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.

If you are 50 and older, any excess over the maximum elective contributions will spillover into catch-up contributions. A separate election is not required. Please review the TSP Contribution Chart to assist you in determining your desired Traditional and/or Roth election amount.

How to Update Your Traditional TSP or Roth TSP 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.

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:

<table>
<thead>
<tr>
<th>FLAT RATE</th>
<th>PERCENTAGE</th>
<th>NO CONTRIBUTION</th>
</tr>
</thead>
</table>

Update TSP / 3
5. If you want to add a flat rate savings contribution, select the **Flat Rate** button under the **New Savings Contributions** heading.

6. Enter the dollar amount you would like to contribute each pay period in the **Flat Amount (Dollars)** field.
7. If you want to add a percentage savings contribution, select the **Percentage** button under the **New Savings Contributions** heading.

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

The Save was successful.
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.**

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.