

**Non-Routine
Example R
Option 2**

Semi-Monthly Salary is \$1500; Pay Period of 10 Days: Notified after normal certification that employee had 2 days LWOP. Stop payment on original payment is complete, non-routine payroll to process correct pay to employee.

Cred Comp \$1500



1. On HOBID change the employee's frequency to another semi-monthly frequency that is not used by any other payroll for your agency. Make sure this is the only employee in this frequency.
2. Calculate amount of Regular Pay to dock.
 1. \$1500 divided by 10 days = \$150 times 2 days = \$300
 2. Enter \$300 on HUE01 using Special Pay 075 (DOCK&BEN).
 3. All indicators should be zeros. Do not use the adjustment indicator.
4. No Regular Pay overrides are necessary and this item will not show on Report 869.
5. Group Life, LTD and Imputed Life will calculate correctly with this option.
6. Certify the non-routine payroll on PYCTF using a "3" as the Pay Type. Make sure this is the only employee with the frequency you chose in Step 1. All employees who have this frequency will be paid.
7. After this payroll processes, change the employee's frequency on HOBID back to its original value.