

Example R2 – Non-Routine Payruns – PYCTF PayType 3

Semi-Monthly Salary is \$1500; SP 99 CONTBASE \$1500; Pay Period of 10 Days: Notified after normal certification that employee had 2 days LWOP. Stop payment on original payment is complete, non-routine payroll to process correct pay to employee.

1. On H0BID change the employee's frequency to another semi-monthly frequency that is not used by any other payroll for your agency. Make sure this is the only employee in this frequency.
2. Calculate amount of Regular Pay to pay.
 1. \$1500 divided by 10 days = \$150 times 2 days = \$300 Employee is due \$1200 (\$1500 - \$300)
 2. Enter \$1200 on HUA03 to override the regular pay amount
1. Retirement Overrides are not necessary because retirement deductions process on the amount of SP 99 CONTBASE (\$1500) regardless of the amount of pay received. **NOTE: For an ORP Plan Employee, the ORP Plan Retirement Deductions (9, 11, 14, 109, 111 and 114) will correctly calculate on the amount of pay received in Step 2.**
2. Be sure to change the employee back to the original pay frequency after this pay processes.