## Starting an Employee's TSP Under-Deduction

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| 1. | Click the **Administer Workforce** link. <br> Administer Workforce |
| 2. | Click the **Administer Workforce (USF)** link. <br> Administer Workforce (USF) |
| 3. | Click the **Use** link. <br> Use |
| 4. | Click the **HR Processing** link. <br> HR Processing |
| 5. | Click in the desired field in which you want to search. <br> 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. <br> Search |
| 8. | Scroll as necessary and click the desired entry in the **Search Results** table. <br> 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. <br> Click the **Add a new row at row 1** button to add another row into the employee's record. <br> + |
| 10. | Click the **Choose a date** button. |
| 11. | Click on the effective date of the TSP deduction adjustment in the **Actual Effective Date** field. <br> 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. "**4**". |

| 20. | Click the **Retroactive TSP** link.<br>Retroactive TSP |
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| 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.<br>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.<br>Manual Installment Plan |
| 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.<br>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.<br>Select the desired entry.<br>Continue Underdeductions |
| 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.<br>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.<br>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.<br>Enter a valid value, e.g. "**4**". |
| 35. | Click the **OK** button.<br>OK |

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