

## Military Pay Differential Worksheet

Agency \_\_\_\_\_ Benefit Month \_\_\_\_\_ Date \_\_\_\_\_

Employee Name \_\_\_\_\_ EMPLID \_\_\_\_\_

Pay Period Ending Date (mm-dd-yy)	Number of hours scheduled to work during the pay period, but not paid due to military leave w/o pay status	Rate of Pay	Pay Period Amount
		\$	\$
		\$	\$
		\$	\$

Total Monthly Amount Not Paid	\$ _____
Less Total Monthly Pay & Allowances Received (Military Leave & Earnings Statement)	( \$            )
Monthly Total Military Pay Differential	\$ _____

**Instructions:**

1. Complete one worksheet for each calendar month.
2. For each pay period that included time scheduled but not paid during the month.
  - Enter the pay period ending date.
  - Enter the number of hours scheduled but not paid.
  - Enter the employees 'Rate of Pay.'
  - Calculate the 'Pay Period Amount' not paid.
3. Determine the 'Monthly Total Military Pay Differential' by calculating the 'Total Monthly Amount Not Paid' and subtracting the 'Total Monthly Pay & Allowances Received.'
4. Post the Total Military Pay Differential amount to the employee's payroll record in Additional Pay. Enter "MIS" Military Differential Supplement as the earnings code. Set the Effective Date at the beginning of the pay period and End Date at the beginning of next pay period. Enter the Differential amount in the Earnings box and Goal Amount box. Make sure Ok to Pay is marked and Save.
5. Send copies of this worksheet and the employee's Defense Finance and Accounting Service Military Leave & Earnings Statement(s) to Tonie Adams, Human Resources Division, DAS, 28<sup>th</sup> floor Rhodes Tower. They may be faxed to (614) 466-1565.
6. If you have any questions on the processing of this worksheet, please contact Tonie Adams at (614) 466-2831 or by e-mail [Tonie.Adams@das.state.oh.us](mailto:Tonie.Adams@das.state.oh.us).

Agency Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_