

Example AA2 – Employee Receives an Increase AFTER the First Working Day of the Month

An employee with Semi-Monthly Salary of \$1500 and SP 99 CONTBASE of \$1500 receives an increase to \$1750 effective 12/4/2012.

1. This change should be keyed in PMIS in a timely manner to allow the PMIS to CIPPS Interface to update the proper CIPPS fields at the proper time (This update will be shown on Report U082.) Because the effective date of the Salary Increase is AFTER the first working day of the month, the interface will not update the SP 99 CONTBASE amount until the first pay period of the following month. (Report U181 will show the SP 99 Update as Pending with the future Release Date. On the day after final certification deadline for the second half of the month (10th through 24th pay period), Report U182 will show the SP 99 Updates that have been released for that month.)
Note: If this is not a PMIS agency, or the PMIS transaction was not keyed timely, you must enter the Salary Change on H0BID and the SP 99 CONTBASE amount on H10AS will be adjusted automatically to \$1750. Follow Step 3 below to prevent the new SP 99 CONTBASE rate from calculating prematurely.
2. Calculate the amount of Regular Pay Due 11/25-12/9/2012 (10 Day Pay Period) 5 days at old rate, 5 days at new rate
 - a. \$1500 divided by 10 days = \$150
 - b. \$1750 divided by 10 days = \$175
 - c. \$150 X 5 days = \$750 plus \$175 X 5 days = \$875 = \$1625
 - d. On HUA03, key a transaction in the amount of \$1625 to override Regular Pay
3. If you changed the Salary manually on H0BID in Step 1 above, you will need to override the SP 99 CONTBASE amount so that the new SP 99 CONTBASE rate is not used prematurely. On HUE01, key a transaction for SP 99 in the amount of \$1500 for EACH pay period in December. DO NOT use a “+” sign as this amount should completely override the H10AS amount.
4. All VRS Plan Retirement Deductions will correctly calculate on the amount of SP 99 CONTBASE (which should remain at \$1500 until the first pay period in January - 12/25-1/9/2013) regardless of the amount of Regular Pay received. If this is an ORP Plan employee, the Employee and Employer Retirement Contributions will correctly calculate based on the amount of Regular Pay Received, while the Group Insurance and Retiree Credit will calculate on the SP 99 CONTBASE amount of \$1500 until 12/25-1/9/2013 if the Steps are followed as stated above.