

Military Leave (Unclassified with Automatic Reduction)

1. Enter Pay Status of M. The Pay Status becomes M (military). Any payments made with a Pay Status of M will not be subject to furlough.
2. To make a payment enter the amount to GROSS / HOURS. The payment will be paid, with all WRS and leave benefits, and with no furlough reduction.

To make a payment that is subject to furlough:

Change the Pay Status to A (entire payment)

Create a NEW screen and change the Pay Status to A (for a partial payment subject to Furlough)

JONES, EMPLOYEE	XXX XX XXXX	ON LEAVE
APPT ID 9000XXXX	PERSON ID 9000XXXX	
2 GROSS / HOURS	XXXX.XX	FTE
AMT:		
UDDS A030500	FUND 101 ACT 4 ACCT	CLASS 61
PAY BASIS A	RATE 39192 TITLE Y41NN	MOD S
RETR	SOC SEC TAX N TAXABLE N	RETR
VISA		BANK
LOCATION		
TRAN CODE - DATE	TRAN CODE - DATE	
A21: DATE		
EXPLANATIONS:	1 PAY STATUS M BEGIN	END
NEXT:		TP EXIT: