



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

# 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	<b>DO NOT USE:</b> 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 - No deductions are taken	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.)
DEAT	<b>DO NOT USE:</b> This code no longer used. (Notification of Participant Death)	To be used by Wells Fargo only upon appropriate legal death notification.
DEF	<b>DO NOT USE</b> for any newly eligible employees on or after 7-26-2005. 90 Day Default / No Election Returned	Used by Wells Fargo ASA only to record that 90 day default period has lapsed and employee has defaulted to the appropriate retirement fund.
EANS	Excluded Administrator / No State Service	MnSCU Administrator with no prior state service. Employee is automatically placed into IRAP and campus rep. provides employee with a Welcome to IRAP packet.
EAPS	Excluded Administrator / Prior State Service	New MnSCU Administrator with prior state service before 7/1/95, and who did not previously make a Plan Election. Member is given the IRAP/MSRS Election Packet. Receipt is signed by both the employee and the campus rep., acknowledging receipt of packet. Receipt is forwarded to Wells Fargo ASA to track the 90 day election period.



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

# Minnesota State Colleges & Universities

## Retirement Status Code Usage Guidelines

Retirement Status Codes In SCUPPS		General Guidelines For MnSCU Employees
ELEC	<b>DO NOT USE this code for any new employees.</b> 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 Wells Fargo ASA.
GRFT	<b>DO NOT USE this code for any new employees.</b> 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	<b>DO NOT USE this code for any newly eligible employees on or after 7-26-2005.</b> Plan Election Provided	Employee is given the Primary Plan Election. Receipt is signed by both employee and campus rep. acknowledging packet was received. Receipt must be forwarded to Wells Fargo ASA to track the 90 day election period.
PER	Participant Election Received	<b>PRIOR TO 7-26-2005:</b> Used by Wells Fargo ASA only to record receipt of the signed Primary Plan Election form from the employee. <b>ON OR AFTER 7-26-2005:</b> Used by Wells Fargo ASA to record the effective date of a participant's prospective election to change to TRA 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% time or less than 300 hours and do not have past TRA service.
RED	Retirement Eligibility Date	<b>Effective 7-26-2005;</b> 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 election window to move prospectively from IRAP to TRA. The employee must be initially coded to IRAP.
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. <b>*NOTE:</b> Also used for TRA retirees who have reached the 25% 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.



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

# Minnesota State Colleges & Universities

## Retirement Status Code Usage Guidelines

Retirement Status Codes In SCUPPS		General Guidelines For MnSCU Employees
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	<b>DO NOT USE this code for any new employees.</b> 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% time or less than 300 hours and who have past TRA service; an election is required when the employee reaches the 25% or 300 hour threshold.
TRNE	TRA Retiree / Needs an Election	No retirement deductions are taken. New MnSCU employee working less than 25% time or less than 300 hours and who is retired from TRA covered service in a public school or a charter school and is also drawing an annuity from TRA. Employee must be changed to IRAP deductions upon reaching 25% time or greater, or more than 300 hours. The employee may at that time prospectively elect to retain TRA coverage and, as a retiree, have no deductions taken.
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.
Revised 5-3-06		