

UNPAID MILITARY LEAVE /BENEFITS

Action/Reason and earn codes have been created for employees on **UNPAID** military leaves. This will allow the employee to receive pension credit per federal guidelines and, in addition, continue to accrue sick leave and vacation that will be shown on the TO&A.

These instructions will explain what to do for full and partial pay period absences, adjustments, and maintenance.

FULL PAY PERIODS

Add an effective dated row on the Work Location tab. The Navigation is: Workforce Administration/Job Information/Job Data. Use the following coding, where applicable:

Action	Reason
Paid Leave of Absence (PLA)	Military Leave > 30 days (C16)
Paid Leave of Absence (PLA)	Military Leave < 31 days (C17)

Then go to the Payroll tab and make sure the Employee Type is 'E' (Exception Hourly) and Holiday Schedule is 'None'.

Then go to the Earnings Distribution hyperlink. Earnings Distribution Type should be 'By Percent'. Add in the employee's department, job code, earn code 'MLP', '100' Distrib %, and account code 9900.

Please do this for each employee that is currently on an **UNPAID** military leave of absence. Use an appropriate effective date, knowing the system will calculate 80 (or 99.6 for fire) pensionable hours for full pay periods.

Finally, the payroll status of employees using the action of PLA will be "P" for leave with pay. Please keep this in mind when running queries and accessing information.

Note: Employees using action code PLA for the full pay period will not receive a paycheck.

PARTIAL PAY PERIODS

Hourly employees:

Job Data in HRMS does not have to be changed (you may leave them in active status). Enter earn code MLP on the employees timecard for the number of hours the employee is to be unpaid. Assure employees are entered for 80 hours (Regular paid time plus MLP time must equal 80 hours, or 336 for fire). On-line reports have been updated to include MLP.

Exception employees:

Job data in HRMS may be updated as instructed above, taking care to correctly effective date rows that put the employee on a leave and return them so that partial hours are calculated correctly by the system.

OR

Enter earn code MLP on the employee's timecard for the number of hours the employee is to be unpaid (like you would UPT).

To summarize, if an employee is exception pay and is off the payroll for less than one full pay period due to a military leave of absence, you may choose to update job data in HRMS or enter earn code MLP on the timecard, but not both.

Note: Employees using earn code MLP will not receive pay for that time.

ADJUSTMENTS

If the hours for MLP were incorrectly entered or calculated, an adjustment to earn code MLP will have to be prepared. MLP appears on the hours tab. Assure correct event dates and accurate descriptions are used.

If a step increment or annual increment was missed, a dollars adjustment will have to be prepared. This dollars adjustment will not pay the employee, but instead will update the employee's pensionable dollars. Earn Code XXP appears on the dollars tab. Assure correct event dates and accurate descriptions are used.

MAINTENANCE

These new action/reason and earn codes will not be used for the two-week military trainings that use earn code 047.

Employees on PLA status must be given timely annual increments and ordinal salary increases while they are away. Please be cognizant of these employees when completing these actions.

CONCLUSION

The use of action/reason codes PLA/C16 and C17 or use of earn code MLP do not pay the employee, but instead provide required pension, vacation and sick leave credits. Failure to update job data, enter MLP on a timecard, or to give timely increments may result in overpayments, pension credit issues, accrued time problems and extra work for many departments. Do not hesitate to contact Payroll Administration for guidance.