

Example V1 – ORP Plan Eligible Employee – 60 Day Election Period – (Updated 10/16/2012 for VRS Policy Change)

An employee who is eligible for an ORP Retirement Plan becomes employed on 12/3/2012 which is the first working day of the month. (10-day Pay Period) Semi-Monthly Salary is \$1500 and SP 99 CONTBASE is \$1500. They have 60 days to decide if they want to choose an ORP Plan or the VRS Plan. If no election is made during the 60-day Election Period, the employee is automatically covered under the VRS Plan. During the 60 Day Election Period, process the employee as follows:

- 1. DO NOT ENTER A RETIREMENT PLAN CODE ON HMCU1. NO RETIREMENT DEDUCTIONS (INCLUDING RETIREE CREDIT AND GROUP INSURANCE) SHOULD BE PROCESSED UNTIL THE EMPLOYEE MAKES AN ELECTION OR THE 60 DAY ELECTION PERIOD ENDS.**
2. Calculate the amount of Regular Pay to be paid.
 - a. \$1500 divided by 10 working days = \$150 per day
\$150 multiplied by 5 days = \$750 due
 - b. Using HUA03, override the regular pay for \$750