

Quick Guide: Military Administrative LOA Event

State employees may use Military Administrative Leave for active military duty (not including active duty training), to be paid the difference between the employee's military salary and the employee's State salary while on active military duty.

- Employees may use only their accrued leave or Military Admin leave, but not both at the same time.
- Leave accruals are calculated after the employee returns from Military Admin leave
- This is an *unpaid leave event*, and will trigger a benefits event

Step 1: Determine the dates for Military Admin Leave and initiate LOA event using leave type:

Unpaid > Military Administrative (note the approved dates in the comments section)

The screenshot shows the 'Place Worker on Leave' form. The 'Last Day of Work' is 06/29/2021, the 'First Day of Leave' is 06/30/2021, and the 'Estimated Last Day of Leave' is 12/31/2021. The 'Leave Type' dropdown menu is open, showing options such as 'Unpaid > Military Administrative', which is highlighted with a red box. The form also has a 'Supporting Documents' section, a comment field, and buttons for 'Submit', 'Save for Later', and 'Cancel'.

****Note:** This is an unpaid LOA event and may have payroll, accrual, and benefit implications.**

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Step 2: Once approved by the HR Partner/Appointing Authority, a compensation task will show in the HRC's inbox for completion. (If a comp transaction is not needed, select submit):

Complete To Do [Review Compensation](#) ⋮

17 second(s) ago - Due 08/12/2021; Effective 06/30/2021

For

Overall Process [Leave Request](#)

Overall Status In Progress

Due Date 08/17/2021

Instructions Please review Compensation when leave is Military Administrative

Request Compensation Change

enter your comment

[Submit](#) [Save for Later](#) [Close](#)

Step 3: Once approved by the HR Partner/Appointing Authority, a compensation task will show in the HRC's inbox for completion. For the compensation request reason, select:

Allowance Plan Add/Change > Military Admin Leave

Compensation

Effective Date & Reason

Effective Date *
06/30/2021

Use Next Pay Period

Reason *

> Details

Request Compensation Change
> Allowance Plan Add/Change

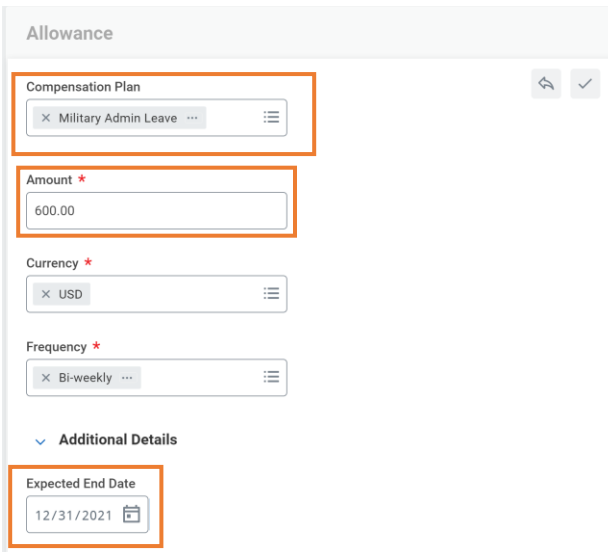
- Allowance Plan Add/Change > Contract NTE\$
- Allowance Plan Add/Change > Education Bonus (SLEOLA ONLY)
- Allowance Plan Add/Change > Fitness Bonus
- Allowance Plan Add/Change > MCC Living Allowance
- Allowance Plan Add/Change > Military Admin Leave
- Allowance Plan Add/Change > MSP Flight Pay
- Allowance Plan Add/Change > MSP Hazard Pay
- Allowance Plan Add/Change > Stipend Employee

Search ⋮

Step 4: In the Allowance section of the Request Compensation Change screen, select “*Military Admin Leave*” as the compensation plan, input the calculated dollar amount for the employee to

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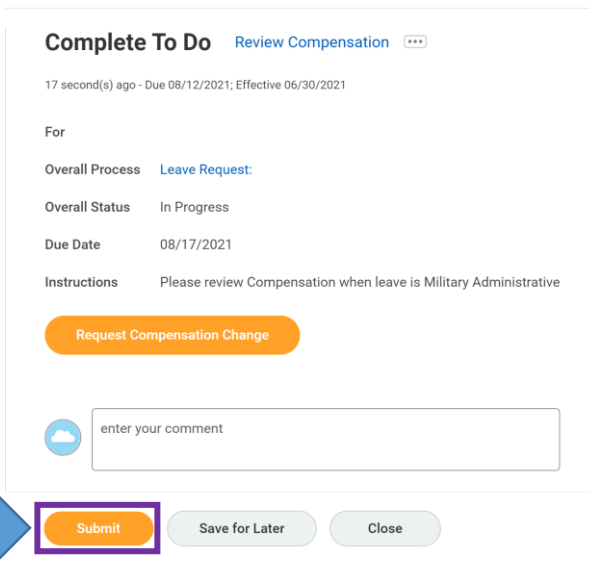
be paid bi-weekly, and add an expected end date that matches the estimated last day of leave on the LOA event.



The screenshot shows the 'Allowance' form with the following fields and values:

- 1. Compensation Plan:** Military Admin Leave
- 2. Amount:** 600.00
- Currency:** USD
- Frequency:** Bi-weekly
- 3. Expected End Date:** 12/31/2021

Step 4: After selecting submit, the compensation transaction will route for approval. Upon completion, the leave event will be completed. Navigate back to inbox to submit the “Compensation Change” task in your inbox:



The screenshot shows a 'Complete To Do' task card with the following details:

- Task:** Request Compensation Change
- Overall Process:** Leave Request
- Overall Status:** In Progress
- Due Date:** 08/17/2021
- Instructions:** Please review Compensation when leave is Military Administrative

A blue arrow points to the 'Submit' button at the bottom of the card.