

Example P – Late VSDP Approval

Semi-Monthly Salary is \$1500; 10 day Prior Pay Period 11/25-12/9/2012:

Waiting for VSDP approval, no leave balances to cover absence, no payment to employee and no retirement deductions were processed. Current Pay Period 12/10-24/2012: VSDP is approved retroactive to prior period and employee is due 5 of 10 days (other 5 days were waiting period) at 100% VSDP benefits for the previous period and full 100% VSDP for the current period.

1. Compute and pay the amount of VSDP that is due for the previous period (\$750).
 - a. 100% VSDP benefit for 5 days multiplied by \$150/day = \$750
 - b. \$750 due for prior period plus \$1500 due for current period = \$2250
2. Use Special Pay 061 (VSDP BEN) on HUC01 or HUE01 . Enter \$2250 in the “Rate/Amount” field. (If you use HUE01 the indicators should be “5”-“0”-“0” and you will need to key a penny of Regular pay on HUA03 because the employee is non-auto and there is no regular pay transaction to process SP 99 on H10AS.)
3. To double collect all of the retirement deductions (since none were taken in the previous period), use screen HUE01 to key \$3000 (double the amount of SP 99 CONTBASE on H10AS) to SP 99 CONTBASE – use zeros for the check, tax and deduction indicators. (Note, you may also key the amount of \$1500 with a “+” adjustment indicator. This will add \$1500 to the existing \$1500 on the H10AS screen.)

NOTE: Discretion must be used during periods of LWOP (such as 11/25-12/9/2012). If the VSDP is not eventually approved, then this employee would be in LWOP status for more than 14 consecutive calendar days and therefore, not entitled to service during the month of December. In that case only Group Insurance deductions would be due to VRS for the month of December.