










Changing an Employee's TSP Contributions

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 field in which you want to search. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. "Winter" .
7.	Click the Search button. 
8.	Click the desired entry.
9.	NOTE: The Elections page will be populated with the current benefits selected by the employee. Click the Add a new row at row 1 button in the Coverage box to insert another row into the employee's TSP benefits record. 
10.	Click the Choose a date button. 
11.	Click the effective date of the TSP benefit change. <input type="text" value="1"/>
12.	Click the Choose a date button. 
13.	Click the TSP Status Date . <input type="text" value="8"/>
14.	Click in the *TSP Status Code field. <input type="text"/>
15.	Enter the desired information into the *TSP Status Code field. Enter a valid value, e.g. "J" .
16.	Click in the Benefit Plan field. <input type="text"/>
17.	Enter the desired information into the Benefit Plan field. Enter a valid value, e.g. "TSP1" .
18.	Be sure the Flat Amount radio button is selected. Click in the Flat Amount field. <input type="text"/>

19.	Enter the desired information into the Flat Amount field. Enter a valid value, e.g. "60" .
20.	NOTE: Do not use the After Tax Investment fields. NOTE: Since the Thrift Savings Board (TSB) will track all investments; there is no need to enter specific TSP investment elections. The Rollovers, Investments and Beneficiaries tabs will not be used.
21.	Click the Save button. 
22.	The changes to an Employee's TSP contributions are completed. End of Procedure.