

Base Benefits Overview
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Introduction

This section provides an overview of the processing of Base Benefits in EHRP.

During the Hire process, the user will identify the employee's eligibility for Federal Employee Health Benefits (FEHB) by accessing the Benefits/FEHB Data link on the Job page in the Administer Workforce module.

In order to enroll the employee in their eligible benefit plans, the user would process the benefit plan selections Administer Base Benefits module. When the user enrolls employees in their benefit plans, the user also enrolls dependents and assigns beneficiaries, as applicable.

This section covers the following:

The steps the user will follow to enter dependent and beneficiary data into one central location in the system.

The details of processing the employee's Health Benefits.

The procedures the user will take to process an employee's Thrift Savings Plan (TSP) contributions.

Direction on how to access Management Information in EHRP.

Setting Up Dependent/Beneficiary Data

If an employee is identifying dependents on their health benefits, the data must first be entered in the Dependent/Beneficiary page group in the Administer Base Benefits module. The advantage to entering dependent/beneficiary data in one central location is the time saved because the user does not have to re-enter the same information each time they enroll the employee in a benefit plan.

Entering an Employee's Dependents Data

Introduction

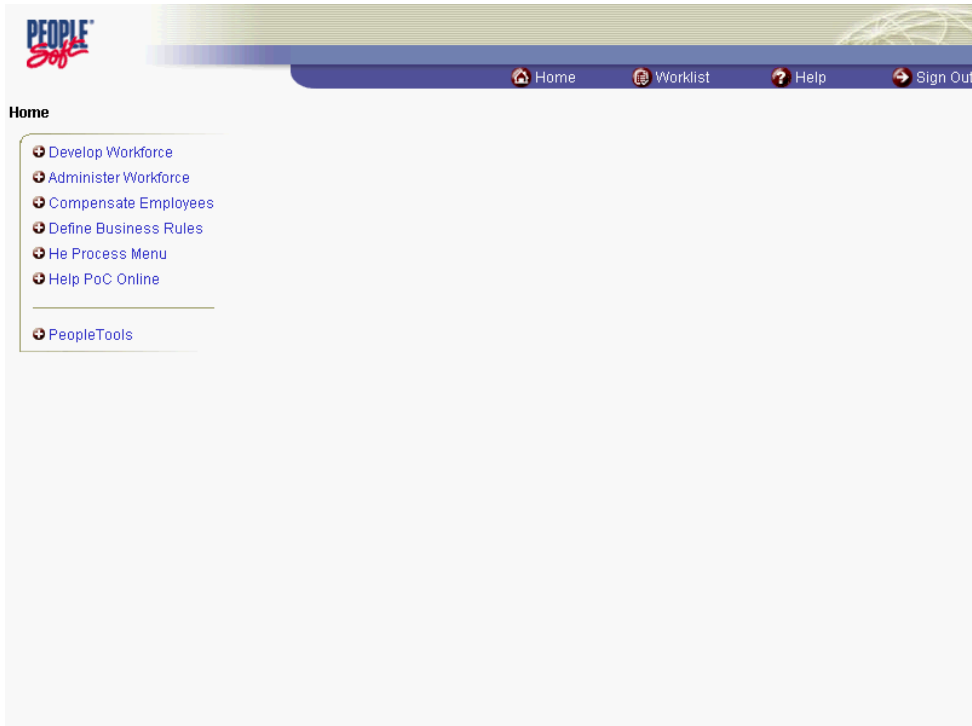
If an employee is identifying dependents on their health benefits, the data must first be entered in the Dependent/Beneficiary page group in the Administer Base Benefits module. The advantage to entering dependent/beneficiary data in one central location is the time saved because the user does not have to re-enter the same information each time they enroll the employee in a benefit plan.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

NOTE: Dependent data is required for those employees electing Family Health Benefits coverage.

Procedure

The following steps detail the procedure for entering an employee's dependents data.



Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use
4.	Click the Dependent/Beneficiary link. Dependent/Beneficiary

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary [New Window](#)

Dependent/Beneficiary

Find an Existing Value

EmpID:

Name:

Last Name:

Department SetID:

Department:

Personnel Status:

Include History Correct History

[Basic Search](#)

Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Select the desired entry. Click WINTER,DAN .
9.	The applicable Dependent/Beneficiary ID will populate. NOTE: The system assigns the first person entered as a dependent a Dependent Beneficiary ID of 01. For subsequent entries, use the plus sign to add a row, and the system will increment the ID accordingly.

Step	Action
10.	Click the *Relationship to Employee list.

Upon conversion, employees with Family Health Benefits coverage in IMPACT will have these pages populated with "J. Doe" for the dependent name. This "dummy data" should be corrected prior to or in conjunction with any new data that is added.

Step	Action
11.	Select the desired entry. Click Son .
12.	Select the appropriate Dep/Benef Type , if necessary. NOTE: Accepting the default value Dependent/Beneficiary indicates that the individual can be both a dependent and a beneficiary.
13.	Click in the First Name field.


The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
14.	Enter the dependent's or beneficiary's first name into the First Name field. Enter " John ".
15.	Press [Tab] .
16.	Enter the dependent's or beneficiary's middle name or middle initial into the Middle field. Enter " William ".
17.	Press [Tab] .
18.	Enter the dependent's or beneficiary's last name into the Last Name field. Enter " Winter ".
19.	Where applicable, select the Suffix for the dependent's name, e.g. Jr. or Sr.

The screenshot shows the PEOPLE Soft web application interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below that, a breadcrumb trail reads: Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary. The main content area has three tabs: 'Name', 'Address', and 'Personal Profile'. The 'Name' tab is active, showing details for employee 'WINTER, DAN' (Employee ID: 0014). The 'Dependent/Beneficiaries' section is expanded, displaying a form with the following fields:

- *Dependent/Beneficiary ID: 01
- *Relationship to Employee: Son
- *Dep/Benef Type: Dep/Benef
- Name** section:
 - Format Using: USA (United States)
 - Name: [Empty]
 - Prefix: [Empty]
 - First Name: JOHN
 - Middle: WILLIAM
 - Last Name: Winter
 - Suffix: [Empty]

 At the bottom of the form, there are several action buttons: Save, Return to Search, Next in List, Previous in List, Update/Display, Include History, and Correct History. Below the buttons are links for 'Name | Address | Personal Profile'.

Step	Action
20.	Click the Address tab. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary [New Window](#)

Name Address **Personal Profile**

WINTER, DAN Employee ID: 0014

Dependent/Beneficiaries Find | View All First 1 of 1 Last

Dependent/Beneficiary ID: 01 Name: WINTER, JOHN WILLIAM

Relationship to Employee: Son DepBenef Type: Dep/Benef

Address

Same Address/Phone as Employee

Country: USA United States

Address 1:

Address 2:

Address 3:

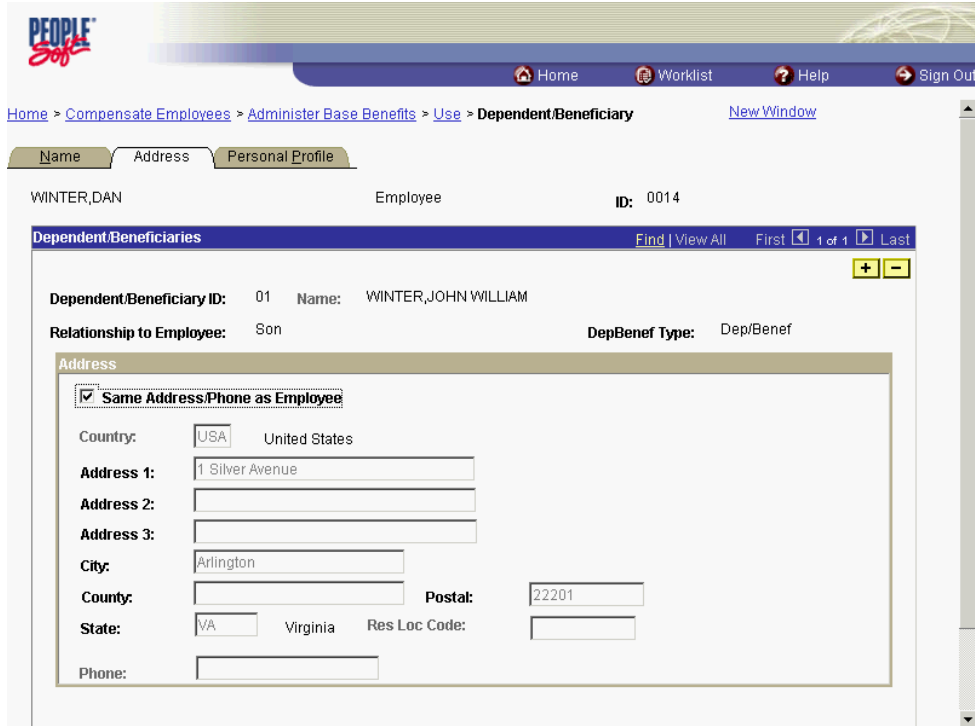
City:

County: Postal:

State: Res Loc Code:

Phone:

Step	Action
21.	<p>NOTE: The Address page is optional for health benefit dependents. Click the check box if the dependent's or beneficiary's address is the same as the employees. The address data will populate from the Personal Data page in the employee record.</p> <p>Click the Same Address/Phone as Employee option.</p> <input type="checkbox"/>
22.	<p>If the dependent's or beneficiary's address is different from the employee's address, enter the dependent's address in the Address 1 field.</p> <p>NOTE: The user is restricted to 25 characters in the Address 1 field.</p> <p>Enter the City, Postal, and State fields, if necessary.</p>



PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary [New Window](#)

Name Address **Personal Profile**

WINTER,DAN Employee ID: 0014

Dependent/Beneficiaries Find | View All First 1 of 1 Last

Dependent/Beneficiary ID: 01 Name: WINTER,JOHN WILLIAM

Relationship to Employee: Son DepBenef Type: Dep/Benef

Address

Same Address/Phone as Employee

Country: USA United States

Address 1: 1 Silver Avenue

Address 2:


Address 3:

City: Arlington

County: Postal: 22201

State: VA Virginia Res Loc Code:

Phone:

Step	Action
23.	If beneficiary data for Savings Bonds is being entered, click the Personal Profile tab. Click the Personal Profile tab. 
24.	Scroll as necessary to view the National ID field.

PEOPLE Soft

Home Worklist Help Sign Out

FEHB Participant: [N] Dependent's Fed Plan Type: []

Birthdate: [] Birth Country: [] Birth Location: []

*Gender: Male *Marital Status: Single

Marital Status Date: []

Occupation: [] Medicare Entitled Date: []

Date of Death: []

Riders/Orders Phone Numbers

National ID

Country	*National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	[]	<input type="checkbox"/>

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Name | Address | Personal Profile

Step	Action
25.	Click in the National ID field. []
26.	Enter the beneficiary's Social Security Number (SSN) in the National ID field. Enter " 123121234 ".

PEOPLE Soft

Home Worklist Help Sign Out

FEHB Participant: Dependent's Fed Plan Type:

Birthdate: Birth Country: Birth Location:

*Gender: *Marital Status: Marital Status Date:

Student Disabled Smoker Student Status Date:

Occupation: Medicare Entitled Date:

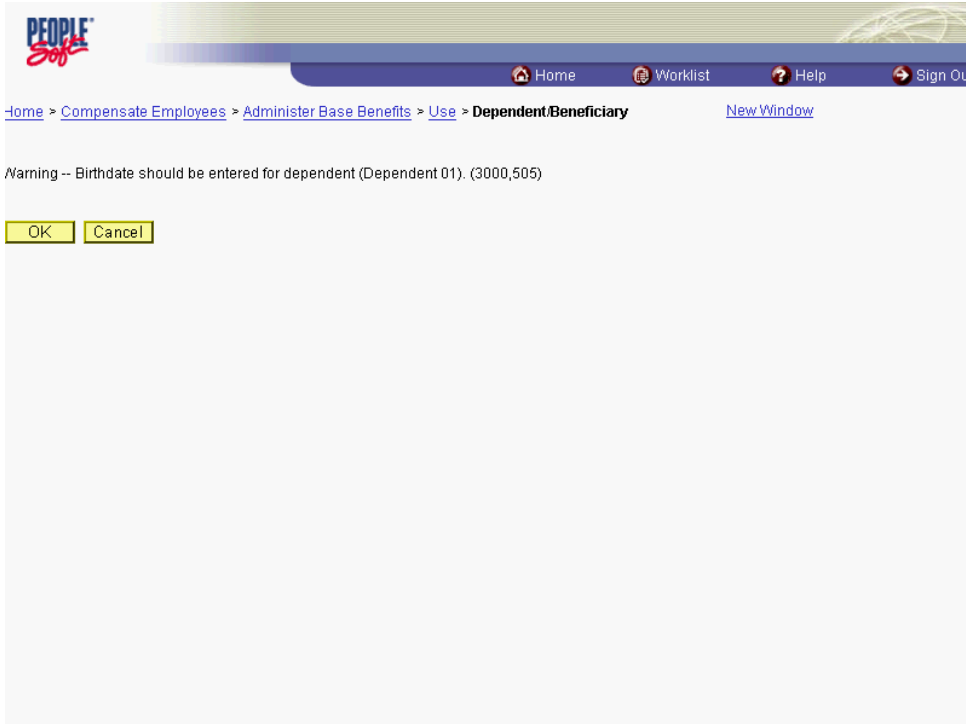
Date of Death: [Riders/Orders](#) [Phone Numbers](#)

National ID First 1 of 1 Last

Country	*National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	123121234	<input type="checkbox"/>

[Name](#) | [Address](#) | [Personal Profile](#)

Step	Action
27.	Click the Save button.



Step	Action
28.	NOTE: Upon saving, a message appears stating that the birth date should be entered. Disregard this message. Proceed without entering the dependents date of birth. Click the Ok button.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary [New Window](#)

Name Address Personal Profile **Saved**

WINTER,DAN Employee ID: 0014

Personal Profile Find | View All First 1 of 1 Last

Dependent/Beneficiary: WINTER,JOHN WILLIAM ID: 01
 Relationship to Employee: Son S

FEHB Participant: Dependent's Fed Plan Type:

Birthdate: Birth Country: Birth Location:

*Gender: Male *Marital Status: Single
 Marital Status Date:

Student Disabled Smoker
 Student Status Date:

Occupation: Medicare Entitled Date:

Date of Death: [Riders/Orders](#) [Phone Numbers](#)

National ID First 1 of 1 Last

Step	Action
29.	If additional dependents need to be entered, click the Name tab to return to the Name page. Click the Name tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Name</div>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary [New Window](#)

Name Address Personal Profile

WINTER, DAN Employee ID: 0014

Dependent/Beneficiaries Find | View All First 1 of 1 Last

*Dependent/Beneficiary ID:

*Relationship to Employee: *DepBenef Type:

Name

Format Using:


Name:

Prefix:

First Name: Middle:

Last Name: Suffix:

[Name](#) | [Address](#) | [Personal Profile](#)

Step	Action
30.	<p>Click the + button in the Name box to insert another row and add another dependent to the employee's record, if necessary.</p> <p>Click the Add a new row at row 1 button.</p> 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary [New Window](#)

Name Address Personal Profile

WINTER, DAN Employee ID: 0014

Dependent/Beneficiaries Find | View All First 2 of 2 Last

*Dependent/Beneficiary ID: 02

*Relationship to Employee: *DepBenef Type:

Name

Format Using: USA United States

Name:


Prefix:

First Name: Middle:

Last Name: Suffix:

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Name | Address | Personal Profile

Step	Action
31.	Follow the preceding steps to enter the additional dependent's Name, Address and Personal Profile information, if necessary. Click the OK button. 
32.	The employee's dependents data is entered. End of Procedure.



Over time, changes may occur that require the termination of dependent enrollments or beneficiary status. Remember that dependents are enrolled when employees are enrolled .To terminate a dependent enrollment or beneficiary status, the user must enter a row of data with the termination date (just as you do with employees). These changes must be made on the Benefit Detail page for the benefit in question, such as Health Benefits.

Only make changes on the Dependent/Beneficiary Data page if a dependent or beneficiary is no longer being used for benefits purposes.

Processing Health Benefits

In EHRP, HR staff must enter information into the Health Benefits page in the Administer Base Benefits module of the system. This allows the information to be picked up by the payroll system. This section contains four procedures. The first corresponds with starting health benefits. The second pertains to changing health benefits. The third is related to stopping health benefits. The fourth is related to changing a temporary employees health benefits.

Starting an Employee's Health Benefits

Introduction

All Health Benefit actions required the entry of a **Deduction Begin Date**. This date normally defaults from the **Coverage Begin Date** on the same page.

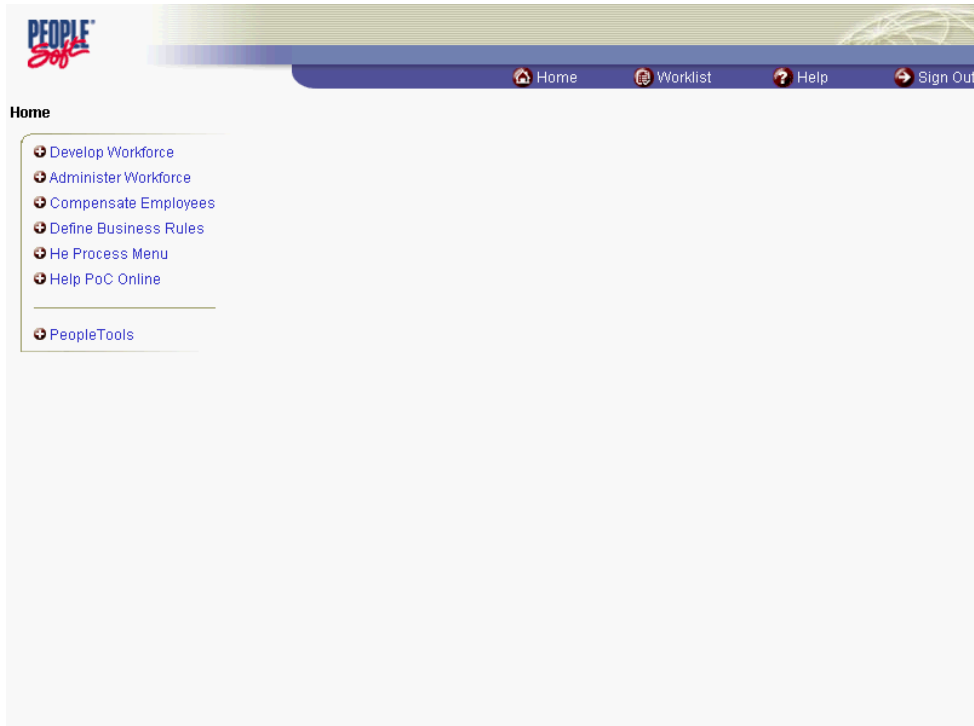
NOTE: As of April 19, 2001, OPM has discontinued the use of and no longer requires "SF-2811" forms.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

To elect health benefits that include an employee's family, the user must first set up the dependents in the system. In order to set up the dependents, follow the procedure in the Lesson titled **Setting Up Dependent/Beneficiary Data**.


Procedure

The following steps detail the procedure for starting an Employee's Health Benefits.



Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use
4.	Click the Health Benefits link. Health Benefits

Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Click the desired entry. Click WINTER,DAN .

Step	Action
9.	<p>In the Plan Type field, select the benefits plan type, if necessary. The valid options are 10 (Fed Employees Health Benefits) and 1W (FEHB - Waiver). Click the Coverage Begin Date button.</p> 

Step	Action
10.	Select the Effective Date of the health benefit coverage. Click 15 .

NOTE: The **Deduction Begin Date** defaults to the date entered in the **Coverage Begin Date** field.

IMPORTANT! The **Deduction Begin Date** is the effective date for any health benefit action.

NOTE: To modify **Plan Type** information, click the + in the Coverage box.

Step	Action
11.	Ensure that the Deduction Begin Date field is populated with the Effective date of the health benefit coverage. In the Coverage Election field, verify that the Elect radio button is selected to start the benefits coverage. NOTE: The Election Date field will default to the date the benefit coverage was entered.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections **Dependents**

WINTER,DAN ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employees Health Benefits + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 12/15/2003 *Deduction Begin Date: 12/15/2003 + -

Coverage Election Elect Waive Terminate *Election Date: 12/12/2003

Benefit Plan: Option:

Coverage Code:


Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT

Save Return to Search Update/Display Include History Correct History

[Elections](#) | [Dependents](#)

Step	Action
12.	Click in the Benefit Plan field. <input type="text"/>
13.	In the Benefit Plan field, enter the 2-digit code corresponding to the insurance carrier that the employee has selected. For example, "JP" is the code for MDIPA. Enter the desired information into the Benefit Plan field. Enter "JP" .
14.	Press [Tab] .
15.	Enter the appropriate coverage level in the Coverage Code field identifying who will be covered by this insurance policy. This identifies whether the coverage is self-only or family. Enter the desired information into the Coverage Code field. Enter "2" .

 If the employee has no dependents and has selected a **Coverage Code** for Self Only, click the **Save** button.

NOTE: If an employee has dependent coverage, the dependents must be identified before saving. The system will generate an error message if Family Coverage has been selected and no Dependent data has been entered.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections **Dependents**

WINTER, DAN ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employees Health Benefits + -

Coverage Find | View All First 1 of 3 Last

*Coverage Begin Date: 12/29/2003 *Deduction Begin Date: 12/29/2003 + -

Coverage Election Elect Waive Terminate *Election Date: 12/26/2003

Benefit Plan: JP M.D. IPA: The Quality Care HP Option:

Coverage Code: 2

Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

[Elections](#) | [Dependents](#)

Step	Action
16.	To link the dependent information to the health benefits coverage, move to the Dependents page by clicking its tab. Click the Dependents tab.

NOTE: The following information will appear based on what was entered on the previous Elections page:

- Coverage Begin Date
- Effective Date
- Benefit Plan
- Coverage Code

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections Dependents

WINTER,DAN Employee ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

Plan Type: Fed Employees Health Benefits

Coverage Find | View All First 1 of 3 Last

Coverage Begin Date: 12/29/2003 **Effective Date:** 12/29/2003

Benefit Plan: JP M.D. IPA: The Quality Care HP

Coverage Code: Self and family, High option

Dependent/Beneficiaries Find | View All First 1 of 1 Last

ID	Name	Relationship	FEHB Ind
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

Save Return to Search Next in List Previous in List Update/Display Include History Correct History


[Elections](#) | [Dependents](#)

Step	Action
17.	Enter the ID(s) of the dependents covered by the employee's health benefits in the ID field. NOTE: This field is accessing the dependent's data, which was entered on the Dependent/Beneficiary page. Enter the desired information into the *ID field. Enter " 01 ".
18.	Click + to add another dependent, if necessary.

Training Guide

Base Benefits Overview

The screenshot shows the PEOPLE Soft interface for administering base benefits. At the top, there are navigation links for Home, Worklist, Help, and Sign Out. Below that is a breadcrumb trail: Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits. A 'New Window' link is also present. The main content area is titled 'Elections' and 'Dependents'. It displays information for employee WINTER, DAN (Employee ID: 0014, Empl Rcd#: 0). The 'Plan Type' is 'Fed Employees Health Benefits'. Under 'Coverage', it shows 'Coverage Begin Date: 12/29/2003', 'Effective Date: 12/29/2003', 'Benefit Plan: JP', and 'Coverage Code: Self and family, High option'. There is a section for 'Dependent/Beneficiaries' with a table header including 'ID', 'Name', 'Relationship', and 'FEHB Ind'. A single dependent with ID '01' is listed. At the bottom of the interface, there are several action buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Update/Display', 'Include History', and 'Correct History'. The 'Save' button is highlighted in yellow.

Step	Action
19.	Click the Save button. 



Step	Action
20.	NOTE: Upon saving, a message appears stating that the birth date should be entered. Disregard this message. Proceed without entering the dependents date of birth. Click the Ok button.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections Dependents

WINTER, DAN Employee ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

Plan Type: Fed Employees Health Benefits

Coverage Find | View All First 1 of 1 Last

Coverage Begin Date: 12/15/2003 Effective Date: 12/15/2003

Benefit Plan: JP M.D. IPA: The Quality Care HP

Coverage Code: Self and family, High option

Dependent/Beneficiaries Find | View All First 1 of 1 Last

ID	Name	Relationship	FEHB Ind
01			

Save Return to Search Update/Display Include History Correct History

[Elections](#) | [Dependents](#)

Step	Action
21.	Click the Save button.
22.	The procedures required to start an employee's health benefits are entered. End of Procedure.

Changing an Employee's Health Benefits

Introduction

All Health Benefit actions required the entry of a **Deduction Begin Date**. This date normally defaults from the **Coverage Begin Date** on the same page.

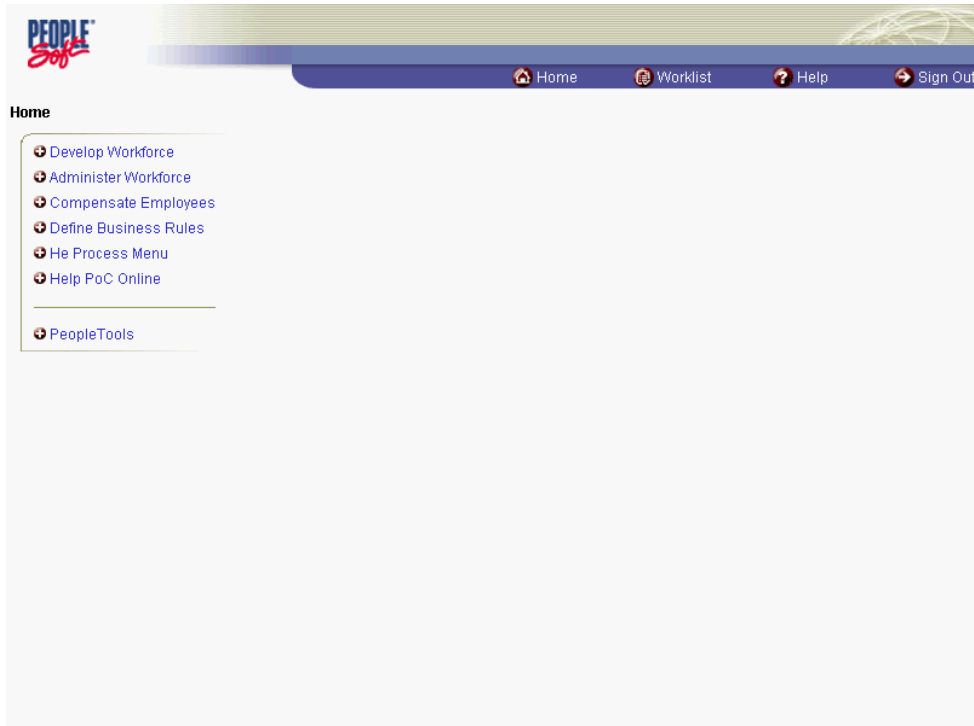
NOTE: As of April 19, 2001, OPM has discontinued the use of and no longer requires "SF-2811" forms.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

To elect health benefits that include an employee's family, the user must first set up the dependents in the system. In order to set up the dependents, follow the procedure in the Lesson titled **Setting Up Dependent/Beneficiary Data**.

Procedure

The following steps detail the procedure for changing an Employee's Health Benefits.



Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use
4.	Click the Health Benefits link. Health Benefits

Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field.
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button.
8.	Select the desired entry. Click WINTER,DAN .

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections **Dependents**

WINTER,DAN ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employees Health Benefits + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 12/15/2003 *Deduction Begin Date: 12/15/2003 + -

Coverage Election Elect Waive Terminate *Election Date: 12/12/2003

Benefit Plan: JP M.D. IPA: The Quality Care HP Option:



Coverage Code: 2 Self and family, High option

Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

[Elections](#) | [Dependents](#)

Step	Action
9.	NOTE: The Elections page will be populated with the current coverage selected by the employee. Click the Add a new row at row 1 button to insert another row into the employee's coverage record. 
10.	Click the Coverage Begin Date button. 

Step	Action
11.	Select the desired entry. Click 22 .
12.	NOTE: The Deduction Begin Date defaults to the date entered in the Coverage Begin Date field. NOTE: The Deduction Begin Date is the effective date for both the start and termination.

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections **Dependents**

WINTER,DAN ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employees Health Benefits + -

Coverage Find | View All First 1 of 2 Last

*Coverage Begin Date: 12/22/2003 *Deduction Begin Date: 12/22/2003 + -

Coverage Election Elect Waive Terminate *Election Date: 12/12/2003

Benefit Plan: JP M.D. IPA: The Quality Care HP Option:

Coverage Code: 2 Self and family, High option

Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

[Elections](#) | [Dependents](#)

Step	Action
13.	Select the entry in the Benefit Plan field. Click in the Benefit Plan field to select JP . <input type="text" value="JP"/>
14.	Enter the desired information into the Benefit Plan field. Enter " 2G ".

Training Guide

Base Benefits Overview

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections **Dependents**

WINTER, DAN ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employees Health Benefits + -

Coverage Find | View All First 1 of 2 Last

*Coverage Begin Date: 12/22/2003 *Deduction Begin Date: 12/22/2003 + -

Coverage Election Elect Waive Terminate *Election Date: 12/12/2003

Benefit Plan: 2G M.D. IPA: The Quality Care HP Option:


Coverage Code: 2 Self and family, High option

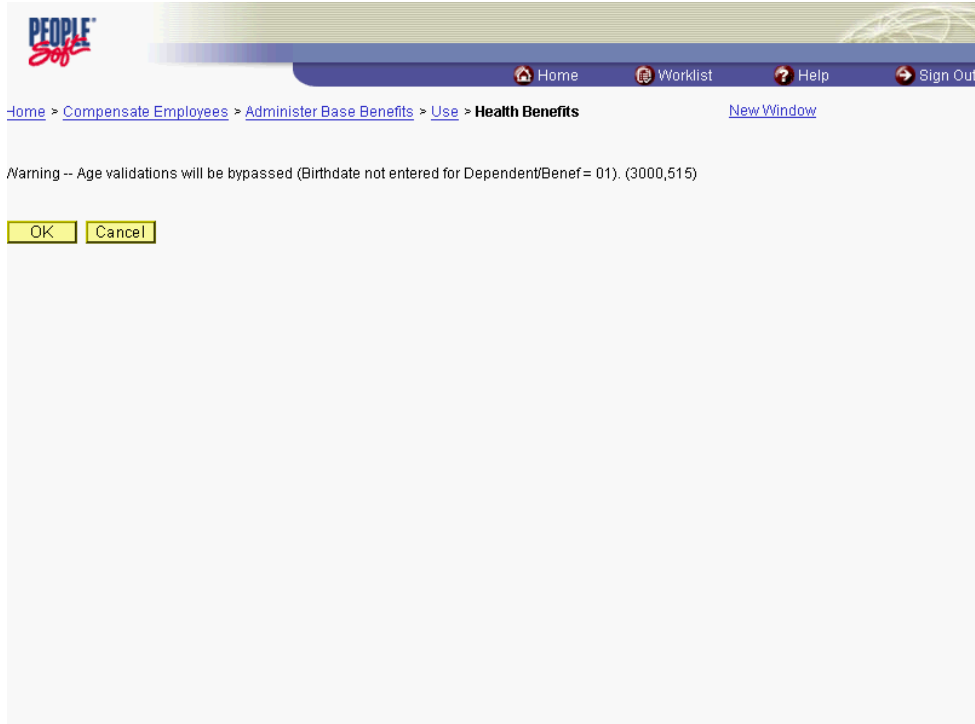
Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

[Elections](#) | [Dependents](#)

Step	Action
15.	Click the Save button. 




Step	Action
16.	NOTE: Upon saving, a message appears stating that the birth date should be entered. Disregard this message. Proceed without entering the dependents date of birth. Click the Ok button.

The screenshot shows the 'Health Benefits' configuration screen for employee WINTER, DAN (ID: 0014, Empl Rcd#: 0). The interface includes a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, there are tabs for 'Elections' and 'Dependents'. The main form area contains the following fields and options:

- Plan Type:** 10 (Fed Employees Health Benefits)
- Coverage:**
 - *Coverage Begin Date: 12/22/2003
 - *Deduction Begin Date: 12/22/2003
 - Coverage Election: Elect, Waive, Terminate
 - *Election Date: 12/12/2003
 - Benefit Plan: 2G (M.D. IPA: The Quality Care HP)
 - Coverage Code: 2 (Self and family, High option)
 - Option: (empty)
- Health Provider ID:** (empty) Previously Seen
- Employee Status:** Active **Benefit Program:** GOVT

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
17.	Click the OK button. 
18.	The procedures required to change an employee's health benefits are entered. End of Procedure.

Stopping an Employee's Health Benefits

Introduction

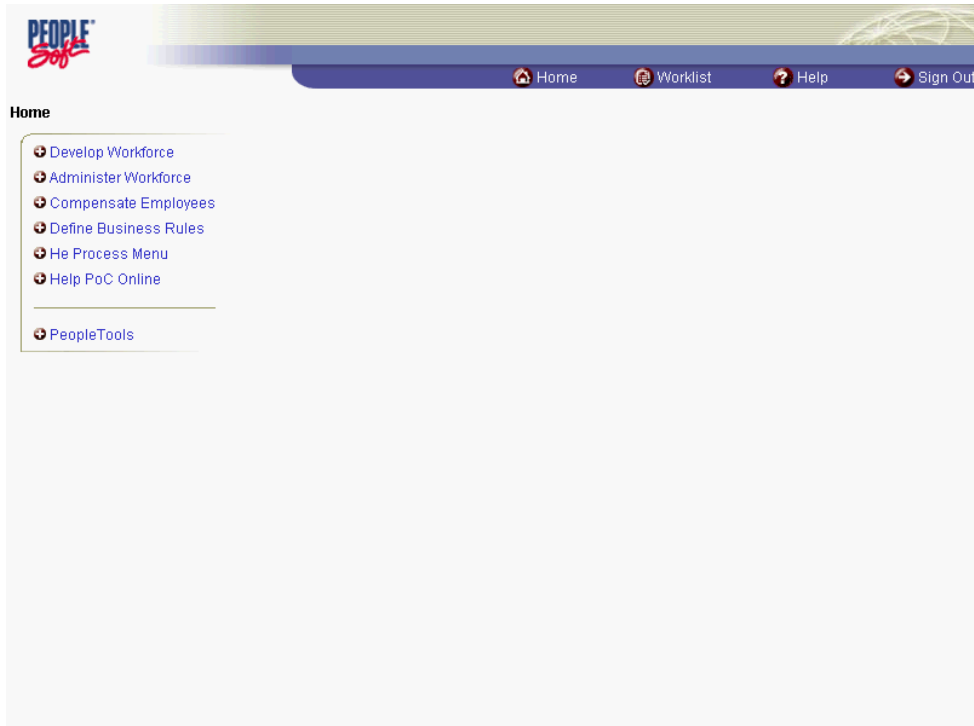
All Health Benefit actions required the entry of a **Deduction Begin Date**. This date normally defaults from the **Coverage Begin Date** on the same page.

NOTE: As of April 19, 2001, OPM has discontinued the use of and no longer requires "SF-2811" forms.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Procedure

The following steps detail the procedures for terminating or stopping an Employee's Health Benefits.



Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use
4.	Click the Health Benefits link. Health Benefits

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Health Benefits

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:


Alternate Character Name:


Personnel Status:


Include History Correct History



[Basic Search](#)

Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Select the desired entry. Click WINTER,DAN .

Step	Action
9.	NOTE: The Elections page will be populated with the current coverage selected by the employee. Click the Add a new row at row 1 button. 

 The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Step	Action
10.	Click the Terminate option. 
11.	Click the Coverage Begin Date button. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

WINTER,DAN ID: 0014 Empl Rcd#: 0

Plan Type: 10 Fed Employees Health Benefits

Coverage: *Coverage Begin Date: *Deduction Begin Date: Election Date: 12/12/2003

Benefit Plan: Coverage Code: Health Provider ID: Employee Status: Active

December 2003

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Elections | Dependents

Step	Action
12.	Enter the termination date in the Coverage Begin Date field. Termination is generally effective at the end of the pay period. Please verify with your Benefits Officer. 27
13.	NOTE: The Deduction Begin Date defaults to the date entered in the Coverage Begin Date field. NOTE: The Deduction Begin Date is the effective date for both the start and termination. IMPORTANT! Ensure that the Deduction Begin Date field is populated with the Effective date of the health benefit coverage.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections **Dependents**

WINTER,DAN ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employees Health Benefits + -

Coverage Find | View All First 1 of 3 Last

*Coverage Begin Date: 12/29/2003 *Deduction Begin Date: 12/29/2003 + -

Coverage Election Elect Waive Terminate *Election Date: 12/12/2003

Benefit Plan:


Coverage Code:

Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

[Elections](#) | [Dependents](#)

Step	Action
14.	Click the calender icon button. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections **Dependents**

WINTER,DAN ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employees Health Benefits + -

Coverage Find | View All First 1 of 3 Last

*Coverage Begin Date: 12/29/2003 *Deduction Begin Date: 12/29/2003 + -

Coverage Election Elect Waive Terminate *Election Date: 12/12/2003

Benefit Plan:

Coverage Code:

Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Current Date

Elections | [Dependents](#)

Step	Action
15.	Enter the coverage termination date in the Election Date field. Click on 27.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits [New Window](#)

Elections **Dependents**

WINTER,DAN ID: 0014 Empl Rcd#: 0

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 10 Fed Employees Health Benefits + -

Coverage Find | View All First 1 of 3 Last

*Coverage Begin Date: 12/29/2003 *Deduction Begin Date: 12/29/2003 + -

Coverage Election Elect Waive Terminate *Election Date: 12/26/2003

Benefit Plan:

Option:


Coverage Code:

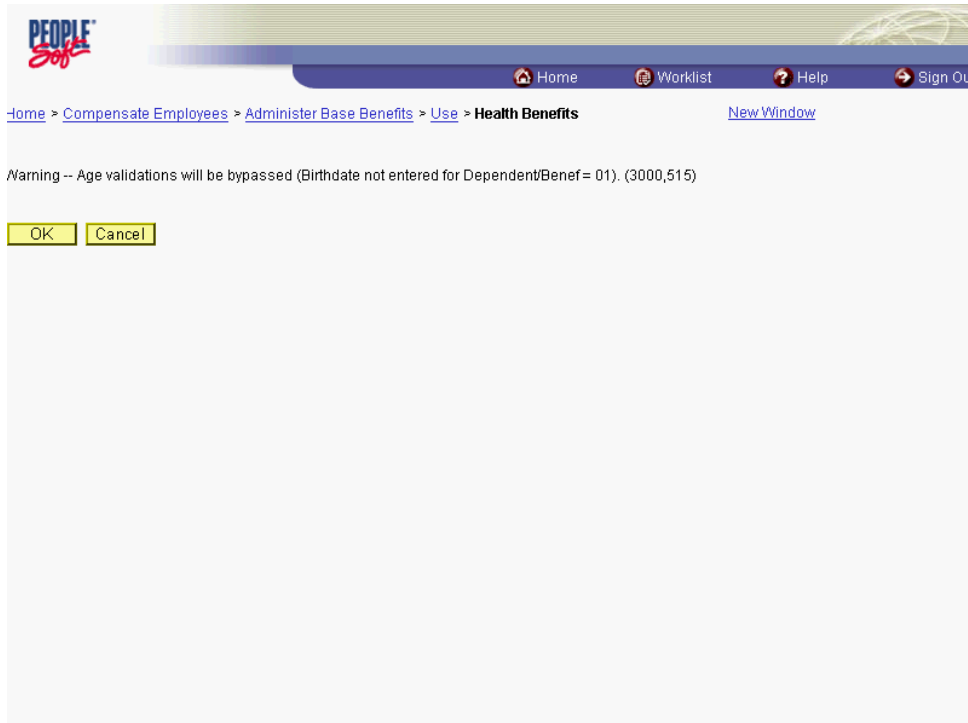
Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT


Save Return to Search Next in List Previous in List Update/Display Include History Correct History

[Elections](#) | [Dependents](#)

Step	Action
16.	Click the Save button. 



Step	Action
17.	NOTE: Upon saving, a message appears stating that the birth date should be entered. Disregard this message. Proceed without entering the dependents date of birth. Click the Ok button.

Step	Action
18.	Click the Save button. 
19.	The procedures required to stop an employee's health benefits are entered. End of Procedure.

Changing a Temporary Employee's Health Benefits

Introduction

All Health Benefit actions required the entry of a **Deduction Begin Date**. This date normally defaults from the **Coverage Begin Date** on the same page.

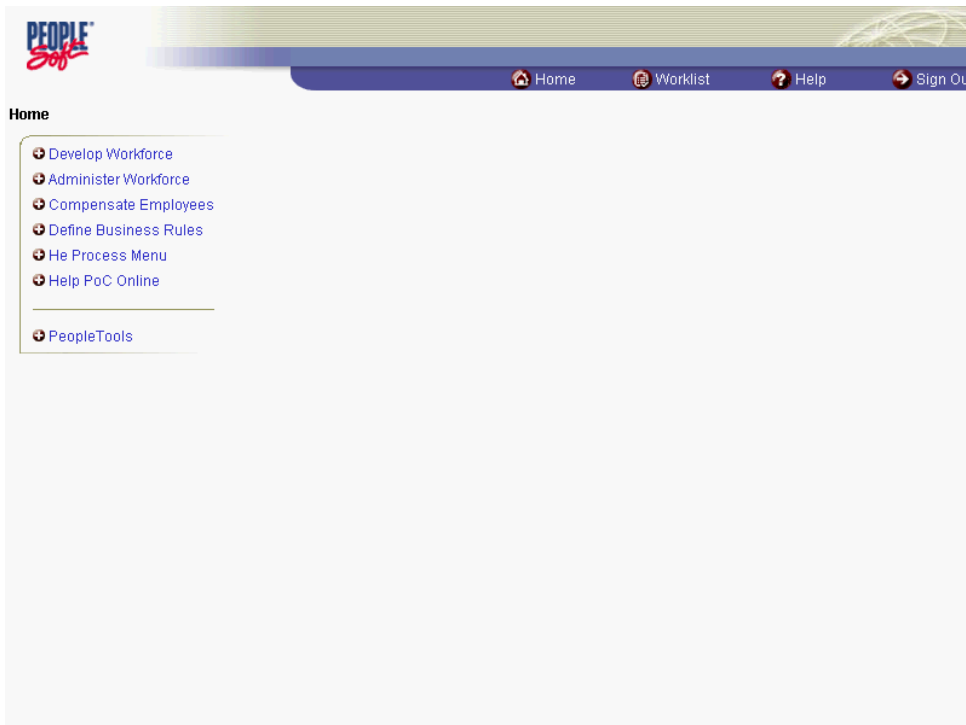
NOTE: As of April 19, 2001, OPM has discontinued the use of and no longer requires "SF-2811" forms.




NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

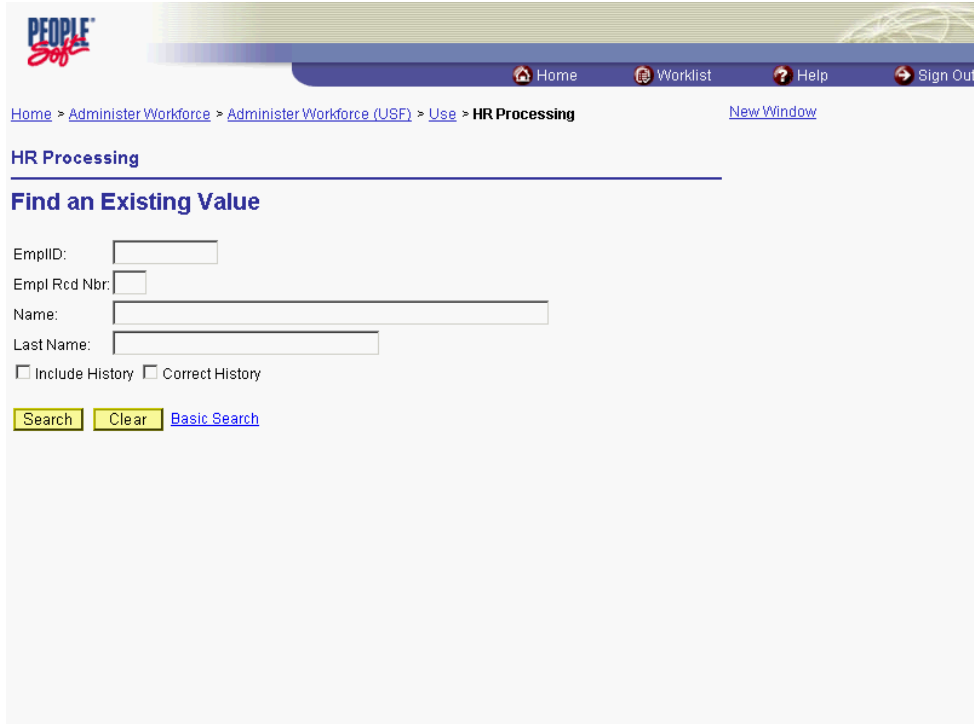
To elect health benefits that include an employee's family, the user must first set up the dependents in the system. In order to set up the dependents, follow the procedure in the Lesson titled **Setting Up Dependent/Beneficiary Data**.




Procedure

The following steps detail the procedures to change a temporary Employee's Health Benefits upon conversion to a permanent appointment.



Step	Action
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



Step	Action
5.	Click in the field in which you want to search. Click in the Name field. 
6.	Enter the desired information into the Name field. Enter " Winter ".
7.	Click the Search button. 
8.	Click the desired entry. Click WINTER,FRED . 

Training Guide

Base Benefits Overview

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, FRED EmpID: 0016 Empl Rcd#: 0

Data Control View All < 1 of 1 >

Actual Effective Date: 12/08/2003 Proposed Effective Date: 12/08/2003

Transaction #/ Sequence: 1 1 Not To Exceed Date:

*Action: PAY Pay Rate Change PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: MER Merit Contact Empl:

NOA Code: 850 MD/DDS Special Pay NOA Ext: B


Authority (1): V1P 5 U.S.C. 5371 38 U.S.C. Pay

Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data? Print SF-50

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
9.	Click the Job tab. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, FRED EmplID: 0016 Empl Rcd#: 0

Job Data View All First 1 of 1 Last

Effective Date: 12/08/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Pay Rate Change NOA Code: 850 Empl Status: Active

Position: 00006592 GS- 0303- 09 ADMINISTRATIVE ASSISTANT Posn Mgmt Rcd

*Job Code: 99H093 Position Override

*Agency: HE Department of HHS Transferred From Agency:

Sub-Agency: 11 Program Support Center Transferred To Agency:

*Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)

*Department: PEAFF2 Administrative Operations Serv [FEGLI/Retirement/FICA](#)

*Location: 364170061 New York - New York [Departmental Hierarchy](#)

Tax Location: NA Not Applicable [Detail](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
10.	Click the Benefits/FEHB Data link. Benefits/FEHB Data
11.	End of Procedure.

Processing Thrift Savings Plan (TSP)

In EHRP, HR staff must enter information into the Savings Plans page in the Administer Base Benefits module of the system. This allows the information to be picked up by the payroll system.

This section contains three procedures:

- Starting TSP Contributions
- Changing TSP Contributions
- Stopping TSP Contributions.

All Thrift Savings Benefit actions require the entry of a **Deduction Begin Date**. This date normally defaults from the Coverage Begin Date.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

NOTE: Employee retirement plan (FERS, CSRS) should be known prior to completing this procedure.

Starting an Employee's TSP Contributions

Introduction

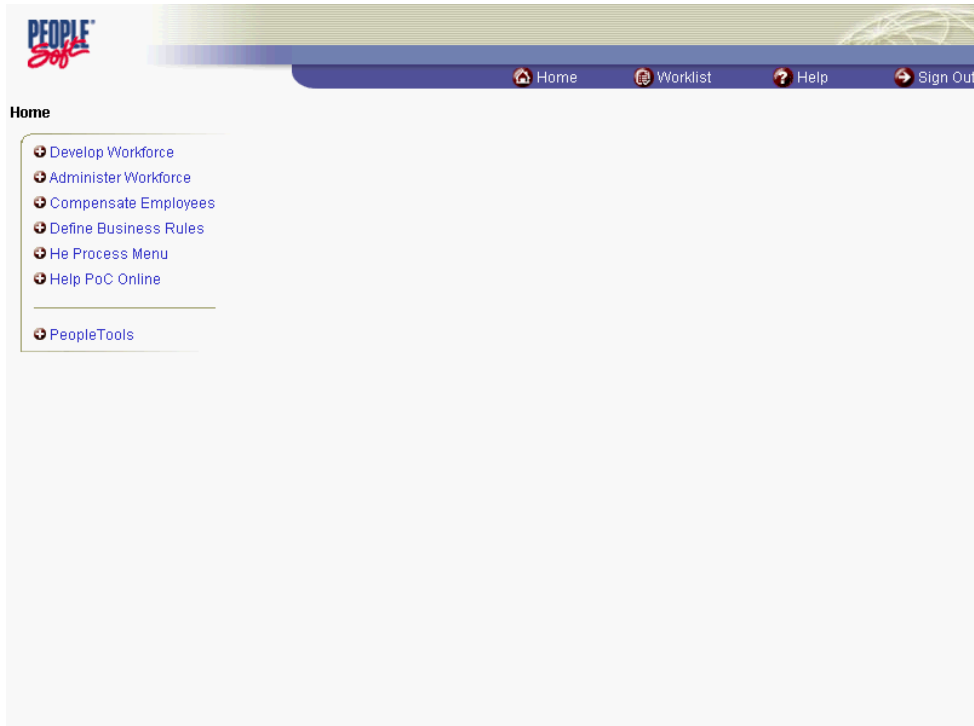
All Thrift Savings Benefit actions require the entry of a **Deduction Begin Date**. This date normally defaults from the Coverage Begin Date.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

NOTE: Employee retirement plan (FERS, CSRS) should be known prior to completing this procedure.

Procedure

The following steps detail the procedure for starting an employee's Thrift Saving Plan (TSP) benefits.



Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use
4.	Click the Savings Plans link. Savings Plans

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans [New Window](#)

Savings Plans

Find an Existing Value

EmpID:

Empl Rcd Nbr:

Name:

Last Name:


Alternate Character Name:


Personnel Status:

Include History Correct History

[Basic Search](#)

Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Select the desired entry. Click WINTER,CHRIS .


Step	Action
9.	<p>Confirm the Plan Type code of 42 for TSP. Click the Choose a date button.</p> 

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this, a breadcrumb trail reads 'Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans'. The main content area is titled 'Elections' and displays information for employee 'WINTER, CHRIS' with ID '0013' and 'Empl Rcd#: 0'. A 'Highly Compensated' checkbox is present. The 'Plan Type' section shows 'Thrift Savings Plan' with a search field containing '42'. The 'Coverage' section includes fields for '*Coverage Begin Date:', '*TSP Status Date:', '*Deduction Begin Date:', and '*Election Date:'. A calendar pop-up is open over the '*TSP Status Date:' field, showing the month of December 2003, with the date 12/14/2003 selected. The 'Benefit Plan' section has radio buttons for 'Before Tax Investment', 'Flat Amount', and 'Percent of Gross'. The 'Employee Status' is 'Suspend' and the 'Benefit Program' is 'GOVT'. At the bottom, there are several action buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
10.	Click the effective date of the TSP benefit. Click 14 . <input type="text" value="14"/>
11.	NOTE: The Deduction Begin Date defaults to the date entered in the Coverage Begin Date field. Ensure that the Deduction Begin Date field is populated with the Effective date of the TSP election. NOTE: The Election Date field will default to the date the benefit coverage was keyed.

The screenshot shows the PEOPLE Soft interface for administering base benefits. The user is viewing the 'Savings Plans' section for employee WINTER, CHRIS (ID: 0013, Empl Rcd#: 0). The 'Highly Compensated' checkbox is unchecked. The 'Plan Type' is 'Thrift Savings Plan'. The 'Coverage' section shows a 'Coverage Begin Date' of 12/14/2003, with a calendar icon next to it. Other fields include 'TSP Status Date', 'Deduction Begin Date' (12/14/2003), 'TSP Status Code', and 'Election Date' (12/12/2003). The 'Participation Election' is set to 'Elect'. There are two investment options: 'Before Tax Investment' and 'After Tax Investment', each with 'Flat Amount' and 'Percent of Gross' choices. The 'Employee Status' is 'Suspended' and the 'Benefit Program' is 'GOVT'. Navigation buttons like 'Save', 'Return to Search', and 'Update/Display' are visible at the bottom.

Step	Action
12.	Click the calendar icon button. 

Step	Action
13.	<p>Click the TSP Status Date.</p> <p>Click 21. Once the employee begins contributing to TSP this date doesn't change.</p> <p><input type="text" value="21"/></p>

The screenshot shows the 'Savings Plans' configuration interface. At the top, the user is logged in as WINTER, CHRIS with ID 0013 and Empl Rcd# 0. The page title is 'Savings Plans'. Below the title, there are navigation buttons: Home, Worklist, Help, and Sign Out. The main content area is titled 'Elections' and shows the following details:


- Plan Type:** Thrift Savings Plan
- Coverage:** *Coverage Begin Date: 12/14/2003, *TSP Status Date: 12/22/2003, *Deduction Begin Date: 12/14/2003
- Participation Election:** Elect, Waive, Terminate
- Benefit Plan:** [Empty field]
- Investment Options:**
 - Before Tax Investment:** Flat Amount, Percent of Gross
 - After Tax Investment:** Flat Amount, Percent of Gross
- Employee Status:** Suspended
- Benefit Program:** GOVT

At the bottom of the form, there are several action buttons: Save, Return to Search, Next in List, Previous in List, Update/Display, Include History, and Correct History.


Step	Action
14.	Click in the *TSP Status Code field. <input type="text"/>
15.	Enter the desired information into the *TSP Status Code field. Enter " E ".


 **NOTE:** In order for the TSP Open Season processing to be accurate, HR must set the correct **TSP Status Code** and **Status Date** when entering Hires and Transfers.

Step	Action
16.	In the Participation Election field, be sure the Elect radio button is selected to establish the thrift savings benefit.
17.	Click in the Benefit Plan field. <input type="text"/>
18.	In the Benefit Plan field, enter the appropriate TSP plan based on the employee's eligibility. Enter " TSP1 ".


 NOTE: The valid options are
 - TSP1 - Thrift Savings Plan - FERS
 - TSP2 - Thrift Savings Plan - CSRS


NOTE: The **Before Tax Investment** box allows the user to identify the type of payroll deduction the employee selected for their TSP contributions.

Step	Action
19.	Be sure the Flat Amount radio button is selected. Click in the Flat Amount field. 

 NOTE: The **Flat Amount** field allows a specific dollar amount to be deducted from the employee's pay to be invested in the TSP.

NOTE: To select the percentage amount contribution, select the **Percent of Gross** radio button and enter the percentage amount of the deduction. The **Percent of Gross** field allows an employee to identify a percentage of their gross income to be deducted and contributed to their TSP.

Step	Action
20.	Enter the desired information into the Flat Amount field. Enter " 50 ".
21.	NOTE: Do not use the After Tax Investment fields. NOTE: Since the Thrift Savings Board (TSB) will track all investments; there is no need to enter specific TSP investment elections. The Rollovers, Investments and Beneficiaries tabs will not be used.
22.	Click the Save button. 

 Remember that the employees' overall TSP contribution cannot exceed the OPM-maximum percentage of the employee's gross pay. The calculation used by the system to determine the maximum amount for contribution is based on salary plus locality.

Step	Action
23.	The information required to start an Employee's TSP benefits is completed. End of Procedure.

Changing an Employee's TSP Contributions

Introduction

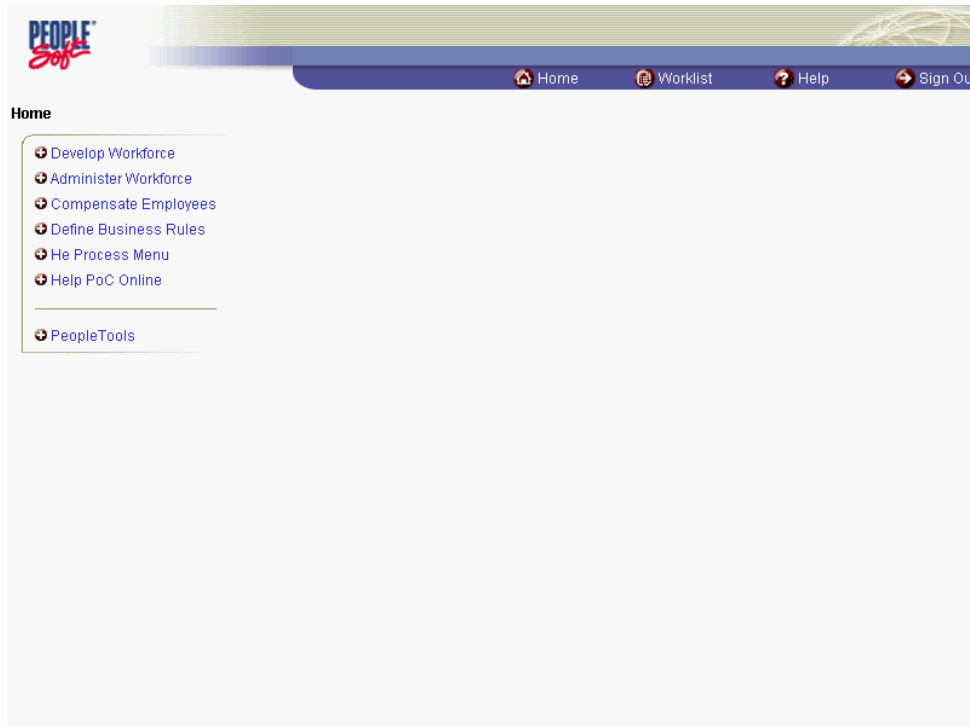
All Thrift Savings Benefit actions require the entry of a **Deduction Begin Date**. This date normally defaults from the Coverage Begin Date.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

NOTE: Employee retirement plan (FERS, CSRS) should be known prior to completing this procedure.

Procedure

The following steps detail the procedures for changing an employee's Thrift Savings Plan elections in EHRP.



Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use
4.	Click the Savings Plans link. Savings Plans

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans [New Window](#)

Savings Plans

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:

Alternate Character Name:


Personnel Status:


Include History Correct History


[Basic Search](#)

Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Click the desired entry. Click WINTER,ADAM .

The screenshot shows the 'Elections' page in the PEOPLE Soft system. At the top, there are navigation links for Home, Worklist, Help, and Sign Out. Below that, a breadcrumb trail reads: Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans. The main content area is titled 'Elections' and displays the employee's name 'WINTER, ADAM', ID '0011', and 'Empl Rcd#: 0'. There is a checkbox for 'Highly Compensated'. The 'Plan Type' section shows '42 Thrift Savings Plan' with a search icon and a '+ -' button. The 'Coverage' section includes fields for '*Coverage Begin Date', '*TSP Status Date', '*Deduction Begin Date', '*TSP Status Code', and '*Election Date' (12/12/2003). There are also radio buttons for 'Participation Election' (Elect, Waive, Terminate) and 'Benefit Plan' (Before Tax Investment and After Tax Investment), each with 'Flat Amount' and 'Percent of Gross' options. At the bottom, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
9.	NOTE: The Elections page will be populated with the current benefits selected by the employee. Click the Add a new row at row 1 button in the Coverage box to insert another row into the employee's TSP benefits record. 


 NOTE: To modify **Plan Type** information, click the + in the Plan Type box.

Step	Action
10.	Click the Choose a date button. 

Step	Action
11.	Click the effective date of the TSP benefit change. Click 1 .
12.	The TSP status date will default since the employee is already contributing.


The screenshot shows the PEOPLE Soft interface for administering base benefits. The user is viewing the 'Savings Plans' section for employee WINTER, ADAM (ID: 0011, Empl Rcd#: 0). The 'Plan Type' is set to 'Thrift Savings Plan'. The 'Coverage' section shows a start date of 12/01/2003 and a *TSP Status Date of 12/08/2003. The 'Participation Election' is set to 'Elect'. There are two investment options: 'Before Tax Investment' and 'After Tax Investment', both with 'Flat Amount' selected. The 'Employee Status' is 'Active' and the 'Benefit Program' is 'GOVT'. Navigation buttons like 'Save', 'Return to Search', and 'Next in List' are visible at the bottom.

Step	Action
13.	Click in the *TSP Status Code field. <input type="checkbox"/>
14.	Enter the desired information into the *TSP Status Code field. Enter "J".
15.	Click in the Benefit Plan field. <input type="text"/>
16.	Enter the desired information into the Benefit Plan field. Enter "TSP1".


 NOTE: The valid options are
 - TSP1 - Thrift Savings Plan - FERS
 - TSP2 - Thrift Savings Plan - CSRS

NOTE: The **Before Tax Investment** box allows the user to identify the type of payroll deduction the employee selected for their TSP contributions.

Step	Action
17.	Be sure the Flat Amount radio button is selected. Click in the Flat Amount field. <input type="text"/>

 NOTE: The **Flat Amount** field allows a specific dollar amount to be deducted from the employee's pay to be invested in the TSP.

NOTE: To select the percentage amount contribution, select the **Percent of Gross** radio button and enter the percentage amount of the deduction. The **Percent of Gross** field allows an employee to identify a percentage of their gross income to be deducted and contributed to their TSP.

Step	Action
18.	Enter the desired information into the Flat Amount field. Enter " 60 ".
19.	NOTE: Do not use the After Tax Investment fields. NOTE: Since the Thrift Savings Board (TSB) will track all investments; there is no need to enter specific TSP investment elections. The Rollovers, Investments and Beneficiaries tabs will not be used.
20.	Click the Save button. 
21.	The changes to an Employee's TSP contributions are completed. End of Procedure.

Stopping an Employee's TSP Contributions

Introduction

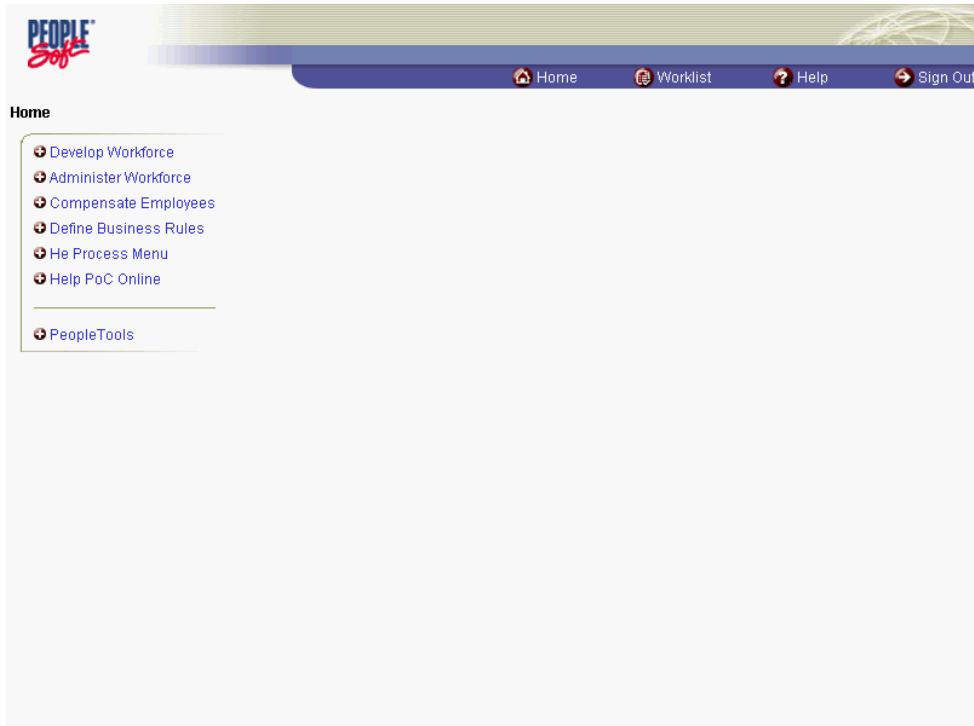
All Thrift Savings Benefit actions require the entry of a **Deduction Begin Date**. This date normally defaults from the Coverage Begin Date.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

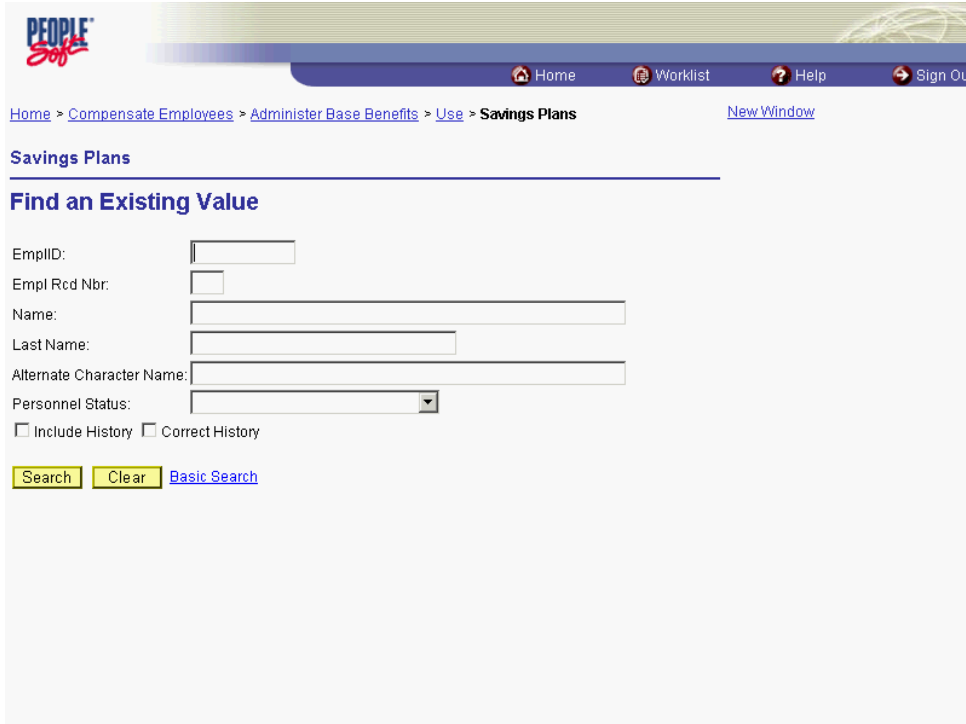
NOTE: Employee retirement plan (FERS, CSRS) should be known prior to completing this procedure.



Procedure

The following steps detail the procedure for terminating or stopping an employee's Thrift Saving Plan benefit in EHRP.






Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use
4.	Click the Savings Plans link. Savings Plans




Step	Action
5.	Click in the field in which you want to search. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " Winter ".
7.	Click the Search button. 
8.	Click the desired entry. Click WINTER,ADAM .

The screenshot shows the 'Elections' page in the PEOPLE Soft system. At the top, there's a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out'. Below that, a breadcrumb trail reads 'Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans'. The main content area is titled 'Elections' and shows employee information: 'WINTER, ADAM', 'ID: 0011', and 'Empl Rcd#: 0'. There's a checkbox for 'Highly Compensated'. The 'Plan Type' section shows '42 Thrift Savings Plan'. The 'Coverage' section is the primary focus, containing several rows of options. Each row has a 'Before Tax Investment' section with 'Flat Amount' and 'Percent of Gross' radio buttons, and an 'After Tax Investment' section with similar options. There are also date pickers for 'Coverage Begin Date', 'TSP Status Date', and 'Deduction Begin Date'. A 'Participation Election' section has radio buttons for 'Elect', 'Waive', and 'Terminate'. An 'Option' section has a radio button for 'Flat Amount'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
9.	NOTE: The Elections page will be populated with the current benefits selected by the employee. Click the Add a new row at row 1 button in the Coverage box to insert another row into the employee's TSP benefits record. 
10.	Click the Terminate option. 
11.	Click the Choose a date button. 

Step	Action
12.	<p>Enter the coverage termination date in the Coverage Begin Date field. This value will default to the Deduction Begin Date field.</p> <p>Click the desired entry.</p> <p>Click 15.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px;">15</div>

 **NOTE:** The **Deduction Begin Date** defaults to the date entered in the **Coverage Begin Date** field. The **Deduction Begin Date** can be modified so that it is the first day of the pay period in which benefits began.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans [New Window](#)

Elections

WINTER, ADAM ID: 0011 Empl Rcd#: 0

Highly Compensated

Plan Type [Find | View All](#) First 1 of 1 Last

*Plan Type: 42 Thrift Savings Plan [+](#) [-](#)

Coverage [Find | View All](#) First 1 of 2 Last

*Coverage Begin Date: 12/15/2003 *TSP Status Date: 12/08/2003 *Deduction Begin Date: 12/15/2003 [+](#) [-](#)

*TSP Status Code: J [J](#) *Election Date: 12/12/2003 [J](#)

Participation Election: Elect Waive Terminate


Benefit Plan:

Employee Status: Leave

Benefit Program: GOVT

Option:

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Update/Display](#) [Include History](#) [Correct History](#)

Step	Action
13.	Click the Save button. 
14.	The procedure for terminating or stopping an employee's Thrift Saving Plan is completed. End of Procedure.