

**Retro Adjustment  
Example O  
Option 2**

**PRIOR PERIOD**  
Cred Comp \$1500

CALC RET SP 081 -\$750	VSDP SP 061 +\$750
ORIGINAL SP 061 RECEIVED \$750	

**CURRENT PERIOD**  
Cred Comp \$1500

VSDP SP 061 \$1500
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Semi-Monthly Salary is \$1500; Prior Pay Period of 10 Days: Waiting for VSDP approval, no leave balances to cover absence, docked for 5 days, full retirement deductions collected. Current Pay Period: VSDP is approved retroactive to prior period. Employee is due 5 of 10 days at 100% VSDP benefits for the previous period and full 100% VSDP for the current period.

**IF YOU USED 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, do not key any dollar amounts. 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 "081" in "PAY" and the full amount of the dock in "AMT". Use Indicators "M" and "Y".
5. On the second 6XX line, key "061" in "PAY" and the full amount of the dock in "AMT". Use Indicators "P" and "Y".

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> GUH 230,0099999900 ON HTPSA
-----EMPLOYEE SPECIAL PAY ADJUSTMENT-----
__ COMPANY--> 00230 EMPLOYEE NO--> 0099999990 - 0 PAGE NUMBER--> 00001

TRN CHECK NO.  CHK DT  BEG DT  END DT  REAS  TU    NET      + Y
503 2300000001  08012011 06252011 07092011  ___  000 00000075000  P Y
   ST/LOC DPT/DIV OT SH  FROM    TO    HOURS  AMT / LAB CODE  SUI ST
400 000000  _____  0 0 00000000 00000000 0000000 000000000000  00  P Y
400 000000  _____  0 0 00000000 00000000 0000000 000000000000  00  _ _

   ST/LOC FIT / OASDI  SIT / HI  LOCAL / DI  OTHER  GROSS  + Y
500 000000 000000000000 0000000000 0000000000 0000000000 00000075000  P Y
   00000000000 00000000000 00000000000

   PAY ST/LOC DP/DV PISU  FROM    TO    HOURS  AMT / LABOR NON TAXABLE + Y
6XX 081 000000  _____  0 00 00000000 00000000 0000000 00000075000 00000000000 M Y
6XX 061 000000  _____  0 00 00000000 00000000 0000000 00000075000 00000000000 P Y

TAXES 00000000000 +NET 00000075000 =TOT PAYS 00000075000 =GROSS 00000075000

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