

Example R1 – Non-Routine Payruns – PYCTF Paytype 9

Semi-Monthly Salary is \$1500; SP 99 CONTBASE \$1500; Pay Period of 10 Days: Notified after normal certification that employee had 2 days LWOP. Stop payment on original payment is complete, non-routine payroll to process correct pay to employee.

1. Calculate correct Regular Pay due employee.
 - a. \$1500 divided by 10 days = \$150 times 8 days = \$1200
 - b. Enter \$1200 on HUE01 using Special Pay 001 (TAXABLE) with indicators Tax “5”, Check “0”, Deductions “0”.
2. Rekey the amount of SP 99 CONTBASE as shown on H10AS (\$1500) on HUE01 with indicators Tax “0”, Check “0”, Deductions “0”.

NOTE: You must key this for ORP Plan Employees also so that Retiree Credit and Group Life Deductions are properly calculated.