

Example K1 – Termination or Transfer After the First Working Day of the Current Processing Month

Employee is terminated effective 12/10/2012 (Last day of work was 12/9/2012). Retirement Deductions are due for the entire month of December. Semi-Monthly Salary is \$1500, SP 99 CONTBASE is \$1500, Employee will receive a full paycheck for the 11/25-12/9/2012 period.

1. Override the SP 99 CONTBASE amount by **ONE** of the options below to automatically double the retirement deductions:
 - a. Using HUE01 key the amount shown for SP 99 CONTBASE on screen H10AS with a “+” as the adjustment indicator
 - b. Using HUE01 key double the amount shown for SP CONTBASE on screen H10AS with no adjustment indicator

NOTE: For ORP Plan employees – the process is the same, but only the Group Insurance and Retiree Credit will double. The ORP Retirement Plan deductions (9, 11, 14, 109, 111, and 114) are not doubled because those deductions process on the amount of earnings received (\$1500)