Example J2 – New Hire on the First Working Day of the Current Month – (Updated 3/24/2014 for Hybrid Plan).

Employee is hired 2/3/2014 which is the first working day of February. Semi-monthly salary is $1500, SP 099 CONTBASE is $1500; Employee worked 5 days of the 10 day period.

1. Review the U184, U185 and U186 reports for the month of February which should run the night of February 3 (the first business day of the month). If the Reports do not show that the Retirement Plan code was updated in CIPPS, refer to Step 2.
2. Agencies should refer to VNAV to determine the correct Retirement Plan code to manually key 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. Enter the employee's retirement plan code obtained from VNAV on HMCU1. A start date is unnecessary. (Note for ORP Eligible employees, review examples V1, V2, V3 and V4 and follow the instructions for the most appropriate option.) SP 099 CONTBASE will be automatically set up on H10AS when the Retirement Plan code is entered on HMCU1.
4. Calculate the amount of regular pay to be paid.
    a. $1500 divided by 10 working days = $150 per day
       $150 multiplied by 5 days = $750 due
    b. Using HUA03, override the regular pay for $750