

State of Missouri Deferred Compensation Plan Payroll Processing Summary

Following are instructions for payroll processing for the State of Missouri Deferred Compensation Plan. If you have any questions, please contact ING, the Plan's recordkeeper.

MAKING DEFERRAL CHANGES: Participants can change their current deferral dollar amount, including starting or cancelling a deferral dollar amount, online at <http://mo.csplans.com> or by calling **1-800-392-0925**. They must have their Personal Identification Number (PIN). All changes made through ING are collected and sent to the Office of Administration (OA) daily so that SAMII HR can be updated in a timely manner. This automated process replaced the deferral change cards previously processed manually.

State Payroll or Human Resources Offices should NOT enter deferral dollar amount changes manually into SAMII HR; participants must make change online or by phone through ING. Local Plan Consultants will follow the same procedure. There are a few exceptions to this process, including the following. These changes should be handled manually in coordination with ING:

- Changes to deferral dollar amount to accommodate a Lump Sum Leave Payout.
- If participant goes on leave of absence, the agency payroll office should manually expire the deferral dollar amount in SAMII HR. When the participant returns from a leave of absence, the agency payroll office should manually reinstate the deferral dollar amount in SAMII HR.

<u>Employee contribution</u>	<u>State contribution</u>
\$25 to \$29.50	\$25
\$30 to \$34.50	\$30
\$35 or more	\$35

DEFERRALS THAT INCLUDE AN INSURANCE PREMIUM: There are currently a number of employees who defer insurance premium payments in addition to their 457 Plan deferrals. Insurance premium amounts are split from the 457 Plan deferral amount and forwarded to the applicable insurance company. Participants must continue to defer to the 457 Deferred Compensation Plan in order to continue insurance premium payments. If a participant is making deferrals to an insurance plan and stops their deferral to the 457 Plan, deferrals to the insurance plan will also stop.

ENROLLING IN THE DEFERRED COMPENSATION PLAN: OA sends an employee demographic file to ING daily. ING sends all eligible new employees a *Plan Overview* that includes information on how to enroll in the Plan. A PIN is also sent under separate cover. Employees can enroll online at <http://mo.csplans.com> or by calling **1-800-392-0925**. Employees will need their PIN to enroll and access their account information going forward.

Once an employee enrolls, deferral amounts and elections are reported daily to OA and updated in SAMII HR. Employees with limited or no access to the Internet can call the Local Office at 573-893-1053 or their Payroll/HR office for assistance.