

Example V4 – New Hire - ORP Plan Eligible Employee – Does not make a Decision within 60 Day Election Period-(Revised 1/1/2014 for Hybrid Plan)

The employee in Example V1 does not choose a plan during the 60 Day Election Period. During the 1/25-2/9/2013 pay period, the employee should automatically be set up for VRS Retirement. To collect the retro retirement payments, do the following:

1. On screen HMCU1, enter the appropriate VRS Plan Code – check VNAV to determine the correct VRS Plan that 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 and both pay periods in January. $4 \times \$1500 = \6000 . 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 to CIPPS via the interface, however it could be delayed by at least the month after the 60 days is passed. It is best to collect the contributions as soon as possible.