apply either of the two rules above to determine eligibility on the residual bargaining unit.

- SRP Code = Y
- SRP Deduction Code = based on the bargaining unit assignment of the employee's job class as of October 1st of the current fiscal year (See the [SRP Deduction Code listing](#)) See the rules for SRP deductions and eligibility codes for employees with more than one assignment, more than one bargaining unit, and/or changing positions mid-year.
- All unclassified assignments with a "Y" SRP code can *never* have a *blank* in the SRP deduction code field.

Part-time Unclassified (ex. Adjuncts):

- Verify begin date of unclassified service
- Look at assignment history of unclassified FTE by fiscal year
- If employee is or would normally be in bargaining unit 211, 214, 216 or 220 and has always had less than 10 months of full time service in any fiscal year, OR if the employee is in or would normally be in bargaining unit 209 or 210 and has always had less than 1.0 FTE in a single fiscal year.
- If the employee is in bargaining unit 217, apply either of the two rules above to determine eligibility based on the residual bargaining unit.
 - SRP Code = N
 - SRP Deduction Code = BLANK

Bargaining unit 223 – Non-Status Employees (ex. Academic Exam Monitors)

- Not eligible for SRP participation
 - SRP Code = N
 - SRP Deduction Code = BLANK

Retirees Determination

- Look for retirement status codes of ANUI or DCRR
- If blank, research appropriate retirement status code designation. Fill this code into the status field on the Jobs / Appointment Statuses page on the HR web application.
- As retired employees often return to work on a part time basis, the employee's SRP codes must be changed upon rehire, as long as the employee has begun a distribution from his/her retirement account. If the employee has NOT begun a distribution or annuity from his/her retirement account, either regular or supplemental, the employee is not considered a retiree for retirement fund purposes and deductions must be taken for both regular and supplemental retirement.
- If the employee is a retiree for retirement fund purposes:
 - SRP Code = R
 - SRP Deduction Code = BLANK



Step by Step Process for Determining and Coding Eligible Participants in the Supplemental Retirement Plan (SRP)

Step 4.

Review all employees coded Y on the Hyperion report **SRP data all assignments for FY.bqy** that you ran earlier in Step 2 and downloaded into Excel.

- Sort all employees with an SRP eligibility code of Y by bargaining unit.
- Compare the SRP deduction code listed for each employee in a specific bargaining unit with the [SRP deduction code](#) that is appropriate for that bargaining unit.
- Employees who have assignments in more than one bargaining unit may have an SRP deduction code that belongs to the other bargaining unit – verify if the employee has more than one assignment. There may be multiple assignments at the same institution, or assignments may be at more than one institution – you may need to run the multi-campus report.
- If a returning employee has a change in an SRP deduction code based on bargaining unit changes, the effective date of that change must be the beginning of the payroll period that will generate a paycheck on or after July 1st of the fiscal year you are working on. DO NOT effective date a change in SRP deduction code for a current employee with current SRP contributions as July 1.

Step 5. All unclassified MAPE (unit 214), MMA (unit 216), or Commissioner's Plan (unit 217) employees who are eligible for SRP are no longer eligible for a State paid contribution to the Deferred Compensation Plan (DCP).

To ensure that these employees do not receive the State matching contributions to the DCP, special coding is required for the salary authority fields in SEMA4.

An effective dated row must be added to both position management and job data for each newly eligible employee. The effective date of newly SRP eligible employees is always July 1st. The salary authority codes to be used are:

MAPE positions – MPM

MMA positions – MMM

Commissioner's Plan positions – CEM

In position management, the position reason must be SAC. In employee management job data, the action reason must be Position Change/SAC.

NOTE: Prior to becoming eligible for SRP, unclassified employees in MAPE, MMA and the Commissioner's Plan may have regular salary authority coding in SEMA4 and they are eligible for any bargained State paid DCP matching contributions.



Step by Step Process for Determining and Coding Eligible Participants in the Supplemental Retirement Plan (SRP)

Coding for Classified Employees

Continuous Classified Service

- Verify assignment history
- If the employee has always has a classified assignment
 - SRP Code = M
 - SRP Deduction Code = BLANK

Classified Service with Concurrent Unclassified Assignment

- Verify assignment history
- Classified assignment:
 - SRP Code = M
 - SRP Deduction Code = BLANK
- Unclassified assignment
 - SRP Code and SRP Deduction Code = follow unclassified coding structure based on length of service and FTE of service

Classified Service with Previous Unclassified Assignments but None Currently

- Verify assignment history
- If employee has a previous unclassified assignment, verify number of years of unclassified service. Apply full time service for SRP rules based on the bargaining unit of the unclassified assignment.
- If employee has accumulated one full time year of unclassified service towards SRP eligibility :
 - SRP Code = 1
 - SRP Deduction Code = BLANK
- If employee has accumulated two years of full time unclassified service towards SRP eligibility OR previously was SRP eligible and is currently a classified employee:
 - SRP Code = 2
 - SRP Deduction Code = BLANK

All Newly Eligible Employees must be provided with the [“Welcome to SRP” letter](#) available on the MnSCU HR Retirement web site.

Coding Employee Changes to Interface with SEMA4

All changes in SRP eligibility code and/or SRP deduction codes must interface with SEMA4 to affect eligible employees' pay. Questions on the bi-weekly interface process and/or schedule should be directed to the HR Helpdesk.



Minnesota
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Step by Step Process for Determining and Coding Eligible Participants in the Supplemental Retirement Plan (SRP)

Verifying Coding in the HR Web Application with SEMA4 Data

There is a Hyperion (Brio) query called **SRP deduction information in SCUPPS.bqy** that will show you the SRP deduction data that is currently in the HR Web Application for all unclassified employees within the fiscal year. The HR7010 report will show any discrepancies in data between SCUPPS and SEMA4; run, review and change data as appropriate. The SEMA4 On-Demand Report FIHU1650 will retrieve information from SEMA4 on employees with the Deferred Compensation State Match who are also coded with eligibility for SRP.

Need Help?

All questions on SRP should be directed to the HR Helpdesk;
hr.helpdesk@so.mnscu.edu

If you locate any errors in your SRP eligibility or deduction coding, please contact the HR Helpdesk immediately for assistance with correctly coding the employee's records and the process for determining the applicable back charges or refunds and the process for implementing them.