

Military Leave - Classified with Automatic Reduction

1. Enter Tran Code of 71 A.
2. The Pay Status becomes M (military). Any payments made with a Pay Status of M will not be subject to furlough.
3. To make a payment, enter HR and hours to be paid. Leave Base as is. The HR hours will be paid as usual, with all WRS and leave benefits, and with no furlough reduction.

To make a payment that is subject to furlough Create ADJ screen. Enter PP XX.0. PP is subject to furlough reduction. Include some sort of explanation; you will also need to enter the end date of the prior pay period. Do not enter the end date of the July A pay period; as that is not subject to furlough.

SMITH, EMPLOYEE	XXX XX XXXX	ON LEAVE
APPT ID 9000XXXX	PERSON ID XXXXXXXX	ADSV
BIWEEKLY ENTRY	TYPE AND HRS OR AMT	UW FTE

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	3 HR 80.0	
AMT:		
UDDS A030500	FUND 101 ACT 1 ACCT	CLASS 21
80.0		TOT HRS
RATE H 14.645	BASE 80.0	PROB END
VISA		RETR
TITLE 16600 - P	RET 4 LTE	PT OT STATUS
BANK N		BU 02
1 TRAN CODE 71 - A DATE 07 04 09		
CERT CPO000394	A21 DATE	TRAN CODE - DATE
EXPLANATIONS:		
	2 PAY STATUS M BEGIN 07 04 09	END
NEXT:		TP EXIT: