



Instructions

Employee Self-Service Savings Plans
Changing Contributions:
MnSCU Tax Sheltered Annuity (403b)
State of MN Deferred Compensation plan (457)

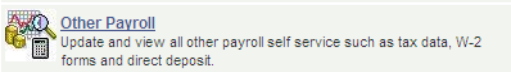
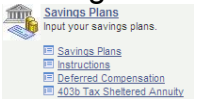
From the Office of the Chancellor:

We have revised our employee self service instructions for making changes to TSA or Deferred Compensation plans based on the revisions to the SEMA4 self service site. These new instructions are attached here for your reference. Instructions are also posted to the MnSCU Web site in the Campus Retirement Resources, TSA Section. We hope you find this helpful.



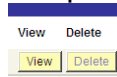
Minnesota
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Employee Self-Service Savings Plans: Instructions For Changing Contributions to the MnSCU Tax-Sheltered Annuity (403b) Plan and/or the State's Deferred Compensation (457) Plan

1. Go to the State's Self-Service web-site by following this link:
[SEMA4 9.0 Production Self-Service](#)
or at the following web-address:
<https://www.s4web.state.mn.us/psp/employee/?cmd=login&languageCd=ENG&>
Enter your User ID and Password as you would to obtain your payroll advice on payday.
2. Select the "Other Payroll" button.
A screenshot of a button labeled "Other Payroll" with a magnifying glass icon. Below the button, the text reads: "Update and view all other payroll self service such as tax data, W-2 forms and direct deposit."
3. Select the "Savings Plans" button that appears below the general heading "Savings Plans: Input Your Savings Plan" button.
A screenshot of a button labeled "Savings Plans" with a magnifying glass icon. Below the button, the text reads: "Input your savings plans." Below this, there is a list of links: "Savings Plans", "Instructions", "Deferred Compensation", and "403b Tax Sheltered Annuity".
4. The Main Savings Plan page will display.
Lines will display for the TSA-MnSCU Plan and the MSRS-Deferred Compensation Plan, along with your current contributions, if you currently are contributing to those programs. If you are not currently contributing to either of these plans the page will be blank.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

- a. If you currently are participating in either of these plans, you may select



the “View” key on either the “TSA-MnSCU” line or the “MSRS-Def Comp” line.

- b. The next screen will then display your current savings plan deduction information, such as the start date, the amount, etc. The detailed information will be for either the Before Tax and/or After Tax (ROTH) contribution for the TSA program and/or your current Before Tax contribution for the MSRS-Def Comp plan depending on which “View” key you selected.
- c. For example, if you currently have a contribution to the Deferred Compensation Plan and you select “View” you will see a page display that looks similar to this:

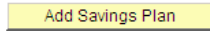
Plan Type: 457
 Description: MSRS - Def Comp
 Status: Active
 Start Date: 03/07/2007

Before-Tax	
Amount	% of Gross

To return to the main Savings Plan page, select “Cancel”.



5. If you want to make a change to your contribution rate (i.e., increase, decrease, or stop the deduction), after you have returned to the main Savings Plan page, select the “Add Savings Plan” button at the bottom left part of the screen.



The new screen will reflect this menu:

Plan Type:
 Description:
 *Status: Active
 Start Date: 03/18/2009

Before-Tax	
Amount	% of Gross

6. Under the description pull-down menu, select the account you want to add/change/stop: MSRS-Def Comp or TSA-MnSCU.
- a. Note that if you select TSA-MnSCU, the screen will reflect your current deductions (if you have any) for both Before-Tax and After-Tax (ROTH) deductions. It will contain blank amounts for any plan that you do not currently have.

Plan Type: 403(b)
 Description: TSA - MnSCU
 *Status: Active
 Start Date: 03/18/2009

Before-Tax	
Amount	% of Gross

After-Tax (ROTH)	
Amount	% of Gross

- b. If you select MSRS – Def Comp, the screen will reflect your current deductions for that plan only. It will contain blank amounts if you are not currently participating in that plan.

Plan Type: 457
 Description: IMSRS - Def Comp
 *Status: Active
 Start Date: 03/18/2009

Before-Tax	
Amount	% of Gross
<input type="text"/>	<input type="text"/>

- You may select either the default start date that shows up on this screen, or you may select a specific start date. A start date must always be equal to the day you are making your changes, or a later date. You may not enter a date that is before the day you are making the changes. NOTE: If you are entering a large lump sum amount you must make certain that the effective date that you select is within the payroll period in which you will receive the corresponding large payment.

Enter the new bi-weekly payroll deduction amount (or % of Gross) in the appropriate cell and check the “Save” button.

- The next screen should display:

[Savings Plans](#)
[Save Confirmation](#)

The Save was successful.

- Check the “OK” button. The display will return to the main Savings Plan page.

- If you want to make another change to a different Plan, repeat steps 5-9.

- NOTE: If your objective is to make a large lump-sum deduction from only one paycheck,** and return to your regular deduction thereafter, you will need to repeat steps 5-9.

However, at step #7, you will need to change the “start date” section to reflect the first day of the payroll period in which you want to return to your regular deduction.

(This means that you will have added two changes: one for your large lump-sum deduction, and the second for a subsequent payroll period to return to your regular deduction).

If you need assistance in determining payroll period beginning and ending dates, contact your college or university payroll office.

- Exit the System from the “Sign Out” button in the upper right corner.

Revised 3/18/2009