Example J1 – New Hire After the First Working Day of the Current Month (Updated 3/24/14 for Hybrid Plan.)

Employee is hired 2/4/2014.   This is after the first working day of February, which is 2/3/2014, so the employee is not eligible for service until the following month (March). Semi-monthly salary is $1500, SP 099 CONTBASE is $1500; Employee worked 4 days of the 10 day period.

1. **Do not enter a Retirement Plan code on HMCU1!** Let the VNAV interface update CIPPS with the Retirement Plan code. The SP 099 CONTBASE will also be established via the interface. VNAV should update CIPPS on the night of March 3rd for this new hire.
2. If the Retirement Plan code does not update CIPPS via the interface timely, agencies should first refer to VNAV to determine the correct Retirement Plan code before manually entering it on HMCU1. If the employee does not have a record in VNAV, agencies need to quickly resolve the situation causing the delay in order to obtain the correct Retirement Plan code. **Never try to anticipate the correct Retirement Plan code – always get the Retirement Plan code from VNAV.**
3. Calculate the amount of Regular Pay to be paid.
   a. $1500 divided by 10 working days = $150 per day
      $150 multiplied by 4 days = $600 due
   b. Using HUA03, override the regular pay for $600
4. If this is a VRS Plan employee, retirement should not process this period and the VNAV interface should be allowed to update the Retirement Plan Code and SP 099 CONTBASE.
5. If this is an ORP Eligible employee, review examples V1, V2, V3 and V4, and follow the instructions for the appropriate option.
6. Imputed Life should come out immediately. Even though the Group Insurance deductions will not begin until the following month, the employee has life insurance coverage. Imputed Life is based on the "coverage amount", not the deductions taken.