














Starting 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. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. "Winter" .
7.	Click the Search button. 
8.	Select the desired entry.
9.	Confirm the Plan Type code of 42 for TSP. Click the Choose a date button. 
10.	Click the effective date of the TSP benefit. 
11.	NOTE: The Deduction Begin Date defaults to the date entered in the Coverage Begin Date field. Ensure that the Deduction Begin Date field is populated with the Effective date of the TSP election. NOTE: The Election Date field will default to the date the benefit coverage was keyed.
12.	Click the Choose a date button. 
13.	Click the TSP Status Date . 
14.	Click in the *TSP Status Code field. 
15.	Enter the desired information into the *TSP Status Code field. Enter a valid value, e.g. "E" .
16.	In the Participation Election field, be sure the Elect radio button is selected to establish the thrift savings benefit.
17.	Click in the Benefit Plan field. 

18.	In the Benefit Plan field, enter the appropriate TSP plan based on the employee's eligibility. Enter a valid value, e.g. " TSP1 ".
19.	Be sure the Flat Amount radio button is selected. Click in the Flat Amount field. <input data-bbox="321 352 440 390" type="checkbox"/>
20.	Enter the desired information into the Flat Amount field. Enter a valid value, e.g. " 50 ".
21.	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.
22.	Click the Save button. 
23.	The information required to start an Employee's TSP benefits is completed. End of Procedure.