Example V1b – ORPPA Plan Eligible Employee – 30 Day Election Period – (Updated 12/01/2017 to reflect online ORP elections)

An employee who is eligible for an ORPPA (Political Appointee) 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 30 days to decide if they want to choose an ORPPA Plan or the VRS Plan. If no election is made during the 30-day election period, the employee is automatically enrolled into the appropriate VRS Plan. During the 30 day election period, process the employee as follows:

1. When PMIS agencies enter a newly hired ORPPA-eligible employee into PMIS, they MUST use a Role Code that is unique to a Political Appointee (92088 -Special Assistant or 91222- Confidential Assistant Policy/Admin). These Role Codes should be used so that VNAV will establish that the position is ORPPA Eligible. Non-PMIS agencies should choose the appropriate Job Name in VNAV to designate the ORPPA eligible position.
2. VRS will place the employee in a "pending status" in VNAV and provide the ORPPA Eligible participant with information about the appropriate ORPPA and VRS plans they have to choose with a deadline for when the 30-day election period is over.
3. **DO NOT ENTER A RETIREMENT PLAN CODE ON HMCU1 WHILE THE EMPLOYEE IS IN "PENDING STATUS". NO RETIREMENT DEDUCTIONS (INCLUDING RETIREE CREDIT AND GROUP INSURANCE) SHOULD BE PROCESSED UNTIL THE EMPLOYEE MAKES AN ELECTION ONLINE IN VNAV.**
4. **IF THE EMPLOYEE MAKES AN ONLINE ELECTION DURING THE ELECTION PERIOD, SEE EXAMPLES V2b OR V3b FOR FURTHER INSTRUCTIONS.**
5. **IF THE EMPLOYEE DOES NOT MAKE AN ONLINE ELECTION DURING THE ELECTION PERIOD, SEE EXAMPLE V4b FOR FURTHER INSTRUCTIONS.**