

Example AA1 – Employee Receives an Increase on the First Working Day of the Month

An employee with Semi-Monthly Salary of \$1500 and SP 99 CONTBASE of \$1500 receives an increase to \$1750 effective 12/3/2012.

1. This change should be keyed in PMIS in a timely manner to allow the PMIS to CIPPS Interface to update the proper CIPPS fields (This update will be shown on Report U082.) Because the effective date of the Salary Increase is on the first working day of the month, the interface will update the SP 99 CONTBASE amount on H10AS automatically. Note: If this is not a PMIS agency, or the PMIS transaction was not keyed timely, enter the Salary Change on HOBID and the SP 99 CONTBASE amount will be adjusted automatically to \$1750.
2. Calculate the amount of Regular Pay Due 11/25-12/9/2012 (10 Day Pay Period) 5 days at old rate, 5 days at new rate
 - a. \$1500 divided by 10 days = \$150
 - b. \$1750 divided by 10 days = \$175
 - c. $\$150 \times 5 \text{ days} = \750 plus $\$175 \times 5 \text{ days} = \$875 = \$1625$
 - d. On HUA03, key a transaction in the amount of \$1625 to override Regular Pay
3. All VRS Plan Retirement Deductions will correctly calculate on the amount of SP 99 CONTBASE (which is now \$1750) regardless of the amount of Regular Pay received. **If this is an ORP Plan employee, the Employee and Employer Retirement Contributions will correctly calculate based on the amount of Regular Pay received, while the Group Insurance and Retiree Credit will calculate on the SP 99 CONTBASE amount of \$1750.**