















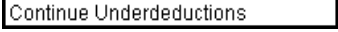




Starting an Employee's TSP Under-Deduction

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. 
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 add 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 in the Actual Effective Date field. 
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. "4" .

20.	Click the Retroactive TSP link. 
21.	NOTE: The TSP Letter Number consists of the last 2 digits of the calendar year, the pay period number, and a 2-digit sequence number. This field is required for all requests except for Transfer In's. Enter the number from the TSP Letter in the TSP Letter Number field. Enter a valid value, e.g. " 034804 ".
22.	Click the Underdeduction Payment Cd list. 
23.	Select the desired entry. 
24.	Press [Tab] .
25.	NOTE: If the Manual Installment Plan is selected as the Underdeduction Payment Code, then the Pay Period Underdeduction Amount must be entered. Enter the desired information into the Pay Period Underdeduction Amt field, if necessary. Enter a valid value, e.g. " 10.00 ".
26.	Press [Tab] .
27.	Click the Underdeduction Cancellation Cd list. 
28.	NOTE: " Continue Underdeductions " will be selected if the employee would like the deductions to be completed for the under-deduction if the TSP contribution is cancelled in the future. If the employee does not want the under-deductions to be completed after they have cancelled their TSP contribution, then the user would select " Cancel Underdeductions " in the Underdeduction Cancellation Cd field. Select the desired entry. 
29.	NOTE: If the employee is transferring from another government agency and they had underdeductions at their previous agency, the Transfer In segment of the window is used. Press [Tab] .
30.	Enter the total amount of the under-deduction that has yet to be deducted from the transferred employee's pay in the Employee Underdeduction Amt field, if necessary. Enter a valid value, e.g. " 100.00 ".
31.	Press [Tab] .
32.	Enter the total amount of the under-deduction that the government has not yet matched in the Government Matching Underdeduction Amt field, if necessary. Enter a valid value, e.g. " 50.00 ".
33.	Press [Tab] .
34.	Enter the total number of pay periods the employee could have contributed to TSP in the into the No. of TSP Pay Periods field, if necessary. Enter a valid value, e.g. " 4 ".
35.	Click the OK button. 

36.	Change the PAR Status according to your role, if necessary. Click the Save button. 
37.	The procedure for entering TSP under-deduction information into EHRP to start a TSP under-deduction is completed. End of Procedure.