State Accounting Office of Georgia

TL Central Administrators Job Aid – Military Leave

Guide to Military Enrollment and Maintenance in Time and Labor

Contents

Introduction

Effective July 1, 2017, Military Leave is maintained and processed in Time and Labor using Comp Plans. Military Leave is no longer processed in Absence Management.

The purpose of this document is to describe how employees are manually enrolled in Military Comp Plans in Time and Labor and how they are processed including manual adjustments.

Military Leave in Time and Labor

- The following Military Leave Types have moved from Absence Management to Time and Labor.

    - ❖ Military Leave 18 Days
    - ❖ Military Leave 30 Days

- TL Central Administrators will manually enroll eligible employees in Military Leave Comp Time / Leave Plan.

- TL Central Administrators will enter and approve initial hours of Military Leave. Once the hours are approved, the nightly Time Administration process will add the hours to Military Leave balance.

- Employees will enter and submit Military Leave Take hours and Leave Reason directly on timesheets.

- Managers will approve Military Leave Take hours on timesheets. Once the hours are approved, the nightly Time Administration process will reduce the hours from Military Leave balance.

- TL Central Administrators have the ability to enter and approve Military Leave adjustments on timesheets.

- Military Leave balances will be removed effective October 1st every year.

How to Enroll in Military Leave Plan

TL Central Administrators will manually add the Military Leave Plan when military orders are received using one of the following two Military Leave Plans:

- Military Leave 18 Days
- Military Leave 30 Days

Follow the steps below to enroll employees in Military Leave.

Example: Military Orders received effective May 15, 2017 for 18 days (144 hours).

NAVIGATION: TIME AND LABOR > ENROLL TIME REPORTERS > COMP PLAN ENROLLMENT

➢ On the *Comp Plan Enrollment* page, enter the EmplID and Empl_Rcd
➢ Click the *Search* button to display the employee's current Compensatory Plan Enrollment page
➢ Click the ⊞ button to add a new Effective Date row

➢ On the new row, click in the *Effective Date* field and change to the appropriate Effective Date.

Note: Use the first day of the Time Period which includes the Orders Begin Date for the Compensatory Plan Enrollment Effective Date. In this example, the employee is enrolled in a Workgroup with Time Period ID PSSATFRI. Day 1 of the Time Period with Orders effective date 05/15/2017 is Saturday, 05/13/2017.

➢ On the *Compensatory Plan Enrollment* section, click the ⊞ button to add a row
➢ On the added row, click the *magnifying glass* 🔍 next to the *Compensatory Time Off Plan* field

➢ Select the appropriate *Plan* (either MILITARY18 or MILITARY30)

➢ Ensure the *Status* is Active
➢ Click the *Save* button

Notes: Rows can be added in any order. Once the Save button is selected and the page refreshed, the rows will be in alphabetic order.

How to Add Initial Hours to Military Leave Balance

Military Leave hours available to use must be entered and approved on the employee's timesheet by the TL Central Administrator.   The TRC is not in the TRC drop-down list for employees, managers or TL Local Administrators.   The rows are display only on the timesheet to prevent edits or deletions by employees, managers and TL Local Administrators. Follow the steps below to add the hours to the timesheets.

Example: Military Orders received effective May 15, 2017 for 18 days (144 hours).

NAVIGATION: MANAGER SELF SERVICE > TIME MANAGEMENT > REPORT TIME > TIMESHEET

➢ Display the timesheet containing the date of Military Orders Begin Date

- On the timesheet row for the Military Orders Begin Date, click the ⊞ button to add a row.
- On the added row, click the **TRC drop-down arrow** and select the appropriate TRC for the Military Leave

TRC	Description	Hours
MLE18	Military Leave Earned 18 Days	144
MLE30	Military Leave Earned 30 Days	240

- Enter the hours to be added to the employee's balance in the **Quantity** field

- Do not enter a Leave Reason in the **Leave Reason** field. The **Leave Reason** field is used for Takes only.
- Click the **Comments** icon to enter comments (Optional)
- Click the **Submit** button to save the entries
- Click the **checkbox** next to the timesheet row
- Click the **Approve** button to approve the timesheet row

Note: Once the timesheet row is approved, it will be processed by the nightly Time Administration process. The process will add the hours to the Military Leave balance, which is displayed in the Leave / Compensatory Time tab.

How to Enter an Adjustment to Military Leave Balance

TRCs for adjustments to Military Leave balances are available to TL Central Administrators to enter on timesheets. The TRCs are not in the TRC drop-down list for employees, managers or TL Local Administrators.   Adjustments are display only on the timesheet to prevent edits or deletions by employees, managers and TL Local Administrators. Below is an example of how to enter adjustments.

- On the timesheet for the date the adjustment is effective, click the **TRC drop-down arrow** and select the appropriate TRC

TRC	Description	Affect on Balance
MLP18	Military Adj Increase18 Days	Increases Balance
MLN18	Military Adj Decrease18 Days	Decreases Balance
MLP30	Military Adj Increase30 Days	Increases Balance
MLN30	Military Adj Decrease30 Days	Decreases Balance

Note: Use the ⊞ button to add a row if needed

- Enter the hours in the **Quantity** field to be adjusted

- ➢ Do not enter a Leave Reason in the *Leave Reason* field. The *Leave Reason* field is used for Takes only.
- ➢ In the *Comments* field, enter a description explaining the adjustment. Use a description that will explain the adjustment if needed in the future.

    Note: The Comment field is displayed on timesheets for TL Central Administrators only. It is NOT displayed on the timesheet for employees, managers or TL Local Administrators.

- ➢ Click the *OK* button when comment is completed
- ➢ Click the *Submit* button to save the entries
- ➢ Click the *checkbox* next to the timesheet row
- ➢ Click the *Approve* button to approve the timesheet row

    Note: Once the timesheet row is approved, it will be processed by the nightly Time Administration process. The process will update the Military Leave balance, which is displayed in the Leave / Compensatory Time tab.

- • Below is an example of an adjustment row that has been entered and approved with a Comment added.

| | Fri | 6/30 | Approved | | | | | MLN18 - Military Adj Decrease 18 Days ⌄ | 5.00 |

Expiration of Military Leave

Military Leave expires effective October 1st every year based on the Military Calendar (10/1 – 9/30). A process will run to remove hours from employee balances effective 10/1 every year.

- • All Military Take hours must be entered and approved by 9/30

- • No manual efforts are required to remove balances at the end of the year.

- • Employees are not able to enter Military Leave Taken hours on or after 10/1 without a new balance being added (follow the steps in *How to Add Initial Hours to Military Leave Balance* section).

- • Employees not remaining in the Military Plan through 9/30 should have their remaining balance removed using the steps in *How to Enter an Adjustment to Military Leave Balance* section.

    - ➢ Use the appropriate TRC to decrease balance
    - ➢ Enter the adjustment on the timesheet row for the date the hours should be removed

- • Employees will continue to have Military Leave in their Comp Time / Leave Plan enrollment.