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)*

==**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):

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

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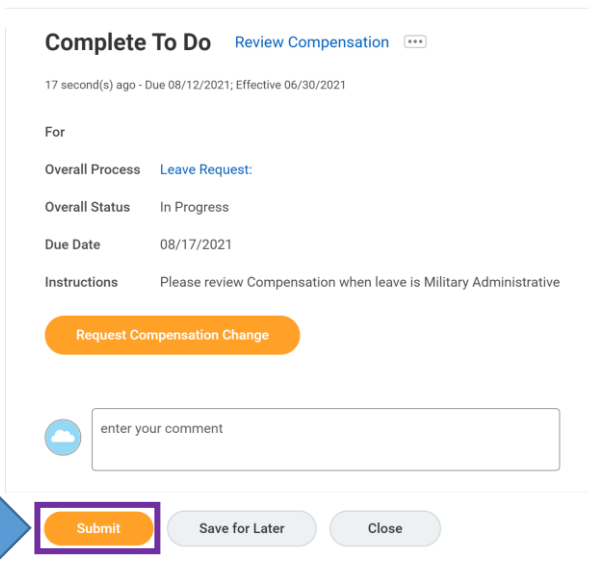
be paid bi-weekly, and add an expected end date that matches the estimated last day of leave on the LOA event.

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: