

PeopleSoft – Stopping 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						
3.	Click the PeopleSoft icon CRACLE PeopleSoft PeopleSoft						
4.	Click on the "My Benefits" tile My Benefits						
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 Paim Beach County before payrol deductions can begin. Pre-tax choices are available through traditional 43(b) Annuities, 433(b)(7) Mutual Funds, or 457 Deferred-compression plans, After-tax Roth Annuity and Mutual Fund accounts are also available. For more additional information and detailed instructions, dec on the Counts on the label of the grid below. Do you have an account set up with a TSA vendor? Yes No						
	Example of a current payroll deduction						
	Flat Amount Percent of Earnings Edit Delete						
	50.00 Edit Delete						



Step	Action							
	Click "Delete" to stop your current payroll deductions							
7.	Flat Amount	Percent of Earnings	Edit	Delete				
	50.00		Edit	Delete				
		· · · ·						
8.	You will be asked to affirm that you want to delete future contributions.							
	messaye							
	Confirm Reque	st to Delete (20000,478)					
	Are you sure yo	ou would like to delete th	nis record?					
		Yes	NO					
9.	Read the stat	ement above the subm	it button and th	en click "Submit"	to complete your ch	ange	╡───	
	By selecting Submit Lagree to the above By selecting Cancel these changes will not be processed							
	by determine a gree to the above. By determine a changes with horde processed							
	Submit							
	You will be asked to enter your password for a secure submission.							
	Click "Continue" if you wish to submit your request or hit "Cancel" discard your change.							
	Password:							
	Continue Cancel							
	The final step is to click "OK" to submit your change.							
	The Subm	nit was successful.						
10	OK						╞	
10.	All fields will be "blank" for the plan you deleted. You will continue to have an account with the vendo							
	Vendor	Flat An	nount	Percent of Earning	js			
11.	End of Proce	dure to stop 403(b), R	Roth & 457 Dec	luction]	