

The method to remit payroll contribution files for the Minnesota Deferred Compensation 457(b) Plan (MNDCP) and/or the Health Care Savings Plan (HCSP) is an automated and paperless web-based application accessed via Voya's Sponsor Web portal using a secure ID and password.

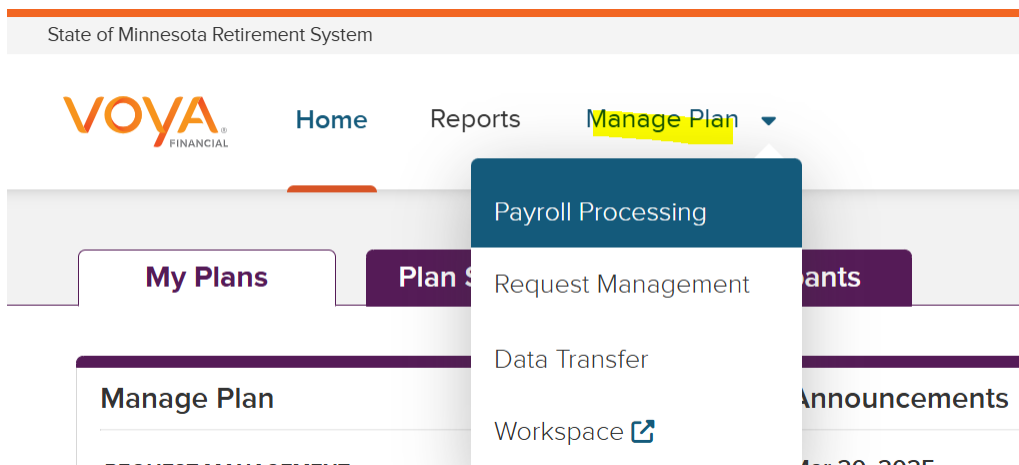
Manually remit a contribution file or upload a file (excel, csv...). You decide which solution works best.

Log On to Voya Sponsor Web

- 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

Submit Employee Plan contributions

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



If you have access to multiple plans, you will need to choose which plan you want to enter
Click on the **Plan Name** or **Plan Number**


Search by:

Plan Number

Search

Plan Number	Plan Name
626661	Minnesota Deferred Compensation
626662	Unclassified Employees
626663	Hennepin County Supplemental
626664	Health Care Savings Plan

PayCloud Functions


Voya PayCloud


Help | Exit


Voya PayCloud Home


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Select an operation from the tiles shown below


**Participant Update**
View/Update participant information


**Batch Participant Update**
Update multiple participants

**Contributions**
Process contributions to accounts

**Pending/Submitted Batches**
Review batch information

**Bank Information**
Add or update assigned bank

**Transaction History**
View all the files submitted

**Reports**
Review generated reports

Participant Update – Update employee information such as name, address, termination information, etc.

Batch Participant Update – Update employee information such as name, address, termination information, etc. for multiple employees at the same time

Contributions – Process contribution submission into employee accounts

Pending/Submitted Batches – See saved, but not yet submitted contributions and scheduled contributions, pull confirmation records for previously submitted contributions

Bank Information – Confirm or update bank information on file with Voya

Transaction History – View all your contribution files submitted

Reports – Review and/or generate reports

Remit Payroll Contributions

Click the **Contributions** tile



1. Enter your **Batch Name** and **Payroll Date**
Select participants to display
2. **Upload a file or process contributions manually**
You will be able to copy data from previous pay periods once you have made your first contributions



Voya PayCloud

[Voya PayCloud Home](#) > Contributions

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To process contributions to accounts:

- 1** Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Batch Name



Payroll Date (MM/DD/YYYY)



☒ Display Active Participants Only

☐ Display All

- 2** Would you like to upload a file containing participant data?

☐ **Upload a file**

I have a file with participant(s) data that I would like to import.

☐ **Process contributions manually**

I will manually enter the participant data.

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Upload A File

Browse for your file (excel xls, xlsx, csv-comma delimited)

Click **Continue** at the bottom of the page

2 Would you like to upload a file containing participant data?

☒ Upload a file

I have a file with participant(s) data that I would like to import.

☐ Process contributions manually

I will manually enter the participant data.

Select a file

Browse...

 [View Sample File for formatting instructions](#)

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[Continue](#)

For your first upload, you will need to **Create a new template**

Once you have successfully uploaded a file, you can select an existing template in the future

Create a new template

1 New Template Name

2 From top to bottom, how many rows would you like to remove.

Headers

No Headers

3 From bottom to top, how many rows would you like to remove.

Trailers

No Trailers

☐ Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	F
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
1	SSN	LAST NAME	FIRST NAME	EMPLOYEE	EMPLOYER	DIVISION/LOCATION
2	235071918	JONES	BOB	10.00	10.00	0002

Name your template something unique, we recommend using your 4-digit Division/Location ID

Select how many **Headers** and **Trailers** your file contains (this sample file will contain 1 Header and No Trailers)

Use the drop-down menus (where you see A, B, C, etc.) to tell the system what each column represents

Any data other than SSN, Contribution Sources, and Division/Location should be marked Not Applicable

Create a new template

1 New Template Name
TEST 1

2 From top to bottom, how many rows would you like to remove.
Headers
1

3 From bottom to top, how many rows would you like to remove.
Trailers
No Trailers

☐ Check this box if dollar amounts in file do not have decimal points

4 Now select each column title:

Select an appropriate heading from the dropdown list for each column. To bypass a column, select Not Applicable.

	A	B	C	D	E	F
	Social Security Number	Not Applicable	Not Applicable	EE UNCLASS	ER UNCLASS	Divison/Location
1	SSN	LAST NAME	FIRST NAME	EMPLOYEE	EMPLOYER	DIVISION/LOCATION
2	235071918	JONES	BOB	10.00	10.00	0002

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Cancel

Save And Continue

Save Template

Click **Save and Continue**

Check your totals on the Pending Batches page by scrolling to the right just above the Run Batch button at the bottom of the page

If your totals do not look correct, you may **Edit** your amounts or **Delete** the batch and start over

If your totals do look correct, select the batch by clicking the radio button just to the left of the Batch Name and click **Run Batch** at the bottom of the page

Choose either **Submit Now** or **Schedule Date**

Click **Finish**

Your confirmation page will appear, print or save this for your records

Contributions submitted before 3:00 PM Central Time will process effective at the close of the NYSE and can be seen in employee accounts the following business day

Voya will automatically debit the bank account on file

Process Contributions Manually

Step 1 - Select your Batch Name and Payroll Date

Step 2 Click radio button for Process Contributions Manually

Select which **Division/Location** you are remitting for (only appears if you have access to multiple)
You can copy data from a previous pay period once you have submitted your first contribution file

Select which **Contribution Sources** (pre-tax, Roth after-tax, employer match) you intend to use

[Voya PayCloud Home](#) > Contributions

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To process contributions to accounts:

1 Please give this batch a name and enter a Payroll Date.

Payroll date is used to clarify Current vs. Prior Year contributions as it applies to the IRS Limits.

Batch Name

P0001



Payroll Date

06/20/2025



☒ Display Active Participants Only

☐ Display All

2 Would you like to upload a file containing participant data?

☐ Upload a file

I have a file with participant(s) data that I would like to import.



Process contributions manually

I will manually enter the participant data.

☐ Select All Divisions/Locations

You may select one or more Division/Locations from this drop down list. Click on the Help link for instructions.

Select Division/Location

Select Division/Location is required

Copy Payroll Data From

Select

The following sources are available to be included in your batch. Should you copy from an existing batch, the default sources will be populated based on the batch copied. If you need to add or delete sources from the batch, check or uncheck the sources as applicable.

Available Sources to Include in Batch



ER MATCH



EE PRE TAX



ROTH

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Click **Continue** at the bottom of the page

Enter/Update the contribution amounts for each employee
Only active employees will display, unless you chose *Display All* on the previous page

Voya PayCloud Home > Contributions > Payroll

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Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name	Payroll Date
P0001	07/07/2025

By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution is coming from. This division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use Participant Update.

Search by: Select Search

Name	SSN	Division/ Location	ER MATCH	EE PRE TAX	ROTH
DOE, JOHN D	654321000	0001	0.00	0.00	0.00
KYLIE, KYLE	123456789	0001	0.00	0.00	0.00
TEST, PARTICIPANT0002	235070002	0001	0.00	0.00	0.00
TEST, PARTICIPANT0008	235070008	0001	0.00	0.00	0.00
TEST, PARTICIPANT0041	235070041	0001	0.00	0.00	0.00
TEST, PARTICIPANT0273	235070273	0001	0.00	0.00	0.00
TEST, PARTICIPANT0276	235070276	0001	0.00	0.00	0.00
TEST, PARTICIPANT0312	235070312	0001	0.00	0.00	0.00
TEST, PARTICIPANT0348	235070348	0001	0.00	0.00	0.00
TEST, PARTICIPANT0414	235070414	0001	0.00	0.00	0.00
TEST, PARTICIPANT0561	235070561	0001	0.00	0.00	0.00
Total			0.00	0.00	0.00

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

Add Participants from Alternate Location

Add Additional Participants

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Cancel

Save And Continue

If you need to **add an employee** that is not permanently assigned to your Division/Location, you can pull them into your list of employees by clicking **Add Participants from Alternate Location**

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Your batch is ready for processing. Please be advised, the order of the source columns may have changed. Enter data into the appropriate columns.

Batch Name

P0001

Payroll Date

06/20/2025

By selecting a division/location, you are temporarily changing the bank account from which the funding for this Contribution is coming from. This division/location will not be updated on the participant record through the Contribution batch. To permanently change a participant's division/location, use Participant Update.

Search by:

Select

Search

Name	SSN	Divison/Location	ER MATCH	EE PRE TAX	ROTH
DOE, JOHN D	654321000	0001	0.10	0.00	0.00
KYLIE, KYLE	123456789	0001	0.00	0.00	0.00
TEST, PARTICIPANT0002	235070002	0001	0.00	0.00	0.00
TEST, PARTICIPANT0008	235070008	0001	0.00	0.00	0.00
TEST, PARTICIPANT0041	235070041	0001	0.00	0.00	0.00
TEST, PARTICIPANT0273	235070273	0001	0.00	0.00	0.00
TEST, PARTICIPANT0276	235070276	0001	0.00	0.00	0.00
TEST, PARTICIPANT0312	235070312	0001	0.00	0.00	0.00
TEST, PARTICIPANT0348	235070348	0001	0.00	0.00	0.00
TEST, PARTICIPANT0414	235070414	0001	0.00	0.00	0.00
TEST, PARTICIPANT0561	235070561	0001	0.00	0.00	0.00
Total			0.10	0.00	0.00

By clicking on a participant's name, you can link to the Participant Update section to view or update participant information.

Add Participants from Alternate Location

Add Additional Participants

When you click **Add Participants from an Alternate Location**, it will take you to the following screen
Enter additional employees here

[Voya PayCloud Home](#) > [Pending/Submitted Batches](#) > [Payroll](#) > Add Participant to Batch

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Only participants within your authorized division/location will display in the batch. If you need to submit contributions for a participant that has transferred to another unauthorized division/location, transferred to your authorized division/location, or is actively employed in multiple divisions/locations, you may add them here by using the search feature below.

If you had previously added a participant to your batch, they will be displayed below and you may delete them at any time.

To add a participant, locate them via the search tool below and click 'Add'.

- 1 Select the Div Sub to apply funding to.

Select Division/Location to Apply Funding to SSN

Select ▼

- 2 Search By

Search By SSN ▼

- 3

Search Participant by SSN

Search

DONE

Click **Save and Continue** once you have entered/updated all your employee contribution amounts

Check your totals on the Pending Batches page by scrolling to the right just above the Run Batch button at the bottom of the page.

If your totals do not look correct, you may **Edit** your amounts or **Delete** the batch and start over

If your totals are correct, select the batch by clicking the radio button just to the left of the Batch Name and click **Run Batch** at the bottom of the page

Voya PayCloud Home > Pending/Submitted Batches

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Please select Batch Type

Batch Type

Pending Batches

To submit your batch for processing: (1) Select the circle to the left of the batch name and (2) click the Run Batch Button at the bottom of the screen.

Search by: Select

Search



Batch Name ▼	Batch Type ▼	Payroll Date ▼	Status ▼	Scheduled Date ▼	Division/ Location ▼	ER MAT
<input checked="" type="radio"/> P0001	Contributions	2025-06-20-3	Ready to Post		0001 Minnesota State of	010 Edit Print Delete



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Run Batch

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Please be advised that sufficient funds must be in your bank account before you submit funding. Please ensure all information is correct and select FINISH to process. (You may need to scroll down to view the entire page.)

Batch Name P0001	Plan Number 626661	Plan Name Minnesota Deferred Compensation
Payroll Date 06/20/2025	Payroll Sequence Number 3	User ID CarolSteward
Total Contribution 0.10	Total Loan Repayments 0.00	Total Funding Required for ACH/EFT 0.10

☒ Plan Will Initiate Funding

Division/Location details	
Division/Location Code/Name ACH Bank Info ▼	Batch Total by Division/Location ▼
0001 Minnesota State of	\$0.10
Total	\$0.10

NOTE - Batches submitted successfully on weekends and market holidays, or after 4:00pm ET (or earlier, should the market close for trading prior to 4:00pm ET) on any business day, will not be processed until the following business day.

The current bank details are subject to changes. If the bank account details are modified before 4.00 PM ET will impact the any pending files submitted for posting.

To avoid duplicate transactions please do not click Finish more than one time. You may use the Pending/Submitted Batches option to review your submissions.

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Finish

Once you click finish, a pop up will display regarding Batch Funding. Click **OK**.

Batch Funding

Funding will be remitted via your agreed upon method other than ACH debit. The file will be posted based on the normal processing standards. Please note if you submit multiple payroll files with different funding methods on the same business day, there may be a delay in the processing of the ACH funded files. Please contact your Plan Manager if you have any questions.

Do you want to continue ?

Cancel

OK

The confirmation page will appear, print or save for your records

[Voya PayCloud Home](#) > Batch Submission Confirmation

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✔ **Contributions Batch submitted successfully.**

 [Print](#)

Date/Time
06-23-2025 01:11:12

Batch Name
P0001

Plan Number
626661

Plan Name
Minnesota Deferred Compensation

Payroll Date
06-20-2025

Payroll Sequence Number
3

User ID
CarolSteward

Total Contribution
0.10

Total Loan Repayments
0.00

Total Funding Required for ACH/EFT
0.10

Method Of Remitting Fund

Plan will initiate Funding

Division/Location Details	
Division/Location Code/Name	Batch Total by Division/Location
0001 Minnesota State of	\$0.10
TOTAL	\$0.10

NOTE- Batch processing information

Funding will be remitted via your agreed upon method other than ACH debit. The file will be posted based on the normal processing standards. Please note if you submit multiple payroll files with different funding methods on the same business day, there may be a delay in the processing of the ACH funded files. Please contact your Plan Manager if you have any questions.

Note: Please maintain a copy of your records, either save it using the file operation on the browser's menu or take a print out using the print button

The current bank details are subject to changes, If the bank account details are modified before 4.00 PM ET will impact the any pending files submitted for posting.

Done

Contributions submitted before 3:00 PM Central Time will process effective at the close of the NYSE and can be seen in employee accounts the following business day








Voya will automatically debit the bank account on file

Once you click **Done**, you will be redirected back to the main navigation page

Voya PayCloud Home

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Select an operation from the tiles shown below

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

Support Team Contact Information

MSRS Payroll Support

Phone: 651.284.7729

Email: payroll.support@msrs.us