

# Quick Deferral Feedback Report User Guide

The Deferral Feedback Report contains all contribution stops, starts, and changes your employees have initiated for their Minnesota Deferred Compensation 457(b)Plan (MNDCP) account. Only your employees will display on a Deferral Feedback Report.

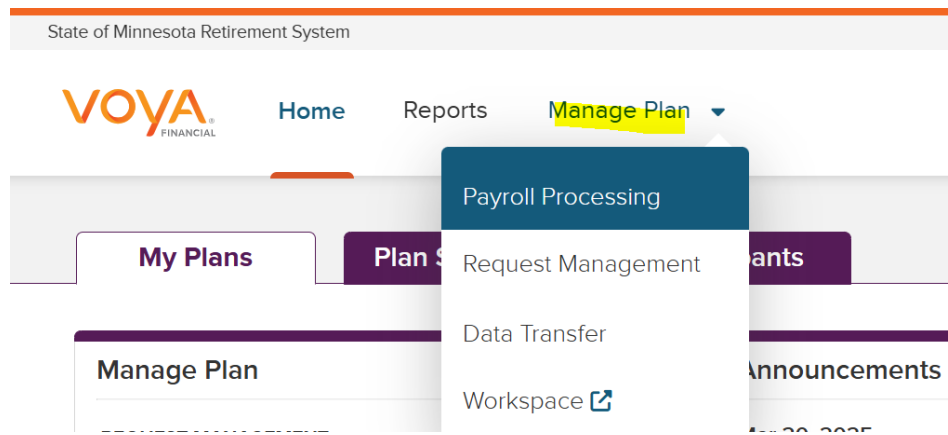
Designated employer contacts will receive an email notification (from payrollfeedback@voya.com) whenever a new Deferral Feedback Report is available. However, sometimes the email notification is blocked by network firewalls or identified as SPAM. We encourage employer contacts to periodically log into Voya SponsorWeb to view any available Deferral Feedback Reports.

## Log On to Voya SponsorWeb

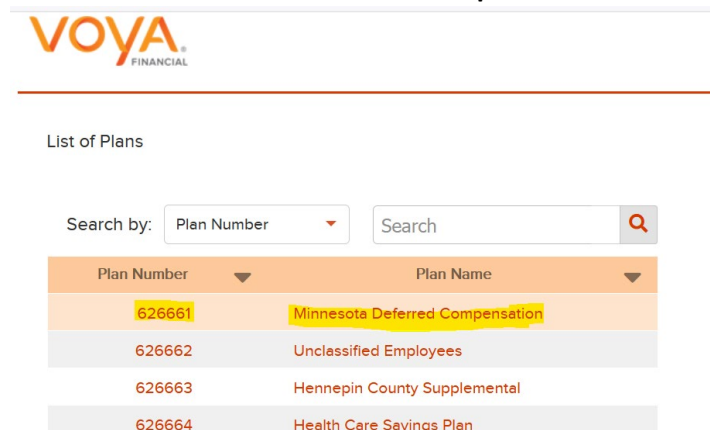
- Visit <https://employers.mnretire.gov>
- Select Payroll Login in the red box in the upper right-hand corner
- Sign in with the Username and password you created

## Access the MNDCP Deferral Feedback Report

Select **Payroll Processing** under the **Manage Plan** tab











Select **62661 Minnesota Deferred Compensation**



Click the **Reports** tile

## 626661 - MINNESOTA DEFERRED COMPENSATION [Change Plan](#)

Select an operation from the tiles shown below

 <b>Participant Update</b> View/Update participant information	 <b>Batch Participant Update</b> Update multiple participants	 <b>Contributions</b> Process contributions to accounts
 <b>Pending/Submitted Batches</b> Review batch information	 <b>Bank Information</b> Add or update assigned bank	 <b>Plan Administration</b> Review and update your settings
 <b>Transaction History</b> View all the files submitted	 <b>Reports</b> Review generated reports	

**File Type** should be **Reports**

**Activity Period** – you can pull previous reports, but this should be **Current Month**

Click **Search**

[Voya PayCloud Home](#) > [Reports Home](#) > Receive Reports and Files

## 626661 - MINNESOTA DEFERRED COMPENSATION

File Type

Reports

Activity Period

Current Month

File Name

*Enter beginning of the file name or the entire file name (e.g. enter loan for your loanpymt or pyrll for your pyrll\_dollar\_confirm reports)*

File Name

Search

Select the top report listed  
Click **Download**

This report will contain any MNDCP contribution amount changes (starts, stops, changes) your employees made either on the MNDCP website, through an MNDCP Deferral Change form or through the MSRS Service Center.  
You will need to update your payroll files accordingly.

Voya PayCloud Home > Reports Home > Receive Reports and Files

## 626661 - MINNESOTA DEFERRED COMPENSATION

File Type

Reports

Activity Period

Current Month

File Name

Enter beginning of the file name or the entire file name (e.g. enter loan for your loanrpymt or pyrrl for your pyrrl\_dollar\_confirm reports)

File Name

Search

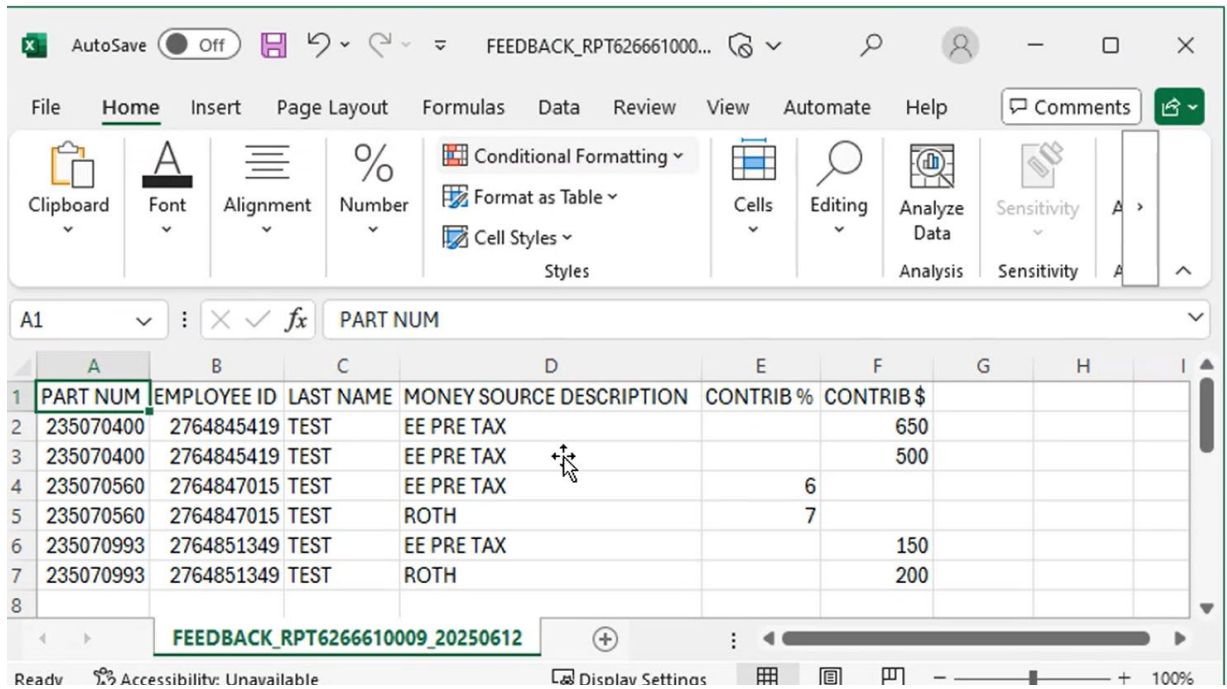
File to download

File Name
FEEDBACK_RPT6266610009_20250604_120604.CSV
FEEDBACK_RPT6266610011_20250604_120606.CSV
FEEDBACK_RPT6266610013_20250604_120608.CSV
FEEDBACK_RPT6266610015_20250604_120609.CSV
FEEDBACK_RPT6266610035_20250604_120611.CSV
FEEDBACK_RPT6266610046_20250604_120612.CSV
FEEDBACK_RPT6266610056_20250604_120614.CSV

Select a file above, then click Download

Download

## Sample Deferral Feedback Report



AutoSave Off FEEDBACK\_RPT626661000...

File Home Insert Page Layout Formulas Data Review View Automate Help Comments

Clipboard Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing Analyze Data Sensitivity

A1 : X ✓ fx PART NUM

	A	B	C	D	E	F	G	H	I
1	PART NUM	EMPLOYEE ID	LAST NAME	MONEY SOURCE DESCRIPTION	CONTRIB %	CONTRIB \$			
2	235070400	2764845419	TEST	EE PRE TAX		650			
3	235070400	2764845419	TEST	EE PRE TAX		500			
4	235070560	2764847015	TEST	EE PRE TAX	6				
5	235070560	2764847015	TEST	ROTH	7				
6	235070993	2764851349	TEST	EE PRE TAX		150			
7	235070993	2764851349	TEST	ROTH		200			
8									

FEEDBACK\_RPT6266610009\_20250612

Ready Accessibility: Unavailable Display Settings 100%

## Support Team Contact Information

**MSRS Payroll Support**

**Phone: 651.284.7729**

**Email: [payroll.support@msrs.us](mailto:payroll.support@msrs.us)**