Example U2 – Deceased Payment – ORP Plan Employee

You are notified of the death of an ORP Plan employee during the 10 day pay period 11/25-12/9/2012. Semi-Monthly Salary is $1500 and SP 99 CONTBASE is $1500. The Date of Death was 12/6/2012. Group Life and Retiree Credit deductions are due for the entire month of December; however ORP Retirement deductions are delayed until the final payments are processed. Final payments owed cannot be processed until the proper paperwork has been received from the Estate or Heirs (see Payroll Bulletin 2010-21).

1. The employee should be on Non-Auto status on H0BID
2. Leave the current Retirement Plan code on HMCU1 – DO NOT CHANGE
3. Leave the Imputed Life and SP 99 CONTBASE as "09" on screen H10AS – DO NOT CHANGE
4. To double collect the group life and retiree credit deductions for the month of December, use screen HUE01 to key $3000 (double the amount of SP 99 CONTBASE on H10AS) to SP 99 CONTBASE – use zeros for the check, tax and deduction indicators.
5. Once all of the necessary paperwork has been received, Deceased Pay is processed with either Special Pay 054 or Special Pay 055 on HUE01.
6. Calculate the amount of earnings that the employee was due for the 11/25-12/9/2012 period. The employee worked 8 of 10 days:
   a. $1500 / 10 = $150 per day
   b. 8 days X $150 = $1200
7. ORP Retirement Plan deductions (Fidelity 9 & 109, Political Appointees 11 & 111, TIAA 14 & 114) are the ONLY deductions that are calculated based on the amount of pay received in lieu of SP 99 CONTBASE. Apply the individual percentages for the appropriate deduction codes to the amount earnings calculated in Step 6. ($1200) (NOTE: You may also use the "Current Retirement Calculations" spreadsheet found on our website at http://www.doa.virginia.gov/Payroll/Forms/Payroll_Forms_Main.cfm to determine the individual amounts due for the appropriate ORP Retirement Plan deductions.)
8. Using HUD01 override each of the appropriate deduction numbers with the individual dollar amounts calculated in Step 7.
9. You must key a penny of regular pay to process the overrides keyed in Step 8.