

Military Pay Differential Worksheet

Payroll Number _____ 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. Enter "MILDIFF" to generate the pay exception template "PLUS 1 ADJ \$\$\$\$.\$\$ MIL DIFF".
5. Send copies of this worksheet and the employee's Defense Finance and Accounting Service Military Leave & Earnings Statement(s) to Beth Horn, Human Resources Division, DAS, 29th floor Rhodes Tower. They may be faxed to (614) 232-1653.
6. If you have any questions on the processing of this worksheet, please contact Beth Horn at (614) 466-2831 or by e-mail beth.horn@das.state.oh.us.

Agency Contact Person _____ Phone # _____