

# Fort Knox CPAC...



## HR Tip of the Week

### Making Changes to Your Thrift Savings Plan (TSP) Account...

**How do I change my TSP contribution percentage or amount?** The easiest way to change your TSP contribution is by using the Employee Benefits Information System (EBIS). EBIS is accessed through the Army Benefits Center – Civilian (ABC-C) website, <https://www.abc.army.mil>. On the right side of the screen, in the section “How Do I Access the ABC-C?” click on “Employee Benefits Information System (EBIS).” You may log in with your Army Knowledge Online (AKO) Username and Password, or if using your CAC you may click on “CAC Employee Login” and enter your CAC Personal Identification Number (PIN) when prompted. At the Department of Army EBIS Login screen, enter your Social Security Number and your ABC-C PIN. If you do not remember your PIN, clicking on “Reset Pin” will allow you to create a new PIN. If you are a new user, click the “New User” tab at the bottom of the blue box.

Once you have logged into EBIS, you will select the “Transactions” button. The “TSP Current Coverage” box will display your current TSP contribution amount or percent. Click on the “Change” button, click the drop-down arrow, select the type of TSP transaction (Election) and click the “Begin” button. Select whether you wish to contribute a percentage (1<sup>st</sup> option) or a dollar amount (2<sup>nd</sup> option), then enter percentage (no percent sign) or the dollar amount (whole dollars, no dollar sign) and click “Next.” The Summary & Signature page will display the effective date of the change and the percent or amount entered. Clicking on the “Process Transaction” button will complete the transaction.

You may also make the change through the ABC-C automated telephone system by calling 1-877-276-9287. After entering your SSN and ABC-C PIN and verifying/entering your work telephone number, you will press “3” for TSP, and then “2” to elect TSP. Follow the prompts to select to contribute a percent or an amount, and then enter the percentage or the whole dollar amount.

**If I change my TSP contribution, when will it be effective?** Changes to your TSP amount or percentage will be effective the 1<sup>st</sup> day of the next pay period. For example, if you change

your TSP on January 12, 2018, it will be effective on January 21, 2018. It will show on your LES for pay period end date February 03, 2018, which will be available from DFAS on February 15, 2018.

**How do I change my TSP contribution allocations?** From the Thrift Savings Plan (TSP) website, <https://www.tsp.gov>, enter your TSP Account Number in the “My Account” box, or use your TSP User ID.

Once you have logged into your TSP account, select “Contribution Allocations” on the left side under “Online Transactions.” From the “Contribution Allocations” page, click on the “Request Contribution Allocation” button at the bottom of the page. You will need to enter the percentages in whole numbers and they must total to 100%. Dollar amounts can’t be entered. The percentages you choose will be applied to future contributions only, and not your current account balance. Click “Continue” to the Review page, where you enter and verify your email address. Once you have verified the new percentages, click the “Submit” button. The Confirmation page allows the option to print the transaction for your records.

Look for our next HR Tip upcoming in Knox Info.