Example I1 – Pay Docking NSF for 5% Member Contribution – 1st half of month

Semi-Monthly Salary is $1500; SP 99 CONTBASE $1500 10 Day Pay Period: Employee is LWOP 2/25-3/9/2013 and has only 3 hours of leave to use for 2/25.   Even though the employee was LWOP on the first working day of the month (3/1), they have not been out for 14 consecutive calendar days so they are eligible for service during the month of February. Employees must be on LWOP for 14 calendar days **AND** be on LWOP the first calendar day of the month in order to lose service eligibility for the month.

1. Calculate the amount of Regular Pay due the employee.
   a. $1500 divided by 80 hours = $18.75 per hour
   b. $18.75 multiplied by 3 hours leave = $56.25 Regular Pay.
   c. Key $56.25 on HUA03 as a Regular Pay override
2. The system will attempt to calculate 5% of the SP 99 CONTBASE amount of $1500, but since there are not enough funds, nothing will be collected (not even a partial payment). (NOTE: Because the employee is eligible for the service, the agency has 2 months after the NSF payment to attempt to collect this from future funds.) Allow the employer retirement contributions to calculate for this pay period**.**
3. If the employee returns in the second half of the month, collect the member portion of retirement by keying a deduction override on HUD01 for Deduction 012 (assuming this is a VRS plan member). The employer portions were already collected for the first half – only the member portion needs to be collected. Key the amount due on HUD01 with a "+" sign to collect this in addition to the payment for the second half of the month.
4. If the employee does not return in the second half of the month and you **do not** expect them to return within the 2 month period:
   a. The employee's status should be Non-Auto on H0BID
   b. On screen HMCU1 – change the group insurance indicator to a "G" to collect group insurance only.
   c. Key a penny of regular pay on HUA03 (Because H10AS and the Manual Payset in Step D below will not process automatically for a Non-Auto employee).
   d. Refund all of the employer portions paid in the first half of the month except for Group Insurance using HTODA.
   e. Once myVRSNavigator is launched the agency should remove the employee's service for the month of February to prevent the agency from being billed. Only Group Insurance is due for February.
5. If the employee does not return inthe second half of the month and you expect they **will** return within the 2 month period:
   a. On screen HUE01 rekey the amount of SP 99 CONTBASE as shown on H10AS using zeros as the check, tax and deduction indicators. (Because H10AS will not process automatically for a Non-Auto employee)
   b. Allow the employer portions to come through, the member portion will not because there is no pay.
   c. When the employee returns, override Ded 012 on HUD01 to collect the member portion due.

NOTE: ORP Plan Employees should not have NSF issues because their member portion will always be 5% of the amount of pay received.