




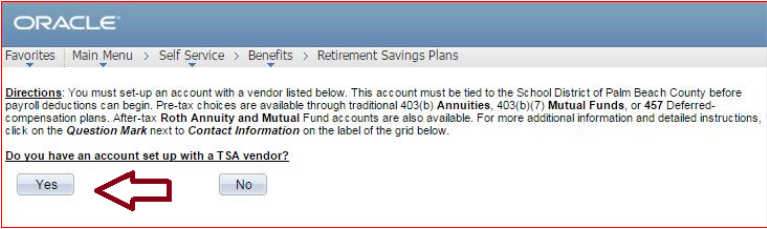




## PeopleSoft – Stopping 403(b), Roth & 457 Deduction

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>  <p>Example of a current payroll deduction</p> <table border="1"> <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> Edit</td> <td> Delete</td> </tr> </tbody> </table>	Flat Amount	Percent of Earnings	Edit	Delete	50.00		Edit	Delete
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50.00		Edit	Delete						



Step	Action								
7.	<p>Click "Delete" to stop your current payroll deductions</p> <table border="1" data-bbox="250 359 1117 485"> <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 type="checkbox"/> Edit</td> <td><input type="checkbox"/> Delete</td> </tr> </tbody> </table>	Flat Amount	Percent of Earnings	Edit	Delete	50.00		<input type="checkbox"/> Edit	<input type="checkbox"/> Delete
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50.00		<input type="checkbox"/> Edit	<input type="checkbox"/> Delete						
8.	<p>You will be asked to affirm that you want to delete future contributions.</p> <div data-bbox="250 573 829 821" style="border: 1px solid red; padding: 5px;"> <p><b>Message</b></p> <p>Confirm Request to Delete (20000,478)</p> <p>Are you sure you would like to delete this record?</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>								
9.	<p>Read the statement above the submit button and then click "<b>Submit</b>" to complete your change.</p> <div data-bbox="277 873 1370 1024" 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> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p> </div> <p>You will be asked to enter your <b>password</b> for a secure submission.</p> <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> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> </p> <p>The final step is to click "<b>OK</b>" to submit your change.</p> <div data-bbox="277 1276 631 1373" style="border: 1px solid red; padding: 5px;"> <p><b>Submit Confirmation</b></p> <p><input checked="" type="checkbox"/> The Submit was successful.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>								
10.	<p>All fields will be "blank" for the plan you deleted. You will continue to have an account with the vendor. You simply deleted any future contributions.</p> <table border="1" data-bbox="285 1482 1468 1558"> <thead> <tr> <th>Vendor</th> <th>Flat Amount</th> <th>Percent of Earnings</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Vendor	Flat Amount	Percent of Earnings					
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11.	<p><b>End of Procedure to stop 403(b), Roth &amp; 457 Deduction</b></p>								