



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM

HR#73-16

September 27, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: REVISIONS TO MILITARY LEAVE FOR TRAINING ON A WEEKEND

The 2015 Legislative Session amended NRS 281.145 to provide leave for military service dependent on the type of service and whether an employee is regularly scheduled to work any part of Saturday or Sunday.

This memorandum clarifies the reporting of military leave on the employee timesheet. Additionally, agencies may allow their employee on military leave for weekend drill training to provide copies of their military pay advice - Leave and Earnings Statement (LES) or report their military pay grade information and number of drills on their NEATS timesheet.

CLARIFICATION ON TIMESHEET CODING

An employee, who is an active member of the Guard or Reserve, is provided up to 15 days of paid military leave in a 12-month period to serve under orders for training (e.g., annual) and/or deployment (NRS 281.145 Subsection 1). The timesheet code, UMIL, can be reported on a Saturday or Sunday, if the employees' regular shift includes any part of Saturday or Sunday. If the employee has exhausted his or her paid military leave then military leave without pay, annual leave, or compensatory time may be used.

An employee, who is an active member of the Guard or Reserve and whose regular work schedule includes any part of Saturday or Sunday is provided an additional 24 days in a 12-month period to serve under orders for training scheduled on a Saturday or Sunday (NRS 281.145 Subsection 2). The timesheet code, UMILT, can be reported on a Friday for the entire shift, if the employee works a crossover shift into Saturday. UMILT may also be reported for an entire crossover shift that begins on a Sunday and ends on Monday. If the employee has exhausted the additional 24 days for military training on a weekend then military leave without pay, annual leave, or compensatory time may be used.

Effective Pay Period 10 (10/10/16-10/23/16) , an employee reporting UMILT may document their military pay grade (e.g., E1-E9, O1-O10), cumulative military years of service, and number of drills in the 'Notes' section on their NEATS timesheet on the day or days UMILT is being reported. For example, enter "E4; 3 Years of Service; 4 Drills". The employee should not enter their military title. An employee may also attach a copy of the Defense Finance and Accounting Service (DFAS) Drill Pay Chart with the appropriate information highlighted to their NEATS timesheet. A copy of the DFAS Drill Pay chart can be found here: [Defense Finance and Accounting Service \(DFAS\) Military Pay Charts](#)

MILITARY LEAVE TIME ACCOUNTING

Until the Division of Human Resource Management can modify the employee home page in NEATS to reflect military leave reporting, agency payroll liaisons can query the HR Data Warehouse using the Leave Activity Analysis query to provide detailed information regarding UMIL and UMILT reporting to their respective employees.

PAY ADJUSTMENT FOR MILITARY LEAVE TRAINING ON WEEKEND

Each pay period, agency payroll liaisons will query the HR Data Warehouse for employees reporting UMILT in the previous pay period. The LES, provided by the employee, or the military pay grade information and number of drills from the NEATS timesheet note and the DFAS Drill Pay Chart will be used to determine the pay adjustment amount. Agency payroll liaisons will reduce the employees' State pay by the lesser amount of the military drill pay or the State pay for the weekend drill training. If the LES is provided, or the employee has noted their military pay grade information and number of drills on their NEATS timesheet, the pay adjustment to reduce their State pay amount will be processed in the pay period following the receipt of the LES or military pay grade information. If the employee does not provide the LES or note their military pay grade information and number of drills completed on their NEATS timesheet, the pay adjustment reducing their State pay will be processed no later than three pay periods following the reporting of the weekend drill training. The pay reduction amount will be the amount of their State pay for the weekend drill training.

ADJUSTMENTS TO MILITARY LEAVE PREVIOUSLY REPORTED

The Division of Human Resource Management will be auditing all military leave for weekend drill training and the corresponding pay adjustments reported from July 1, 2015 through the effective date noted above. Employees that previously reported military leave for training on a weekend, and have not had a pay adjustment processed will be contacted for their military pay grade information and number of drills completed or a copy of their LES. This information will be used to calculate the amount owed for the pay adjustment. Absent this information (military pay grade information or LES's), the pay adjustment amount owed will be the employee's State pay amount for the weekend drill training. The amount owed will be provided to the employee and a payment plan established for the repayment. Prior year DFAS Drill Pay Charts can be found here: [Defense Finance and Accounting Service \(DFAS\) Military Pay Charts](#)

Detailed information regarding the procedures for the agency payroll liaisons will be provided to them in a separate memorandum. Because of the variety of business needs faced by State agencies, agencies may also adopt agency specific policies consistent with this memorandum to provide further guidance to their employees.

We apologize for any inconvenience caused by these revisions, but it is vital that we make sure that military leave time reporting is done properly to ensure a fair and consistent application of the regulations for our valued military service employees.

If you have questions regarding this memorandum, please contact Keyna Jones, Central Payroll Manager at kjones@admin.nv.gov or (775) 687-9077.