

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

Step	Action
1.	You will need access the District's secure website at <u>https://www.mysdpbc.org</u> and click the Employee tab
	EMPLOYEES
2.	Log into the Portal using your District User Name and Password
	Login Failed Login Attempt Login Password Log In
3.	Click the <b>PeopleSoft</b> icon
	PeopleSoft
4.	Click on the <b>"My Benefits"</b> tile
5.	Click Retirement Savings Plans
	Retirement Savings Plans Retirement Savings Plans
6.	Click "Yes" to see your current payroll deduction
	ORACLE
	Favorites       Main_Menu       Self Service > Benefits > Retirement Savings Plans         Directions:       You must set-up an account with a vendor listed below. This account must be tied to the School District of Palm Beach County before         particiliderities can bening:       The favorities and participation account with a vendor listed below. This account must be tied to the School District of Palm Beach County before         particiliderities can bening:       The favorities and participation account in the favorities and the f
	compensation plans. After-fas: Roth Annuity and Mutual Fund accounts are also available. For more additional information and detailed instructions, click on the <i>Question Mark</i> next to <i>Contact Information</i> on the label of the grid below. Do you have an account set up with a TSA vendor?
	Yes No



Step	Action
7.	Click "Edit" to make a change in the amount you are currently contributing to a plan each paycheck.
	Flat Amount     Percent of Earnings     Edit     Delete
	50.00 Edit Delete
	NOTE: You can make one change per account daily.
8.	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.
	Flat Amount 200.00 Percent of Earnings
	Please note you CAN NOT enter information in both fields.
9.	After entering new deduction amount, hit the <u>"Tab"</u> key on your keyboard in order for the "Continue" icon to highlight. Then click on "Continue"
	Continue
10.	
	Read the statement above the submit button and then click "Submit" to complete your change. By selecting Submit Lagree to the above. By selecting Cancel these changes will not be processed
	Submit
	Gancer
	You will be asked to enter your <b>password</b> for a secure submission.
11.	Click " <b>Continue</b> " if you wish to submit your request or hit " <b>Cancel</b> " discard your change. Password:
	Continue Cancel
12.	Click <b>"OK" to submit your change.</b>
	Submit Confirmation         Image: The Submit was successful.
	OK
13.	End of Procedure for increasing or decreasing 403(b), Roth & 457 Deductions.