



Processing TSP Under-deductions

Introduction In EHRP, the user can perform an adjustment to an employee’s TSP deductions to compensate for previous under-deductions. This task is initiated with the appropriate personnel action to either start, change, or stop the under-deduction. Both the personnel action and the under-deduction are performed in the **Administer Workforce** module of the system. The TSP under-deduction data is entered on **TSP Retro Adjustments** sub-page, which is accessed with the Retroactive TSP hyperlink on the **Data Control** page. This section contains three procedures. The first corresponds with starting a TSP under-deduction. The second pertains to changing a TSP under-deduction. And the third is related to stopping a TSP under-deduction.

	Start	Change	Stop
NOA Code	963-4, 963-A	963-5, 963-A	963-8
TSP Under-deductions Page	Enter TSP under-deduction information	Modify TSP under-deduction information	Be sure all fields are blank

Navigational Path Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

Or

Access the item using the Worklist.

Navigational Tips



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

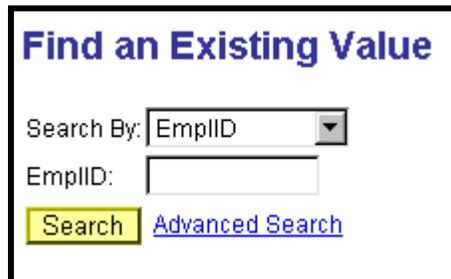
Procedure STARTING AN EMPLOYEE’S TSP UNDER-DEDUCTION.

The following steps detail the procedure for entering TSP under-deduction information into EHRP to start a TSP under-deduction (NOA 963-4, 963-A).

- 1 Follow the navigational path:

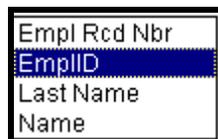
Home → Administer Workforce → Administer Workforce (USF) →
Use → HR Processing

The **Find an Existing Value** page appears.



- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:



- 3 Enter the appropriate variable in the next field. (for example, Last Name)

- 4 Click .

- 5 Select the appropriate employee's record.

The following **Data Control** page will appear:



Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

larkin,david EmplID: 0003 Empl Rcd#: 0

Data Control View All |< 3 of 3 >|

Actual Effective Date: 09/01/2001 Proposed Effective Date: 09/01/2001

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

*Action: HIR Hire PAR Status: PRO Processed by Human Resources

*Reason Code: HAF Hired from Affiliate Contact Emplid:

NOA Code: 101 Career-Cond Appt *NOA Ext: 0

Authority (1): AYM Direct-Hire Authority (cite OPM auth and date)

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

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

- 6 Click the **+** in the **Data Control** box to insert another row into the employee’s record.
- 7 Enter the effective date of the TSP deduction adjustment in the **Actual Effective Date** field.
- 8 In the **Action** field, enter “DTA” (Data Change).
- 9 Enter the applicable reason in the **Reason Code** field.
- 10 In the **NOA Code** field, enter “963.”
- 11 Enter the applicable **NOA Ext** (Extension).
- 12 Click the **Retroactive TSP** hyperlink.
- 13 The following **TSP Retro Adjustments** page appears:



TSP Retro Adjustments

TSP Letter Number:

Underdeduction Payment Cd: Pay Period Underdeduction Amt:

Underdeduction Cancellation Cd:

Transfer In

Employee Underdeduction Amt: No. of TSP Pay Periods:

Government Matching Underdeduction Amt:

14 Enter the number from the TSP Letter in the **TSP Letter Number** field.

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.

15 Select the appropriate **Underdeduction Payment Cd** (Code) from the drop-down menu.

16 Enter the **Pay Period Underdeduction AMT** (Amount) if applicable.

NOTE: If the Manual Installment Plan is selected as the Underdeduction Payment Code, then the Pay Period Underdeduction Amount must be entered.

17 Enter the appropriate **Underdeduction Cancellation Cd** (Code).

*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.*

18 *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.*

19 In the **Employee Underdeduction Amt** (Amount) field, enter the total amount of the under-deduction that has yet to be deducted from the transferred employee's pay.

20 Enter the total number of pay periods the employee could have contributed to TSP in the **No (Number) of TSP Pay Periods** field.

- 21 Enter the total amount of the under-deduction that the government has not yet matched in the **Government Matching Underdeduction Amt** (Amount) field.
 - 22 Click .
 - 23 Change the **PAR Status** according to your role.
 - 24 Click .
-

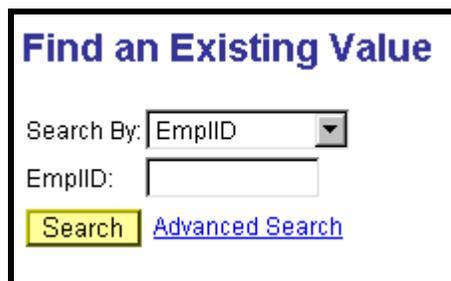
Procedure **CHANGING A TSP UNDER-DEDUCTION.**

The following steps detail the procedure for entering information into EHRP to change a TSP under-deduction (NOA 963-5, 963-B).

- 1 Follow the navigational path:

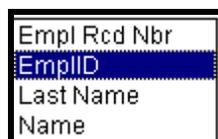
Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

The **Find an Existing Value** page appears.



- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:



- 3 Enter the appropriate variable in the next field. (for example, Last Name)
- 4 Click .

5 Select the appropriate employee’s record.

The following **Data Control** page will appear:

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

- 6 Click the **+** in the **Data Control** box to insert another row into the employee’s record.
- 7 Enter the effective date of the TSP deduction adjustment change in the **Actual Effective Date** field.
- 8 In the **Action** field, enter “DTA” (Data Change).
- 9 Enter the applicable reason in the **Reason Code** field.
- 10 In the **NOA Code** field, enter “963.”
- 11 Enter the applicable **NOA Ext** (Extension).
- 12 Click the **TSP Retro Adjust** hyperlink.
- 13 The following **TSP Retro Adjustments** page appears:

TSP Retro Adjustments

TSP Letter Number:

Underdeduction Payment Cd: Pay Period Underdeduction Amt:

Underdeduction Cancellation Cd:

Transfer In

Employee Underdeduction Amt: No. of TSP Pay Periods:

Government Matching Underdeduction Amt:

*NOTE: The **TSP Retro Adjustments** page will be populated with the current adjustment scenario selected by the employee.*

- 14 Navigate to the appropriate fields and make changes where necessary.
- 15 Click .
- 16 Change the **PAR Status** according to your role.
- 17 Click .

Procedure **STOPPING A TSP UNDER-DEDUCTION.**

The following steps detail the procedure entering information into EHRP to stop a TSP under-deduction (NOA 963-8):

- 1 Follow the navigational path:
Home → Administer Workforce → Administer Workforce (USF) →
Use → HR Processing
The **Find an Existing Value** page appears.

Find an Existing Value

Search By: EmpIID

EmpIID:

[Advanced Search](#)

2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

Empl Rcd Nbr
EmplID
Last Name
Name

3 Enter the appropriate variable in the next field. (i.e. Last Name)

4 Click .

5 Select the appropriate employee's record.

The following **Data Control** page will appear:

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

larkin,david EmplID: 0003 Empl Rcd#: 0

Data Control View All [< 3 of 3 >]

Actual Effective Date: 09/01/2001 Proposed Effective Date: 09/01/2001

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

*Action: HIR Hire PAR Status: PRO Processed by Human Resources

*Reason Code: HAF Hired from Affiliate Contact Emplid:

NOA Code: 101 Career-Cond Appt *NOA Ext: 0

Authority (1): AYM Direct-Hire Authority (cite OPM auth and date)

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

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

6 Click the  in the **Data Control** box to insert another row into the employee's record.

7 Enter the effective date of the TSP deduction adjustment stop in the **Actual Effective Date** field.

8 In the **Action** field, enter "DTA" (Data Change).



- 9 Enter the applicable reason in the **Reason Code** field.
- 10 In the **NOA Code** field, enter “963.”
- 11 Enter the applicable **NOA Ext** (Extension).
- 12 Click the **TSP Retro Adjust** hyperlink.
- 13 The following **TSP Retro Adjustments** page appears:

TSP Retro Adjustments

TSP Letter Number:

Underdeduction Payment Cd: Pay Period Underdeduction Amt:

Underdeduction Cancellation Cd:

Transfer In

Employee Underdeduction Amt: No. of TSP Pay Periods:

Government Matching Underdeduction Amt:

- 14 Be sure that all fields in the **TSP Retro Adjustments** page are blank to indicate the termination of the deductions.
- 15 Click .
- 16 Change the **PAR Status** according to your role.
- 17 Click .

