

A Special Note about LWOP Status and the PMIS to VNAV Interface

When an employee is placed into an LWOP Status in PMIS, it will interface to VNAV as a Leave Status. Generally, LWOP is only keyed in PMIS when the employee is out for 15 days or more. Suspensions are an exception to this rule. DHRM requires that any suspension is recorded in PMIS regardless of the number of days.

If the dates of the LWOP in PMIS include the first working day of the month, the PMIS to VNAV Interface will place the employee into a leave status for that month and the employee will not be eligible for service credit for the month.

If a suspension is keyed in PMIS for less than 15 days and the dates include the first working day of the month, the PMIS to VNAV interface will place the employee in leave status in VNAV. Agencies should correct VNAV manually as this is an exceptional scenario. In this case, the employee is truly not in a LWOP status for more than 14 days.

It is vital that incidents of LWOP are recorded in VNAV as they occur. If the employee is not placed in leave status in VNAV, the agency will be incorrectly charged for service contributions.

Please refer to the other VRS Working examples to understand how to stop an employee's retirement contributions during periods of LWOP.