

Example V3b – ORPPA Plan Eligible Employee – Chooses VRS Plan during 30 Day Election Period-(Updated 12/01/2017 for online elections).

The employee in Example V1b chooses a VRS Plan using myVRS on 12/6/2017. 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 plan code would be updated on December 19. Agencies can update the HMCU1 screen 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 Service Purchase Agreements, VRS Plans and ORPPA and ORPHE 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 ORPHE and ORPPA made in VNAV on the second working day of the month through COB of the 16th or the next business day thereafter. (VRS plan and Service Purchase Agreements will NOT be included on this file.)
2. Multiply the SP 099 CONTBASE amount shown on H10AS by the number of pay periods that the employee missed. In this example, the employee missed one pay period in December. $2 \times \$1500 = \3000 . Enter this amount for SP 099 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.