

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

Highly Compensated

Plan Type Find | View All First 1 of 3 Last

Plan Type: 46 403(b)

Coverage Find | View All First 1 of 12 Last

Coverage Begin Date: 01/05/2011 Catch Up: Deduction Begin Date: 01/05/2011

Participation Election: Elect Waive Terminate Election Date: 01/05/2011

Benefit Program: C&U Full

Benefit Plan: DCSU01 TSA - MnSCU Option Code: 001

Before Tax Investment	After Tax Investment
Flat Amount:	Flat Amount: 100.00
Percent of Earnings:	Percent of Earnings:
Annual Excess Credits:	

Investments Customize | 1 of 1

Investment Option	Investment Percent

- 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: Individual Employee Leave Detail Report

Run Date:

Run Time:

Effective Date (m/d/ccyy):

Tech ID:

Period (FY, PP, Other): Enter Dates for Previous Fiscal Year

	FY				
		PP	m/d/ccyy	(pay period end date)	
		Other	m/d/ccyy	m/d/ccyy	(date range)
Leave Type:			<input type="text" value="vac"/>		
Leave Reason:			<input type="text" value="lv"/>		
Leave Schedule:			<input type="text" value="ALL"/>		
Distribute via E-mail? (Y/N):			<input type="text" value="N"/>		
Sender's E-mail:			<input type="text"/>		
					Required when distributing via E-mail
Print Header Page:			<input type="text" value="N"/>		

- Verify that the Administrator is eligible to convert the number of days requested
- Enter the requested conversion date
- 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
- 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.

Leave Accrual:

Start Date: 06/19/2012

Type: VAC - Vacation

Reason: CN - Conversion to 403(b) Account

Days: -5.00

Comment:

Save Cancel

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)
 - IRAP or MSRS – use earn code VCB (Retirement taken)
- 457 (Deferred Comp) with
 - TRA or PERA – use earn code VCC (No retirement taken)
 - 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

FY 2012	Barg Unit 220 - Exclud Admin	Category 20 - Additional	S4 <input type="text"/>	Job Rcd # 0	Seq 03	Edit Copy
Assn Type 4026 - Vac/Comp Cnv	Dates 06/19/2012 - 06/19/2012	Credits 0.00	Salary 2,576.62	Days 5.00	FTE 0.000	
Charge retirement:	Charge	Charge insurance:	No charge			
Sema4 leave authority:	MCU	Sema4 special program:	None			
FICA/Medicare status:	Subject	Local position number:				
SEMA4 Position						
Classification indicator:	Unclassified	FLSA Status:	E			
Bargaining						
Begin and End Date:	07/08/2011 - 06/30/2012	Barg Unit Code:	220 - Exclud Admin - 0			
Job Class Code:	<input type="text"/>	Job Title:	<input type="text"/>			
Details						
4026 - Vac/Comp Cnv 06/19/2012 - 06/19/2012 100.00% 0.00 ord 5.00 days 40.0 hrs \$2,576.62 0.000 FTE						
Description:						
			Totals:	<input type="text" value="2,576.62"/>	<input type="text" value="0.000"/>	
Cost Center Distributions						
<input type="text"/>	0110 - Und FT Sal	06/19/2012 - 06/19/2012	100.00	0.00	Su 0.00 Fa 0.00 Sp	\$2,576.62
					Total:	<input type="text" value="2,576.62"/>
Disbursements						
VCE - Vac to DefComp 457-Ret Taken	G	06/19/2012 - 06/19/2012	100.00%	\$2,576.620	\$2,576.62	
				Total:	<input type="text" value="2,576.62"/>	
				Difference:	<input type="text" value="0.00"/>	

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.

Name: _____ SEMA4 ID: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

I understand that I am *irrevocably* electing to transfer the dollar value of the number of annual leave days indicated below to my Tax Sheltered Annuity Program or Deferred Compensation Plan as I have designated below. I also understand that amounts transferred plus other contributions to the Program in the current calendar year cannot exceed the annual maximum allowed by the IRS. *If any amounts exceed the maximum allowed, my regular deductions will be stopped or refunded at such time this determination is made. The transfer of annual leave will not be reversed.*

I request my converted annual leave be deposited in the following investment option:

Deferred Compensation Plan (457) OR **Tax Sheltered Annuity Program (403b)**

Annual leave conversion dollars must be deposited into your pre-tax 403b or 457 account. Dollars cannot be deposited to a Roth TSA.

Once each fiscal year, a System Administrator may convert up to one 1 day of annual leave for each three 3 days of annual leave used in the 26 pay periods ending with the last full pay period in the previous fiscal year. The maximum number of days that can be converted are five 5. The pay rate used to convert will be the rate in effect on the pay period end in which the conversion is completed, regardless of whether pay adjustments or retroactive changes later occur. Applications for annual leave conversion will not be processed during the payroll period that includes July 1. Upon returning your completed Option to Transfer Accumulated Leave form to your Human Resources Representative, allow up to 4 weeks for the request to be processed.

I am irrevocably electing to convert _____ days of annual leave to my Tax Sheltered Annuity Program or Deferred Compensation Plan as designated above. I have read the above information and agree to the described terms for transfer of my annual leave time to my choice indicated above.

System Administrator Signature (Employee)

Date

Supervisor's Approval

Date

Campus or System Office Use Only

I have verified the System Administrator has a TSA or Deferred Compensation Plan with _____ (Name of product provider).

Total Number of Annual Leave Days taken in Previous Fiscal Year _____

____ Days (as requested above) will be converted on PPE ___/___/___ which equates to \$ _____ (base salary / 261 * # of days sheltered)

Campus or System Office HR Approval: _____