

Thrift Savings Plan (TSP)
QUICK REFERENCE GUIDE





Quick Reference Guide | Thrift Savings Plan (TSP)

Introduction

This quick reference guide provides assistance with issues you may encounter when dealing with TSP. The following four topics will be covered:

Page 2: Changes in Employee Data Records

- Incorrect TSP Service Computation Date
- Address Change
- Separation Record
- Date of Birth Update

Page 3: Missed or Erroneous Contributions or TSP Agency Funds

- Missed Contributions or Adjust Agency Funds
- Errors in TSP Contribution Type and Amount
- Additional Funds to the TSP Account (Spillover Contributions for employees over age 50)

Page 4: TSP Participation Keyed to Federal Retirement Coverage

Page 5: Loan procedures

Note: Please include the employee's full name as it is shown on IRIS 122, a detailed explanation of the problem, and correct contact person and phone number in your TSP inquiries. Also, if you have detailed questions not related to the above topics, submit a request via the ServiceNow system to the National Finance Center's (NFC) NFC TSP group. Please do not submit ServiceNow tickets until the person is on the NFC database and can be seen on IRIS 122 screen.

****Reminder about Personally Identifiable Information (PII)***

Throughout this quick reference guide, there are instructions to send information via ServiceNow. An asterisk denotes these procedures as a reminder of how PII must be handled. Please protect PII by encrypting the data, where applicable.



Changes in Employee Data Records | Thrift Savings Plan (TSP)

Changes that will affect the employee data record (e.g., updates to personal information and work history) must be sent to NFC's **Payroll/Personnel System (PPS)** first, then the TSP system is automatically updated on the pay date associated with the pay period in which the correction occurred.

Incorrect TSP Service Computation Date (TSP SCD)*

An employee has the incorrect TSP SCD in PPS.

Active Employees: The Agency should process a history correction and correct the employee's TSP SCD. The Agency must ensure that all allotments and deductions that were on file prior to the history correction are still in place.

Separated Employees: Please attach Screen 118 from the Information/Research Inquiry System (IRIS) and correct the TSP SCD via the ServiceNow system for processing. It is not necessary to process a History Correction Update Processing System (HCUP) package on the separated employee. If you do not have access to ServiceNow, please contact the NFC Contact Center (NCC) at (855) 632-4468 to request that the TSP SCD correction be sent to NFC's TSP Liaison Group.

Address Change*

An employee's address has changed in Employee Personal Page (EPP) and updated in PPS, but TSP does not display the new address.

Active Employees: *Has the Effective Pay Period Pay Date passed?*

Yes – Please submit an address change request via ServiceNow for processing. If you do not have access to ServiceNow, please contact NCC at (855) 632-4468 and request an address correction be sent to NFC's TSP Liaison Group.

No – Wait for the Effective Pay Period Pay Date to process.

Separated Employees: If the employee has separated from the Federal Government, the employee needs to change their address with TSP. The Agency should have the employee go to <http://www.tsp.gov> and enter the new address using the "My account" feature on the TSP web site.

Separation Record*

An employee has separated from the Agency, and the Agency has entered the document in PPS, but TSP does not have the information.

Has the Effective Pay Period Pay Date passed?

Yes – Please submit a separation request via ServiceNow for processing. If you do not have access to ServiceNow, please contact NCC at (855) 632-4468 and request the separation record update be sent to NFC's TSP Liaison Group.

No – Wait for the Effective Pay Period Pay Date to process.

Date of Birth Update*

An employee's Date of Birth has been updated in PPS, but TSP does not have the updated Date of Birth.

Active Employees: *Has the Effective Pay Period Pay Date passed?*

Yes – Please request a date of birth update via the ServiceNow system for processing. If you do not have access to ServiceNow, please contact NCC at (855) 632-4468 and request that the date of birth record be updated at TSP via a data record being sent by NFC's TSP Liaison Group.

No – Wait for the Effective Pay Period Pay Date to process.



Missed or Erroneous Contributions and TSP Agency Funds

Why does an employee need to pay missed TSP Employee Contributions and/or receive/remove TSP Agency Funds?

Situation #1: An administrative error caused a mistake in contribution amounts and/or Agency funds. Action must be taken to correct this.

Situation #2: An employee returns from military service and is a Federal employee. Action must be taken in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Situation #3: An employee has a retirement correction or TSP portion error. Action must be taken in accordance with the Federal Erroneous Retirement Coverage Correction Act (FERCCA).

Why is there an error in the TSP contribution type or amount seen on Screen 118 in IRIS?

Situation #4: An administrative error involves contributions that an employee had properly designated as Roth or Traditional on the TSP Election Form, but that were submitted incorrectly to TSP.

Situation #5: Due to an employee error, the dollar amount or percentage entered cause the TSP employee contributions to max out prematurely, or the employee had too much TSP taken out of their pay.

If any of these errors apply, please submit your request via ServiceNow for processing. If you do not have access to ServiceNow, please contact NCC at (855) 632-4468 and request a ServiceNow ticket be sent to the NFC's TSP Liaison Group.

NOTE: The Agency should NOT submit a request in the Administrative Billings and Collections (ABCO) System or Special Payroll Processing System (SPPS) Web request.

Spillover Contributions

The spillover method allows participants turning 50 or older and reaching the elective deferral limit in the current year to have their regular contributions automatically start counting toward the catch-up contribution limit. Contributions spilling over toward the catch-up limit will be matched, but only up to the 5% of eligible salary as mandated by IRS regulations.





TSP Participation Keyed to Federal Retirement Coverage

THRIFT SAVINGS PLAN PARTICIPATION KEYED TO FEDERAL RETIREMENT COVERAGE

RETIREMENT COVERAGE CODE	NAME	Agency funds 1% and Government matching if contributing	No Agency funds	Not eligible to participate
0	Customs and Border Protection Enhanced CSRS		X	
1	Civil Service Retirement Act (CSRS)		X	
2	FICA only (Social Security System) *			X
3	Foreign Service Pension System (FSPS) - CSRS		X	
4	None (Reemployed CSRS Annuitant)*			X
5	NAFI			X
6	CSRS (Special)		X	
8	VA Judges (w/o survivor annuity benefits)		X	
9	VA Judges (w/survivor annuity benefits)		X	
A	Article III Judges and Justices		X	
B	Bankruptcy Judges and Justices under JRS		X	
C	FICA and CSRS (Partial)		X	
D	Forest Service (FS) Pension (Law Enforcement)	X		
E	FICA and CSRS Special (Partial)		X	
F	FS (Law Enforcement)		X	
G	FICA and FS (Partial)		X	
H	FS (Law Enforcement Officers)		X	
J	FICA & Fed Retirement Transitional withholding Rate 1.3%			
K OR KR	Federal Employees Retirement System (FERS)	X		
L or LR	FERS Air Traffic Controllers	X		
M or MR	FERS FF/LE	X		
I = N or NR	FERS Reserve Technician	X		
O or OR	Customs and Border Protection Enhanced FERS	X		
P or PR	FSPS - FERS	X		
Q	Customs and Border Protection Enhanced CSRS Offset		X	
R	FICA and CSRS (Full)		X	
S	Claims Court Judges (JRS)		X	
7 = T	FICA and CSRS-Special (Full)		X	
U	Bankruptcy Judges (FICA/Partial CSRS)		X	
V	CSRS (Congressional)		X	
W	FICA and FS (Full)		X	
Y	Bankruptcy Judges (FICA/Full CSRS)		X	

Summary

The table to the left lists different types of Federal employees and aligns these groups with their respective retirement coverage codes.

Notes

* Except for Civil Service Retirement System (CSRS) Offset reemployed annuitants who are eligible for TSP participation regardless of their decision to earn supplemental or re-determined annuities.

Retirement Code "5" in the NFC system is Navy, Army, and Air Force Institute (NAFI) employees who are not eligible for TSP.

Retirement Code "I" in the NFC system will change to Retirement Code "N" prior to submission to TSP.

Retirement Code "7" in the NFC system will be translated to Retirement Code "T" at TSP.





Loan Procedures

To make a payment to a TSP loan account, NFC will take deductions from an employee's salary payments and send the amount to TSP on a bi-weekly basis. Employees are ultimately responsible for any missed TSP loan payments. If the employee misses any loan payments, the employee should go to the TSP web site (<http://www.tsp.gov>) to make a direct debit payment directly to TSP. If an employee chooses to mail a payment in, they should request a coupon using the "My Account" feature on the TSP web site.

Note: TSP loans can no longer be re-amortized. The loan payment amount only changes if there's a change in the payroll schedule or following the suspension of loan payments during a period of nonpay status. NFC's payroll schedule is biweekly and all loan repayments will be deducted biweekly from an employee's NFC processed payroll check.

Special action is required if an employee transfers or takes leave. The following diagram describes these procedures:

Transferred Employees

Action must be taken by an Agency when the employee transfers between Agencies.

Is the employee on the NFC's database for the current Agency?

Yes – Please submit the loan setup request via ServiceNow for processing no later than Tuesday, 9:00 a.m. CT (of payroll week). If you do not have access to ServiceNow, please contact NCC at (855) 632-4468 and request a loan setup to be sent to NFC's TSP Liaison Group.

No – Wait until the employee is setup on NFC's database with the current Agency before sending the request to NFC via ServiceNow.

Employees on Leave (Civilian or Military)

Action must be taken when the employee departs or returns from leave.

Agency's HR rep should go directly to the TSP web site (<http://www.tsp.gov>) and download a TSP-41 document and fax it directly to the TSP Service Office Number on the form.* TSP-41 should be faxed when the employee departs **and** when they return. Do not send this form to NFC.

Note:

- Interest is accrued during the period of non-pay.
- The employee is only allowed a maximum of 1 year of civilian leave.
- Military leave is indefinite.

Special Note About Loans:

If the Agency does not see the loan on Screen 120 of IRIS on Friday of payroll week, they need to notify the employee.

***REMINDER: Please protect PII when submitting a ServiceNow ticket by encrypting the data, where applicable.**

