



Change a Deferred Compensation Contribution Amount

1.3 Change a Deferred Compensation Contribution Amount

Step	Action
1.	Navigate to Peoplesoft Self Service at http://employee.cabq.gov
2.	Sign in to Peoplesoft: Enter your User ID into the User ID field.
3.	Press [Tab] to go to the Password field.
4.	Enter your password into the Password field.
5.	Click on the Sign In button.
6.	On the Home Page under the Employee Self Service menu, click on the Benefits Summary .
7.	<p>You will see a Benefit Summary Table by Type of Benefit. Click on the 457 Deferred account you would like to change. These are highlighted in BLUE and are:</p> <p>Section 457 – ICMA Section 457 – Valic Section 457 – Nationwide</p> <p>Note: If you do not yet have a deferred compensation account, you must meet with one of the Deferred Compensation account representatives to establish an account and to make your investment elections. Contact the HR Insurance and Benefits office to make an appointment.</p>
8.	Click on the Edit button found towards the bottom of the page.
9.	Enter the new contribution amount in the Flat Amount field or the new percentage in the Percent field
10.	Click SAVE
11.	You will receive a message that confirms that your changes were saved.
12.	Click OK
13.	Click on the Return to Benefit Summary link, found at the bottom of the page, to return to your Deferred Compensation page.
14.	Click on the Return to Employee Benefit Summary , found at the bottom of the page, to choose another Deferred Compensation account to change, or to view your other benefits.
15.	End of Procedure.
16.	If you have completed all your changes click on HOME at the top right of your page
17.	NOTE: the effective date of your change will be the day you entered it.