

MILITARY LEAVE OF ABSENCE

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OVERVIEW

This handbook describes payroll considerations when an employee is on a paid or unpaid military leave of absence while on active duty as a member of:

- The organized militia of Oregon
- Organized militia of another state
- A U.S. service reserve

It does not cover paid leave for Federal Annual Active Duty for Training. See State HR Policy 60.000.25 Military Leave.

For employees who are on an unpaid military leave of absence, the state supports a Military Donated Leave Program (MDLP). State employees may donate vacation or compensatory time to the program. An employee who is on LWOP while on active military duty may apply to the program to have their military salary supplemented. See State HR Policy 60.020.05 Military Donated Leave Program and Entries below.

RESPONSIBILITIES

APPLIES TO

This handbook applies to all state agencies that use OSPA and have employees on a paid or unpaid military leave of absence. The MDLP is available to employees who are on unpaid leave.

ORGANIZATIONAL UNITS

Within your agency and the Department of Administrative Services, several individuals may play a role when an employee is on a military leave of absence. They include:

Entity	Responsibility
Employee called to active duty	<ul style="list-style-type: none"> • Notifies agency HR: <ul style="list-style-type: none"> ▪ When receives orders for active duty ▪ If using accrued leave ▪ If continuing optional PEBB benefits (see Notes, PEBB Benefits) ▪ When ready to return to work • Submits MDLP Reimbursement Request Form to agency HR if wishes to receive supplements to his/her military salary
Employee donating leave to the MDLP Program	<ul style="list-style-type: none"> • Submits MDLP Donation Authorization Form to agency payroll

Entity	Responsibility
Agency HR Office	<ul style="list-style-type: none"> • If employee will be on LWOP: <ul style="list-style-type: none"> ▪ Enters start and end of LWOP in the PPDB ▪ After employee returns, makes entries in the PPDB for any seniority related changes. See Notes, Escalator Principle. • If employee submits MDLP Reimbursement Request Form: <ul style="list-style-type: none"> ▪ Determines eligibility and availability of funds ▪ Gives agency payroll the information needed to make the entries in OSPA ▪ Releases payment to employee (see Notes, Payments)
Agency Payroll Office	<ul style="list-style-type: none"> • If employee will be on LWOP: <ul style="list-style-type: none"> ▪ If HR has not entered the LWOP in the PPDB, enters time with LX pay type on the P003 or P004 Time Capture screen ▪ Makes entries in OSPA to continue PEBB benefits (see Notes, PEBB Benefits) • If an agency employee participates in the MDLP: <ul style="list-style-type: none"> ▪ Records leave donations in LARS and OSPA ▪ Processes payments to eligible employees ▪ Provides labor costing information to agency accounting for reimbursement from the MDLP account ▪ See Entries below
Agency HR or Payroll Office	<ul style="list-style-type: none"> • For PERS, when the employee returns to work: <ul style="list-style-type: none"> ▪ Contacts the DAS HRSD Centralized PERS Services Team for assistance ▪ Determines if employee is qualified for retirement contributions under USERRA ▪ If so, completes PERS USERRA Certification. Forwards form to the Centralized PERS Services Team.
Agency Accounting Office	<ul style="list-style-type: none"> • If employee is qualified for retirement contributions under USERRA, pays invoice from the DAS HRSD Centralized PERS Services Team • If an agency employee receives payment through the MDLP, submits MDLP Accounting Reimbursement Form to DAS HRSD HRMC
Centralized PERS Services Team, Financial Business Systems (FBS), Department of Administrative Services (DAS), Central.PERSServicesTeam@oregon.gov	<ul style="list-style-type: none"> • If employee is eligible for PERS contributions for USERRA time: <ul style="list-style-type: none"> ▪ Receives completed USERRA Certification from agency ▪ Forwards copy of form to PERS ▪ Works as a liaison between agency and PERS ▪ Once PERS has prepared the employee's IAP account, enters data from the USERRA Certification into jClarety via EDX (see the OSPA Reference Manual, Handbooks, Public Employee Retirement System) ▪ Prepares and sends invoice to agency for PERS employee and employer contributions for the qualifying USERRA time

Entity	Responsibility
Chief Human Resources Office DAS, chro.hr@oregon.gov	<ul style="list-style-type: none"> • Maintains State HR policies • Monitors balance in MDLP account • Reviews Accounting Reimbursement Forms and documentation and approves for payment • Monitors monthly datamart query to ensure agencies request reimbursement
Shared Financial Services, Enterprise Goods and Services, DAS	<ul style="list-style-type: none"> • Enters R*STARS balanced transactions (BT) with transaction codes 762/763 to reimburse agencies for MDLP payments to agency employees • Reconciles the MDLP Account • Manages DAS Accounts Receivable
Oregon Statewide Payroll Services (OSPS), Financial Business Services (FBS)DAS, OSPS.Help@oregon.gov	<ul style="list-style-type: none"> • Maintains pay types and deduction codes in OSPA • Performs monthly OSPA Datamart query for employees with MDLP payments • Files required tax reports and payments

SYSTEMS

The following computer systems / applications help manage employee benefits, leave and pay:

System / Application	Functionality
Position and Personnel Data Base (the PPDB)	<ul style="list-style-type: none"> • Maintains employment history for each employee, including LWOP status • Sends the data to: <ul style="list-style-type: none"> ▪ OSPA “real-time” ▪ PEBB “dot” benefits (PDB) nightly ▪ PERS jClarety monthly
Oregon Statewide Payroll Application (OSPA)	<ul style="list-style-type: none"> • Provides electronic data to PEBB “dot” Benefits (PDB) and PERS jClarety after each final payroll run 2 • Pays PEBB carriers • Calculates, pays and records taxes and retirement • Produces paychecks, pay stubs and employee W-2’s
PEBB “dot” Benefits (PDB)	<ul style="list-style-type: none"> • Manages PEBB benefits • Interfaces benefit changes to OSPA every two minutes
PERS jClarety	<ul style="list-style-type: none"> • Maintains retirement data for PERS participants

RECOMMENDED PRACTICE, PAYROLL

PREREQUISITES

To qualify to receive pay from the Military Donated Leave Program (MDLP), an employee must:

- Have been called up to active military duty
- Be on LWOP status

- Complete the MDLP Reimbursement Request Form
- Meet the eligibility requirements in State HR Policy 60.020.05 Military Donated Leave Program
- Be approved by agency HR

Employees who donate leave to the MDLP must:

- Have completed trial service
- Have enough leave to cover the donation
- Complete the MDLP Donation Authorization form

EXCEPTIONS

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PRACTICE

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ENTRIES

MILITARY DONATED LEAVE PROGRAM (MDLP)

When an employee donates leave to the Military Donated Leave Program (MDLP), agency payroll makes entries in OSPA to:

- Reduce the donor's leave balance(s)
- Convert the leave hours to dollars
- Transfer the funds to the Joint Payroll Account

When an employee is eligible to receive a payment from the MDLP account:

- Agency HR determines eligibility and availability of funds and notifies agency payroll of the amount of reimbursement
- Agency payroll makes an MDL entry on the P050 Gross Pay Adjustments on File screen to pay the employee
- Agency accounting requests reimbursement from the MDLP account through DAS Operations

The guidelines below describe the payroll entries for:

- Recording donated leave
- Recording donated excess vacation leave
- Paying an eligible employee

Recording Donated Leave

Action	More																																																																																																																																																																																																																																																			
<p>1. Employees who are no longer on trial service may donate vacation leave and/or accrued compensatory time in whole hours. The employee completes an MDLP Donation Authorization form. When you receive the form, use the P430 Employee Leave Data screen to confirm that the employee has the leave to donate.</p> <p>To retrieve a record on the P430:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P430 and Employee ID or SSN (P430 OR#####) ▪ Press [ENTER] 	<p>See the OSPA Reference Manual, Screen Descriptions, P430.</p>																																																																																																																																																																																																																																																			
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<p>2. You need to convert the leave hours to dollars. Begin by finding the donating employee's hourly rate of pay. Retrieve the employee's record on the P030 Job Status Data screen.</p> <p>In the upper left corner of any screen:</p> <ul style="list-style-type: none"> ▪ Type P030, Employee ID or SSN (P030 OR#####) ▪ Press [ENTER] 	<p>OSPA will default to your log-on agency and the employee's current job segment</p>																																																																																																																																																																																																																																																			

Action	More
<p>p030 OR#####</p>	
<p>3. On the P030 screen, find the EQUIVALENT RATE.</p>	<p>See the OSPA Reference Manual, Screen Descriptions, P030</p>
<pre> P030 OR##### ,##### ,1,999999 JOB STATUS DATA 030 LASTNAME, FIRSTNAME *** JOB STATUS INFO *** JOB STAT START/STOP 090109/999999 PERS AGY/POS/DFC/SC #####/0313322/0/0 PT-FT CD/PCT F/1.0000 APPOINTMENT TYP DT/CD 052200/P EMP REPR/CLS/OPT/STEP OA /C1339 /A/A/08 PERSONNEL TRANS CD P5A 237 822 BENEFIT PKG CD CO LEAVE ACCRUAL SVC CD 4 PERS JOB CLASS CODE 1 CREW-UNIT 1406 WAGE BASIS CD S PERSONNEL BASE RATE 5187.00 ADJUSTED BASE 5187.00 PERSONNEL PAY RATE 5187.00 EQUIVALENT RATE 29.93 HOLIDAY PKG CD O LOA BEG DT/CD/END SEPARATION DT/REASON O-T/FLSA CD Y/N LAST PA NUMBR/TRAN DT CPR 092109 *** CONCURRENENT JOB INFO *** REPORT DISTR CD 440 RECOG SVC DT 010290 CITY CNTY CD 24/M STANDARD HRS PER DAY 8.000 MASS TRANSIT DIST S TIMESHEET CD N EMPLOYEE ID ##### ---FUND SPLITS--- LABOR COSTING PCT 114420000000 1.0000 -FIXED MLY DIFFS-- PAY PCT/ PCT/ TYPE AMT AMT CD </pre>	
<p>4. Retrieve the employee's record on the P050 Gross Pay Adjustments on File screen.</p> <p>In the upper left corner of any screen:</p> <ul style="list-style-type: none"> ▪ Type P050 Employee ID or SSN (P050 OR#####) ▪ Press [ENTER] 	<p>OSPA will default to your log-on agency, current pay period and CCJ #1.</p>
<p>p050 OR#####</p>	

Action	More
<p>5. On the P050 screen, enter the following:</p> <p>If the employee is donating compensatory time:</p> <ul style="list-style-type: none"> ▪ ? : A ▪ PAY TYPE: CTM ▪ RATE: EQUIVALENT RATE from P030 screen ▪ UNITS: number of hours of accrued compensatory time donated ▪ COMMENT: MDLP donate <p>If the employee is donating vacation leave:</p> <ul style="list-style-type: none"> ▪ ? : A ▪ PAY TYPE: VAM ▪ RATE: EQUIVALENT RATE from P030 screen ▪ UNITS: number of vacation hours donated ▪ COMMENT: MDLP donate 	<p>See the OSPA Reference Manual, Screen Descriptions, P050 and Handbooks, Leave Accrual and Reporting, Entries, Pay-off Leave.</p> <p>If you enter RATE and UNITS, OSPA will calculate the P050 AMOUNT and reduce the employee's leave balance on the P430 and P435 screens by the UNITS entered.</p>
<pre> P050 OR##### ,##### ,1,123109 GROSS PAY ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME GP03 NO ADJUSTMENT SEGMENTS EXIST PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN a ctm A 29.93 15.00 COMMENT mdlp a vam A 29.93 10.00 COMMENT mdlp </pre>	<p>The first entry represents the CT donation. The second entry represents the VA donation.</p>
<p>6. Check you entries. If they are right, press [ENTER]. Watch for the message "GP93 TRANSACTION COMPLETE." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes or Screen Descriptions, P050.</p>	
<pre> P050 OR##### ,##### ,1,123109 GROSS PAY ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME GP93 TRANSACTION COMPLETE PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN ? CTM 123109 123109 A 29.93 15.00 448.95 122309 DON MLTY LV COMMENT MDLP ? VAM 123109 123109 A 29.93 10.00 299.30 122309 DON MLTY LV COMMENT MDLP </pre>	<p>The application calculated the AMOUNT for the entered RATE and UNITS.</p> <p>With ADJ TYP = A, the STRT DATE and STOP DATE defaulted to the current pay period.</p>
<p>7. You can check your entries on the P435 Employee Leave Data screen.</p> <p>To retrieve a record on the P435:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P435, Employee ID or SSN and leave type (P430 OR##### AA) ▪ Press [ENTER] 	

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<p>8. Now, to transfer the funds to the MDLP, produce a payment for DAS by entering a deduction on the P070 Deductions and Deduction Adjustments screen.</p> <p>Retrieve the employee's record on the P070, in the upper left corner of any screen:</p> <ul style="list-style-type: none"> ▪ Type P070, Employee ID or SSN (P070 OR#####) ▪ Press [ENTER] 	<p>OSPA will default to your log-on agency and the current pay period. Use the same pay period as the P050 entry.</p>																																																																																																																					
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Action	More
<p>9. On the P070 screen, type the following:</p> <ul style="list-style-type: none"> ▪ ?: A ▪ ADJ: A ▪ DED CODE DESC: MMNN ▪ DATE BEGIN: allow to default ▪ DATE END: will default to the DATE BEGIN ▪ EMPLOYEE SHARE FIXED AMOUNT: the total of the AMOUNT(s) from the P050 leave entries ▪ COMM: MDLP donate 	<p>See the OSPA Reference Manual, Screen Descriptions, P070.</p> <p>See Notes, MMNN Deduction Code.</p>
<pre> P070 OR##### ,##### ,123109 DEDUCTIONS AND DEDUCTION ADJUSTMENTS LASTNAME, FIRSTNAME DA98 PRESS ENTER FOR NEXT PAGE A DED PLAN OPE DATE -EMPLOYEE---SHARE- JOB EMPLR PEBB VENDOR D CODE CODE CD BEGIN END PCT PCT FIXED SHR SHARE ADMIN SHARE J DESC DESC GRS NET AMOUNT PCT a a mmnn N 748.25 COMM mdlp TRANS DATE </pre>	<p>In our example, the P070 EMPLOYEE SHARE FIXED AMOUNT includes both the CTM and VAM entries from the P050.</p>
<p>10. Check you entries. If they are right, press [ENTER]. Watch for the message "DA96 TRANSACTION COMPLETE." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes or Screen Descriptions, P070.</p>	
<pre> P070 OR##### ,##### ,123109 DEDUCTIONS AND DEDUCTION ADJUSTMENTS LASTNAME, FIRSTNAME DA96 TRANSACTION COMPLETE DA98 PRESS ENTER FOR NEXT PAGE A DED PLAN OPE DATE -EMPLOYEE---SHARE- JOB EMPLR PEBB VENDOR D CODE CODE CD BEGIN END PCT PCT FIXED SHR SHARE ADMIN SHARE J DESC DESC GRS NET AMOUNT PCT ? A MMNN N 123109 123109 748.25 MLTY LV DON COMM MDLP TRANS DATE 122309 ACH ACCT ACCT CD </pre>	<p>With ADJ = A, OSPA defaulted to the same DATE BEGIN and DATE END.</p>
<p>11. When you are finished, check your entries on the P370 Calculation of Current Pay-off screen.</p> <p>To retrieve a record on the P370:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P370, Employee ID or SSN, pay period end date, check date (P370 OR##### MMDDYY MMDDYY) ▪ Press [ENTER] 	<p>See the OSPA Reference Manual, Screen Descriptions, P370.</p> <p>OSPA will default to your log-on agency.</p>
<pre> p370 or##### 123109 122309 </pre>	

Action	More
<p>12. On the P370 screen, make sure the P050 and P070 entries offset each other.</p>	
<pre> P370 OR##### ,##### ,123109,122309,O CALCULATION OF CURRENT PAYOFF 370 LASTNAME, FIRSTNAME INCOME TYPE RATE UNITS AMOUNT TAX /RET AMOUNT DEDUCTIONS AMOUNT TOTAL-R T 5187.00 184.00 5187.00 FIT 922.64 AKNN001 LONG 51.35 COMP TM N 10.00 SIT 403.00 DONN SEIU 88.18 ADON MLT R 29.93 15.00 448.95 SSEC 329.21 LCNN UN L 75.00 ADON MLT R 29.93 10.00 299.30 MEDR 77.00 MMNN AMLTY 748.25 AINS RET T 136.42 WBF 2.60 OONN001 OPT ERETS 109.66 OPNNBBB ODS SRETS 319.41 SINN001 PEBB SLNN001 BASI STNN001 SHOR 28.01 TDNN SEIU 2.75 UGNNKKK EMP 13.48 UGNN120 EMP 51.34 XDNN555 DIRE 3278.86 GROSS 6071.67 TX/RT 1734.45 DED 4337.22 NET/ACH .00 / 3278.86 CALC YTD? N </pre>	<p>\$448.95 = CT \$299.30 = VA \$748.25 = sum</p>

<p>13. With the P070 MMNN deduction, OSPA will produce a check for the Department of Administrative Services.</p>	
<p>14. OSPS will cancel the check and initiate an agency account transfer through the Oregon State Treasury. This will transfer funds from the Joint Payroll Account (JPA) to the MDLP Account.</p>	

Paying an Eligible Employee

Action	More
<p>1. Prior to final payroll run 1 for any month, your agency HR office will notify payroll if your agency has an employee who is eligible for a supplement to their military salary through the MDLP.</p>	
<p>2. Before run 1 final, retrieve the employee's record on the P050 screen for that pay period.</p> <p>In the upper left corner of any screen:</p> <ul style="list-style-type: none"> ▪ Type P050 Employee ID or SSN (P050 OR#####) ▪ Press [ENTER] 	<p>OSPA will default to your log-on agency, CCJ #1, and the current pay period.</p>

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p050 or#####
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Action	More
<p>3. On the P050 screen, type the following:</p> <ul style="list-style-type: none"> ▪ ?: A ▪ PAY TYPE: MDL ▪ ADJ TYPE: allow to default to A (one-time) ▪ AMOUNT: from agency HR office ▪ COMMENT: MDLP payment 	<p>See Notes, MDL Pay Type below and the OSPA Reference Manual, Screen Descriptions, P050</p>
<pre> P050 OR##### ,##### ,1,113009 GROSS PAY ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME I GP03 NO ADJUSTMENT SEGMENTS EXIST PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN a MDL A 2000.00 WRKD DATE ERROR MSG COMMENT MDLP payment </pre>	
<p>4. Check you entries. If they are right, press [ENTER]. Watch for the message "GP93 TRANSACTION COMPLETE." If you receive other messages, see the OSPA Reference Manual, Codes, Screen Message Codes or Screen Descriptions, P050.</p>	
<pre> P050 OR##### ,##### ,1,113009 GROSS PAY ADJUSTMENTS ON FILE LASTNAME, FIRSTNAME I GP93 TRANSACTION COMPLETE PAY STRT STOP ADJ TYP DATE DATE TYP RATE UNITS AMOUNT DAYS TRAN ? MDL 113009 113009 A .00 .00 2000.00 WRKD DATE ERROR MSG MILT DONATPY COMMENT MDLP PAYMENT </pre>	
<p>5. When you are finished, check your entries on the P370 Calculation of Current Pay-off screen.</p> <p>To retrieve a record on the P370:</p> <ul style="list-style-type: none"> ▪ In the upper left corner of any screen, type P370, Employee ID or SSN, pay period end date, check date (P370 OR##### ##### MMDDYY MMDDYY) ▪ Press [ENTER] 	<p>See the OSPA Reference Manual, Screen Descriptions, P370.</p> <p>OSPA will default to your log-on agency.</p>
<pre> p370 or##### ##### 113009 110209 </pre>	

Action	More
<pre> P370 OR##### ,##### ,113009,110209,O CALCULATION OF CURRENT PAYOFF 370 LASTNAME, FIRSTNAM 5971-CNCL PEBB INSURANCES BEN PKG/PAY TYPE = CO/ DATE = 20091130 INCOME TYPE RATE UNITS AMOUNT TAX /RET AMOUNT DEDUCTIONS AMOUNT TOTAL L N 168.00 FIT 151.22 DONN SEIU 5.00 AMILT DO T 2000.00 SIT 121.00 TDNN SEIU 2.75 XDNN555 DIRE 1720.03 GROSS 2000.00 TX/RT 272.22 DED 1727.78 NET/ACH .00 / 1720.03 CALC YTD? N </pre>	<p>In this example, the employee has an approved net pay direct deposit. See Notes, Payments below.</p> <p>MDLP payments are subject to federal and state income tax withholding and exempt from social security and Medicare taxes. See Notes, Taxes below.</p>
<p>6. Unless the employee has re-authorized an existing direct deposit deduction, ensure that the employee will receive a check. Do not release the check to anyone except the employee or a representative authorized with a Power of Attorney. See Notes, Payments below.</p>	
<p>7. Notify your agency's accounting office of the amount of the payment and the labor cost coding. See next step for examples of sources for the labor cost coding.</p>	
<p>The FUND SPLITS LABOR COSTING PCT on the P030 screen defines the employee's normal labor costing for agencies that use R*STARS at a detail level.</p>	<p>For agencies who enter accounting detail in R*STARS, the LABOR COSTING is biennium, PCA, index (YYPCA##INDEX).</p>
<pre> P030 OR##### ,##### ,1,999999 JOB STATUS DATA 030 LASTNAME FIRSTNAME I *** JOB STATUS INFO *** *** CONCURRENT JOB INFO *** JOB STAT START/STOP 110108/999999 REPORT DISTR CD 540 PERS AGY/POS/DFC/SC #####/0003410/0/0 RECOG SVC DT 061900 PT-FT CD/PCT F/1.0000 CITY CNTY CD 29/ APPOINTMENT TYP DT/CD 031405/P STANDARD HRS PER DAY 8.000 EMP REPR/CLS/OPT/STEP OA /C8218 /A/A/06 MASS TRANSIT DIST C PERSONNEL TRANS CD 238 814 TIMESHEET CD 6 BENEFIT PKG CD CO EMPLOYEE ID ##### LEAVE ACCRUAL SVC CD 2 PERS JOB CLASS CODE 1 CREW-UNIT 0540 WAGE BASIS CD S PERSONNEL BASE RATE 3086.00 ---FUND SPLITS--- -FIXED MLY DIFFS-- ADJUSTED BASE 3086.00 LABOR COSTING PCT PAY PCT/ PCT/ PERSONNEL PAY RATE 3086.00 TYPE AMT AMT EQUIVALENT RATE 17.80 CD HOLIDAY PKG CD O 093115154000 1.0000 LOA BEG DT/CD/END SEPARATION DT/REASON O-T/FLSA CD Y/N LAST PA NUMBR/TRAN DT 111308 </pre>	<p>See the OSPA Reference Manual, Screen Descriptions, P030.</p>
<p>You may also enter labor costing on the P050 screen.</p>	<p>See the OSPA Reference Manual, Screen</p>

Action										More
P050	OR##### ,##### ,1,113009			GROSS PAY ADJUSTMENTS ON FILE						Descriptions, P050.
	LASTNAME, FIRSTNAME I			GP03 NO ADJUSTMENT SEGMENTS EXIST						
	PAY	STRT	STOP	ADJ			DAYS	TRAN		
	TYP	DATE	DATE	TYP	RATE	UNITS	AMOUNT	WRKD	DATE	ERROR MSG
a	MDL			A			2000.00			
							#####			COMMENT MDLP payment

NOTES

CTM Pay Type – When an employee donates compensatory time to the MDLP, agency payroll makes a CTM entry on the P050 screen to convert the hours to dollars. If you enter RATE and UNITS on the P050 screen, this pay type will reduce the employee’s CT balance by the UNITS entered.

This entry makes a cash payment to the employee who is donating the leave. The corresponding MMNN entry on the P070 screen deducts the donation from the employee’s pay and makes a payment to DAS.

The CTM pay type is not subject to social security, Medicare, state or federal income or mass transit taxes, or retirement contributions for the donating employee. The entry will interface to R*STARS as a payroll expense with COBJ 3111 Regular Employees. It will trigger a balanced transaction (BT) from the agency to the Joint Payroll Account (JPA).

Employee Records – Paychecks and payroll records are confidential and owned by the employee. There is no implied sharing of these documents to spouses, domestic partners, friends or other family members.

We can only make W-4 changes with the signature of the employee or a representative with power of attorney. We can release paychecks and W-2’s to the employee or another person who has written permission from the employee.

Under State HR Policy 60.020.05, an authorized representative is an individual given power of attorney by a state employee to handle employment issues on behalf of the employee.

Escalator Principle – USERRA requires that each eligible returning service member step back on the seniority “escalator” at the point the person would have been if the person had not been on leave. Eligible returning service members are entitled to the seniority and all rights and benefits based on seniority that they would have attained with reasonable certainty had they remained at work. A seniority-based right or benefit is determined by or accrues with length of service.

Federal Annual Active Duty Training Leave – ORS 408.290 and State HR Policy 60.000.25 grant eligible state employees military training leave with pay for a period not exceeding 15 calendar days or 11 work days in any federal fiscal year (October 1 to September 30). The employee records this time with pay type ML Military Leave. These employees are not eligible for the Military Donated Leave Program (MDLP).

Income Tax Withholding – State income tax laws follow the federal tax laws.

Employee Donating Leave – Currently, the VAM and CTM pay types are not subject to social security, Medicare, income, unemployment or mass transit taxes or retirement contributions. With the offsetting MMNN deduction code, the donating employee does not receive income and is not subject to income tax withholding for the donated leave.

Employee on Military Leave - If the employee chooses to use accrued **vacation leave** that the employee earned or accrued prior to going on active duty, the paid leave is subject to withholding as if it were a regular wage payment. Vacation pay that the employee accrues while on active duty is not a wage payment

Supplemental income received **through the Military Donated Leave Program (MDLP)** for more than 30 days of active duty in the U.S. uniformed services is subject to income tax withholding. It is not subject to social security or Medicare taxes. It is included in Box 1 – wages, tips, other compensation on the employee's Form W-2 Wage and Tax Statement.

Employer-provided accident or health insurance and group term life insurance up to \$50,000 are not taxable for employees who are on active military duty under USERRA and are entitled to state-paid health insurance.

MDL Pay Type – The P050 screen entry with pay type MDL generates a cash payment to an eligible employee who is on military LWOP. The payment is not subject to social security, Medicare, unemployment or mass transit taxes or retirement contributions. It is subject to federal and state income tax withholding.

The entry will interface to R*STARS as a payroll expense with COBJ 3111 Regular Employees. It will trigger a balanced transaction (BT) from the agency to the Joint Payroll Account (JPA). After run 2 final for the pay period, your agency's accounting office should send an MDLP Accounting Reimbursement Form to DAS HRSD HRMC for reimbursement from the MDLP account.

Military Leaves of Absence – An employee called to active service is entitled to a military leave of absence for military duty when an employee is a member of the organized militia of Oregon or another state or a member of a U.S. service reserve.

An employee may receive pay from the state during a military leave of absence and/or the applicable decompression time if:

- The employee elects to receive pay for accrued vacation leave, personal leave or compensatory time
- The employee is an FLSA exempt employee who works any part of a workweek while on a temporary military leave
- The employee receives supplemental income through the Military Donated Leave Program (MDLP)

The employee may go on LWOP without exhausting existing accrued leave.

MMNN Deduction Code – When an agency employee donates compensatory time or vacation leave to the MDLP, payroll enters a deduction on the P070 screen for the employee. This entry offsets the VAM and CTM entries that convert the leave hours to dollars. OSPA will produce a check to the Department of Administrative Services. OSPS will cancel the check and request that the Oregon State Treasury transfer the funds from the Joint Payroll Account to the MDLP account.

Payments – Your agency’s HR office will authorize the payment to the employee. The documentation from the employee will determine whether to use an existing net pay direct deposit on the P070 screen or to make payment with a check.

If the payment is by check, agency HR will identify the person who has authority through a Power of Attorney to pick-up the check. Do not release MDLP checks to anyone except the employee or a representative with the employee’s written authorization. Use your agency’s business practice for releasing checks.

PEBB Benefits – The state will continue to pay the benefit amount for medical, dental, vision and agency paid \$5,000 basic life insurance that was in effect at the time an eligible employee began a military leave of absence. This benefit coverage will continue for the duration of the active military leave to a maximum of 24 consecutive months. At the end of 24 months, the employee may elect to continue coverage under COBRA.

An eligible employee may continue coverage for optional life and accidental death and dismemberment for up to 12 months if s/he self-pays the premium. The employee is not eligible to continue short-term or long-term disability insurance.

The employee may also continue to contribute to a healthcare FSA. Payroll does not force entries in OSPA for an FSA. Because it is a COBRA event, the employee pays PEBB’s third-party administrator (TPA), which is currently Benefit Help Solutions (BHS). The employee may also re-enroll in the healthcare FSA during the next open enrollment.

See the following for guidance (See Authority / References below):

- OAR 101-020-0065 PEBB Health Flexible Spending Arrangement
- OAR 101-030-0022 PEBB Continuation of Insurance Coverage for Employees on Active Military Leave (USERRA)
- PEBB Summary Plan Description

See the OSPA Reference Manual, Handbooks, PEBB Benefits.

PERS – If an employee elects to use paid leave while on active military duty, the paid leave hours are subject to PERS. OSPA will calculate the subject hours and employee and employer contributions during the payroll run.

LWOP totaling more than 11 working days in the month affects the employee’s PERS retirement calculation.

Under USERRA, a returning employee may be eligible for retirement contributions and credits while the employee was on military LWOP. Contact the DAS HRSD Centralized PERS Services Team.

See the OSPA Reference Manual, Handbooks, Public Employee Retirement System.

Vacation Leave Accrual – If the employee takes accrued leave while on a military leave of absence, his/her sick, vacation and personal business leave will continue to accrue. If the employee is on military LWOP, vacation, sick or personal business will not accrue.

When an eligible employee on military LWOP returns to work and meets the requirements for re-employment, the employee's vacation accrual rate will be as though the employee had remained at work.

VAM Pay Type – When an employee donates vacation leave to the MDLP, agency payroll makes a VAM entry on the P050 screen to convert the hours to dollars. If you enter RATE and UNITS on the P050 screen, this pay type will reduce the employee's VA balance by the UNITS entered.

This entry makes a cash payment to the employee who is donating the leave. The corresponding MMNN entry on the P070 screen deducts the donation from the employee's pay and makes a payment to DAS.

The VAM pay type is not subject to social security, Medicare, state or federal income or mass transit taxes, or retirement contributions for the donating employee. The entry will interface to R*STARS as a payroll expense with COBJ 3111 Regular Employees. It will trigger a balanced transaction (BT) from the agency to the Joint Payroll Account (JPA).

HELP / TROUBLESHOOTING

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SCREENS

This process uses or impacts the following screens. For additional information, see the OSPA Reference Manual, Screen Descriptions.

P050 Gross Pay Adjustments on File – Agency Payroll uses pay types VAM and CTM on the P050 screen to convert donated leave hours to dollars. They also use the P050 to enter the MDL pay type to pay an employee on active military duty that qualifies for the MDLP.

P070 Deductions and Deduction Adjustments – Agency Payroll uses the P070 screen when agency employees donate compensatory time or vacation leave to the MDLP. The MMNN deduction code generates a payment to the MDLP Account for the leave hours converted to dollars on the P050 screen.

P090 YTD Wages, Taxes, and Retirement – The P090 screen summarizes the employee's earnings, taxes and retirement contributions for a designated tax year. The MDL pay type posts to TXI TAXABLE INCOME on the P090. The CTM and VAM pay types post to ROE REIMB. OF EXPENSES. OSPA updates the data on the screen after each final payroll run.

P091 YTD Wages, Taxes, and Retirement – The P091 summarizes the employee's earnings, taxes and retirement contributions for a designated tax year. The display on this screen is an on-line calculation from the P370 Calculation of Current Payoff screen for entries made since the last final payroll run. The MDL pay type posts to TXI TAXABLE INCOME. The CTM and VAM pay types post to ROE REIMB. OF EXPENSES.

P190 Payroll Register Data – The P190 screen displays the net pay amount for each payroll run for up to three months. OSPA updates the data after each final payroll run.

P191 Register Summary -- The P191 screen shows the pay registers for an employee for the last three pay periods in run, register set and concurrent job number order. It includes pay types from the P050 and deductions from the P070 screens. OSPA updates the screen after each final payroll run.

P192 Register Listing – The P192 screen displays the payroll register detail for a designated employee, pay period and payroll run. The display includes P050 adjustments and P070 deductions. OSPA updates the screen after each payroll run and maintains the data for three pay periods.

P370 Calculation of Current Payoff – The P370 screen shows the results of an on-line calculation from entries made since the last final payroll run. P050 entries display under INCOME TYPE. P070 entries display under DEDUCTIONS.

P430 Employee Leave Data – The P430 is an inquiry screen that summarizes all of the employee's leave balances. A leave transaction entered on the P435 Employee Leave Data screen or the P050 Gross Pay Adjustments on File screen with RATE and UNITS will change the balance of the applicable leave on the P430 as soon as you save the transaction. The P430 screen is agency and CCJ specific.

P435 Employee Leave Data -- Agency payroll uses the P435 screen to update an employee's leave balances manually. The screen also displays leave activity entered on the P003 and P004 Time Capture and the P050 Gross Pay Adjustments on File screens. The transactions drop off the P435 screen after the next leave accrual.

FORMS

- PERS USERRA Certification Form, <http://www.oregon.gov/pers/Documents/Form/451-Uniformed-Services-Employment-and-Reemployment-Rights-Act-USERRA.pdf>
- MDLP Forms, <http://www.oregon.gov/DAS/HR/Pages/Military.aspx>
 - Accounting Reimbursement Form
 - Donation Authorization Form
 - Reimbursement Request Form

REPORTS

The following reports will provide documentation for military leave. For additional information, see the OSPA Reference Manual, Report Descriptions.

XREF76, XREF76C, Deduction Register Detail and Summary – OSPA creates the reports after each final payroll run. It includes the deduction code, employee and amount. The MMNN deduction code will be included in the report.

B500A, B500C EXAS/OSPS Detail Labor Distribution and Prorate - These reports summarize the labor costing for each employee. The information will interface from OSPA to R*STARS for each final payroll run. (See the OSPA Reference Manual, Interfaces, Relational Statewide Accounting and Reporting System.) OSPA creates the B500C after each final run 2. It combines the labor costing for both run 1 and run 2. Your agency can use these reports to confirm the labor cost coding for an MDL payment.

E315-009A Employees Unqualified for State Pay Benefits – Created after each final payroll run, this report lists employees who have not met the criteria to qualify for PEBB mandatory or core benefits and have PEBB deductions on the P070 Deductions and Deduction Adjustments screen. Employees on LWOP for a military leave of absence will be included on this report.

B075B Gross Pay Adjustments – OSPA creates the report after each final run. It lists the P050 entries for the current payroll run. The Oregon Accounting Manual (OAM) 45.35.00.PO and PR (see References / Authority below) require that a manager not attached to payroll review and approve the B075B prior to the release of paychecks and pay stubs each payroll run. The CTM, VAM and MDL entries will be on the report.

E460 Leave Accrual – Adjustments and Transfers Report – This report prints after each leave accrual. It lists the entries made on the P435 screen since the last leave accrual.

B470C, B470CM, B470D Leave Accrual Registers – These reports print after each leave accrual. They summarize each employee's leave usage and accrual during the pay period, including entries on the P435 and P050 screens.

E315-009B Payroll Deduction Adjustment (W) – The report, created after every final payroll run, lists employees who have entries to force the premiums for required PEBB insurances on the P070 screen with ADJ = W (CBIW and military leave). See Notes, PEBB Benefits above.

E120-042A, E120-052A, E122-042A, E122-046A, E122-056A Payroll Exception – Each of these reports, created after each preliminary and final payroll run, lists employees with payroll exceptions for current and corrective pay periods. See the OSPA Reference Manual, Report Description for a list of messages.

XREF43, XREF44, XREF45, XREF46, XREF46D Payroll Register - The payroll registers summarize labor and list deductions for each employee for a pay period and payroll run. Agencies use them to verify that payroll processed correctly and to research prior pay period activity. The reports will show the P050 and P070 entries for MDLP and the LWOP hours recorded.

XREF90, XREF90C, XREF91, XREF91C, XREF92, XREF92C, XREF93, XREF93C, XREF94, XREF95, XREF96, XREF96C, XREF99 SFMS Cost Distribution - These reports describe how each employee's labor costs posted in R*STARS (see the OSPA Reference Manual, Interfaces, Relational Statewide Accounting and Reporting System). The reports each summarize the data in a different way. Your agency can use these reports to confirm the labor cost coding for an MDL payment.

CREATING AN AUDIT TRAIL

The following documents help create an audit trail:

- MDLP Forms (see Forms above)
- Employee's Military Leave and Earnings Statement (LES)
- OSPA Payroll Report of Payments for Agency Reimbursement spreadsheet (datamart query results)

AUTHORITY / REFERENCES

U.S. Regulations:

- U.S. Uniformed Services Employment and Reemployment Act, 20 CFR 1002, <http://www.dol.gov/vets/programs/userra/>
- IRS Publication 15 (Circular E) Employer's Tax Guide, <http://www.irs.gov/pub/irs-pdf/p15.pdf>
- IRS Revenue Ruling 2009-11, <http://www.irs.gov/pub/irs-drop/rr-09-11.pdf>
- IRS News Room, News Room, Armed Forces, Questions and Answers on Combat Zone Provisions, Employers with Employees in Combat Zone, <http://www.irs.gov/newsroom/index.html>

Oregon Revised Statutes, https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx

- 238A.415 (OPSRP) Credit for service in uniformed services
- 399.230 Employment rights of members of organized militia when called into active state service
- 408.225 to 408.290 Advantages Given Veterans in Public Employment

Oregon Administrative Rules, <http://arcweb.sos.state.or.us/pages/rules/access/numerically.html>

- 101-020-0065 (PEBB) Health Flexible Spending Arrangements
- 101-030-0022 (PEBB) Continuation of Insurance Coverage for Employees on Active Military Leave (USERRA)
- 459-011-0100 (PERS) Credit for Military Service under USERRA
- 459-011-0110 (PERS) Credit for Military Service under ORS 238.156(3)
- 459-075-0100 (OPSRP) Credit for Military Service under USERRA
- 459-080-0100 (OPSRP IAP) Credit for Military Service under USERRA

State HR Policy, <http://www.oregon.gov/DAS/Pages/policieshr.aspx>

- 60.000.11 Leaves without Pay
- 60.000.25 Military Leave
- 60.020.05 Military Donated Leave Program and Toolkit

Collective Bargaining Agreements, <http://www.oregon.gov/DAS/HR/Pages/LRU.aspx>

Oregon Accounting Manual, <http://www.oregon.gov/DAS/Financial/Acctng/Pages/OAM.aspx>

- 45.35.00.PO and 45.35.00.PR Review of Gross Pay Adjustment Reports

PERS Employer Manual, USERRA,

http://oregon.gov/PERS/EMP/docs/er_general_information/employer_manual.pdf

PEBB:

- General PEBB web site, including the Plan Summary, <http://www.oregon.gov/OHA/PEBB/Pages/index.aspx>

OSPA Reference Manual, <http://www.oregon.gov/DAS/Financial/Payroll/Pages/referencemanual.aspx>

- Codes, Screen Message Codes
- Handbooks:
 - Leave Accrual and Reporting
 - PEBB Benefits
 - Public Employee Retirement System

- Interfaces, Relational Statewide Accounting and Reporting System
- Report Guides
- Screen Descriptions

REVISION HISTORY

Date	Rev. No.	Modification
12/30/09	1.0	Original
02/09/10	1.1	Clarify VF donation
01/11/11	1.2	WR#3722, PEBB paid basic life no longer offered
05/12/16	1.3	Removed information on VF donation Updated web links

ATTACHMENTS

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