

Example G – Non Auto Pay (LWOP Status* on First Working Day of Month)

Employee went on LWOP effective 12/6/2013 and the expected return date is 1/25/2014. The retirement contributions for the entire month of December were collected during the first half of the month (pay period 11/25-12/9/2013). The succeeding pay periods of LWOP should be processed as follows:

1. 12/10-24/2013
 - a. The PMIS to CIPPS interface should turn this employee to non-auto if keyed correctly in PMIS.
 - b. Leave the employee in a non-auto status and do not key any extra transactions. Retirement deductions should not process this period because they were collected in full during the first half of the month.

2. 12/25-1/9/2014
 - a. The employee is not eligible for service during the month of January. This is because they have been in LWOP for more than 14 calendar days and they did not return before the first working day of January (1/2/2014). Group Insurance premiums and Imputed Life need to be processed for January.
 - b. On screen HMCU1, change the Group Life indicator to "G"
 - c. The employee should still be in non-auto status on HOBID.
 - d. Using screen HUE01, rekey the same amount shown on H10AS to SP 099 CONTBASE. Use zeros for the check, tax and deduction indicators. (Note: The automatic special pay on H10AS will not calculate when an employee is in non-auto status unless you key the SP 099 CONTBASE amount manually.)

3. 1/10-24/2014
 - a. Only Group Insurance premiums for the second half of the month need to be processed this period.
 - b. The employee should still be in non-auto status on HOBID
 - c. Using screen HUE01, rekey the same amount shown on H10AS to SP 099 CONTBASE. Use zeros for the check, tax and deduction indicators. (Note: The automatic special pay on H10AS will not calculate when an employee is in non-auto status unless you key the SP 099 CONTBASE amount manually.)

4. 1/25-2/9/2014
 - a. Employee has returned as expected on 1/25/2014 – full check.
 - b. On screen HMCU1, remove the "G" to resume full retirement deductions.
 - c. Put employee back in "automatic" status on HOBID

***LWOP Status occurs when an employee is on LWOP for 15 days or more**

NOTE: If this was an ORP Plan employee, the process described is the same. However, the ORP Plan Retirement deductions (Deductions 009, 011, 014, 109, 111, 114) are due for any partial payments and will correctly process when retirement eligible earnings (such as regular pay) are paid. It is necessary to perform the steps above so that Retiree Credit and Group Life deductions (Deductions 115 and 120) process correctly for ORP Employees.