

MnSCU - TIAA-CREF Adjustment Processing Procedures

Resource	Function	Contact
TIAA-CREF Administrative Issues mailbox	<p>Email all Adjustment Worksheets for Corrections and Missing Contributions on IRAP, SRP, and TSA plans for vendor input to payroll via SEMA4.</p> <p>Please ensure all necessary information is provided, including:</p> <ul style="list-style-type: none"> • Name of employee • Employee Identification Number • MnSCU Plan Name or Number • Adjustment amount(s) • Breakdown of contribution type: employer and employee amounts <p>This email address may also be used for any other administrative inquiries. Please allow 3-4 days for a response.</p> <p>NOTE: Requestor will receive an email that the transaction has been entered into SEMA4 within 3-4 business days.</p>	<p>Email: mnscuadmin@tiaa-cref.org</p>
	<p>*** If you are unable to submit any adjustment request via email, forms may be faxed. Please follow-up with an email to mnscuadmin@tiaa-cref.org advising of the fax submission. This will help ensure that immediate attention is given to your fax submittal.</p>	<p>FAX: 303-626-4717 ATTN: Michelle Aruldoss</p>
	MSRS to IRAP and IRAP to MSRS requests	<p>Email to both: 1) mnscuadmin@tiaa-cref.org 2) Mary K. Flister</p>
	TRA to IRAP and IRAP to TRA requests	<p>Email to both: 1) mnscuadmin@tiaa-cref.org 2) Rich Fick</p>
<p>All forms for Adjustments over 60 days old, and those for adjustments less than 30 days with no future paychecks, must be submitted to the local campus Business Office for payment. Payments may be made via electronic fund transfer or check. Invoice ID coding must be indicated on all forms. All local warrants must be accompanied by a completed remittance voucher for the appropriate fund, either IRAP or SRP.</p>		
Institutional Liaison	<ul style="list-style-type: none"> • Manages daily work for IRAP, SRP and TSA plans • Responds to Human Resource Inquires • Assists in oversight of plan administration • Coordinates the receipt and processing of bi-weekly remittances and irregular payments. 	<p>Michelle Aruldoss maruldoss@tiaa-cref.org 1-800-842-2638 ext. 242973 FAX: 303-626-4717</p> <p>Back Up: Chris Kelly ckelly@tiaa-cref.org 1-800-842-2638 ext 242173 FAX 303-626-4717</p>