

TSP Setup - Transfer

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