

## **Example V4b – ORPPA Plan Eligible Employee – Does not make a Decision within 30 Day Election Period-(Revised 12/1/2017 for online elections).**

The employee in Example V1b does not choose a plan during the 30-day election period. VNAV will automatically enroll the employee into the appropriate VRS Plan. To collect the retro retirement payments, do the following:

1. Since the employee never made an online election, VRS will automatically enroll the employee into the appropriate VRS Plan.
2. The correct plan code will come to CIPPS on the next available interface, however it could be delayed by at least the month after the 30 days is passed. It is best to collect the contributions as soon as possible. If the agency has written authorization from VRS that the employee has been enrolled, or has a screen print from VNAV, the plan code can be manually entered on HMCU1 and retroactive funds collected on the next available payroll.
3. 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.  $2 \times \$1500 = \$3000$ . 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.