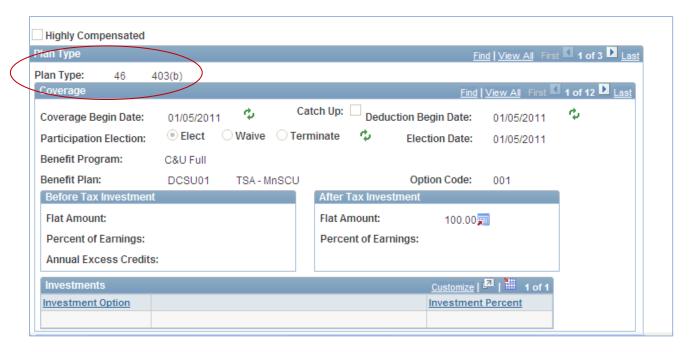
Processing the conversion of annual leave under 1.06, Subd. 1, (e) of the MnSCU Personnel Plan for Administrators.

Step by Step Instructions:

- 1. Verify that you are using the most current version of the *Option to Transfer***Accumulated Annual Leave to TSA Program OR Deferred Compensation

 *Plan Form
- 2. Verify that the Name, SEMA4 ID, and address are complete and accurate
- 3. Check to be sure that all necessary signatures have been obtained
- 4. Verify that the Administrator has a TSA or Deferred Compensation Plan and enter the name of product after checking SEMA4

Payroll > Deductions > Savings Plans



5. Run the SCUPPS HR3216-Individual Employee Leave Detail Report using the parameters shown below to verify the number of vacation days taken in the previous fiscal year and enter the number of days taken on the form

Title:							
Run Date:	07/25/2011						
Run Time:	11:33						
Effective Date (m/d/ccyy):	07/25/2011						
Tech ID:	00000365						
Period (FY, PP, Other)::	Other 7/1/2010 6/30/2011 Enter Dates for Previous	us Fiscal Year					
FY							
PP m/d/ccyy (pay period end date)							
Leave Type:	vac						
Leave Reason:	lv						
Leave Schedule:	ALL						
Distribute via E-mail? (Y/N):	N						
Sender's E-mail:							
Required when distributing via E-mail							
Print Header Page:	N						

- 6. Verify that the Administrator is eligible to convert the number of days requested
- 7. Enter the requested conversion date
- 8. Divide the base salary by 261 days and multiply the result by the number of days being converted. Enter the resulting amount on the form
- 9. Complete the signature for Campus/HR Approval

When the form is complete, you will need to enter the transaction in SCUPPS.

- 10. Make an entry on the Employee tab under 'Leave Accrual'. The entry should include the following information:
 - Pay period end date of the pay period the conversion is to be processed
 - Type = Vac
 - Reason = CN
 - Number of days be sure to make this a negative number
 *As with any other use of administrator leave, this can be in full or ½ day increments.



- 11. Look on the Jobs tab to determine the retirement plan assigned to the job record on which you will be processing the conversion. This information, along with the investment option, will determine the earn code you use for the disbursement on the conversion assignment.
 - 403B (Tax Sheltered Annuity) with
 - TRA or PERA use earn code VCA (No retirement taken)
 - o IRAP or MSRS use earn code VCB (Retirement taken)
 - 457 (Deferred Comp) with
 - TRA or PERA use earn code VCC (No retirement taken)
 - o IRAP or MSRS use earn code VCE (Retirement taken)

- 12. On the Assignment Tab, using the same job record number as the primary assignment, but using a separate assignment sequence, you will need to enter an assignment for the conversion of annual leave.
 - Assignment Category = 20 Additional
 - Uncheck the 'charge insurance' flag and 'charge retirement' flag when appropriate
 - Assignment Type Code = 4026 Vac/Comp Cnv
 - Number of days of annual leave being converted
 - Use PPE date for assignment begin and end date, cost center distribution and disbursement dates
 - Use object code and cost center information from primary assignment
 - Use earn code as appropriate to retirement plan and investment option from above
 - Do NOT interface to SEMA4 will be picked up on the HR3080
 - Notify payroll to be sure that the entry is added to mass time for payment



Personnel Plan for Minnesota State Colleges & Universities Administrators Option to Transfer Accumulated Annual Leave to TSA Program OR Deferred Compensation Plan

Instructions: Complete this form and return to your campus Human Resources Representative. If you do not have a Tax-Sheltered Annuity or Deferred Compensation Plan established, you must first contact the product provider to enroll in the Program.

Na	me:		SEMA4 ID:		
Но	ome Address:				
Cit	ty:	State:	Zip Code:		
Sheltered A other contr	nd that I am irrevocably electing to tra Annuity Program or Deferred Compo ributions to the Program in the curre aximum allowed, my regular deductions w	ensation Plar ent calendar	n as I have designated year cannot exceed th	below. I also unders ne annual maximum	stand that amounts transferred plus allowed by the IRS. <i>If any amounts</i>
I request m	ny converted annual leave be deposit	ed in the foll	owing investment op	tion:	
	Deferred Compensation Pl	lan (457)	OR	Γax Sheltered Aι	nnuity Program (403b)
Annual lea	ve conversion dollars must be depos	sited into you	ır pre-tax 403b or 457	account. Dollars c	annot be deposited to a Roth TSA.
26 pay peri 5. The pay pay adjustr period that Representa I am irreve Plan as des	iods ending with the last full pay per rate used to convert will be the rate ments or retroactive changes later or tincludes July 1. Upon returning yout ative, allow up to 4 weeks for the reconcept electing to convertd	riod in the properties in effect on ecur. Application of the properties of annuals of an	revious fiscal year. The pay period end in ations for annual leaved Option to Transfer Arocessed. Al leave to my Tax Sl	ne maximum number which the conversic e conversion will not Accumulated Leave for heltered Annuity Pr	
System Ac	dministrator Signature (Employee	()	Date		
Supervisor	r's Approval		Date		
		Campus	or System Office	Use Only	
I have ver	rified the System Administrator has	a TSA or Def	ferred Compensation	Plan with	(Name of product provider).
Total Num	ber of Annual Leave Days taken in F	Previous Fisc	al Year		. ,
Days	(as requested above) will be convert	ted on PPE _	// which equa	tes to \$	(base salary / 261 * # of days sheltere
Campus or	System Office HR Approval:				