



### How does a user enter Savings Bonds?

- **NOTE: Before entering Savings Bond information, users should review dependent information.**
- Home > Compensate Employees > Maintain Payroll Data (USF) > Use U. S. Savings Bond Spec
- No PARs need to be processed.

### How would a user enter a bond portfolio?

- To add a bond, click the  to insert a row on the effective date row, the date should automatically prefill with the current date.
- Click the  to insert a row and enter new bond data on the Priority row (be sure not to duplicate the priority number).
- Select a Denomination from the drop down menu
- Select Co-Owner, Beneficiary or None (make sure that you put a Dependent ID number in)

# Enterprise Human Resources and Payroll

## #18 - PROCESSING SAVINGS BONDS



- Select the Bond Deduction Amount from the drop down menu (**bond biweekly deduction amount is in predetermined multiple amounts/valid amounts that vary with the Bond Series and Denomination/face value**).
- the Priority row and you.
- (be sure not to duplicate the priority number).
- remove a bond from the portfolio, click the  to delete that bond from the record.
- When modifying savings bonds within the portfolio, the user must be in “Correct History” which allows the user to make changes to the one effective dated row.
- To add a bond, click the  to insert a row and enter the new bond data



### **How would a user know how much an employee is contributing to Savings Bonds per pay period?**

- Access the employee's bond portfolio and add the dollar amount appearing in the flat amount field for each of the bonds.

### **How is that amount allocated across the bonds?**

- The amount goes to the first bond in the employee's record until it is satisfied, then it goes to the next until it is satisfied and so on.

### **How would a user know the status of an employee's bond portfolio?**

- That type of information can not be found in EHRP. Payroll would need to be contacted for that type of information.