

Example D – Mid Month Increase with VSDP

Employee receives a pay increase effective 12/6/2012 during a 10 day pay period: 10 days at 100% VSDP. Employee should receive 2 days at the new rate (\$1575) and 8 days at the previous rate (\$1500).

1. If you are a PMIS Agency – let the PMIS to CIPPS interface update the Semi-Monthly Salary amount on HOBID (\$1575 effective 12/6/12). The PMIS to CIPPS interface will update the SP 99 CONTBASE amount on 1/1/2013. This is because the effective date is after the first working day of December (which was 12/3/2012); therefore the new salary is not included in the CONTBASE until the first of the following month.
2. If you are not a PMIS Agency – update the Semi-Monthly Salary on HOBID to \$1575 effective 12/6/12. SP 99 CONTBASE will update automatically on H10AS to the new rate of \$1575, but because the salary increase is effective after the first working day of the month (which was 12/3), you will need to key HUE01 overrides in the amount of \$1500 (the old salary) to the SP 99 CONTBASE amount for the 11/25-12/9/12 pay period and the 12/10-24/12 pay period.
3. Calculate the VSDP Benefits due the employee (no change in method).
 - a. 1500 divided by 10 working days in pay period = \$150 per day
\$1575 divided by 10 working days in pay period = \$157.50 per day
8 days multiplied by \$150 per day = \$1200.00
2 days multiplied by \$157.50 per day = \$315.00
\$1200.00 plus \$315.00 = \$1515.00
 - a. Use Special Pay 061 (VSDP BEN) to pay the employee \$1515.00 on HUC01. (If you use HUE01 the indicators should be “5”-“0”-“0” and you will need to key a penny of Regular pay on HUA03.)
4. Individual retirement overrides on HUD01 are not necessary because retirement deductions will process correctly on the amount of SP 99 CONTBASE (\$1500.00) regardless of the amount of pay received. SP 99 CONTBASE should not include the new Semi-Monthly Salary until the first pay period in January (12/25-1/9/13).