

## **Example L – Retirement or Termination or Transfer – effective dates 25<sup>th</sup> through the end of a month**

Employee worked 11/25-11/30/2012 (end of the month), retired effective 12/1/2012. Semi-Monthly Salary is \$1500; SP 99 CONTBASE is \$1500.00 10 day pay period: 5 Days worked

1. **If VRS Plan Employee:** On screen HMCU1, change the retirement code to “LT”, “JT”, “VT”, or “ST” based on their current retirement plan code. Retirement Deductions should not be taken for the 11/25-12/9/2012 period because this is the first pay period in December.
2. **If ORP Plan employee:** DO NOT CHANGE THE RETIREMENT PLAN CODE on HMCU1 – ORP Retirement Deductions (9, 11, 14, 109, 111, 114) should process on the amount of pay received regardless of the dates. SP 99 CONTBASE should have frequency “00” on H10AS. Imputed Life should have frequency “00”.
3. Calculate the amount of Regular Pay due the employee during 11/25-12/9/2012 period.
  - a. \$1500 divided by 10 working days in pay period = \$150 per day  
5 days multiplied by \$150 per day = \$750  
Enter \$750 on HUA03 to override Regular Pay