Example AB2 – Employee goes on LTD-Working Status on or before the First Working Day of the Month

An employee with Semi-Monthly Salary of $1500 and SP 99 CONTBASE of $1500 has been receiving Short Term Disability benefits with Job Modifications of 20 hours per week which end on 12/2/2012. Effective 12/3/2012, the employee will continue working 20 hours per week and will be on LTD-Working Disability Status through 1/23/2013.

11/25-12/9/2012 Pay period – 10 days; 80 hours – 20 hours of VSDP at 60% (5 days and 4 hours each day). The employee is not supplementing with leave to 100%. 10 days the employee worked 4 hours per day for a total of 40 hours.

1. Calculate the amount of STD Benefits Due:
    a. $1500 divided by 80 available work hours in the period = $18.75 pay period hourly rate
    b. $18.75 per hour multiplied by 20 hours = $375
    c. 60% of $375 = $225
    d. On screen HUC01, key a transaction for SP 61 in the amount of $225.
2. Calculate the amount of Regular Pay Due:
    a. $1500 divided by 80 available work hours in the period = $18.75 pay period hourly rate
    b. $18.75 multiplied by 40 hours worked = $750.00
    c. On screen HUA03, key a transaction in the amount of $750.00 to process the Regular Pay Due.
3. The employee went on LTD Working Status on 12/3/2012 which is first working day of the month. UNUM will report the Retirement for the month of December. On screen HMCU1, change the Retirement Plan Code to "LT"; **No Retirement Contributions are due from the employee or the employer for the month of December.**
4. The agency should report the hours worked to UNUM during the period of LTD-Working status. UNUM will pay the employee directly for any LTD benefits due for the period 12/6/2012 – 12/9/2012.
5. When the employee is no longer LTD-W and once the first pay period of the month in which the employee is on active working status includes the first working day of that month, change their Retirement Plan Code back to normal.