Stopping a TSP Under-Deduction

1.	Click the **Administer Workforce** link. ⊙ Administer Workforce
2.	Click the **Administer Workforce (USF)** link. ⊙ Administer Workforce (USF)
3.	Click the **Use** link. ⊙ Use
4.	Click the **HR Processing** link. HR Processing
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. Search
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 stop 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. "**8**".

20.	Click the **Retroactive TSP** link. Retroactive TSP
21.	Double-click in the **TSP Letter Number** field. 34804
22.	Press **[Delete]**.
23.	Continue to delete all of the fields in the **TSP Retro Adjustments** page. Be sure that all fields in the **TSP Retro Adjustments** page are blank to indicate the termination of the deductions. When all of the fields are blank, click the **OK** button. OK
24.	Change the **PAR Status** according to your role, if necessary. Click the **Save** button. Save
25.	The procedure for stopping the TSP under-deduction is completed. **End of Procedure.**