Stopping an Empl Savings Bonds Elections/Contributions
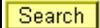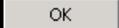
1.	Click the **Compensate Employees** link. ⊙ Compensate Employees
2.	Click the **Maintain Payroll Data (USF)** link. ⊙ Maintain Payroll Data (USF)
3.	Click the **Use** link. ⊙ Use
4.	Click the **U.S. Savings Bond Spec** link. U.S. Savings Bond Spec
5.	Click in the field in which you want to search.
6.	Enter the desired information into the **Name** field. Enter a valid value, e.g. "**Winter**".
7.	Click the **Search** button. Search
8.	Select the desired entry. Click **WINTER,BETTY**. 0012 HE WINTER,BETTY
9.	Scroll as necessary to view the **Correct History** button.
10.	Click the **Correct History** button. Correct History
11.	Move to the appropriate bond using the arrow in the **Priority** area, if necessary. Once at the bond to be cancelled, click the **Delete row 1** button in the **Priority** area to remove the bond from the employee's record. —
12.	Click the **OK** button to respond to the safety message. OK
13.	Click the **Save** button. Save
14.	The procedure for stopping an Employee's Savings Bonds Elections/Contributions in EHRP is completed. **End of Procedure.**