

Example V1b – ORPPA Plan Eligible Employee – 30 Day Election Period – (Updated 03/12/2014 for VRS Processing Change)

An employee who is eligible for an ORPPA (Political Appointee) Retirement Plan becomes employed on 2/3/2014 which is the first working day of the month. Semi-Monthly Salary is \$1500 (10-day Pay Period) and SP 099 CONTBASE is \$1500. They have 30 days to decide if they want to choose an ORPPA Plan or the VRS Plan. If no election is made during the 30-day election period, the employee is automatically enrolled into the appropriate VRS Plan. During the 30 day election period, process the employee as follows:

1. Agency submits form VRS-65B to VRS. This establishes that the position is ORPPA Eligible.
2. VRS will provide the ORPPA Eligible participant with information about the appropriate ORPPA and VRS plans they have to choose from and a deadline for when the 30-day election period is over.
3. **DO NOT ENTER A RETIREMENT PLAN CODE ON HMCU1 until the completed election form has been submitted to VRS. NO RETIREMENT DEDUCTIONS (INCLUDING RETIREE CREDIT AND GROUP INSURANCE) SHOULD BE PROCESSED UNTIL THE EMPLOYEE MAKES AN ELECTION AND THE VRS-65 HAS BEEN SUBMITTED TO VRS.**
4. **IF THE EMPLOYEE SUBMITS AN ELECTION FORM DURING THE ELECTION PERIOD, SEE EXAMPLES V2b OR V3b FOR FURTHER INSTRUCTIONS.**
5. **IF THE EMPLOYEE DOES NOT SUBMIT AN ELECTION FORM DURING THE ELECTION PERIOD, SEE EXAMPLE V4b FOR FURTHER INSTRUCTIONS.**
6. 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