

Example V3b – ORPPA Plan Eligible Employee – Chooses VRS Plan during 30 Day Election Period-(Updated 3/12/2014 for Hybrid Plan).

The employee in Example V1b chooses the VRS Plan during the 2/25-3/9/2014 pay period. To collect the retro retirement payments, do the following:

- 1. Submit VRS-65B to VRS to establish that the position is ORPPA Eligible**
- 2. VRS will provide the ORPPA Eligible participant with information about the appropriate ORPPA and VRS Plans they have to choose from.**
- 3. If the employee elects the VRS Plan during the 30 Day period – fax the VRS Election Form to VRS immediately.**
- 4. Check VNAV to determine what VRS Plan the employee is eligible for (Plan 1, Plan 2 or Hybrid). DO NOT PROCEED TO STEP 3 UNTIL THE RECORD HAS BEEN ADDED TO VNAV!!!! Premature or incorrect deductions for the Hybrid Plan cause IRS issues with the vendor. Funds will be returned to employer.**
- 5. On screen HMCU1, enter the appropriate CIPPS Retirement Plan code for the Retirement Plan that VNAV has. The correct plan code will come via the next available interface, but it is best to collect the contributions due as soon as you know the employee has made their selection. Depending on when VRS records the selection, the interface could be delayed by at least a month.**
- 6. Multiply the SP 099 CONTBASE amount shown on H10AS by the number of pay periods that the employee missed. In this example, the employee missed both pay periods in February. $2 \times \$1500 = \3000 . Enter this amount for SP 099 on HUE01 with a “+” in the adjustment indicator. This will override all of the Retirement Plan deductions, Group Insurance, Retiree Credit and VSDP deductions due for the missed months.**