Example V1a – ORPHE Plan Eligible Employee – 60 Day Election Period – (Updated 03/12/2014 for VRS Processing Change)

An employee who is eligible for an ORPHE (Higher Education) Retirement Plan becomes employed on 2/3/2014 which is the first working day of the month. Semi-Monthly Salary is $1500 (10-day pay period) and SP 099 CONTBASE is $1500. They have 60 days to decide if they want to choose an ORPHE Plan or the VRS Plan. If no election is made during the 60-day election period, the employee is automatically enrolled into the appropriate VRS Plan. During the 60-day election period, process the employee as follows:

1. Provide the employee with form VRS-65: (http://www.varetire.org/pdf/forms/vrs-65.pdf).
2. **DO NOT ENTER A RETIREMENT PLAN CODE ON HMCU1. NO RETIREMENT DEDUCTIONS (INCLUDING RETIREE CREDIT AND GROUP INSURANCE) SHOULD BE PROCESSED UNTIL THE EMPLOYEE MAKES AN ELECTION AND THE VRS-65 HAS BEEN SUBMITTED TO VRS.**
3. **IF THE EMPLOYEE SUBMITS FORM VA-65 DURING THE ELECTION PERIOD, SEE EXAMPLES V2a OR V3a FOR FURTHER INSTRUCTIONS.**
4. **IF THE EMPLOYEE DOES NOT SUBMIT FORM VA-65 DURING THE ELECTION PERIOD, SEE EXAMPLE V4a FOR FURTHER INSTRUCTIONS.**
5. 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