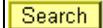


Changing an Empl Savings Bonds Elections/Contributions

1.	Click the Compensate Employees link. 
2.	Click the Maintain Payroll Data (USF) link. 
3.	Click the Use link. 
4.	Click the U.S. Savings Bond Spec link. 
5.	Click in the field in which you want to search.
6.	Enter the desired information into the Name field. Enter a valid value, e.g. " Winter ".
7.	Click the Search button. 
8.	Select the desired entry. Click WINTER,BETTY . 
9.	Scroll as necessary to view the Correct History button.
10.	Click the Correct History button. 
11.	Move to the appropriate bond using the arrow in the Priority area, if necessary. NOTE: Since no history is being captured, the user never needs to insert a row on the effective date.
12.	Navigate to the appropriate field(s) and make the appropriate modification(s). Click and drag as necessary to select the entry in the Denomination field.
13.	Enter the desired information into the *Denomination field. Enter a valid value, e.g. " 500 ".
14.	Continue to navigate to the appropriate field(s) and make the appropriate modification(s). Click and drag as necessary to select the entry in the Flat Amount field.
15.	Enter the desired information into the Flat Amount field. Enter a valid value, e.g. " 75 ".
16.	Scroll as necessary to view the Save button.
17.	Click the Save button. 
18.	The procedure for changing an Employee's Savings Bonds Elections/Contributions in EHRP is completed. End of Procedure.