

## **Example V1a – ORPHE Plan Eligible Employee – 60 Day Election Period – (Updated 12/01/2017 to reflect online ORP enrollments)**

An employee who is eligible for an ORPHE (Higher Education) Retirement Plan becomes employed on 12/1/2017 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. 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 THROUGH VNAV.**
- 2. IF THE EMPLOYEE ELECTS A PLAN BEFORE THE END OF THE ELECTION PERIOD, SEE EXAMPLES V2a OR V3a FOR FURTHER INSTRUCTIONS.**
- 3. IF THE EMPLOYEE DOES NOT ELECT A PLAN DURING THE ELECTION PERIOD, SEE EXAMPLE V4a FOR FURTHER INSTRUCTIONS.**
4. 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