PeopleSoft – Starting or Restarting a 403(b), Roth & 457 Deduction

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>You will need access the District’s secure website at https://www.mysdpbc.org and click the Employee tab

</td></tr>
<tr><td>2.</td><td>Log into the Portal using your District User Name and Password

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<tr><td>3.</td><td>Click the PeopleSoft icon

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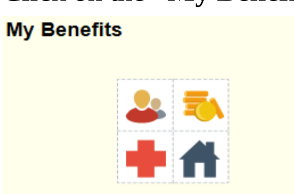
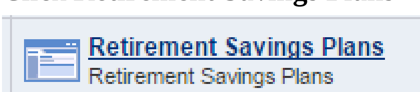
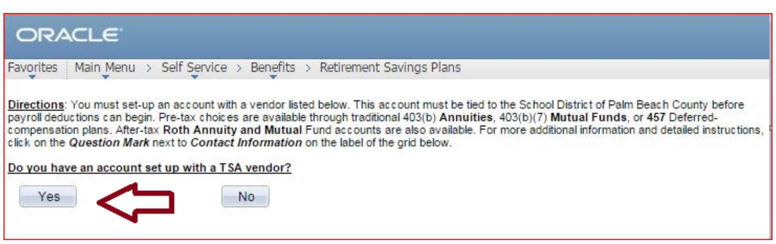
<tr><td>4.</td><td>Click on the “My Benefits” tile

</td></tr>
<tr><td>5.</td><td>Click Retirement Savings Plans

</td></tr>
<tr><td>6.</td><td>Once you have established an account, click "Yes" and follow the instructions found on the enrollment screen

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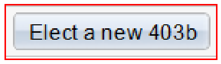
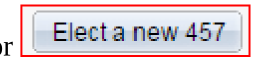
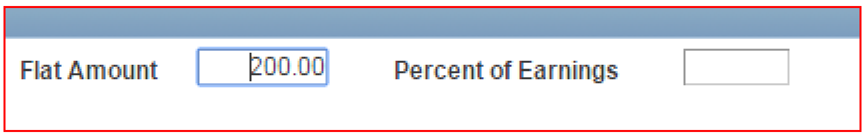
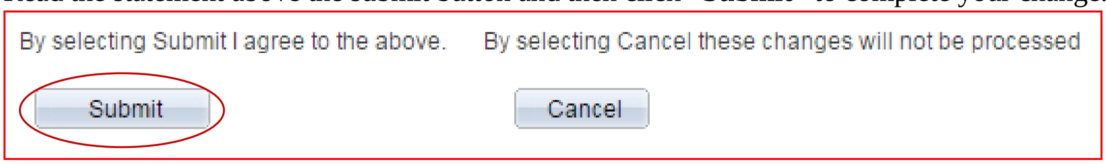
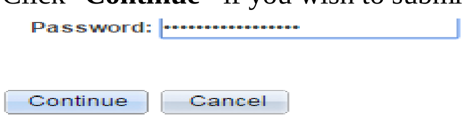
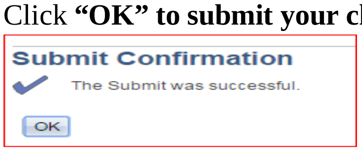
Step	Action
7.	Based upon the type of account you have established with the vendor (**403(b), Roth, 457**) click on one of the following icons "**ELECT A NEW** "  or  or 
8.	You can enter a dollar amount in the "**Flat Amount**" field <u>OR</u> enter a percent amount in the **"Percent of Earnings**" field. **Please note you CAN NOT enter information in both fields.** 
9.	Read the statement above the submit button and then click **"Submit"** to complete your change. 
10.	You will be asked to enter your **password** for a secure submission.
11.	Click "**Continue"** if you wish to submit your request or hit **"Cancel"** discard your change. 
12.	Click **"OK" to submit your change.** 
13.	***<u>Notify the benefit technician</u>*** that handles the 403(b), Roth and 457 program for the District by ***<u>phone or email</u>*** when the account is in good order and ready to receive deductions ***<u>and request the deduction to be approved.</u>*** Once the technician approves the deduction, the employee will receive a computer generated email confirming the deduction has been approved and will begin the next available paycheck.
14.	**End of Procedure for starting or restarting a 403(b), Roth or 457 Deduction.**