

Example H – Pay Docking

Semi-Monthly Salary is \$1500; SP 99 CONTBASE is \$1500; 10 Day Pay Period 11/25-12/9/2012: 1 Day of LWOP on 12/3/2012

Even though the employee was on LWOP on the first working day of December (12/3), the employee is still eligible for service for the month of December because they have not been out for 14 consecutive calendar days. Employees must be on LWOP for 14 calendar days **AND** be on LWOP the first calendar day of the month in order to lose service eligibility for that month.

1. Calculate the amount of LWOP to dock.
 - a. \$1500 divided by 10 work days = \$150 per day
2. Dock the employees Semi-Monthly pay by \$150 using **ONE** of the following methods:
 - a. Compute the total amount due the employee for the period (\$1500 minus \$150 = \$1350 due). Key this amount on HUA03 to override the total amount of Regular Pay.
 - b. Use Special Pay 076 (PAYDOCK) on HUE01 to dock Regular Pay \$150. All indicators should be zeros. Do not use the adjustment indicator. The employee must remain in Automatic status on HOBID for this option.
 - c. Key the amount of the dock (\$150) on screen HUA03 using “-” as the adjustment indicator. The employee must remain in Automatic status on HOBID for this option. (Do not use this method if employee is receiving shift pay. Use A or B above.)
3. Retirement Overrides are not necessary because retirement deductions will process correctly on the amount of SP 99 CONTBASE (\$1500.00) regardless of the amount of pay received. **NOTE: For ORP Plan employees, Deductions 9, 11, 14, 109, 111, and 114 will correctly process on the reduced amount of earnings received without overrides.**