Employee Power!

Using Your Internet
Self Service Options
Why Employee Self Service Options?

- Available 24/7/365
- Confidential – your information does not go through others
- No translation – no one is guessing as to your intent
- Accuracy – you proof your own data to make sure it is exactly what you want
- Knowledge – you are aware of all of your benefits and information
Sources for Employee Self Service

• State of MN Employee Self Service
• Insurance Information
• Teachers’ Retirement Association
• Minnesota State Retirement Association
• Deferred Compensation Plan
• TIAA-CREF
• Tax Sheltered Annuity Options
• Pre-Tax Benefits
• New & Current Employee Information
• Training & Tuition Waiver
After Log on - Self Service Home Page

Goes to Main Menu

Message Board
Insurance Information:
Review Your Dependent Coverage

First, verify who is covered under Your health and dental insurance.

Then, you must verify your eligible dependents! A Social Security Number is required for every Eligible dependent under Medicare Law.
Review the Benefits Summary First

Items listed in blue in this column are a link to more information!
Health and Dental Information will list Covered Dependents

You should see here a List of your dependents
Then Verify Information about the listed Dependents

Blanks in these columns Mean no coverage

Note that this is a link To more information!
Click on Each Dependent Link for More Information

### Self Service

**Main Menu >> State of MN Self Service >> Benefits >> Dependent Coverage**

### Dependent Personal Information

**Muenchow, Mary**

Click Link at the bottom of this page to return to the Dependent Coverage Summary.

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
</tr>
<tr>
<td><strong>Middle Name:</strong></td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
</tr>
<tr>
<td><strong>Name Prefix:</strong></td>
</tr>
<tr>
<td><strong>Name Suffix:</strong></td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
</tr>
<tr>
<td><strong>Date of Birth:</strong></td>
</tr>
<tr>
<td><strong>SSN:</strong></td>
</tr>
<tr>
<td><strong>Relationship to Employee:</strong></td>
</tr>
</tbody>
</table>

### Status Information

<table>
<thead>
<tr>
<th>Marital Status:</th>
<th>Married</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td>No</td>
</tr>
<tr>
<td>Disabled:</td>
<td>No</td>
</tr>
</tbody>
</table>

### Address and Telephone

- **Same Address as Employee:** [ ]

If there is no Social Security Number, an Edit Message will appear at the top of the page.

Additional information continues as you scroll down the page.
The Edit message will look like this:

Once you edit the information, you will be able to review it and then save the information.
Entry of Open Enrollment Information is Also Under Benefits

Open Enrollment is November 2 – November 15, 2011

All Information Regarding Open Enrollment is at:

[MMB Open Enrollment Web Site]
Other Payroll Options Under Employee Self Service

Full List of Options under this selection:

<table>
<thead>
<tr>
<th>Category</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-4 and MWR</td>
<td>W-4 and MWR, W-4 instructions</td>
</tr>
<tr>
<td>Savings Plans</td>
<td>Input your savings plans, Input Deferred Cmp/TSA Deductn, Savings Plans Instructions, MN Deferred Comp Plan Website, MnSCU 403b TSA Plan Website</td>
</tr>
<tr>
<td>Deferred Comp Conv/Mitch</td>
<td>Input your Deferred Comp Conv/Mitch Option, Deferred Comp Conv/Mitch Option, Instructions</td>
</tr>
<tr>
<td>W-2 Information</td>
<td>View and print your W-2 forms, View W-2 Forms, Required Disclosures, CSC and Box Instruction 2 More...</td>
</tr>
<tr>
<td>Charitable Deductions</td>
<td>Input your charitable deductions, Charitable Deductions, Instructions</td>
</tr>
<tr>
<td>Payroll Forms</td>
<td>Payroll Calenders, W-4, W-4MN, 8 More...</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>Input your direct deposits, Direct Deposit, Instructions</td>
</tr>
<tr>
<td>Leave Donations</td>
<td>Input your leave donations, Input Your Leave Donations, Instructions, Recipient Flyers</td>
</tr>
<tr>
<td>Business Expenses</td>
<td>Input your business expenses</td>
</tr>
</tbody>
</table>
# My Personal Information Options under Employee Self Service

## Full List of Options under this selection:

### My Personal Information

- **Update home address, phone numbers, email address, and emergency contact information. View name and marital status.**
  - **Skills Profile**
    - Enter licenses and certificates.
  - **Personal Information Summary**
    - Review a summary of your personal information.
  - **Home and Mailing Address**
    - Review and update your home and mailing addresses.
  - **Phone Numbers**
    - Add or update phone numbers, or specify your primary phone number.
  - **Email Addresses**
    - Add or update your email addresses.
  - **Emergency Contacts**
    - Add or update your emergency contact information.
  - **Notify Human Resources**
    - If you have a name change or marital status change, you must contact your Human Resource office. Agency contacts are listed here.
  - **Instructions**
    - How to use My Personal Information
  - **Private Data Statement**
    - Notice of intent to collect private data from employees.
  - **Pandemic Availability**
    - Respond to pandemic availability question.
  - **Military Status**
    - Military status.
Announcements Page under Employee Self Service

Links to a Full Page of Information for Employees

Self Service Announcements

- 2011 June 27 - Upcoming Changes in Net Pay
- 2011 April 7 - Vacation Minimum Requirement and Floating Holiday – Fiscal Year End
- 2011 April 4 - Deferred Compensation Conversion and Match
- 2011 January 14 - IMPORTANT TAX RETURN DOCUMENT AVAILABLE - W-2 Forms Are Now Available In Self Service
- 2011 January 6 - Net Pay Changes in 2011

Information on Who is Eligible
Pension Myth vs. Pension Fact

There are a lot of misconceptions, misunderstandings, misinformation and flat-out MYTHS about TRA and public pension plans today. Here are some FACTS to help set the record straight...MORE

Funding status improves; pension discussion begins

TRA’s funding status improved markedly in the past two years due to 2010 pension reforms and improved market conditions. As of June 30, 2011 it is estimated that the TRA funding status (market value) had risen to 78.4 percent from 59.8 percent in 2009. ...Read more in the Fall issue of the TRA newsletter

Pension commission sets early meeting schedule

The Legislative Commission on Pensions and Retirement (LCPR) will begin a series of meetings on Wednesday, December 21.
I have already registered and wish to log in

User ID: 
Password: 

Login  Reset

Site available daily from 6:00 am to 11:55 pm.

User ID Reminder/Password Reset

I wish to set up my TRA online account

If you are a first time user, you must register before accessing your account information. During the registration process, you will create a User ID and password. You must remember your User ID and password in order to access your account in the future.

MyTRA Account Instructions
Home

Welcome to the Minnesota State Retirement System (MSRS) website! We administer ten different retirement plans which provide retirement, survivor, and disability benefit coverage for Minnesota state employees as well as employees of the Metropolitan Council and many non-faculty employees at the University of Minnesota. MSRS covers over 50,000 active employees and currently pays monthly benefits to over 20,000 retirees, survivors, and disabled employees. In addition, we administer the State of Minnesota Deferred Compensation Plan and the Health Care Savings Plan.

Retiree Open Enrollment Meetings
The Insurance Division of Minnesota Management & Budget (MMB) will be holding retiree open enrollment meetings in our Retirement Systems of Minnesota Building on Wednesdays, November 2 and 9, from 10 a.m. to 12 p.m. There is no need to register. For MMB's other retiree metro-area meetings, visit [www.mmb.state.mn.us/oe-retiree](http://www.mmb.state.mn.us/oe-retiree). These meetings will not include MSRS-specific retirement information, but instead will be solely about insurance open enrollment information for the calendar year 2012. It is for all retirees or active State employees who plan on retiring in 2011 through 2012. Free parking is available in our visitor lot in front of the building, on the street at nonrestrictive areas, and on the 3rd level of our employee contract parking ramp.

Remember, there is no need to register for these meetings, but if you have specific questions, contact the following numbers: If you have any open enrollment insurance-related questions, please call the MMB office at 651-355-0100. If you have any meeting or building-related questions, please call 651-284-7882, or e-mail [sally.kupferschmidt@msrs.us](mailto:sally.kupferschmidt@msrs.us). If you have any MSRS-related questions, please call our customer service specialists at 651-296-2761 or toll free at 800-657-5757, or e-mail [info@msrs.us](mailto:info@msrs.us).

Do you want to serve on the MSRS Board?
Deadline to file is October 17, 2011
MSRS is seeking candidates for four positions on the Board of Directors that will become vacant in May 2012. The following positions will be open: two state employees actively participating in the General or Unclassified Plans; one state employee actively participating in the Correctional Plan; one retired state employee
Account Online - Choose Plan

MNDCP - Minnesota Deferred Compensation Plan
HCSP - Health Care Savings Plan
MSRS - Minnesota State Retirement System
MSRS - Unclassified Retirement Plan
Hennepin
Account Online Login

Member ID or
Social Security Number:  
(Without dashes)
PIN:
Login

Forgot Your PIN?

NOTE: If there are already asterisks in the PIN box above, delete them before entering your PIN.

If you have never logged in before your PIN is located in the upper right corner of your annual (or quarterly for the Unclassified Plan) account statement. If you do not have a copy of your annual statement you can click the Forgot Your PIN link or call MSRS at 651-296-2761 to have a new PIN mailed to you.

Minnesota Retirement System
60 Empire Drive, Suite 300, St. Paul, MN 55103-3000
Telephone: (651) 296-2761, Toll Free: (800) 857-5757, Fax: (651)297-5238
E-Mail: info@msrs.usa

Please do not include confidential information, such as social security numbers, in email correspondence with MSRS.
Select Any Fund for Which You want Additional Information
TIAA-CREF:
Individual Retirement Account Plan
Supplemental Retirement Plan
Tax Sheltered Annuities (pre-and post-tax)
ENROLL NOW

Your pop-up blocker must be disabled to view PDF files on this page.

If you are investing in mutual funds, read the Intermediary Frequent Trading Policy (PDF).

ENROLL ONLINE

Have the following information available before you enroll online:

- Your investment allocations selected from your investment choices.
- Your Social Security number.
- Your beneficiary’s Social Security number, birth date and address.

Choose the plan you want to enroll in:

- Individual Retirement Account Plan (IRAP)
- Supplemental Retirement Plan (SRP)
- Tax-Sheltered Annuity Plan (TSA)

TAX-SHELTERED ANNUITY PLAN (TSA) ENROLLMENT

You must complete and submit your election for salary deduction contributions to the TSA plan through Employee Self-Service.

Voluntary enrollment in the Tax Sheltered Annuity Plan (TSA) is not final until you elect your contribution amount on the State of Minnesota Employee Self Service website.

1. Log on to the Self Service site
2. Select “Other Payroll”
3. Select “Savings Plans”
4. Select “Input Deferred Comp/TSA Deduction”
5. Select “Add Savings Plan” button
6. Select “TSA MnSCU” from the drop down menu at the Description box
7. Select (a) Start date for deductions and (b) Amount you want deducted from the “Before Tax” and/or “After Tax (Roth)” options.

Note: You can enter either a lump sum amount or a percentage of your gross.

Links to each of The three plans
Self Service Directions

ANNOUNCEMENTS

Retirement Plan Changes
Learn about the 2011 enhancements to the MnSCU Defined Contribution Retirement Plan (PDF). You can also view a pre-recorded presentation about changes to the retirement plan.

Attend a Financial Webinar
Learn more about attending a live financial education online webinar for retirement plan participants. (PDF)

NEED HELP?

Call us anytime at 1 800 662-8969.

Contact your Retirement Plan Contact Center

Learn more about our Financial Education Seminars & Personalized Advice Sessions.
Pre-Tax Benefits at Eide Bailly
MnSCU Information for New Employees

New Employees

Welcome to the Minnesota State Colleges and Universities System! We are glad you decided to join us.

Starting a new job can be both exciting and overwhelming. This new employee orientation web site is designed to provide you with links to state and system resources that can help you in your first few months on the job. To ensure your success on the job, you will also want to take advantage of any orientation and training that is provided by your institution, your department, and your supervisor.

Make sure to click on all the links listed on the right-hand side of this page. You will be directed to information about your paycheck, enrolling in benefits online, required training for new employees, along with links to helpful information resources for all employees. You may want to bookmark this site, so you can visit it again.

As a new employee of the Minnesota State Colleges and Universities, you are also an employee of the State of Minnesota. Here is a link with helpful information about the state resources that are now available to you: http://www.mmb.state.mn.us/home
MnSCU Information for Current Employees

Employees

Welcome to the Employee section of the MnSCU Human Resources Website. Here you will find information about employee benefits, payroll, policies, labor contract and plan information, as well as training and development resources. There are also resources for new employees to supplement the orientation they receive on their campus or within their department. You may want to bookmark this site, so you can visit it again.
MnSCU Systemwide Training and Registration

MSU Moorhead Tuition Waiver Application System

Desire2Learn Sign In