Example K2 – Termination or Transfer on or Before the First Working Day of the Current Processing Month

Employee is terminated effective 12/2/2013 (last day of work was 11/29/2013). Because the employee was not employed on the first working day of December (12/2), no retirement contributions are due for the month of December. Semi-Monthly Salary is $1500, SP 99 CONTBASE is $1500. Employee is due 5 days of a 11 day pay period.

1. **If VRS Plan Employee**: On screen HMCU1, change the retirement code to "LT", "JT", "VT", or "ST" based on their current retirement plan code. Retirement Deductions should not be taken for the 11/25-12/9/2013 period because this is the first pay period in December.
2. **If ORP Plan employee**: DO NOT CHANGE THE RETIREMENT PLAN CODE on HMCU1 – ORP Retirement Deductions (009, 011, 014, 109, 111, 114) should process on the amount of pay received regardless of the dates. SP 099 CONTBASE should have frequency "00" on H10AS. Imputed Life should have frequency "00".
3. Calculate the amount of Regular Pay to be paid.
    a. $1500 divided by 11 working days = $136.36 per day
       $136.36 multiplied by 5 days = $681.82 due
    b. Using HUA03, override the regular pay for $681.82