



Payments to Military Reserve Employees Called to Active Duty

State of Oklahoma employees who serve in the Military Reserves and are called to active duty after September 11, 2001, during the time that Operation Enduring Freedom is in effect, will receive the difference between their Military Components Pay and their regular OSU pay. Reservists covered under House Bill 2264 include the National Guard, Army and Air National Guard and the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves.

Supervisors who have employees who are serving in the Military Reserves and are called to active duty should collect a copy of their employee's military orders indicating the dates of active duty. Additionally, the supervisor will need to collect copies of the employee's Defense Finance and Accounting Service Military Leave and Earnings Statement each time s/he is paid so that the department can calculate the payment, if any.

This procedure only addresses payment under House Bill 2264. It does not eliminate the need for the employee to be put on military leave, which may also have benefits implications for the employee. For more information on how an employee's benefits are affected during their military leave, refer to the Benefits and You publication. You may obtain a copy of the publication pertaining to Military Leave on the OSU Human Resources website at www.okstate.edu/osu_per/benefits/ben-u.html or you may stop by Employee Services, 106 Whitehurst, 405 744-5449, to obtain a copy.

For purposes of this procedure, the employee's military pay will be the employee's total entitlements listed on the employee's military earnings statement. All military components will be considered for purposes of the employee's military pay. This may include Basic Housing Allowance (BAH), Basic Allowance for Subsistence (BAS), Hazardous Duty Payments or any other payments. OSU pay is based on the hourly or monthly pay rate exclusive of any overtime or salary additives.

The department is responsible for calculation of any pay due the employee. This calculation should be performed semi-monthly after the employee furnishes the department with the most current Military Leave and Earnings Statement.

Procedures for Determining and Paying Military Called to Active Duty

The following procedures apply when an employee who serves in the Military Reserve is called to active duty.

Request a copy of the military orders from the employee in order to determine the time period for which calculation of pay due, if any, must be done. This information will also be helpful in placing the employee on military leave.

Request the employee send the department a copy of each Military Leave and Earnings Statements as they are received so that the calculation can be made and payment, if any, be handled in a timely basis. Military pay is usually semi-monthly so that the department should receive two Military Earnings Statements each month.

Use the “Worksheet for Calculation of Military Supplement Payments” form to calculate the amount to be paid to the employee, if any. The form is available as a download from the OSU Human Resources website, www.okstate.edu/osu_per/docfiles/docfiles.htm .

Remember under federal law the employee is entitled to full pay for the first 30 days on which s/he is on military leave. The 30 days is payable each federal fiscal year which begins October 1. Since the employee is still receiving full pay during this 30 days, s/he would not be eligible for any additional payment for those days.

If the calculation results in a payment to the employee, use the Online Special Payment system to pay the employee. Enter in the following items into the Online Special Payment system:

E/C – Use 231 as the earnings code if the employee’s OSU pay is bi-weekly or use 231 as the earnings code if the employee’s OSU pay is monthly.

HRS WRKD – Enter 1 as the hours worked.

RATE – Enter the amount calculated on the “Worksheet for Calculation of Military Supplement Payments” as the rate.

FROM DATE – Enter the beginning date for which the employee is receiving the additional pay. This will normally be the beginning date of the Military Earnings Statement. It would not include days for which the employee has received full pay as under federal law (referenced in 4 above).

TO DATE – Enter the ending date of the Military Earnings Statement.

CC FRS ACCT – Enter the 12-digit alpha numeric campus code, account number and subcode without dashes. This is the account that the employee is normally paid from.

EXT CD – Enter the university or college extension program code, if applicable. Leave blank, if the payment is not charged to an extension program.

COMMENT 1 – Enter “Military Payment Under House Bill 2264” as the reason for the special payment.

Attach the Military Earnings Statement to the “Worksheet” and file with the employee’s payroll information.

This process will continue until the conclusion of the military orders.

If you have questions regarding the provisions of Bill 2264, please call your HR Partner or 405 744-5646. If you have questions regarding payment of amounts due, please call Payroll Services, 405 744-6372.