



**ISIS HR**  
**Quick Tips**

July 27, 2009

No. 40

---

**Retirement Incentive – Civil Service Rule 17.9**

*How do I enter the Retirement Incentive payment into the ISIS HR system?*

In order to assist agencies in complying with the provisions of Civil Service Rule 17.9, wage type 0203 – Retirement Incentive has been created in the ISIS HR system. Agencies should create a one-time lump sum payment using wage type 0203 on the Additional Payments screen (Infotype 0015) for employees who are taking advantage of this incentive as part of an approved layoff avoidance plan.

Federal and state tax withholding for the retirement incentive payment will be calculated just as taxes on regular wages are currently handled. No retirement contributions will be withheld.

For questions regarding layoffs and layoff avoidance measures, please contact your [Assistance Team Coordinator](#). Additional information on the Retirement Incentive wage type can be found in [OSUP Memo #2010-04](#).

Questions? Call the HRIS Program Consultant at (225) 219-9439