

Please review these instructions before completing the *Employer Enrollment* and *ACH Debit Authorization* forms and submitting funds.

All information supplied by employers is for internal use only. Under no circumstances will participant information be released to outside sources.

A. Employer Enrollment Process

1. Draft your HCSP contract language for your employer/bargaining unit. For suggested funding options, please review *Sample Contract Language* enclosed in this packet.
2. Once you have drafted your HCSP contract language, review with your local MSRS Representative before submitting to MSRS for final approval. The local MSRS Representative can determine whether the language qualifies under the rules of the Plan and provide suggestions if it does not.
3. Complete and submit the following to your local MSRS Representative (if you do not have a local representative, please mail or fax directly to MSRS):
 - *Employer Enrollment* form
 - *ACH Debit Authorization* form
 - A copy of your contract language

Important! Highlight the sections of the agreement or personnel policy that refers to your participation in HCSP.

We encourage you to keep a copy of all forms for your records.

4. MSRS will review your contract language to ensure it qualifies under the rules of the plans. The payroll contacts indicated on your enrollment form will be notified by email whether the contract has been approved or declined.
5. If the contract is approved, ING will mail a username, password, and a payroll submission user guide to the payroll and HR Representatives indicated on your *Employer Enrollment* form. This will be used to access the payroll submission website. **To learn more about the payroll submission process, please see the next section *Payroll Contribution Data Submission Process*.**
6. Once you receive your username and password, you may submit contributions for your employer/bargaining unit.
7. Any changes or additions to your HCSP contract should be reported to MSRS by completing a new *Employer Enrollment* form and providing new contract language.

B. Payroll Contribution Data Submission Process

The method that you will use to submit participant contribution data to ING on a per-pay period basis is a secure web-based tool called **Payroll Administration**. This application, located on ING's plan sponsor web site, Sponsor Connect, can be accessed through www.msrs.state.mn.us

Once you input or upload your participant contribution data batch in *Payroll Administration*, the application will perform a real-time edit against the existing population on the ING recordkeeping system and immediately inform you of any data issues that need to be resolved before your contribution batch will be processed. Once the data issues are resolved, *Payroll Administration* will automatically load your contribution file to the ING recordkeeping system to process overnight on the current business day if submitted prior to 3 p.m., CT.

Using the bank account information that you have provided, this application will automatically initiate an ACH debit from your employer's bank account for the exact amount of the contribution batch that was processed.

Visit www.msrsinfo.com to learn more about the payroll submission process. You will also find a payroll FAQ and link to online training for *Payroll Administration*.

C. ACH Debit Authorization Form

The *ACH Debit Authorization* form authorizes ING to add your bank account information to their system. ING will use the bank account information you provide to fund participant contribution data files and will only debit the amount you authorize when you complete your participant contribution data batch.

ACH debit funding eliminates any delay in processing the contribution file that would otherwise result from a manual transfer of funds from you, the employer.

Please be sure to notify ING of any bank information changes.

NOTE: All HCSP employer enrollment forms are available on the MSRS website at www.msrs.state.mn.us