

Add an Employee Termination Date in Sponsor Web

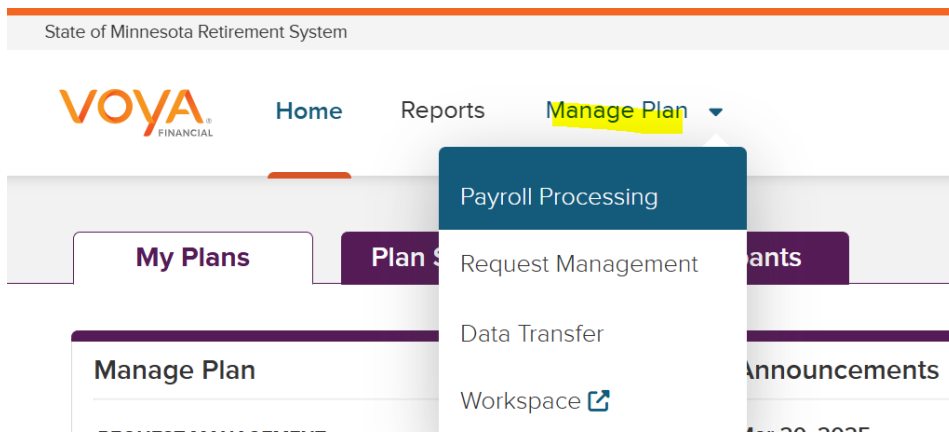
Employers should update an employee's employment status upon termination. Distributions from the MNDCP & reimbursements from the HCSP are dependent on this information. A lack of termination date information will delay an employee's access to their account assets

Log On to Voya SponsorWeb

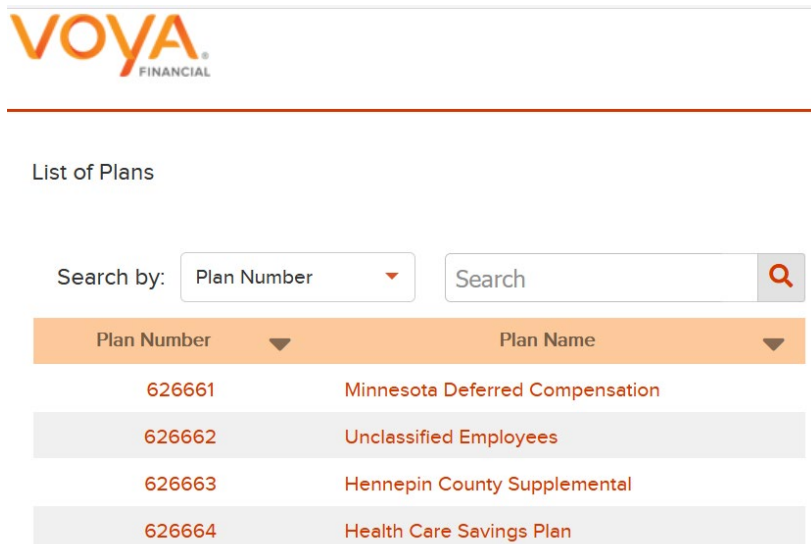
- Visit <https://employers.mnretire.gov>
- Select Payroll Login in the red box in the upper right-hand corner
- Sign in with the Username and password you created

Add a termination date for an employee

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




Select the appropriate plan



Click the **Participant Update** tile


You may also use the **Batch Participant Update** tile to update records for multiple employees.


Voya PayCloud


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

Search for an employee by **last name or SSN**

Voya PayCloud

[Voya PayCloud Home](#) > Participant Update Search Participant

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Enter search criteria below

Search By
Search By Last Name ▼

Last Name
Kylie

Search

Select **employee name**


Voya PayCloud

[Voya PayCloud Home](#) > Participant Update Search Participant

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Select a participant

Search by: Select ▼

Search 

Social Security Number ▼

Participant Name ▼

123-45-6789

Kylie, Kyle

Enter **Termination Date & Termination Reason**
Click **Continue**



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[Voya PayCloud Home](#) > [Participant Update Search Participant](#) > Participant Update Participant Information

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Update participant information

Social Security Number (NNNNNNNNN)

123456789

Last Name

KYLIE

First Name

KYLE

MI

Address Line 1

1414 Kokomo Lane

Address Line 2 (Optional)

City

St Paul

State

MN

Country

United States of America

Zip Code

55101

Date of Birth

05/04/1988

Date of Hire

06/01/2022

Termination Date

06/13/2025

Termination Reason

Retirement

Status

00-Active And Eligible

[Back](#)

[Cancel](#)

[Continue](#)

Review summary page
Either edit or submit (if correct)



Voya PayCloud

Voya PayCloud Home > Participant Update Search Participant > Participant Update Participant Information > Verify Information

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Please verify the following information and press SUBMIT to complete the operation (you may need to scroll down to view the entire page).

Participant Name KYLE KYLIE	Participant Address 1414 Kokomo Lane St Paul, MN 55101 USA	Social Security Number 123456789
Date of Birth 05/04/1988	Date of Hire 06/01/2022	Status 30-Term & Awaiting Payment
Termination Date 06/13/2025	Termination Reason Retirement	

[< Back](#)

Cancel

Edit

Submit

Confirmation page



Voya PayCloud

Voya PayCloud Home > Participant Update Confirmation

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✓ Participant successfully updated.

Print

This participant update was submitted on 06/18/2025 at 15:45:53.

Participant Name KYLE KYLIE	Participant Address 1414 Kokomo Lane St Paul, MN 55101 USA	Social Security Number 123456789
Date of Birth 05/04/1988	Date of Hire 06/01/2022	Status 30-Term & Awaiting Payment
Termination Date 06/13/2025	Termination Reason Retirement	

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Support Team Contact Information

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