



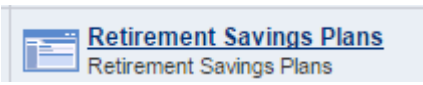
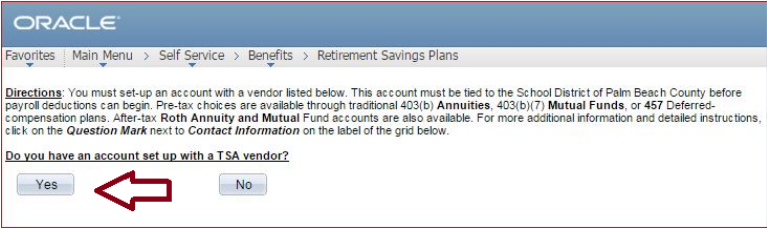




**PeopleSoft – Increasing or Decreasing 403(b), Roth & 457 Deduction**

| Step | Action  |
|------|---|
| 1.   | <p>You will need access the District’s secure website at <a href="https://www.mysdpbc.org">https://www.mysdpbc.org</a> and click the Employee tab</p>  |
| 2.   | <p>Log into the Portal using your District <b>User Name</b> and <b>Password</b></p>    |
| 3.   | <p>Click the <b>PeopleSoft</b> icon</p>   |
| 4.   | <p>Click on the “<b>My Benefits</b>” tile</p>    |
| 5.   | <p>Click <b>Retirement Savings Plans</b></p>   |
| 6.   | <p>Click "Yes" to see your current payroll deduction</p>    |



| Step        | Action  |  |  |      |        |       |  |  |  |
|-------------|---|--|--|------|--------|-------|--|--|--|
| 7.          | <p>Click <b>"Edit"</b> to make a change in the amount you are currently contributing to a plan each paycheck.</p> <table border="1" data-bbox="264 401 1016 527"> <thead> <tr> <th>Flat Amount</th> <th>Percent of Earnings</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>50.00</td> <td></td> <td><input checked="" type="checkbox"/> Edit</td> <td><input checked="" type="checkbox"/> Delete</td> </tr> </tbody> </table> <p><b>NOTE:</b> You can make one change per account daily.</p>  | Flat Amount                              | Percent of Earnings                        | Edit | Delete | 50.00 |  | <input checked="" type="checkbox"/> Edit | <input checked="" type="checkbox"/> Delete |
| Flat Amount | Percent of Earnings   | Edit                                     | Delete                                     |      |        |       |  |  |  |
| 50.00       |   | <input checked="" type="checkbox"/> Edit | <input checked="" type="checkbox"/> Delete |      |        |       |  |  |  |
| 8.          | <p>You can enter a dollar amount in the <b>"Flat Amount"</b> field <u>OR</u> enter a percent amount in the <b>"Percent of Earnings"</b> field. The amount entered is deducted per paycheck.</p> <div data-bbox="264 764 1117 888" style="border: 1px solid red; padding: 5px;"> <p>Flat Amount <input type="text" value="200.00"/> Percent of Earnings <input type="text"/></p> </div> <p><b>Please note you CAN NOT enter information in both fields.</b></p>  |  |  |      |        |       |  |  |  |
| 9.          | <p>After entering new deduction amount, hit the <b>"Tab"</b> key on your <b>keyboard</b> in order for the <b>"Continue"</b> icon to highlight. Then click on "Continue"</p> <div data-bbox="277 1020 558 1073" style="border: 1px solid orange; padding: 5px; text-align: center;"> <p>Continue</p> </div>  |  |  |      |        |       |  |  |  |
| 10.         | <p>Read the statement above the submit button and then click <b>"Submit"</b> to complete your change.</p> <div data-bbox="277 1178 1373 1325" style="border: 1px solid red; padding: 5px;"> <p>By selecting Submit I agree to the above. By selecting Cancel these changes will not be processed</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="293 1241 500 1314" style="border: 1px solid red; border-radius: 15px; padding: 5px; text-align: center;">Submit</div> <div data-bbox="786 1255 922 1297" style="border: 1px solid gray; padding: 5px; text-align: center;">Cancel</div> </div> </div> <p>You will be asked to enter your <b>password</b> for a secure submission.</p> |  |  |      |        |       |  |  |  |
| 11.         | <p>Click <b>"Continue"</b> if you wish to submit your request or hit <b>"Cancel"</b> discard your change.</p> <p>Password: <input type="password" value="....."/></p> <div data-bbox="264 1514 548 1541" style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="264 1514 407 1541" style="border: 1px solid gray; padding: 2px 10px;">Continue</div> <div data-bbox="418 1514 548 1541" style="border: 1px solid gray; padding: 2px 10px;">Cancel</div> </div>   |  |  |      |        |       |  |  |  |
| 12.         | <p>Click <b>"OK"</b> to submit your change.</p> <div data-bbox="264 1623 615 1734" style="border: 1px solid red; padding: 5px;"> <p><b>Submit Confirmation</b></p> <p><input checked="" type="checkbox"/> The Submit was successful.</p> <div data-bbox="277 1703 331 1730" style="border: 1px solid gray; padding: 2px 10px; margin-top: 5px;">OK</div> </div>   |  |  |      |        |       |  |  |  |
| 13.         | <p><b>End of Procedure for increasing or decreasing 403(b), Roth &amp; 457 Deductions.</b></p>  |  |  |      |        |       |  |  |  |