



CONTRIBUTION CHANGE NOTICE

To change the contribution amount (per pay period) that is being deducted from your paycheck, you have the following options:

STATE EMPLOYEES

- Change your amount online via the States employee self-service website at <http://www.state.mn.us/employee>. Follow these instructions once you have logged in:
 1. Select *Other Payroll*
 2. Select *Input Deferred Cmp/TSA Deductn* under the *Savings Plans* tab
 3. Click *Add Savings Plan*
 4. Make change and click *Save*
- Contact the MSRS Service Center at 1-800-657-5757, option 3

NON-STATE EMPLOYEES

- Change your amount online at www.msrs.state.mn.us. Follow these instructions once you have logged into your *Account Online*:
 1. Select *Contributions*
 2. Select *Change Contributions*
- Contact the MSRS Service Center at 1-800-657-5757, option 3
- Log into the Automated Voice Response System at 1-800-657-5757, option 2

Note: If you are a Non-State employee and wish to contribute a lump sum amount of the following examples of pay, please contact your Human Resources/Payroll Representative. The normal contribution amount MNDCP keeps on file is intended for the ongoing amount per pay-period that is being deducted from your paycheck. It is not intended for one-time contributions.

- Severance (sick & vacation)
- Overtime payments
- Achievement award
- Any one-time change in their deferral amount
- Overtime Payments
- Retro Pay
- PTO (paid time off) pay