**Pay Dock
Example I**

Semi-Monthly Salary is $1500; 10 Day Pay Period: Employee is out the entire period and has only 3 hours of leave to use for the period.

Cred Comp - $0

REGULAR PAY
$56.25

1. Calculate the amount of Regular Pay due the employee.

   a. $1500 divided by 80 hours = $18.75 per hour
      $18.75 multiplied by 3 hours leave = $56.25 Regular Pay
   b. Key $56.25 on HUA03 as a Regular Pay override.

2. The employee has Creditable Compensation ($56.25) in the pay period so 5% of the employee's full Semi-Monthly Salary should be deducted for Deduction 012 (Emp Ret). However, since there is not enough pay to collect the 5% ($1500 multiplied by 5% = $75), nothing will be deducted and the employee will not be credited with service for that pay period. CIPPS will not collect a partial deduction for the 5% employee-paid Retirement or Buyback deductions and the transactions will not recycle, but will be included on Report 14, Deductions Not Taken Register. Do not collect in the next pay period.

3. *Retirement (116, 117) and Retiree Credit (105, 115) overrides are necessary on HUD01 to prevent the employer-paid retirement deductions from calculating. This item will show on Report 869. Do not collect in the next pay period.*

4. Group Life and LTD should be collected. Allow these to calculate automatically.