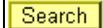


Starting an Empl Savings Bonds Elections/Contributions

1.	Click the Compensate Employees link. 
2.	Click the Maintain Payroll Data (USF) link. 
3.	Click the Use link. 
4.	Click the U.S. Savings Bond Spec link. 
5.	Click in the field in which you want to search.
6.	Enter the desired information into the Name field. Enter a valid value, e.g. " Winter ".
7.	Click the Search button. 
8.	Select the desired entry. Click WINTER,BETTY . 
9.	Review the existing bonds on this page, if applicable. If there are existing bonds, note the last Priority number used. Press [Tab] to go to the Priority field.
10.	Enter the next sequential number available for the bond being input into the Priority field. Enter a valid value, e.g. " 1 ".
11.	Press [Tab] .
12.	In the Denomination field, enter the type of bond being opened. (The default value is Series EE \$100 denomination.) Enter the desired information into the *Denomination field. Enter a valid value, e.g. " 200 ".
13.	If the employee is the owner of the bond, click the Employee checkbox. When this checkbox is checked, the Dependent ID field disappears from the view. If the owner of the bond is not the employee, enter the appropriate Dependent ID . NOTE: If the employee is NOT the owner, SSN is required. <input type="checkbox"/>
14.	In the Other Registrant area of the page, select the appropriate radio button. NOTE: If the Co-Owner or Beneficiary radio buttons are selected, the Employee and Dependent ID fields will appear. If there is a Co-Owner , select whether that individual is the employee, or one of his or her dependents. Dependent information is entered in the Dependent ID field. If there is to be a Beneficiary , select whether that individual is the employee or one of his or her dependents. Dependent information is entered in the Dependent ID field.
15.	Click in the Flat Amount field. <input type="text"/>

16.	In the Portion of Deducted Amount area, enter the desired information into the Flat Amount field. Enter a valid value, e.g. " 50 ".
17.	In the Delivery Address area, indicate the appropriate address for bond delivery. If the Same Address as Employee checkbox is selected, the address will populate from the Personal Data page in the employee record. Click the Same Address as Employee option. <input type="checkbox"/>
18.	Scroll as necessary to view the Save button.
19.	Click the Save button. 
20.	The procedure for starting an Employee's Savings Bonds Elections/Contributions in EHRP is completed. End of Procedure.