

## **Example V3 – New Hire - ORP Plan Eligible Employee – Chooses VRS Plan during 60 Day Election Period-(Updated 1/1/2014 for Hybrid Plan).**

The employee in Example V1 chooses the VRS Plan during the 12/25-1/9/2013 pay period. To collect the retro retirement payments, do the following:

1. On screen HMCU1, enter the Retirement Plan code that was chosen. (Check VNAV to determine what VRS Plan the employee is eligible for.)
2. Multiply the SP 99 CONTBASE amount shown on H10AS by the number of pay periods that the employee missed. In this example, the employee missed both pay periods in December.  $2 \times \$1500 = \$3000$ . Enter this amount for SP 99 on HUE01 with a “+” in the adjustment indicator. This will override all of the Retirement Plan Deductions, Group Insurance, Retiree Credit and VSDP Deductions due for the missed months.

**Note: The correct plan code will come via the next available interface, but it is best to collect the premiums due as soon as you know the employee has made their selection. Depending on when VRS records the selection, the interface could be delayed by at least a month.**