Example V2b – ORPPA Plan Eligible Employee – Chooses ORP Plan during 30 Day Election Period-(Updated 12/1/2017 to Reflect Online Elections)

The employee in Example V1b chooses an ORPPA Plan online through myVRS on 12/19/2017. To collect the retro retirement payments, do the following:

1. The election will update CIPPS on the next available VNAV to CIPPS interface (see schedule below). In this example, the next available interface is January 4, 2018. The agency can manually establish the election using the VRS notification of the election or a screen print of VNAV during the 12/10-24/2017 so they can collect the retroactive monies due as soon as possible.

   - 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.

   - 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.

2. Calculate the amount of ORPPA Plan Retirement Deductions due since the employee's start date on 12/1/2017. ORP Retirement Plan deductions 011 & 111 are deductions that 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 to 12/24/2017. (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.)

3. 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.

4. 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, the employee missed both pay periods in January. 2 X $1500 = $3000. 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.

5. The Automated VRS Recon will bill the agency retroactively (if necessary) for the group insurance and retiree credit deductions in the month that the election is made.