

**Pay Dock
Example J**

Employee begin date is mid pay-period. Semi-Monthly Salary is \$1500, Time Card Status on HOBID is Automatic; 10 Day Pay Period: employee worked 1 day.

Cred Comp - \$150

**REG PAY
\$150**

**PAY DOCK
SP 076
\$1350**

1. Calculate the amount of Regular Pay to be docked.
 - a. \$1500 divided by 10 working days = \$150 per day
\$150 multiplied by 9 days = \$1350
 - b. Use Special Pay 076 (PAYDOCK) to enter \$1350 on HUE01.
 - c. All indicators should be zeros. Do not use the adjustment indicator.
 - d. This special pay will dock \$1350 from the employee's automatic Regular Pay and reduce Creditable Compensation. (This transaction has the same effect as entering a Regular Pay override on HUA03.)

2. Retirement (012 or 127, 116, 117), Retiree Credit (105, 115), or Buyback (017, 043) deduction overrides are not necessary because all of the Creditable Compensation is accounted for (the puzzle to the left is complete – SP 076 is shown as a circle because it is not used to compute Creditable Compensation). This item will not show on Report 869.