



Human Resources Service Center-NE Benefits News You Can Use!

Tips to Make Your Life Easier

Tipsheet No. 3

Which Website Should I Use?

So many web sites, so little time to figure out which one to use... While having easy computer access to the different programs is quite convenient, it isn't always easy to know which website is appropriate for your benefits and pay transactions and information. For example, when trying to do your Thrift Savings Plan transactions or obtain TSP information, this is a good time to ask yourself, "Which way do I turn?"

Why does it seem so complicated? In May 2001, responsibilities for certain TSP transactions were split between the Thrift Savings Plan Service Office and federal agencies. As a result of these changes, federal employees now have two different places to go in order to make changes to their TSP accounts, depending on what you need to do. If you are interested in starting or terminating your TSP contributions or increasing or decreasing the amount you contribute to TSP on a bi-weekly basis, Navy serviced employees would use EBIS (or the toll-free Benefits Line: 1-888-320-2917) to process that transaction. If you wish to change the fund allocations for future contributions or make an interfund transfer, the Thrift Savings Plan Service Office now handles those transactions and you would use the TSP website (www.tsp.gov or call the ThriftLine: (504) 255-8777) to make this change. (To add to the confusion, certain documents seen on the Payroll Office's (DFAS) MyPay website mention that TSP enrollments can be made there but this does not apply to civilian Navy serviced employees.)

Due to the split in responsibilities, we are also currently unable to show your TSP account balance in EBIS for use in your annuity estimates or your Personal Statement of Benefits. However, you are able to obtain your TSP balance from the TSP website and enter it yourself to the EBIS website for your use in annuity estimates.

That is a lot to remember, especially if you do not frequently use these web sites. On the following page, you will find a chart that looks at the EBIS, MyPay and TSP websites. It not only compares which website to use for particular TSP transactions but your other benefits and pay information as well. Keep this chart handy to help you find your way to easier transactions and information.

Which Website Should I Use?

EBIS Employee Benefits Information System www.donhr.navy.mil Click on EBIS	MyPay Payroll Changes (Formerly known as DFAS Employee/Member Self-Service) https://mypay.dfas.mil/mypay.asp	TSP (Thrift Savings Plan) www.tsp.gov
View/make Changes to your:	Leave and Earning Statements (LES)	See your TSP account balance
<ul style="list-style-type: none"> • FEHB 	Pay Allotments	To view, request, change or cancel:
<ul style="list-style-type: none"> • FEGLI 	Correspondence Address change	<ul style="list-style-type: none"> • Interfund transfers
<ul style="list-style-type: none"> • TSP: Elect to enroll, change or terminate your bi-weekly payroll contributions (percentage or dollar amount) 	Direct Deposit Changes	<ul style="list-style-type: none"> • Allocation of future contributions
Retirement Information:	Savings Bonds	Review available TSP loan amount
<ul style="list-style-type: none"> • Personal Statement of Benefits 	Change Federal Tax Withholding	Review status of your TSP loan application
<ul style="list-style-type: none"> • Retirement Estimates 	Change State Tax Withholding	Outstanding TSP loan balance and prepayment information
<ul style="list-style-type: none"> • TSP Annuity Estimates 	Obtain Tax Statement (W-2)	Status of your post-employment withdrawal of TSP funds
Designation of Beneficiary Forms can be accessed from the EBIS homepage under "Forms/Info Archive." They cannot be handled electronically on ANY website so please print them out to complete and mail them as instructed on each form.	View Travel Vouchers	View fund performance and rates of return.
<i>You can establish your own 6 digit PIN in EBIS and you will also establish a password using information from your latest LES.</i>	<i>DFAS will send you a PIN which you can change to a 4 to 8 digit PIN of your choice. To do so, log onto the MyPay website and you will see the "Change Current PIN" option under the "Your Civilian Pay Account" menu.</i>	<i>TSP will send you a 4 digit PIN which you can change to a 4 digit PIN of your choice. Click on the Account Access section on the TSP website for further instructions to change your PIN.</i>