



Thrift Savings Plan BULLETIN for Agency TSP Representatives

Subject: Web-based Thrift Savings Plan Data and Journal Voucher Submission Application

Date: September 6, 2006

The Thrift Savings Plan (TSP) is introducing two new services available to agency and uniformed services payroll offices through the TSP Web-based data submission application. The first is the ability to submit journal vouchers via the Web regardless of the payroll office's data submission methodology. The second is the ability for payroll offices to request and retrieve TSP processing reports through the application. Consequently, we have renamed the application as the Thrift Savings Plan Data and Journal Voucher Submission Application.

This bulletin discusses the Web-based application and the certificates that are necessary to use this application. It also introduces the request for payroll office reports and retrieval features of the application.

I. Functionality of the Application. The Web-based application allows payroll offices to:

- A. Submit employee data, contributions, negative adjustments, and loan payments to the TSP via the Web. After entering the information into the Web application and certifying its accuracy, the payroll office electronically submits the information to the TSP via the Web. Upon receiving the appropriate journal voucher (e.g., TSP-2/TSP-U-2), the TSP processes the submission.
- B. Submit journal vouchers (e.g., TSP-2/TSP-U-2) to the TSP using the Web connection. Most payroll offices fax their journal vouchers (or send them with their data cartridges). Now, the journal voucher can be submitted with the data entered

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Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **202-942-1450**.

Questions concerning the process for obtaining certificates should be directed to the Agency Technical Services Staff at 888-802-0179.

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

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through the Web-based application or sent separately via the Web if the data is submitted by another electronic transmission method (e.g., Connect Direct, VPN).

- C. Retrieve all TSP processing reports, including the TSP 19401 (Loan Issuances) and the TSP 5501 (Financial Hardship In-Service Withdrawals) through the Web application. See Attachment 1 for an illustration of the screens that provide access to these reports.
- D. Request and receive ad hoc reports (e.g., TSP 5001 — account histories, TSP 5555 — account histories prior to June 1, 2003, TSP 5013 — benefits files, TSP 5015 and TSP 5016 — breakage, TSP 31503 — negative adjustments, and TSP 33011 — lost earnings) through the Web application.

Note: Most reports are available beginning in June 2003. Because the reports are in PDF format, you must have Adobe Reader installed on your computer to view them.

II. Reasons for the Enhancements

- A. Ease and timeliness. Submitting journal vouchers via the Web-based application is more efficient and timely than submitting them on paper. (For these same reasons, the TSP has eliminated the use of the PC program and Forms TSP-5 and TSP-5L as data submission methods.) This is also true for retrieving reports, which some agencies are still receiving through the mail, and requesting reports (which usually entails a telephone call to Agency Technical Services (ATS) and the subsequent mailing of the reports).
- B. Accuracy. Using the Web-based application reduces the possibility of data entry error on the part of payroll office personnel because of the application's online edits. It eliminates the possibility of data entry error by ATS personnel because there is none. The information is submitted directly to the TSP record keeping system to be processed.
- C. Business continuity. Because the application is Web-based, it can be easily moved to our backup data center in the event of a service disruption at our primary center. This move would be transparent to the payroll offices and would ensure continuation of services.
- D. Staff efficiency. As we provide more self-service opportunities to the payroll offices, our ATS personnel can concentrate on advising and assisting the payroll offices to resolve problems and processing issues. This improves our service to you and reduces costs to TSP participants.

III. Accessing the Web-based Application

- A. The application is accessible through the Information for TSP Representatives/ Payroll Information portion of the TSP Web site.

- B. Because it is critical to ensure the security of the data being transmitted via the Web-based application, payroll offices must obtain certificates to use the application. There are three types of certificates.
- (1) The data submission certificate (certificate type Data Entry) allows payroll offices to submit data and to request and receive reports.
 - (2) The journal voucher certificate (certificate type Certify Only) allows the certifying official at the agency or uniformed service (most commonly from the accounting or finance office) to submit the journal vouchers associated with the payroll office data submissions and request and receive reports.
 - (3) The journal voucher certificate (certificate type Certify Entry) allows an individual to submit both the data and the associated Journal Voucher as well as request and receive reports. Because of internal controls, we anticipate that this type of certificate will have very limited use – primarily our extremely small submitting offices.

IMPORTANT: The agencies and services are responsible for controlling the certificates issued to their personnel.

IV. Obtaining the Required Certificates

- A. To obtain a data submission certificate, the payroll office representative(s) who is authorized by the agency or uniformed service to submit data to the TSP must complete the Thrift Savings Plan Certificate Action Request for Data Entry and submit it along with the required identification to the address on the form. This form is Attachment 2.
- B. To obtain a journal voucher certificate for either Certify Only or Certify Entry, you must use the Thrift Savings Plan Certificate Action Request for JV Certification. You should pay particular attention to the signatory requirements for this form. Identification must also be submitted. This form is Attachment 3.
- C. To retrieve and install the certificate after the request has been approved, the payroll office representative or certifying official should follow the applicable instructions which are on the Web site. The instructions are titled: “Retrieve a TSP/Versign-Issued User Certificate for Data Entry” and “Retrieve a TSP/Versign-Issued User Certificate for JV Certification”.

V. Maintaining the Certificate

- A. Certificates are issued for a period of one year. To renew a certificate, follow the instructions “Renewing a TSP/Verisign Issued User Certificate for Data Entry.” We will add instructions for renewing a Journal Voucher certificate in 2007 as we approach the anniversary of this feature.

- B. To assist in trouble-shooting difficulties that may arise, please contact Agency Technical Services. (Please note the most frequent problems are forgotten passwords, expired certificates, and internal re-image of computer systems.)

A handwritten signature in black ink that reads "Pamela-Jeanne Moran". The signature is written in a cursive, flowing style.

PAMELA-JEANNE MORAN
Director
Office of Participant Services

Attachments