

Military Leave Moving to 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

Manual Enrollment in Military Leave Plan

TL Central Administrators will manually enroll employees in Military Leave Comp Time / Leave Plan when military orders are received.

Navigation: Main Menu > Time and Labor > Enroll Time Reporters > Comp Plan Enrollment

Example: Orders effective 05/15/2017 for 18 days/144 hours; Time Period is PSSATFRI – Day 1 of Time Period is 05/13/2017.

Military Leave Earned

TL Central Administrators will manually enter and approve the employee's initial Military Leave hours on the timesheet using TRC that support the orders. Enter the hours on the date the orders become effective.

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity
	Sat	5/13	New							
	Sun	5/14	New							
	Mon	5/15	Approved						MLE18 - Military Leave Earned 18 Days	144.00

Military Leave Adjusted

TL Central Administrators can enter manual adjustments to the Military Leave Balance by entering and approving one of the following TRCS on the employee's timesheet:

- ❖ MLP18 - Military Adj Increase 18 Days
- ❖ MLP30 - Military Adj Increase 30 Days
- ❖ MLN18 - Military Adj Decrease 18 Days
- ❖ MLN30 - Military Adj Decrease 30 Days

Military Leave Balance

Once the Military transactions on the timesheet are approved, the nightly Time Administration process will update the Leave balance and display the updated balance on the Leave /Compensatory Time tab.

Military Leave Expiration

- Military Orders follow Military Calendar (i.e. October 1st – September 30th), so Military Leave balance will automatically expire on September 30th if Military Leave balance has not previously depleted due to duty.
- Military Leave will remain in the employee's list of Comp Time / Leave Plans.