

Example V2a – ORPHE Plan Eligible Employee – Chooses ORP Plan during 60 Day Election Period-(Updated 12/1/2017 to Reflect Online ORP Enrollments)

The employee in Example V1a chooses an ORP Plan online using myVRS on December 8th. To collect the retro retirement payments, do the following:

1. VRS will send the election on the next available interface file. Using the logic below, VRS will update the HMCU1 code on the mid-month interface. In this case, the agency has received notification from VRS for the election prior to the certification deadline for the 11/25-12/9 payroll (12/11). The agency can use the VRS notification to manually establish the code on HMCU1 and collect the funds in the first pay period instead of waiting for the mid-month interface.
 - On the second business day of the month VRS will send enrollments and changes for elections made in VNAV after COB on the 16th or the next business day thereafter through the COB of the first working day of the following month.
2. On the 16th of the month, or first business day after, VRS will process a file and send it to DOA the next business day. This file will contain enrollments and changes made in VNAV on the second working day of the month through COB of the 16th or the next business day thereafter.
3. Calculate the amount of ORP Plan retirement deductions due since the employee's start date on 12/1/2017. ORP Retirement Plan deductions (Fidelity 009 & 109; and TIAA 014 & 114) are calculated based on the amount of pay received in lieu of SP 099 CONTBASE. Apply the individual percentages for the appropriate deduction codes to the amount of earnings due from 12/1/2017. (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.)
4. Override each of the appropriate ORP deduction numbers using HUD01 with the amounts calculated in Step 2. Use the "+" adjustment indicator on HUD01 to add this amount to the amount that will be calculated for the current period.
5. Multiply the SP 099 CONTBASE amount shown on H10AS (\$1500 in this example) by the number of pay periods that the employee missed. Group Insurance and Retiree Credit deductions are subject to the new VRS Modernization rules and must be collected in whole months. The start date of the employee is 12/1/2017 which is the first working day of the month of December. (If the start date is after the first working day of the month, Group Insurance and Retiree Credit should not be calculated until the first pay period of the next month.) In this example, payroll was not notified of the election prior to the

certification deadline for 11/25-12/9. The employee missed 1 pay period of contributions. $1 \times \$1500 = \1500 . Enter this amount for SP 099 on HUE01 with a "+" in the adjustment indicator. This will override the Group Insurance and Retiree Credit deductions due for the missed periods.

6. The Automated VRS Recon will bill the agency retroactively (if necessary) for group insurance and retiree credit on the Snapshot file that represents the month that the election is made. ORP monies are not reconciled on the Automated Recon.