

**Retro Adjustment
Example N
Option 1**

PRIOR PERIOD
Cred Comp \$1500



CURRENT PERIOD
Cred Comp \$1500



Semi-Monthly Salary is \$1500. Employee was docked for 1 day in the previous pay period (\$150), but Creditable Compensation was not reduced (the full 5% retirement deduction (012 or 127) was taken). The LWOP was rescinded in the following pay period. The employee should be repaid for the amount of dock, but no retirement benefits are due on the amount.

IF YOU USED SPECIAL PAY 075 or SPECIAL PAY 081 TO ACCOUNT FOR THE DOCK AND THE AMOUNT IS IN YTD...

You can reverse the dock using a manual payset on HTPSA.

1. On the 503 line, fill in a check no, check date, begin and end date and key the full amount of the dock in "NET PAY". Use indicators "P" and "Y". (Taxes will be taken as appropriate)
2. On the first 400 line, key the full amount of the dock in "AMT". Use indicators "P" and "Y".
3. On the 500 line, key the full amount of the dock in "GROSS". Use indicators "P" and "Y".
4. On the first 6XX line, key "075" or "081" in "PAY" and the full amount of the dock in "AMT". Use indicators "M" and "Y".

Retirement, Retiree Credit or Buyback deduction overrides are not necessary because all of the Creditable Compensation is accounted for (the puzzle to the left is complete). This item will not show on Report 869.

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> GUH 230 ON HTPSA
-----EMPLOYEE SPECIAL PAY ADJUSTMENT-----
COMPANY--> 00230 EMPLOYEE NO--> 0000310690 - 0 PAGE NUMBER--> 00001
TRN CHECK NO.  CHK DT  BEG DT  END DT  REAS TU    NET      + Y
503 2300000001  08012011 06252011 07092011  _ 000 00000015000  P Y
   ST/LOC DPT/DIV OT SH  FROM    TO      HOURS  AMT / LAB CODE  SUI ST
400 000000  _ 0 0 00000000 00000000 0000000 00000015000  00  P Y
400 000000  _ 0 0 00000000 00000000 0000000 00000000000  00  _ _
   ST/LOC FIT / OASDI  SIT / HI  LOCAL / DI  OTHER  GROSS  + Y
500 000000 00000000000 0000000000 0000000000 0000000000 00000015000  P Y
   0000000000 0000000000 0000000000
   PAY ST/LOC DP/DV PISU  FROM    TO      HOURS  AMT / LABOR NON TAXABLE + Y
6XX 075 000000  _ 0 00 00000000 00000000 0000000 00000015000 0000000000 M Y
6XX 000 000000  _ 0 00 00000000 00000000 0000000 00000000000 0000000000  _ _
TAXES 0000000000 +NET 00000015000 =TOT PAYS 00000015000 =GROSS 00000015000

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