

U. S. Coast Guard

Pay & Personnel Center (PPC)

Global Payroll

TSP Outbound File Process

Overview

Introduction

TSP is a retirement savings and investment plan that offers members the same type of savings and tax benefits that many private corporations offer their employees under “401(k) plans”. TSP does not replace military retirement; rather, it is a supplement to military retirement funds.

The TSP program is administered by the National Finance Center (NFC) of the Department of Agriculture. TSP regulations and procedures are published by NFC and can be found on the tsp web site, <http://www.tsp.gov>.

At the end of each month (after end-month payroll has been finalized), a monthly TSP outbound file must be transmitted to the National Finance Center containing the Employee Data Record and Payment Records for each member on the file.

This guide provides the procedures for the monthly TSP outbound file process.

Topics

The following topics are covered in this section.

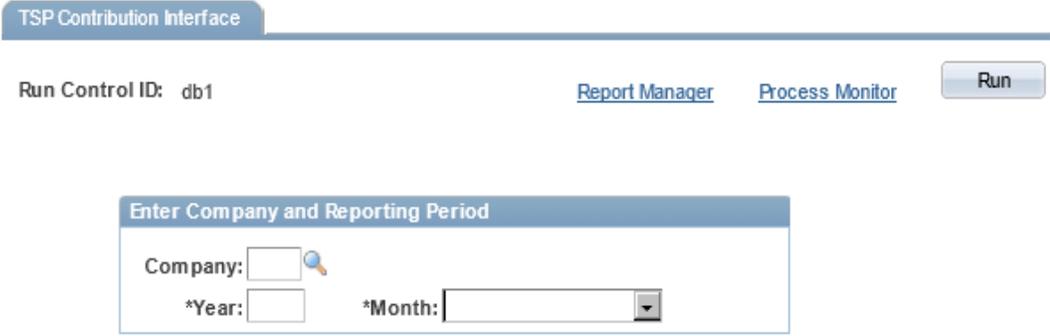
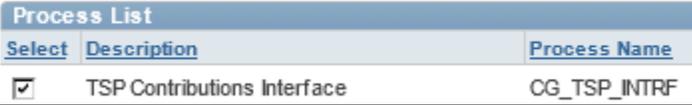
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How to Create the TSP Outbound File

How to Create TSP Outbound File

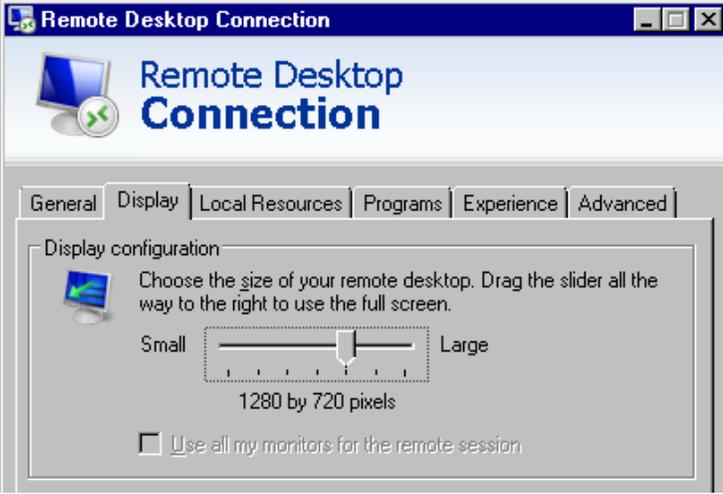
PPC will take the following steps to create the monthly TSP outbound file in Global Payroll.

Note: Only a user with the CG_SYSTEM_ADMIN role can run this process.

STEP	ACTION
1	<p>From the home page, click on the following links:</p> <p>Main Menu > Global Payroll & Absence Mgmt > USCG Payroll Interfaces > TSP Contributions Interface</p>
2	<p>The system will ask for a Run Control ID.</p>
3	<p>In the Run Control ID field, enter TSP and press enter.</p> <p>Note: When the process is run in the future, this run control ID can be used every time.</p> <p>The following page should show up:</p> 
4	<p>Click on the Company field and select ACG.</p>
5	<p>Click on the Year field and enter the year.</p>
6	<p>Click on the Month field and select month.</p>
7	<p>Click the RUN button.</p>
8	<p>Click the drop down on the Server Name field and select PSUNX.</p>
9	<p>The TSP Contributions Interface Process should already be clicked. If not, click it.</p> 
10	<p>Click the OK button.</p>
11	<p>Click the Process Monitor link.</p>
12	<p>Depending on the size of the file, this process could take a while to run. The Run Status will initially show 'Queued', then 'Processing', then 'Success'. Make sure the Distribution Status shows 'Posted'.</p>

How to Transmit TSP Outbound File

PPC will take the following steps to transmit the monthly TSP outbound file to the National Finance Center.

STEP	ACTION
1	Bring up the Remote Desktop Connection by following the path below: Start > Programs > Accessories. > Remote Desktop Connection Note: Add this to your desktop so that you don't have to path to it each time. You'll then be able to click on the shortcut icon from your desktop.
2	Enter 74.121.203.115 within the Computer field. When this is used in the future, it'll already be prefilled.
3	Enter ' CGHOST\kmccord ' within the User name field. When this is used in the future, it'll already be prefilled.
4	Click on the Display and tab and change the display to 1280 by 720 pixels. 
5	Click on the General tab field and click Save. 
6	Click on the Connect button. 
7	Click on the Connect button again.
8	Before entering the password and clicking OK, you must wait until your smart card credentials appear. When it appears, enter the password within the CGHOST\kmccord field.
9	Click OK.
10	A new window will appear. It should look like the below:

	 <p>Note: You may get an error message box. If so, click on OK and to disconnect from the session. Repeat steps 1 – 9 to log back on.</p>
11	<p>Click on the CD_All – Shortcut icon.</p>  <p>This initiates a script to launch the Connect Direct file transfer program to send the TSP file to TSP.</p> <p>When the process is successful the following email message will be received.</p> <p>The Process # is incremented each time so #453 that is shown is for illustration purposes only.</p>
12	<p>After TSP receives the file that was sent, they will send back an email notification. The email will contain important information about the file (i.e., XXXXXXX, etc.).</p>
13	<p>Once all email notifications have been received, click on the ‘CG_All_bkup – Shortcut’ icon on the remote desktop.</p>

	 <p>This will move the monthly TSP outbound file to a backup directory where they will be retained for one year.</p>
14	<p>Log off of the remote desktop connection by clicking Start and then the Log Off button.</p> 

E-Mail Distribution Lists

CG-631 administers the email distribution list: **XXXXXX**, which is used in all email messages for this process.

SNAPSHOT

PPC owns the **XXXX** email distribution list – contact Kevin McCord for any changes to this distribution list.

SNAPSHOT

Data Layout of the TSP Outbound file

Specifications for this file are contained in the TSP's Electronic Submission Data File guide which is maintained by the National Finance Center.