Example I2 – Pay Docking NSF for 5% Member Contribution – 2nd Half of Month

Semi-Monthly Salary is $1500; SP 99 CONTBASE $1500 10 Day Pay Period: Employee is LWOP 11/12-23/2012 and has only 3 hours of leave to use for 11/13.   (The employee was LWOP on 11/13, so they will lose the holiday of 11/12.) The employee worked the full pay period of 10/25-11/9/2012 and retirement deductions were taken for the first half of November.

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.
2. Key $56.25 on HUA03 as a Regular Pay override
3. 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 in November, 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**.**
4. When the VRS Automated Recon processes for November, it will show the shortage for the employee's share of retirement. The agency will be billed for this shortage via an automated IAT.
5. If the employee returns in the following pay period, 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 second 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 first half of December. When the Automated VRS Recon processes for the month of December, the agency will have a credit for December for the employee's portion of retirement. An automated IAT will be generated to pay back the agency for the credit.
6. If the employee remains on LWOP but does not return in the next pay period 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 employee and employer portions paid during the month of November except for Group Insurance using HTODA. You will have to use "P" and "M" indicators on HTODA to refund the employee's portion that was paid in the first half of November.
    e. Once myVRSNavigator is launched the agency should remove the employee's service for the month of November. Once this is keyed in myVRSNavigator, the agency will receive a credit for the month of November (everything except Group Insurance) on the next month's VRS Recon.
7. If the employee **will not** return before the first working day of December (12/3) but you expect they **will** return within the 2 month period:
    a. The employee's status should be Non-Auto on H0BID
    b. 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)
    c. Allow the employer portions to come through, the member portion will not process because there is no pay.
    d. The agency will be billed for the employee's portion that was not paid in the second half of November via the November VRS automated Recon. An automated IAT will be generated for the shortage.
    e. During the 11/25-12/9/2012 pay period, change the group insurance indicator to a "G" to collect group insurance only during the month of December.
    f. When the employee returns, override Ded 012 on HUD01 to collect the member portion due. Remove the "G" during the first pay period of the month in which the employee was not on LWOP the first working day.
    g. When the override is processed in Step F above for Ded 012, the agency will receive a credit in that month during the automated VRS Recon. An automated IAT will be generated crediting the agency with the overage.
8. If you know the employee **will not** ever return and will eventually be terminated:
    a. The employee's status should be Non-Auto on H0BID
    b. Key a penny of regular pay on HUA03 (The Manual Payset in Step C below will not process automatically for a Non-Auto employee).
    c. Refund all of the employee and employer portions paid during the month of November except for Group Insurance using HTODA. You will have to use "P" and "M" indicators on HTODA to refund the employee's portion that was paid in the first half of November.
    d. Once myVRSNavigator is launched the agency should remove the employee's service for the month of November. The agency will receive a credit for November (everything except Group Insurance) on the next available VRS Recon.

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