



Minnesota State Colleges & Universities

Retirement Code Usage Guidelines

Retirement Codes in SCUPPS		General Guidelines For MnSCU Employees	Exceptions that Allow Coverage Under this Plan
<i>Retirement Codes in Alphabetical Order - Same as SCUPPS Drop Down Menu</i>			
AA	MSRS General Employees Retirement Plan	Unlimited classified employees without other prior state retirement plan that covers classified positions. Also covers unclassified temporary positions that compare to the classified service if the appointment is for more than six months (old Rule 10 positions).	Unclassified employees who exercised a statutory option to remain in MSRS before the law expired. Also, MnSCU Administrators who previously elected coverage under the MSRS General Plan during an election period prior to 7-1-95.
AB	MSRS Correctional Officers Retire Plan	Do Not Use for MnSCU Employees	
AD	Teachers' Retirement Association Coordinated Plan	Unclassified employees at or above .25 FTE who have elected coverage, or who have previous TRA service and their FTE is less than .25 FTE. Unclassified Faculty and Staff (MSCF, IFO, MSUAASF, MAPE Program Directors and CTRs, MMA Program Supervisors)	Faculty who are currently in TRA and are currently serving in an Interim or Acting Administrator position. Also, administrators or classified employees who were given a statutory right to retain TRA.
AE	Teachers' Retirement Association Basic Plan - No New Employees	<i>Do Not Use for new employees. Exempt from FICA.</i>	Those employees currently in this plan with no break in service since 7-1-95.
AF	Public Employees' Retirement Assoc - Basic Plan - No New Employees	<i>Do Not Use for new employees. Exempt from FICA.</i>	Those employees currently in this plan with no break in service since 7-1-95.
AG	Public Employees' Retirement Assoc - Coordinated Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees currently in this plan with no break in service greater than 30 days since 7-1-95.
AH	MSRS State Highway Patrol Plan	Do Not Use for MnSCU Employees	
AL	MSRS Judges' Plan	Do Not Use for MnSCU Employees	
AN	No Retirement	Used only for: •classified emergency and temporary employees, •unclassified employees working less than 25% who were not previously covered by TRA in a public school or a charter school, •annuitants working in a position normally covered by the retirement plan from which they are drawing their annuity, •MnSCU Academic Exam Monitors, •student workers in state classifications, •unclassified temporary appointments (old Rule 10 positions) that are for 6 months or less, or •Commissioner's Plan Exam Monitors.	
AP	Military Affairs	Do Not Use for MnSCU Employees	



Minnesota State Colleges & Universities

Retirement Code Usage Guidelines

Retirement Codes in SCUPPS		General Guidelines For MnSCU Employees	Exceptions that Allow Coverage Under this Plan
AQ	MSRS Unclassified Employees' Retirement Plan	Used only for new MnSCU Administrators who previously elected TRA coverage in any other covered MnSCU service, or for those employees who had an election prior to 7-1-95 that allowed them to retain MSRS Unclassified Plan coverage.	
AW	PERA Police and Firefighters Retirement Fund	Do Not Use for MnSCU Employees	
BA	MSRS Judges' Disabled Retirement Plan	Do Not Use for MnSCU Employees	
BB	Individual Retirement Account Plan - Community Colleges	Unclassified employees, non-administrators, who previously elected or defaulted to IRAP. Effective 7-26-05, applies to all newly eligible unclassified MnSCU employees.	
BF	Individual Retirement Account Plan - MnSCU Administrators	MnSCU Administrators who have elected or defaulted to IRAP. All new MnSCU Administrators with no prior service.	
BG	State Arts Board - Individual Retirement Account Plan	Do Not Use for MnSCU Employees	
BH	St. Paul Teachers' Retirement Association Basic Plan - No New Employees	<i>Do Not Use for new employees. Exempt from FICA.</i>	Those employees currently in this plan with no break in service since 7-1-95. Employees retain this retirement fund coverage when they move to another MnSCU college or university without a break in service.
BI	St. Paul Teachers' Retirement Association Coordinated Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees currently in this plan with no break in service since 7-1-95. Employees retain this retirement fund coverage when they move to another MnSCU college or university without a break in service.
BJ	Duluth Teachers' Retirement Association Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees currently in this plan with no break in service since 7-1-95. Employees retain this retirement fund coverage when they move to another MnSCU college or university without a break in service.
BK	Minneapolis Teachers' Retirement Association Coordinated Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees who were in this plan with no break in service since 7-1-95, were moved to TRA Coordinated Plan effective 7-1-06.
BL	Minneapolis Teachers' Retirement Association Basic Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees who were in this plan with no break in service since 7-1-95, were moved to TRA Basic Plan effective 7-1-06.



Minnesota State Colleges & Universities

Retirement Code Usage Guidelines

Retirement Codes in SCUPPS		General Guidelines For MnSCU Employees	Exceptions that Allow Coverage Under this Plan
BM	Minneapolis Employees' Retirement Fund - No New Employees	<i>Do Not Use for New Employees</i>	Those employees currently in this plan with no break in service since 7-1-95.
BQ	IRAP - Foreign National Employee	<i>Do Not Use for New Employees</i>	
BR	MSRS State Fire Marshall Retirement Plan	Do Not Use for MnSCU Employees	
BT	MSRS Judges Unclassified Disabled Retirement Plan	Do Not Use for MnSCU Employees	
BU	MSRS Judges Unclassified Retirement Plan	Do Not Use for MnSCU Employees	
PR	Post Retirement Option Employees - No Retirement Deductions Are Taken	A Post Retirement Option Employment Agreement must be in place and a copy of the agreement must be provided to the employee's former retirement fund, either MSRS or PERA.	Use only for those employees previously covered by either MSRS or PERA who have retired and who are reemployed in the Post Retirement Option positions as authorized by the 2005 legislative session. See DOER PERSL Policy Memo #1392.
TR	TRA Retirees - No Retirement Deductions are Taken	If a MnSCU employee retires and is collecting a TRA pension, and is then rehired into a retirement eligible unclassified position, the employee is not eligible for any additional deductions to be taken from pay, and this code must be used to report the employee's income directly to TRA through SEMA4 payroll. If a new hire had TRA coverage at a public school system, a charter school, etc. and is receiving a TRA annuity when hired within MnSCU, there are two instances when this code should be used: 1) when the new hire works less than .25 FTE and no deductions are taken based on TRA member annuitant status and dollars earned are reported to TRA through the payroll system, and 2) when the new hire works at or over .25 FTE and signs the TRA election form, then no TRA deductions are taken and the dollars earned are reported to TRA through the payroll system.	



Minnesota State Colleges & Universities

Retirement Code Usage Guidelines

Retirement Codes in SCUPPS	General Guidelines For MnSCU Employees	Exceptions that Allow Coverage Under this Plan
<i>Retirement Codes by General Usage Categories</i>		
<i>General Use for Current Employees:</i>		
AA	MSRS General Employees Retirement Plan	Unlimited classified employees without other prior state retirement plan that covers classified positions. Also covers unclassified temporary positions that compare to the classified service if the appointment is for more than six months (old Rule 10 positions).
AD	Teachers' Retirement Association Coordinated Plan	Unclassified employees at or above .25 FTE who have elected coverage, or who have previous TRA service and their FTE is less than .25 FTE. Unclassified Faculty and Staff (MSCF, IFO, MSUAASF, MAPE Program Directors and CTRs, MMA Program Supervisors)
AN	No Retirement	Unclassified employees who exercised a statutory option to remain in MSRS before the law expired. Also, MnSCU Administrators who previously elected coverage under the MSRS General Plan during an election period prior to 7-1-95.
		Faculty who are currently in TRA and are currently serving in an Interim or Acting Administrator position. Also, administrators or classified employees who were given a statutory right to retain TRA.
		Used only for: •classified emergency and temporary employees, •unclassified employees working less than 25% who were not previously covered by TRA in a public school or a charter school, •annuitants working in a position normally covered by the retirement plan from which they are drawing their annuity, •MnSCU Academic Exam Monitors, •student workers in state classifications, •unclassified temporary appointments (old Rule 10 positions) that are for 6 months or less, or •Commissioner's Plan Exam Monitors.
AQ	MSRS Unclassified Employees' Retirement Plan	Used only for new MnSCU Administrators who previously elected TRA coverage in any other covered MnSCU service, or for those employees who had an election prior to 7-1-95 that allowed them to retain MSRS Unclassified Plan coverage.
BB	Individual Retirement Account Plan - Community Colleges	Unclassified employees, non-administrators, who previously elected or defaulted to IRAP. Effective 7-26-05, applies to all newly eligible unclassified MnSCU employees.
BF	Individual Retirement Account Plan - MnSCU Administrators	MnSCU Administrators who have elected or defaulted to IRAP. All new MnSCU Administrators with no prior service.



Minnesota State Colleges & Universities

Retirement Code Usage Guidelines

Retirement Codes in SCUPPS		General Guidelines For MnSCU Employees	Exceptions that Allow Coverage Under this Plan
PR	Post Retirement Option Employees - No Retirement Deductions Are Taken	A Post Retirement Option Employment Agreement must be in place and a copy of the agreement must be provided to the employee's former retirement fund, either MSRS or PERA.	Use only for those employees previously covered by either MSRS or PERA who have retired and who are reemployed in the Post Retirement Option positions as authorized by the 2005 legislative session. See DOER PERSL Policy Memo #1392.
TR	TRA Retirees - No Retirement Deductions are Taken	If a MnSCU employee retires and is collecting a TRA pension, and is then rehired into a retirement eligible unclassified position, the employee is not eligible for any additional deductions to be taken from pay, and this code must be used to report the employee's income directly to TRA through SEMA4 payroll. If a new hire had TRA coverage at a public school system, a charter school, etc. and is receiving a TRA annuity when hired within MnSCU, there are two instances when this code should be used: 1) when the new hire works less than .25 FTE and no deductions are taken based on TRA member annuitant status and dollars earned are reported to TRA through the payroll system, and 2) when the new hire works at or over .25 FTE and signs the TRA election form, then no TRA deductions are taken and the dollars earned are reported to TRA through the payroll system.	
<i>Do Not Use for any New MnSCU Employees:</i>			
AE	Teachers' Retirement Association Basic Plan - No New Employees	<i>Do Not Use for new employees. Exempt from FICA.</i>	Those employees currently in this plan with no break in service since 7-1-95.
AF	Public Employees' Retirement Assoc - Basic Plan - No New Employees	<i>Do Not Use for new employees. Exempt from FICA.</i>	Those employees currently in this plan with no break in service since 7-1-95.
AG	Public Employees' Retirement Assoc - Coordinated Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees currently in this plan with no break in service greater than 30 days since 7-1-95.
BH	St. Paul Teachers' Retirement Association Basic Plan - No New Employees	<i>Do Not Use for new employees. Exempt from FICA.</i>	Those employees currently in this plan with no break in service since 7-1-95. Employees retain this retirement fund coverage when they move to another MnSCU college or university without a break in service.



Minnesota State Colleges & Universities

Retirement Code Usage Guidelines

Retirement Codes in SCUPPS		General Guidelines For MnSCU Employees	Exceptions that Allow Coverage Under this Plan
BI	St. Paul Teachers' Retirement Association Coordinated Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees currently in this plan with no break in service since 7-1-95. Employees retain this retirement fund coverage when they move to another MnSCU college or university without a break in service.
BJ	Duluth Teachers' Retirement Association Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees currently in this plan with no break in service since 7-1-95. Employees retain this retirement fund coverage when they move to another MnSCU college or university without a break in service.
BK	Minneapolis Teachers' Retirement Association Coordinated Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees who were in this plan with no break in service since 7-1-95, were moved to TRA Coordinated Plan effective 7-1-06.
BL	Minneapolis Teachers' Retirement Association Basic Plan - No New Employees	<i>Do Not Use for New Employees</i>	Those employees who were in this plan with no break in service since 7-1-95, were moved to TRA Basic Plan effective 7-1-06.
BM	Minneapolis Employees' Retirement Fund - No New Employees	<i>Do Not Use for New Employees</i>	Those employees currently in this plan with no break in service since 7-1-95.
BQ	IRAP - Foreign National Employee	<i>Do Not Use for New Employees</i>	



Minnesota State Colleges & Universities

Retirement Code Usage Guidelines

Retirement Codes in SCUPPS		General Guidelines For MnSCU Employees	Exceptions that Allow Coverage Under this Plan
<i>Not for Use for MnSCU Employees:</i>			
AB	MSRS Correctional Officers Retire Plan	Do Not Use for MnSCU Employees	
AH	MSRS State Highway Patrol Plan	Do Not Use for MnSCU Employees	
AL	MSRS Judges' Plan	Do Not Use for MnSCU Employees	
AP	Military Affairs	Do Not Use for MnSCU Employees	
AW	PERA Police and Firefighters Retirement Fund	Do Not Use for MnSCU Employees	
BA	MSRS Judges' Disabled Retirement Plan	Do Not Use for MnSCU Employees	
BG	State Arts Board - Individual Retirement Account Plan	Do Not Use for MnSCU Employees	
BR	MSRS State Fire Marshall Retirement Plan	Do Not Use for MnSCU Employees	
BT	MSRS Judges Unclassified Disabled Retirement Plan	Do Not Use for MnSCU Employees	
BU	MSRS Judges Unclassified Retirement Plan	Do Not Use for MnSCU Employees	
			Revised 3/30/2011