Changing a TSP Under-Deduction

1.	Click the **Administer Workforce** link.
2.	Click the **Administer Workforce (USF)** link.
3.	Click the **Use** link.
4.	Click the **HR Processing** link.
5.	Click in the desired 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.	Scroll as necessary and click the desired entry in the **Search Results** table. 0012 0 WINTER,BETTY WINTER
9.	NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee. Click the **Add a new row at row 1** button to insert another row into the employee's record.
10.	Click the **Choose a date** button.
11.	Click on the effective date of the TSP deduction adjustment change in the **Actual Effective Date** field. 8
12.	Click in the ***Action** field.
13.	Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**DTA**".
14.	Click in the ***Reason Code** field.
15.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**CPR**".
16.	Press **[Tab]**.
17.	Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**963**".
18.	Press **[Tab]**.
19.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**5**".
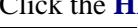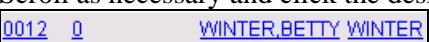
20.	Click the **Retroactive TSP** link. Retroactive TSP
21.	NOTE: The **TSP Retro Adjustments** page will be populated with the current adjustment scenario selected by the employee. Navigate to the appropriate fields and make changes where necessary.
22.	Enter the desired information into the **No. of TSP Pay Periods** field. Enter a valid value, e.g. "**5**".
23.	Click the **OK** button. OK
24.	Change the **PAR Status** according to your role, if necessary. Click the **Save** button. Save
25.	The change for the TSP under-deduction is completed. **End of Procedure.**