Non-Routine Example R Option 1

Cred Comp $1500

Calc Ret SP 081
$300

Taxable SP 001
$1200

Semi-Monthly Salary is $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. Calculate remainder of Creditable Compensation.

    1. $1500 less $1200 = $300
    2. Enter $300 on HUE01using Special Pay 081 (CALC RET) with indicators Tax "0", Check "0" and Deductions "0".

3. No retirement deduction overrides are necessary and this item will not show on Report 869. See Non-Routine Example B if other deduction overrides are required.

4. Certify the non-routine payroll on PYCTF using a "9" as the Pay Type (deduction overrides will not process using "9").

NOTE: If Step 2 is omitted, the full amount of Creditable Compensation will not be calculated. The retirement deductions (012 or 127, 116, 117) will calculate based only on the amount in Special Pay 001 (TAXABLE) which has been reduced for the dock. Adjustments will be required on the next regular payroll.