



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: Revision of Form TSP-5, Employee Data/Payment/Negative Adjustment Record Input Form

Date: March 27, 2001

The Federal Retirement Thrift Investment Board (Board) has revised Form TSP-5, Employee Data/Payment/Negative Adjustment Record Input Form. This form, dated May 2001, will supersede all prior versions of Form TSP-5 **beginning May 1, 2001, when the current Thrift Savings Plan (TSP) record keeping system is modified.** A copy of this form, which agencies must reproduce locally or download from the TSP Web site (www.tsp.gov), is attached to this bulletin.

Purpose of Form TSP-5. Agency payroll offices use the paper Form TSP-5 to report personal and/or contributions information about their employees to the TSP record keeper, the National Finance Center (NFC), **if the information cannot be submitted electronically or using the TSP Data Submission Personal Computer Program.** Section B, Employee Data Record, is used to report the personal information that NFC needs to maintain TSP accounts. Section C, Current or Late Payment Record, is used to report contributions; and Section D, Negative Adjustment Record, is used to report the removal of erroneous contributions previously submitted.

Like system-submitted employee data and payment records, Forms TSP-5 must be accompanied by Form TSP-2, Certification of Transfer of Funds and Journal Voucher, which was transmitted by TSP Bulletin 01-2, Processing Agency Submissions in the Modified Current Record Keeping System, dated January 10, 2001. Because Form TSP-2 must be certified by an official of the payroll office, agency personnel offices cannot submit Forms TSP-5 to NFC. In addition, if an agency which normally submits system-generated records to NFC submits data on the paper Form TSP-5, the payroll office must ensure that its payroll system is updated accordingly.

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Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1460**.

Chapter: This bulletin may be filed in Chapter 6, Establishing and Maintaining Accounts.

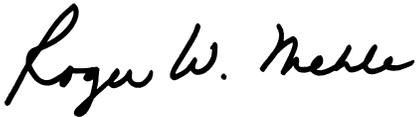
Supersedes: Upon implementation of the new record keeping system, this bulletin supersedes TSP Bulletin 94-32, Revision of Form TSP-5, Employee Data/Payment/Negative Adjustment Record Input Form, dated December 20, 1994.

Changes to Form TSP-5. Form TSP-5 has been changed to conform to the record layouts that agencies should use beginning May 1, 2001 (as explained by TSP Bulletin 01-2) and to include the new TSP status codes that agencies should use beginning the first full pay period in July 2001 (as explained by TSP Bulletin 01-4, Participation in the Thrift Savings Plan, dated February 2, 2001).

In addition, the retirement code of "2" (FICA only) has been added to allow agencies to correct the retirement coverage of an employee who had been allowed to participate in the TSP erroneously because the employee had erroneously been covered by the Federal Employees' Retirement System (FERS), the Civil Service Retirement System (CSRS), or CSRS Offset. Although employees covered by FICA only cannot participate in the TSP, the Federal Erroneous Retirement Coverage Corrections Act of 2000 allows employees whose retirement coverage is corrected to FICA only to keep their employee contributions in the TSP. (A future bulletin will be issued to provide more information on retirement coverage corrections to FICA only.)

Finally, the instructions to Section C have been changed to reflect the changed requirements for reporting employee data, contributions, and negative adjustments.

Additional information. See TSP Bulletin 01-2 for more information about reporting and processing employee data, contributions, and negative adjustments after the current record keeping system is modified. See TSP Bulletin 01-4 for more information about determining eligibility to participate in the TSP after the provisions of Public Law 106-361, which allow employees to begin contributing to the TSP immediately upon appointment, are implemented.



ROGER W. MEHLE
Executive Director

Attachment: TSP-5, Employee Data/Payment/Negative Adjustment Record Input Form

This form is to be used by those payroll offices that have no other mechanism for submitting data to the TSP record keeper. The payroll office must submit this form each pay period for employees participating in the Thrift Savings Plan (TSP), including those employees who do not have payroll deductions but who are receiving Agency Automatic (1%) Contributions. These forms must be attached to Form TSP-2, Certification of Transfer of Funds and Journal Voucher, and submitted to the TSP record keeper at the following address:

Thrift Savings Plan
National Finance Center
P.O. Box 61500
New Orleans, LA 70161-1500
Telephone: (504) 255-5110
Fax: (504) 255-4132

Note: Format all dates as MM/DD/YYYY (for example, 02/09/2000)

Section A – Identification. Section A must be completed each time this form is submitted to the record keeper.

1. Submitting Office Location. Enter the submitting office location as follows:

Payroll Office Number: Enter 8-digit assigned payroll office number in XX-XX-XXXX format. This number must match Block 2, Payroll Office Number, on Form TSP-2.

Dept: Enter 2-position Department code.

Agency: Enter 2-position agency code.

Personnel Office Identifier: Enter 4-position identifying number.

2. Journal Voucher Report Number. Enter the 6-position JV report number. This number must match Block 3, Journal Voucher Report Number, on Form TSP-2.

3. Social Security Number. Enter employee's Social Security number.

4. Date of Birth. Enter employee's date of birth.

5. Current Pay Date. Enter the current pay date from Block 4 on Form TSP-2.

Section B – Employee Data Record. An employee data record must be established for each employee participating in the TSP. Once an employee data record has been established, additional employee data records are required only to report changes. If changes are required, Section B must be completed in its entirety.

6. Record Number. Record number 06 identifies an employee data record.

7. Employee Name. Enter employee's name in last name, first name, middle name format.

8 – 13. Address. Enter employee's address. For Block 12, enter 2-position state code or 3-position country code of employee's street address.

14. Status Code. Enter applicable TSP status code. See TSP Bulletin 01-4 for more information about status codes.

15. Status Date. Enter applicable TSP status date. See TSP Bulletin 01-4 for more information about status dates.

16. TSP-SCD. Enter employee's TSP service computation date.

17. Vesting Code. Enter employee's vesting code.

18. Retirement Code. Enter employee's retirement code.

19. Employment Code. Enter employee's employment code.

20. Employment Code Date. Enter effective date of employment code.

Erroneous Data Submitted Previously. These fields must be completed to change a previously submitted incorrect Social Security number or date of birth.

21. Social Security Number. Enter the previously submitted incorrect Social Security number to be changed. The Social Security number will be changed to the Social Security number entered in Block 3.

22. Date of Birth. Enter the previously submitted incorrect date of birth to be changed. The date of birth will be changed to the date of birth entered in Block 4.

Section C – Current or Late Payment Record. Current payment records are 16-Records used to submit current contributions and most makeup contributions. Late payment records are 46-Records used to submit late contributions and certain makeup contributions. See TSP Bulletin 00-6 for more information about these payment records.

23. Record Number. Check record number 16 if this is a current payment record. If the record reports makeup contributions, enter the "as of" date, which is the pay date the contributions should have been made. Check record number 46 if this is a late payment record; enter the "as of" date, which is the pay date the contributions were deducted or should have been made.

24. Total Employee Contribution. Enter total employee contribution.

25. Total Agency Automatic (1%) Contribution. Enter total Agency Automatic (1%) Contribution.

26. Total Agency Matching Contribution. Enter total Agency Matching Contribution.

27. Total Payment Record. Enter total employee contribution and agency contributions. This is equal to the sum of Blocks 24, 25, and 26.

Section D – Negative Adjustment Record. Negative adjustment records are 26-Records used to remove erroneous contributions previously reported.

28. Record Number. Record number 26 identifies an adjustment record. Enter the attributable pay date of the adjustment. The attributable pay date of the adjustment must match a previously submitted pay date for this payroll office.

29. Total Employee Contribution. Enter total adjustment to employee contribution.

30. Total Agency Automatic (1%) Contribution. Enter total adjustment to Agency Automatic (1%) Contribution.

31. Total Agency Matching Contribution. Enter total adjustment to Agency Matching Contribution.

32. Total Negative Adjustment Record Amount. Enter total adjustments to employee and agency contributions. This is equal to the sum of Blocks 29, 30, and 31.