

## TSP Setup

1.	Click the <b>Compensate Employees</b> link.  <a href="#">Compensate Employees</a>
2.	Click the <b>Administer Base Benefits</b> link.  <a href="#">Administer Base Benefits</a>
3.	Click the <b>Use</b> link.  <a href="#">Use</a>
4.	Click the <b>Savings Plans</b> link. <a href="#">Savings Plans</a>
5.	Click in the <b>Last Name</b> field. <input type="text"/>
6.	Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. " <b>MONROE</b> ".
7.	Click the <b>Search</b> button. 
8.	Select the appropriate employee's record.
9.	The <b>Plan Type</b> field (TSP) will default to "42".
10.	Click in the <b>*Coverage Begin Date</b> field. <input type="text"/>
11.	Enter the <b>Coverage Begin Date</b> (same as Effective date of the Hire); this date will also populate the <b>Deduction Begin Date</b> and <b>Election Date</b> fields. Enter the desired information into the <b>*Coverage Begin Date</b> field. Enter a valid value, e.g. " <b>11/14/2003</b> ".
12.	Click in the <b>*TSP Status Date</b> field. <input type="text"/>
13.	Enter the <b>TSP Status Date</b> . (same as Effective date of Hire) Enter the desired information into the <b>*TSP Status Date</b> field. Enter a valid value, e.g. " <b>11/14/2003</b> ".
14.	Click the <b>Lookup TSP Status Code</b> button. 
15.	Select the correct value for the <b>TSP Status Code</b> field. <input type="text" value="E Eligible (FERS &amp; CSRS)"/>
16.	In the <b>Participant Election</b> field, select the <b>Waive</b> radio button. Click the <b>Waive</b> option. <input type="radio"/>
17.	Click the <b>Save</b> button. 
18.	The employee's Thrift Savings Plan election is saved. <b>End of Procedure.</b>