

**TSP Setup (EHRP to EHRP)**

1.	Click the <b>Compensate Employees</b> link. 
2.	Click the <b>Administer Base Benefits</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>Savings Plans</b> link. 
5.	Select the appropriate employee's record. Click in the <b>Last Name</b> field. 
6.	Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. <b>"HILL"</b> .
7.	Click the <b>Search</b> button. 
8.	Select the desired employee.
9.	The <b>Plan Type</b> "42" (TSP) will default.
10.	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.
11.	Enter the <b>TSP Status Date</b> . (same as Effective date of Hire)
12.	Click the <b>Lookup TSP Status Code</b> button. 
13.	Select the correct value for the <b>TSP Status Code</b> field. 
14.	In the <b>Participant Election</b> field, select the <b>Waive</b> radio button.
15.	Click the <b>Save</b> button. 
16.	The information is saved. <b>End of Procedure.</b>