

### Example AB1 – Employee goes on LTD-Working Status after the First Working Day of the Month

An employee with Semi-Monthly Salary of \$1500 and SP 99 CONTBASE of \$1500; Short Term Disability Status ending on 12/5/2012 with Job Modifications requiring the employee to work 20 hours per week. Effective 12/6/2012, the employee will be on LTD-Working Disability Status through 1/23/2013 and continuing to work 20 hours per week.

11/25-12/9/2012 Pay period – 10 days; 80 hours – 28 hours (4 hours for 7 days) of STD Benefits at 60%. The employee is not supplementing with leave to 100%. 10 days the employee worked 4 hours per day for a total of 40 hours.

1. Calculate the amount of STD Benefits Due:
  - a. \$1500 divided by 80 available work hours in the period = \$18.75 pay period hourly rate
  - b. \$18.75 multiplied by 28 hours = \$525
  - c. 60% of \$525 = \$315
  - d. On screen HUC01, key a transaction for SP 61 in the amount of \$315.
2. Calculate the amount of Regular Pay Due:
  - a. \$1500 divided by 80 available work hours in the period = \$18.75 pay period hourly rate
  - b. \$18.75 multiplied by 40 hours worked = \$750
  - c. On screen HUA03, key a transaction in the amount of \$750.00 to process the Regular Pay Due.
3. The employee is going to an LTD Working Status on 12/6/2012 which is not the first working day of the month. The employee was on Short Term Disability Status on 12/3/2012 (the first working day of the month), so the Employer will pay the Retirement for the month of December. VRS Plan Retirement Deductions will correctly calculate on the SP 99 CONTBASE amount regardless of what is paid. UNUM will begin reporting the employee's retirement contributions, including the member portion effective with the month of January (12/25/2012 – 1/9/2013 pay period.)
4. The agency should report the hours worked to UNUM during the period of LTD-Working status. UNUM will pay the employee directly for any LTD benefits due for the period 12/6/2012 – 12/9/2012.

12/10-24/2012 Pay Period – 11 days; 88 hours – Employee worked 44 hours that pay period.

1. Calculate the amount of Regular Pay Due:
  - a. \$1500 divided by 88 available work hours in the period = \$17.04 pay period hourly rate
  - b. \$17.04 multiplied by 44 hours worked = \$749.76
  - c. On screen HUA03, key a transaction in the amount of \$749.76 to process the Regular Pay Due.
2. The employee is going to an LTD Working Status on 12/6/2012 which is not the first working day of the month. The employee was on Short Term Disability Status on 12/3/2012, so the Employer will pay the Retirement for the month of December. VRS Plan Retirement Deductions will correctly calculate on the SP 99 CONTBASE amount regardless of what is paid. UNUM will start reporting the employee's retirement contributions, including the member portion effective with the month of January (12/25/2012 – 1/9/2013 pay period.)
3. The agency should report the hours worked to UNUM during the period of LTD-Working status. UNUM will pay the employee directly for any LTD benefits due for the period 12/10-24/2012.

12/25/2012-1/9/2013 Pay Period – 11 days; 88 hours – Employee worked a total of 32 hours (8 days at 4 hours each) and should receive 12 hours of pay for the holidays (3 holidays at 4 hours each) a total of 44 hours

1. Calculate the amount of Regular Pay Due:
  - a. \$1500 divided by 88 available work hours in the period = \$17.04 pay period hourly rate
  - b. \$17.04 multiplied by 44 hours worked = \$749.76
  - c. On screen HUA03, key a transaction in the amount of \$749.76 to process the Regular Pay Due.
2. On screen HMCU1, change the Retirement Plan Code to "LT". UNUM will cover the employee's retirement contributions for the month of January. When the employee is no longer LTD-W and once the first pay period of the month in which the employee is on active working status includes the first working day of that month, change their Retirement Plan Code back to normal.