

Process for Managing The Active Military Supplement for Employees on Leave Without Pay-Military

The Department of Human Resource Management (DHRM) has established a process with the United States Department of Defense to obtain military pay information for verifying payment of active military supplements to Commonwealth of Virginia employees when information is otherwise not available. Agencies should attempt to obtain the required information from the employee on leave without pay-military (or a family member or contact). Agencies unable to secure military pay information from their employees should contact DHRM, not the military, in order to request this information.

Employees on Leave Without Pay-Military on or before March 26, 2003

- Request a copy of the employee's Leave and Earnings Statement (LES) from the employee or an individual designated to receive communication from the agency.
- If the LES cannot be obtained from the employee or designated individual, agencies must provide the employee's name, social security number and military branch to the DHRM liaison. Contact Information:

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Employees on Leave Without Pay-Military after March 26, 2003

- Employees must provide a copy of active military orders for military leave and a copy of their LES when received to their agency HR office.
- Ensure that employees have direct deposit or that employees have made appropriate arrangements for receipt of active military supplement payment.
- Employees should designate an individual to receive communication from their agency. This information should be provided in writing from the employee.

Payroll Process

- All payments for active military supplements will be effective on the date an employee begins leave without pay. The supplement is not retroactive for service prior to March 26, 2003, the effective date of Executive Order 44.
- Employees should receive the active military supplement if their military salary (including allowances) is less than their base state salary.
- Upon receipt of LES, agencies should:
 - ✓ determine the gross amount of military pay (military base salary + allowances). Military pay is based on a monthly rate;
 - ✓ use employee's semi-monthly base state salary (compensation payable annually to an employee, but does not include, overtime pay, extraordinary pay, supplemental pay, bonus pay, nonpermanent shift differentials, or termination pay for annual or sick leave) to determine rate to use in calculating difference;
Monthly Military Pay = (monthly base salary + allowances)
Monthly State Salary = (semi-monthly base salary x 2)
Difference = (monthly state salary – monthly military pay)
Semi-monthly payment for Active Military Supplement = (difference ÷ 2)

- ✓ If the monthly military pay is less than the monthly state salary, the employee is eligible for active military supplement;
- ✓ The active military supplement will be reported to payroll for payment to the employee.
- Employees will be responsible for informing their Human Resource Office of any change in their status. This includes military orders to extend leave, discharge orders, or any change in military pay including allowances.
- Active military supplement pay will be taxed according to the employee's current rate.
- Employees on extended health care coverage (COBRA) will continue to be direct billed by the vendor.
- Employees who are on extended participation (COBRA) for the Medical Reimbursement Account will continue to be direct billed by the vendor.
- Employees may continue or enroll in Deferred Compensation and if the contribution is at least \$10.00 per pay the employer will contribute the Cash Match at the rate of 50% of the employee's contribution up to \$20.00 per pay period.
- Employees continue to be covered under the VRS group life insurance program for up to 24 months; however, retirement, retiree credit, buybacks, and disability amounts are not to be calculated for these individuals.
- Employee paid deductions, including direct deposit, *may continue* to be withheld from the active military supplement. Exceptions to this are Buy Back, and Pre-tax Buy back.
- The active military supplement ends when the employee is discharged from active duty.
- Employees who do not have direct deposit or who have not provided instructions for processing the active military supplement will be eligible to receive payment upon return from military leave for the period of their leave without pay-military during the time covered by the Executive Order.
- Active military supplements must be coded to subobject code 1132 and reported to DOA through CARS.

PMIS Process

- Use PSE003 to place the employee on Leave with Pay or Leave without Pay-Military.
 - ✓ Employee must be on LWOP-Military to receive active military supplement.
- Use PSE003 to indicate receipt of active military supplement for employees placed on LWOP-military.
 - ✓ Effective date - date employee is eligible to receive active military supplement. (March 26, 2003, or subsequent date of LWOP-Military).
 - ✓ Tab to "Add/Change/Remove LWOP-Military Supplemental Pay" and transmit.
 - ✓ Enter amount of active military supplement (semi-monthly amount) and transmit from the "end."
- Use PSE003 to change the active military supplement, end the supplement or to return the employee from LWP or LWOP-Military Leave. The system will delete the active military supplement when the employee is returned from LWOP-Military.
- Contact ihelp@dhrm.state.va.us if you need assistance.

Note: The temporary pay field is being used to track active military supplement while employees are on LWOP-Military. The system will delete any temporary pay in this field when an employee moves to LWOP-Military.