**Enroll in 457 Catch Up**

Navigation: Main Menu>CAPPS Interfaces>Benefits>Inquire>Texas Saver Results

This is the Texa$aver file load (viewed on the inquiry page)



1. Check to find Catch Up Deferrals
2. Click to open all tabs



1. Note the Effective Date from the file
2. Note the Catch up amount

Navigate to Base Benefit to add to Savings Management: Main Menu>Benefits>Enroll in Benefits>Savings Management



1. Add a new row
	1. Limit Type = 457
2. Exception Reason = ‘A’
3. Limit Amount = 36,000.00 (for 2016)

**NOTE:** If the limit amount changes for the New Year, repeat these steps with the exception of the amount field. Use the new limit amount.

**NOTE: Confirm employee is enrolled in 457 savings plan in addition to savings management (see below)**