

Example S – Leave Share – LWOP more than 14 Consecutive Calendar Days

Semi-Monthly Salary is \$1500, SP 99 CONTBASE is \$1500; 11/25-12/9/2012 pay period (10 days): 1 day of Regular Pay (11/26/2012) and 9 days of leave share. Because this employee is in LWOP Status in PMIS and is not expected to return to work until 12/12/2012 as indicated on the U082 PMIS/CIPPS Update Listing, they are NOT eligible for service for the month of December. If an employee is on LWOP Status (on LWOP more than 14 consecutive calendar days) **AND is** on LWOP the first working day of the current month, they are not eligible for service during that month. If the employee returns before the expected return date and the LWOP status is rescinded in PMIS, they would then be eligible for service for December and you would need to collect retirement deductions at a later date using the steps in Example N.

1. Calculate the amount of Regular Pay to pay.
 - a. \$1500 divided by 10 days = \$150 multiplied by 1 day = \$150 due
 - b. Enter \$150 on HUA03 to override the Regular Pay
2. Calculate the amount of Leave Share to pay.
 - a. \$1500 divided by 10 days = \$150 multiplied by 9 days = \$1350
 - b. Enter \$1350 on HUE01 using Special Pay 006 (LV SHARE) using indicators Tax "5", Check "0", and Deduction "0".
3. On HMCU1, change the Group Insurance Indicator to a "G" to deduct only Group Insurance Deductions for December. Remove the "G" in the first pay period of January (12/25-1/9/2013) to resume retirement deductions.

NOTE: For ORP Plan Employees, follow the same process to ensure that Group Life and Retiree Credit Deductions are properly calculated. ORP Retirement Plan Deductions (9, 11, 14, 109, 111 and 114) will correctly calculate on any Regular Earnings paid to the employee, but Leave Share is not considered Retirement Eligible Compensation.