

Example V4a – ORPHE Plan Eligible Employee – Does not make a Decision within 60 Day Election Period-(Revised 12/1/2017 for online elections).

The employee in Example V1a does not choose a plan during the 60-day election period. The VNAV interface should automatically enroll the employee into the appropriate VRS plan on the next available interface following the close of the election period. To collect the retro retirement payments, do the following:

1. VRS will automatically enroll the employee into the appropriate VRS Plan.
2. After the 60 Day Election Period has passed, the VNAV to CIPPS interface will update the code on HMCU1 on the next available interface.
3. The correct plan code will come to CIPPS via the interface, however it could be delayed by at least the month after the 60 days has passed. It is best to collect the contributions as soon as possible. If agencies have received an official notification from VRS or a VNAV screen print, they can establish the plan code manually on HMCU1 and collect any retroactive monies due.
4. 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 both pay periods in December and both pay periods in January. $4 \times \$1500 = \6000 . 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.
5. ORPHE eligible employees that enter the VRS plan have 60 days from the date of 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”.