

Example Q – Retro Pay Increase

\$1500 Semi-Monthly Salary; \$1500 SP CONTBASE; During the 12/10-24/2012 pay period, paperwork is received for an increase to \$1650 Semi-Monthly retroactive to 11/25/2012.

1. Calculate the amount of retro pay due the employee for the prior pay period.
 - a. $\$1650$ minus $\$1500 = \150
 - b. Add the total amount of retro pay due the employee ($\$150$) to the new Semi-Monthly Salary: $\$150 + \$1650 = \$1800$.
 - c. Enter this amount ($\$1800$) on HUA03 as a Regular Pay override.
2. PMIS agencies should let the PMIS to CIPPS interface update the salary rate on H0BID and the SP 99 CONTBASE amount on H10AS. Because the new rate was effective before the first workday day in December (12/3), it is effective in the current month. If this is a Non-PMIS agency or you must change the salary immediately, update the salary on H0BID and the SP 99 CONTBASE amount will be updated automatically.
3. Calculate the difference between what the SP 99 CONTBASE was during the 11/25-12/9/2012 period ($\$1500$) and what it should be ($\$1650$) and key an HUE01 adjustment to SP 99 CONTBASE for $\$150$ with a “+” sign as the adjustment indicator.

NOTE: FOR ORP PLAN EMPLOYEES USE THE SAME PROCESS DESCRIBED SO THAT RETIREE CREDIT AND GROUP INSURANCE DEDUCTIONS ARE PROPERLY CALCULATED. ORP Plan Retirement Deductions (9, 11, 14, 109, 111 and 114) will automatically adjust when the increased amount of regular pay is received in Step 1.