

**Pay Dock**  
**Example L**  
**Option 1**

Employee worked 25<sup>th</sup> through 30<sup>th</sup> (end of the month), retired on 1<sup>st</sup>. Semi-Monthly Salary is \$1500; 10 day pay period: 5 Days worked

Cred Comp - \$0



1. Calculate the amount of Regular Pay due the employee.
  - a. \$1500 divided by 10 working days in pay period = \$150 per day  
5 days multiplied by \$150 per day = \$750
  - b. Enter \$750 on HUC01 using an agency unique Special Pay code that is not included in Creditable Compensation calculations.\*
2. There is no Creditable Compensation for this period as Retirees cannot be reported to VRS beyond the 24<sup>th</sup> of the month in which they retire. (Since this Special Pay is not a part of the Creditable Compensation, it is pictured as a round piece of the puzzle and it does not fit into the square Creditable Compensation puzzle.) No retirement overrides are necessary and this item will not show on Report 869.

\*If you do not already have a special pay code with these characteristics established, contact JR Rodgers at [john.rodgers@doa.virginia.gov](mailto:john.rodgers@doa.virginia.gov) to establish one if desired.