

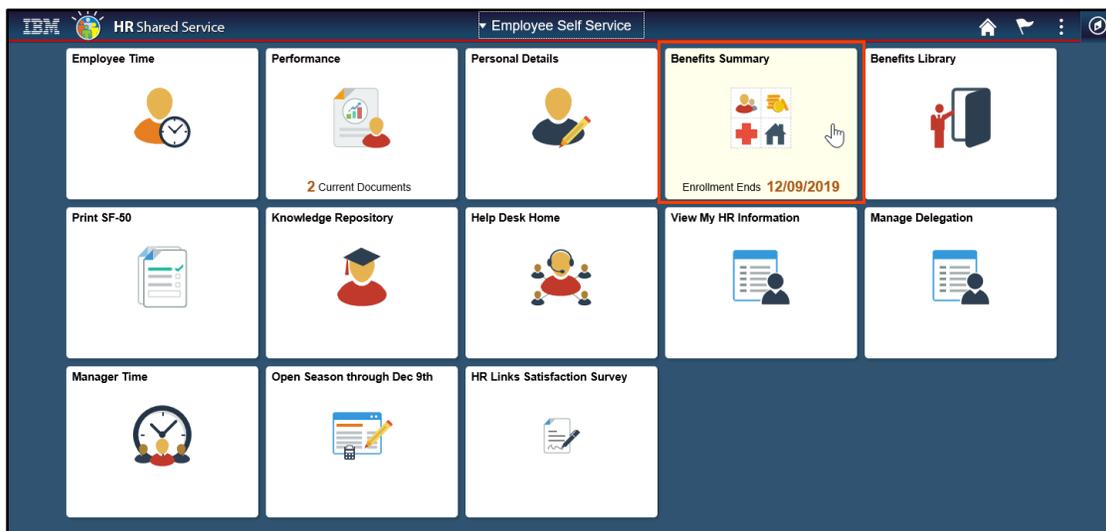


Updating Traditional or Roth TSP

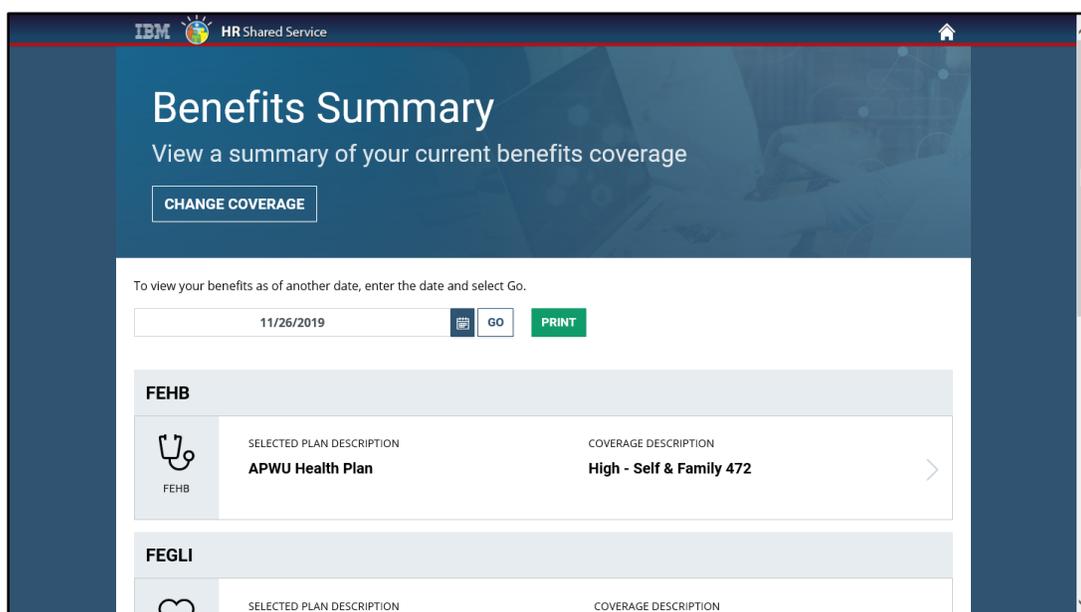
*Note: If you are **splitting your contributions between both Traditional and Roth TSP**, the totals cannot exceed the maximum IRS deferral limit. If you do split contributions, you must make two separate transactions in HR Links - one for the Traditional TSP and one for the Roth TSP.*

How to Update Your Traditional TSP or TSP Roth in HR Links

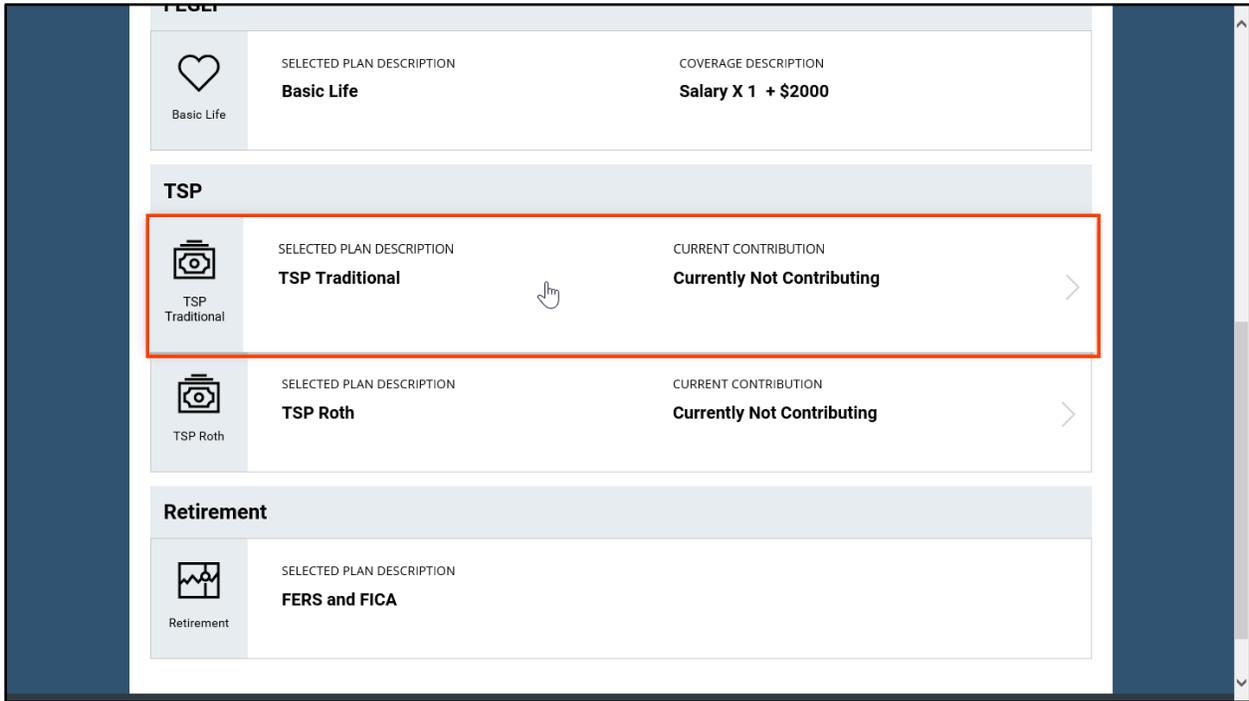
1. Select the **Benefits Summary** tile on the *Employee Self Service* homepage.



2. The **Benefits Summary** page will appear. Scroll down to the **TSP** section.

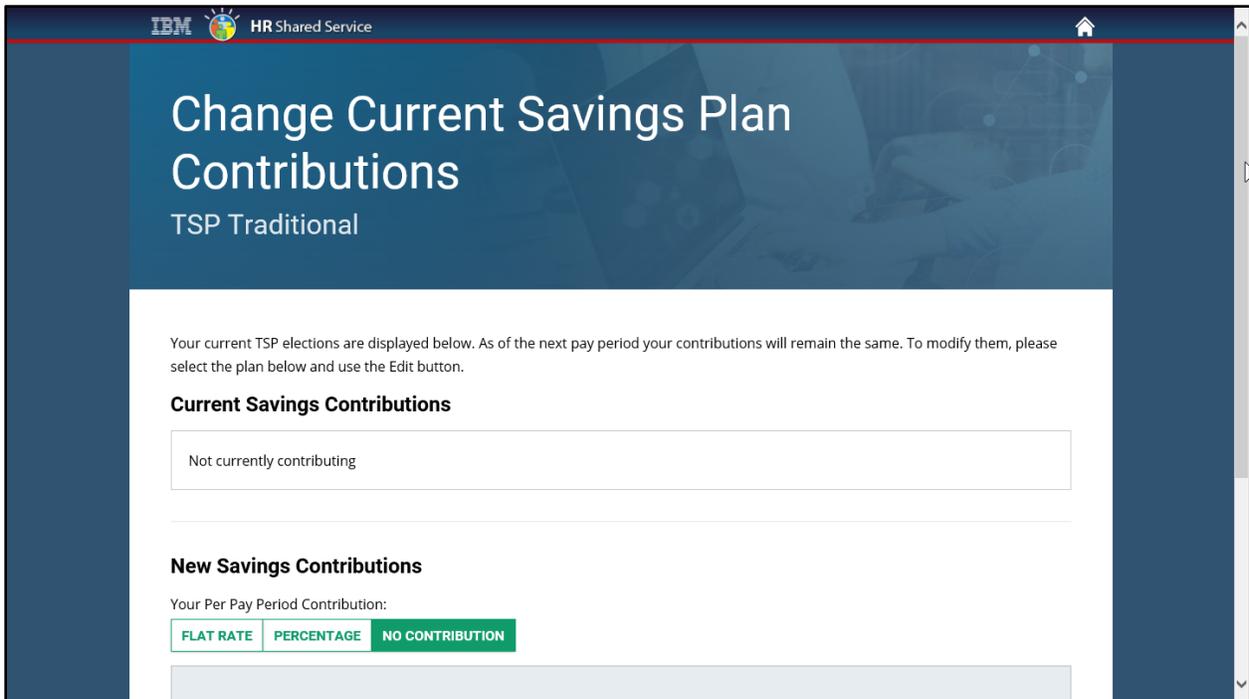


3. Select the **TSP Traditional** or the **TSP Roth** option.



Icon	SELECTED PLAN DESCRIPTION	COVERAGE DESCRIPTION
Basic Life	Basic Life	Salary X 1 + \$2000
TSP		
TSP Traditional	TSP Traditional	Currently Not Contributing
TSP Roth	TSP Roth	Currently Not Contributing
Retirement		
Retirement	FERS and FICA	

4. The *Change Current Savings Plan Contributions: TSP Traditional (or TSP Roth)* page will appear.



Change Current Savings Plan Contributions
TSP Traditional

Your current TSP elections are displayed below. As of the next pay period your contributions will remain the same. To modify them, please select the plan below and use the Edit button.

Current Savings Contributions

Not currently contributing

New Savings Contributions

Your Per Pay Period Contribution:



5. If you want to add a flat rate savings contribution, select the **Flat Rate** button under the *New Savings Contributions* heading.

Your current TSP elections are displayed below. As of the next pay period your contributions will remain the same. To modify them, please select the plan below and use the Edit button.

Current Savings Contributions

Not currently contributing

New Savings Contributions

Your Per Pay Period Contribution:

FLAT RATE PERCENTAGE NO CONTRIBUTION

You are not contributing to your Savings Plan.

Preview Standard Form on Save

SAVE **BACK**

6. Enter the dollar amount you would like to contribute each pay period in the **Flat Amount (Dollars)** field.

Your current TSP elections are displayed below. As of the next pay period your contributions will remain the same. To modify them, please select the plan below and use the Edit button.

Current Savings Contributions

Not currently contributing

New Savings Contributions

Your Per Pay Period Contribution:

FLAT RATE PERCENTAGE NO CONTRIBUTION

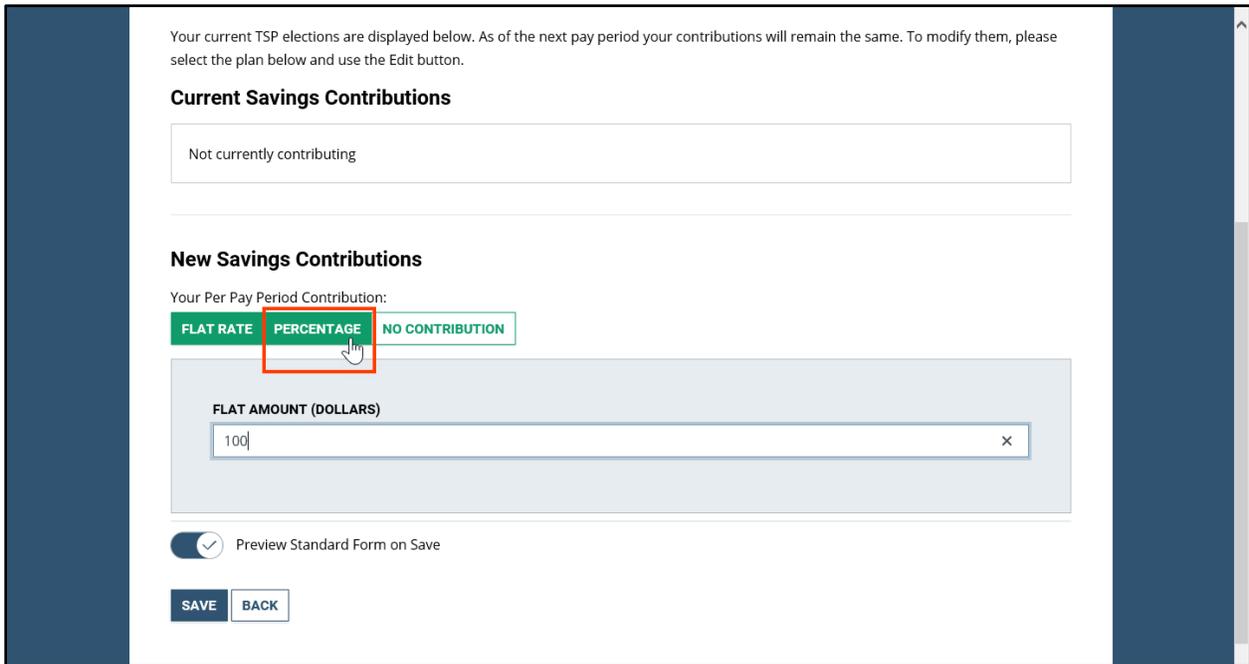
FLAT AMOUNT (DOLLARS)

100

Preview Standard Form on Save

SAVE **BACK**

7. If you want to add a percentage savings contribution, select the **Percentage** button under the *New Savings Contributions* heading.



Your current TSP elections are displayed below. As of the next pay period your contributions will remain the same. To modify them, please select the plan below and use the Edit button.

Current Savings Contributions

Not currently contributing

New Savings Contributions

Your Per Pay Period Contribution:

FLAT RATE **PERCENTAGE** NO CONTRIBUTION

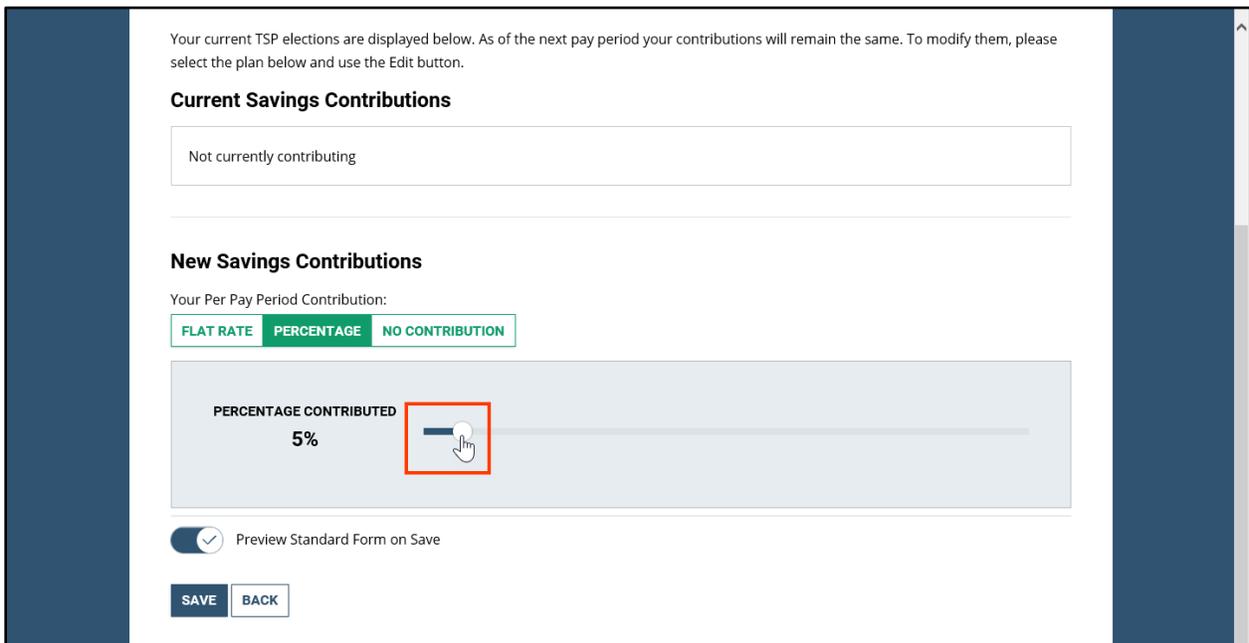
FLAT AMOUNT (DOLLARS)

100

Preview Standard Form on Save

SAVE **BACK**

8. Use the slider by **Percentage Contributed** to choose the percentage you want to contribute each pay period.



Your current TSP elections are displayed below. As of the next pay period your contributions will remain the same. To modify them, please select the plan below and use the Edit button.

Current Savings Contributions

Not currently contributing

New Savings Contributions

Your Per Pay Period Contribution:

FLAT RATE **PERCENTAGE** NO CONTRIBUTION

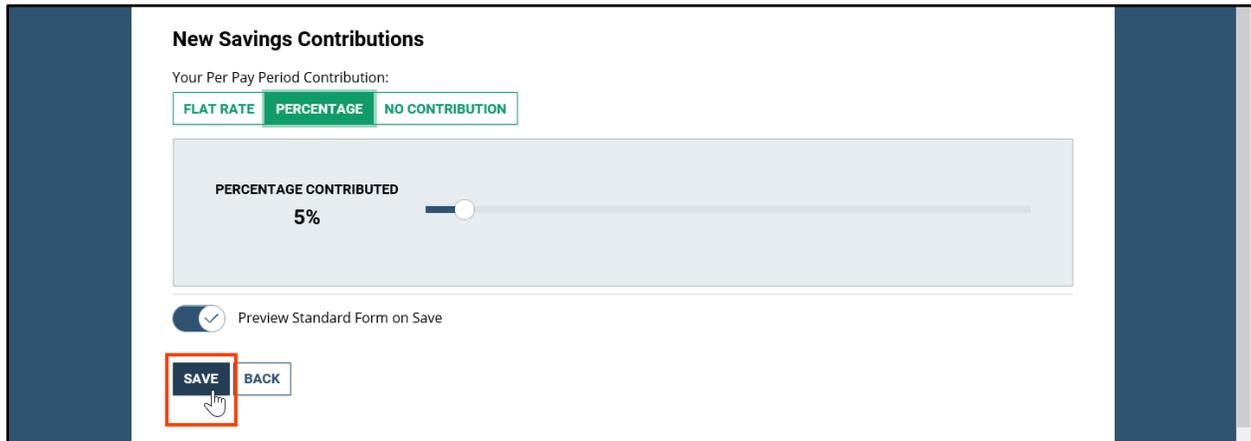
PERCENTAGE CONTRIBUTED

5%

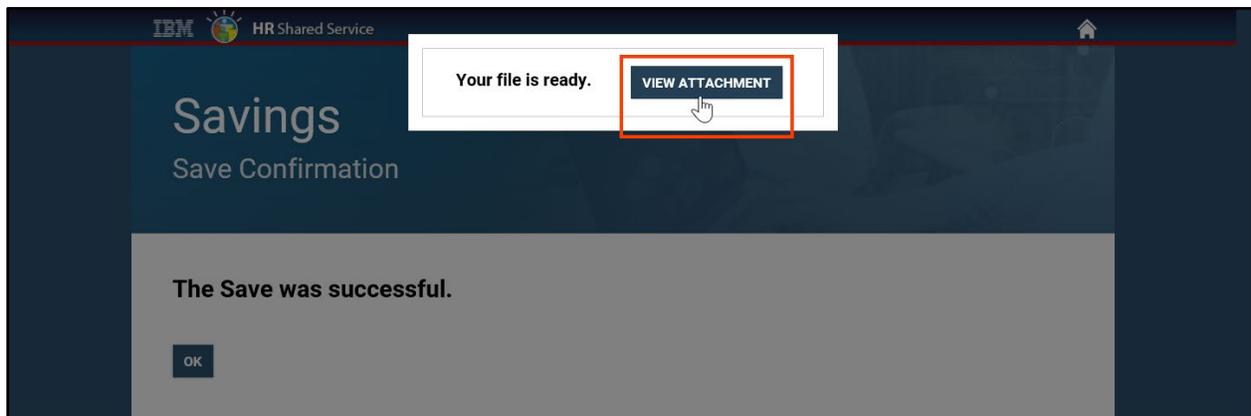
Preview Standard Form on Save

SAVE **BACK**

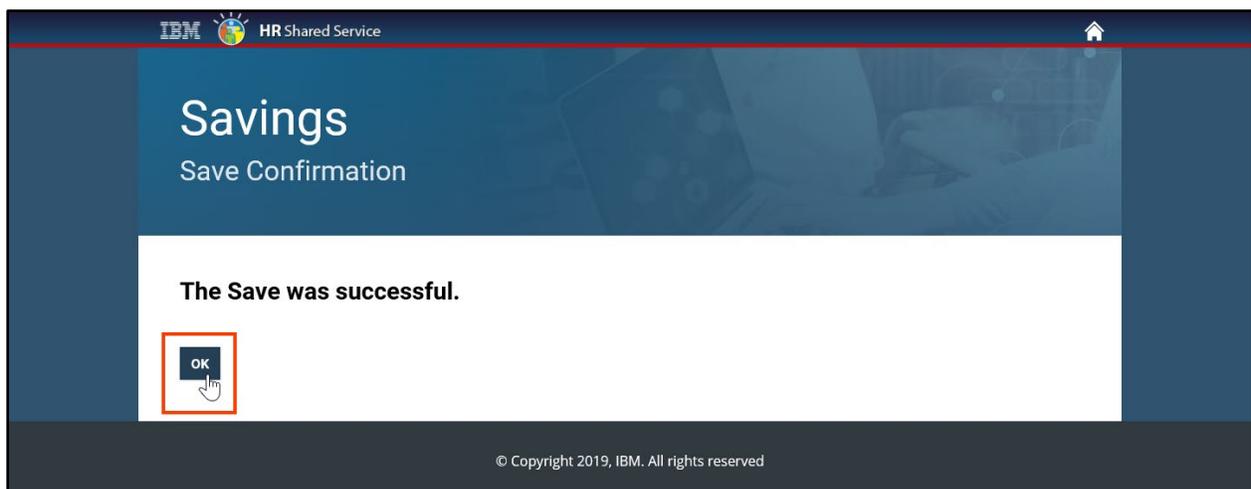
9. Once you have made your selection, select the **Save** button.



10. A new screen will appear, with a pop-up message stating, "Your file is ready." Select the **View Attachment** button to view your selection on a standard form in a separate tab.



11. A message stating, **The Save was successful** will appear. Select the **OK** button.





12. When you return to the **Benefits Summary** page, you will see the new selection under the *Current Contribution* heading. **You have successfully updated your TSP Traditional or TSP Roth contribution.**

 FEHB	SELECTED PLAN DESCRIPTION APWU Health Plan	COVERAGE DESCRIPTION High - Self & Family 472	>
FEGLI			
 Basic Life	SELECTED PLAN DESCRIPTION Basic Life	COVERAGE DESCRIPTION Salary X 1 + \$2000	>
TSP			
 TSP Traditional	SELECTED PLAN DESCRIPTION TSP Traditional	CURRENT CONTRIBUTION 5% Before Tax	 >
 TSP Roth	SELECTED PLAN DESCRIPTION TSP Roth	CURRENT CONTRIBUTION Currently Not Contributing	>
Retirement			

Once you make an update to your Traditional or Roth TSP, check your **Employee Leave Statement** via [Employee Express](#) to be sure the correct amount is withheld from your pay.

Contact GSA's **Benefits and Retirement Center** (cpc.benefits-retirement@gsa.gov) if you have questions related to your selection in HR Links.

Visit tsp.gov to allocate payroll deductions and perform interfund transfers along with other transactions.