

Example V3a – ORPHE Plan Eligible Employee – Chooses VRS Plan during 60 Day Election Period-(Updated 12/1/2017 for online elections).

The employee in Example V1 chooses the VRS Plan using myVRS on 12/22/2017. To collect the retro retirement payments, do the following:

1. The election will update CIPPS on the next available interface (see schedule below). In this example, the next available interface is January 4th. Agencies can update the HMCU1 screen manually using a screen print from VNAV or notification from VRS of the election earlier if the next interface will be after the certification date for their current payroll.
 - 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 for made in VNAV on the second working day of the month through COB of the 16th or the next business day thereafter.
2. Multiply the SP 99 CONTBASE amount shown on H10AS by the number of pay periods that the employee missed. In this example, the employee missed both pay periods in December. $2 \times \$1500 = \3000 . Enter this amount for SP 99 on HUE01 with a “+” in the adjustment indicator. This will override all of the Retirement Plan Deductions, Group Insurance, Retiree Credit and VSDP Deductions due for the missed months.
3. ORPHE eligible employees that select the VRS plan have 60 days from employment to opt out of VSDP. If the employee opts out of VSDP, fax form VSDP-2 to VRS and change the VSDP Participant Indicator on HMCU1 to an “N”.