

State of Wisconsin

Department of Administration

Military Leave Accrual Entitlement

Job Aid

Version 2.0

Version History

Version	Date	Editor	Description
1.0	03/5/2021	Brenda Williams	Initial Release
2.0	8/19/2021	Brenda Williams	WI_MILITARY Added as Element Name to Absence Adjustment

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Role: Agency Absence Specialist or Agency FMLA Coordinator

Resource: [Military Leave Benefits Guide](#)

Policy:

[WI HR Ch 720: Military Leave](#)

Sec. 720.130.3 Benefits Administration

Note:

WI_MILITARY entitlement is only to be used for tracking leave lost while on lengthy military deployment. It is not required for the use of the MILPD, MILPD+30 and MILNP leave codes on the timesheet.

These leave codes are available on the timesheet in the Absence Name field.

MILPD (Mil Paid first 30 days - Code 013) If State pay is greater the employee qualifies for pay differentials. Employee is paid and a POTT for Military Pay Reduction (Earning Code is MPR) should be submitted to reduce the employee’s paycheck. Base Allowance for Housing (BAH) is not included with the military base pay.

The agency may do an estimated MPR POTT in the same pay period and reconcile later when military Leave and Earning Statement (LES) is received. The employee may opt to receive their full State pay, but the agency will have to reconcile when the employee submits the military LES. The employee would owe back the overpayment in State pay.

MILPD +30 (Mil Paid after 30 days - Code 03) If state pay is greater the employee qualifies for pay differentials. Employee is paid and a POTT for MPR should be submitted to reduce the employee’s paycheck . BAH is included with the military base pay.

You may do an estimated MPR POTT in the same pay period and reconcile later when military LES is received. The employee may opt to receive their full State pay, but the agency will have to reconcile when the employee submits the military LES. The employee would owe back the overpayment in State pay.

MILNP (Mil Leave Without Pay - Code 023) If State pay is less. No pay but allows for accrual of annual leave, holiday and sick. The employee is eligible to use paid leave, except sick leave.

How It Works

The Military Entitlement and Balance will appear on the Results by Calendar Group (RCG) screen once the Assign Entitlements and Takes screen has been populated and available on the employee’s timesheet.

- Qualified unused accrued leave earned while on military deployment is to be converted to Military leave (WI_Military_Ent / Military Accrual Award) at the time of re-employment by calculating the total hours of lost leave. Allow the unused accrued leave to be lost at the end of each calendar year in the system while the employee is on the LOA.
- An employee returning from an approved Military leave has the following 2 calendar years to use their previously lost leave.

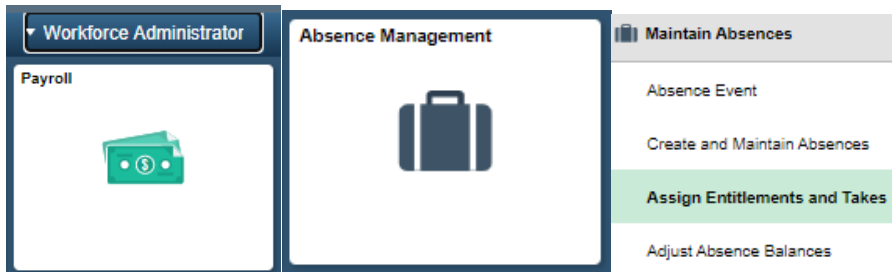
Example:

- Initial entitlement is keyed 06/06/2021-12/31/2021 for 300 hours.
 - Employee uses 100 hours in 2021 leaving a 200-hour ending balance in 2021.
 - A new entitlement is keyed 01/01/2022-12/31/2022 for 200 hours.
 - Employee uses 100 hours in 2022 leaving a 100-hour ending balance in 2022.
 - A new entitlement is keyed 01/01/2023-12/31/2023 for 100 hours.
 - Any remaining hours at the end of 2023 will be lost.
- At the end of each calendar year, the military entitlement balance will drop off the RCG screen, regardless of the end date keyed on the Assignment Entitlements and Takes screen.
 - If at the start of the second and third year there is a remaining balance, the agency will need to enter new rows on the Assignment Entitlement and Take screen.
 - If it is the end of the third year, any remaining balance is lost.

Note:
If the employee's position has ended prior to the year end, the balance will remain on the RCG screen and not automatically drop off.

Entering A Military Entitlement

Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Assign Entitlements and Takes



1. Enter the Empl Id under the **Find an Existing Value** tab

The screenshot shows the 'Assign Entitlements and Takes' search form. The 'Find an Existing Value' tab is selected. Below the tab, there is a search criteria section with several dropdown menus: 'Empl ID begins with', 'Empl Record', 'Name begins with', 'Last Name begins with', 'Second Last Name begins with', 'Alternate Character Name begins with', and 'Middle Name begins with'. A red circle with the number '1' is placed over the 'Empl ID begins with' dropdown. At the bottom of the form, there are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

2. Click to expand all available columns.

The screenshot shows the 'Element Override List' table. At the top, there are navigation icons and a 'View All' link. Below that, there are tabs for 'Elements', 'Unit Element', and 'Generation Control'. The 'Elements' tab is selected. The table has columns for 'Element Type', 'Element Name', 'Active', 'Begin Date', and 'End Date'. A 'Show all columns' button is highlighted over the table header. At the bottom, there are 'Save', 'Return to Search', 'Notify', and 'Refresh' buttons.

Two rows will need to be added.

3. Element Type: Absence Entitlement with Element Name: WI_MILITARY
4. Element Type: Absence Take with Element Name: WI_MILITARY_LV_TK
 - o Make sure the Active box is checked for each line

Element Type	Element Name	Description ^	Active
Absence Entitlement	WI_MILITARY	Military Accrual Balance	<input checked="" type="checkbox"/>
Absence Take	WI_MILITARY_LV_TK	Military Accrual Leave	<input checked="" type="checkbox"/>

5. Begin Date: beginning of the pay period upon reemployment.
6. End Date: 12/31/20XX
 - o Since entitlements cannot cross calendar years, new rows will need to be added if there is a balance remaining at the end of the first calendar year. See next section for more information.

5	Begin Date	6	End Date
	01/31/2021		12/31/2021
	01/31/2021		12/31/2021

7. For Absence Entitlement row
 - o The Unit Element Type: Numeric.
 - o Leave the Element Name blank.
 - o The Entitlement Unit is the number of hours of lost leave.
 - o The Frequency is Calculate Per Pay Period.
 - o Leave the Frequency ID blank.
 - o The Generation Control Option is Specified Generation Control.
 - o The Generation Control is WI_MIL_ACCRUAL.

Unit Element Type	Element Name - Unit	Entitlement Unit	Frequency	Frequency ID	Generation Control Option	Generation Control	Description
Numeric		176.000000	Calculate Per Pay Period		Specified Generation Control	WI_MIL_ACCRUAL	Military Accrual Control

When there is Military Leave Balances at the end of Calendar Year 1 and 2

Since entitlements cannot cross calendar years, two new rows will need to be entered on the Assign Entitlements and Takes screen.

1. Review the Results by Calendar Group screen under the Accumulators tab for the last calendar for the year. Determine the remaining **WI_Military_Bal/Military Accrual Balance**. Use the remaining balance as the Entitlement Unit for the second year and repeat this process for the third year if a balance remains.
2. Follow the entry instructions above for the two new rows.

Calendar Information					
Calendar ID	165 2020B26	Pay Group	165	Version	1
Segment Number	1	Revision	1	Gross Result Value	0.00 USD
		Net Result Value	0.00 USD		

Accumulators					
Period	Element Name	Amount	Description	From	Through
Year to Date	WI_MIL_UNPD_TAKE	80.000000	Military Leave Unpaid Used	01/01/2020	12/31/2020
Year to Date	WI_MIL_UNPD_ENT	80.000000	Military Leave Unpaid	01/01/2020	12/31/2020
Year to Date	WI_MIL_UNPD_BAL	0.000000	Military Leave Unpaid	01/01/2020	12/31/2020
Year to Date	WI_MILITARY_TAKE	58.000000	Military Accrual Used	01/01/2020	12/31/2020
Year to Date	WI_MILITARY_BAL	0.270000	Military Accrual Balance	01/01/2020	12/31/2020
Year to Date	WI_MILITARY_ENT	58.270000	Military Accrual Award	01/01/2020	12/31/2020

Assign Entitlements and Takes												
Employee ID	[Redacted]	Empl Record	0	Name	[Redacted]							Refresh
As Of Date	03/03/2021											

Element Override List													
Element Type	Element Name	Description	Active	Begin Date	End Date	Unit Element Type	Element Name - Unit	Entitlement Unit	Frequency	Frequency ID	Generation Control Option	Generation Control	Description
Absence Take	WI_MILITARY_LV_TK	Military Accrual Leave	<input checked="" type="checkbox"/>	01/01/2021	12/31/2021								
Absence Entitlement	WI_MILITARY	Military Accrual Balance	<input checked="" type="checkbox"/>	01/01/2021	12/31/2021	Numeric		0.27	Calculate Per Pay Period		Specified Generation Control	WI_MIL_ACCRUAL	Military Acc
Absence Take	WI_MILITARY_LV_TK	Military Accrual Leave	<input checked="" type="checkbox"/>	01/05/2020	12/31/2020								
Absence Entitlement	WI_MILITARY	Military Accrual Balance	<input checked="" type="checkbox"/>	01/05/2020	12/31/2020	Numeric		58.21	Calculate Per Pay Period		Specified Generation Control	WI_MIL_ACCRUAL	Military Acc

When the Employee Terminates with a Military Leave Balances

If there is a balance remaining in the Military Accrual Balance when the employee terminates their employment, include the balance in the term payout. The hours can be added into the Comp Time section or Sabbatical section of the Payout worksheet. The agency should include a comment in the POTT when submitting the LAN/LSR indicating the amount of Military Accrual Leave paid out.

- As of July 2021, the WI_MILITARY element has been added as an absence adjustment selection. When zeroing out balances as part of the termination process, include zeroing out the WI_MILITARY_BAL (Military Accrual Balance). This balance is included in the Results by Calendar Group screen.
- If the employee is transferring to another agency, include the Military Balance on the Personnel Transfer Record form. The new agency will have to accept the remaining balance.
- Only use the WI_MILITARY element on the absence adjustment screen to decrease the balance. To increase the Military Entitlement, use the Assign Entitlements and Takes as explained above.

Absences					
Employee ID	[Redacted]	Name	[Redacted]	Empl Record	0
Pay Group	410	Description	Dept of Corrections	Pay Entry	WISCONSIN
Calendar ID	410 2021B15	Begin Date	07/04/2021	End Date	07/17/2021

Balance Adjustments				
Element Name	Description	Balance Adjustment	Begin Date	End Date
WI_MILITARY	Military Accrual Balance	-232.25	07/04/2021	07/17/2021

Attachments			
Filename	Description	Date/Time Attached	Attached By

Comments

Zeroing out Military balance

Calendar Group Results					
Calendar Group ID	2021B14A	Employee	[Redacted]	Empl Record	0
Calendar ID	410 2021B14A	Pay Group	410	Version	1
Segment Number	1	Revision	1	Gross Result Value	0.00 USD
		Net Result Value	0.00 USD		

Accumulators					
Period	Element Name	Amount	Description	From	Through
Year to Date	WI_PER_HOL_ENT	36.000000	Personal Holiday Award	01/01/2021	12/31/2021
Year to Date	WI_MIL_UNPD_TAKE	168.000000	Military Leave Unpaid Used	01/01/2021	12/31/2021
Year to Date	WI_MIL_UNPD_ENT	168.000000	Military Leave Unpaid	01/01/2021	12/31/2021
Year to Date	WI_MIL_UNPD_BAL	0.000000	Military Leave Unpaid	01/01/2021	12/31/2021
Year to Date	WI_MILITARY_TAKE	61.000000	Military Accrual Used	01/01/2021	12/31/2021
Year to Date	WI_MILITARY_BAL	232.250000	Military Accrual Balance	01/01/2021	12/31/2021
Year to Date	WI_MILITARY_ENT	293.250000	Military Accrual Award	01/01/2021	12/31/2021
Year to Date	WI_LEGAL_HOL_TAKE	24.000000	Legal Holiday Used	01/01/2021	12/31/2021