

### **Example J3 – New Hire Before the First Working Day of the Current Month – (Updated 3/24/2014 for Hybrid Plan).**

Employee is hired 1/25/2014 which is before the first working day of February (2/3). Semi-monthly salary is \$1500, SP 099 CONTBASE is \$1500.

1. Do not enter a Retirement Plan code on HMCU1 – the VNAV interface should be allowed to populate the Retirement Plan code and SP 099 CONTBASE. The interface should update CIPPS the night of February 3 (the first business day of February) for this new hire.
2. Employee will receive a full check for the pay period of \$1500 – no HUA03 overrides are necessary.