

## 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. Note: cannot exceed \$500
4. Send copies of this worksheet and the employee's Defense Finance and Accounting Service Military Leave & Earnings Statement(s) to Tonie Walters, Human Resources Division, DAS, 28<sup>th</sup> floor Rhodes Tower. They may be faxed to (614) 466-1565.
5. DAS HRD Payroll will post the Total Military Pay Differential amount to the employee's payroll record in Additional Pay and notify the agency.
6. If you have any questions on the processing of this worksheet, please contact Tonie Walters at (614) 466-2831 or by e-mail [Tonie.Walters@das.ohio.gov](mailto:Tonie.Walters@das.ohio.gov).

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