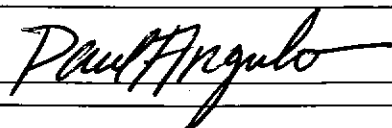




County of Riverside
OFFICE OF THE AUDITOR-CONTROLLER
STANDARD PRACTICE MANUAL

SECTION: 2		SUBJECT: Supplemental Military Pay
POLICY NUMBER: 205		CATEGORY: Payroll
EFFECTIVE DATE: 7/1/13	APPROVED BY: 	

PURPOSE:

To establish policies, procedures, and clarification of the role of the Auditor-Controller's Office (ACO) in processing employee's supplemental military pay.

SCOPE:

Applies to all County departments, agencies, special districts, and authorities—collectively referred to as "entities"—that are governed by the Board of Supervisors (BOS) or that are considered part of the County reporting entity.

POLICY:

It is the policy of the ACO to follow the strict legal requirements as set forth in *State and Federal law; California Military & Veterans' Code, Section 395; United States Code, Title 38, Chapter 43; Heroes Earnings Assistance and Relief Tax Act of 2008; BOS agenda item 3.26 dated March 31, 2004, with regard to processing employee's Supplemental Military Pay; Riverside County Ordinance 440; and Memorandum of Understandings (MOUs).*

PROCEDURE:

Eligible employees shall receive the difference between their County base salary and their military base pay starting on the 31st day of military leave. In days 1-30, the employee will receive full County pay.

Employee's Role:

- Notifies their department they have been ordered to military training or active duty and submit a Leave of Absence (LOA) request for approval prior to the employee's report date on the military orders.
- Provides a copy of their military orders and a current military Leave and Earnings Statement (LES) to their department.
- Provides their department a contact phone number or e-mail address of a designated person the department can contact during their military leave in case additional information is needed after deployment. Human Resources recommends that the employee appoint someone power of attorney privileges so decisions can be made if the employee is unreachable.

Department's Role:

- Once the approved LOA request has been received, reviewed, and approved, the department will forward a copy of the approved LOA request, military orders, and LES to ACO Payroll Division.

- The department must change the employee's work schedule to a 5 day 8 hour schedule while they are on leave. Upon the employees' return the schedule will be adjusted.
- Enters the employee's time into the PeopleSoft Time and Labor module using the respective time reporting code, while the employee is on leave.
 - Military Leave Pay (MIL) - used to report the employee out on leave for the first 30 days of each fiscal year.
 - Military Leave Accrual (MLA) - used to report the employee out on leave beginning with the 31st day.
- Enters the employee's time—should be keyed as 8 hours of MIL from day 1-30 of approved military leave per fiscal year and MLA from day 31 and beyond of approved military leave per fiscal year.
- Responsible for tracking the employee's total leave in calendar days within a fiscal year since ACO Payroll Division does not track MIL.

ACO Payroll Division's Role:

- Calculate, process, and keep record of supplemental military pay.
- Discontinue all CalPERS reporting while the employee is receiving MLA/MLP.
- Retain records of supplemental military pay for two years.
- To determine the amount of Military Differential Pay (MLP):
 1. Run query to locate all employees who have MLA reported in the current pay period that is being processed.
 2. Calculate the pay difference based on the military LES provided by the employee and the employee's current pay rate listed in the PeopleSoft Job Data module.
 3. MLP is keyed into the employee's pay line once the employee's pay difference is calculate.

SECTION:	2
POLICY NUMBER:	205
EFFECTIVE DATE:	