

## **Example U1 – Deceased Payment – VRS Plan Employee**

You are notified of the death of a VRS Plan employee during the pay period 11/25-12/9/2012. Semi-Monthly Salary is \$1500 and SP 99 CONTBASE is \$1500. The Date of Death was 12/6/2012. Retirement Deductions are due for the entire month of December. Final payments owed to deceased employees cannot be processed until the proper paperwork has been received from the Estate or Heirs (see Payroll Bulletin 2010-21).

- 1.** The employee should be on Non-Auto status on H0BID
- 2.** Leave the current Retirement Plan code on HMCU1 – DO NOT CHANGE
- 3.** Leave the Imputed Life and SP 99 CONTBASE as “09” on screen H10AS – DO NOT CHANGE
- 4.** To double collect all of the retirement deductions for the month of December during the 11/25-12/9 period, use screen HUE01 to key \$3000 (double the amount of SP 99 CONTBASE on H10AS) to SP 99 CONTBASE – use zeros for the check, tax and deduction indicators.
- 5.** When the VRS Automated Recon is processed for the month, you will be short the member portion of retirement. The Automated Recon will generate an Automated IAT and the agency will be billed for the shortage. The member portion will be repaid in Steps 7-9 below.
- 6.** Once all of the necessary paperwork has been received, Deceased Pay is processed with either Special Pay 054 or Special Pay 055 on HUE01.
- 7.** Establish Deduction 010 (DUE AGENCY) on H0ZDC for the member’s portion of retirement that was paid by the agency in Step 6 above in the amount of \$150 (5% of \$3000 CONTBASE).
- 8.** When the deceased payment is processed, deposit the \$150 check received to reimburse the payment made by the agency in Step 6 above.