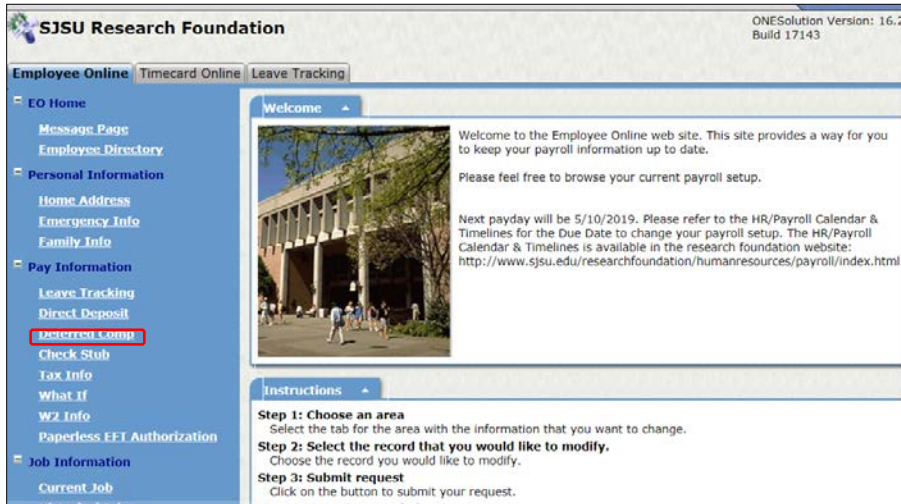


Deferred Comp Deductions (GSRA) Change Procedure

1. Log in to [Employee Online](#).
2. Click on **Deferred Comp** tab under **Pay Information**.



3. Click on **Retirement** Link in the window.

Plan	Vendor Amt	Checks In Month	Status
Retirement AnnuityER	\$0.00	1st, 2nd	Active
Retirement	\$700.00	1st, 2nd	Active

4. Choose **Percentage** or **Flat Amount** and enter the amount in the **Value** field. Please note if you wish to stop then enter zero in the **Value** field. Click on **Save** to save changes.

The screenshot shows the 'Deferred Compensation Update' form. The 'Plan' is set to 'Retirement' and the 'Vendor' is blank. Under 'Deduction Type', the 'Flat Amount' radio button is selected, and the 'Value' field is empty. The 'Save' button is highlighted with a red box.

You will receive an email notifying that changes have been made. HR will approve the changes and it will go into effect in the next pay period based on the date you made the change. You can contact HR at 408-924-1308 for further assistance.