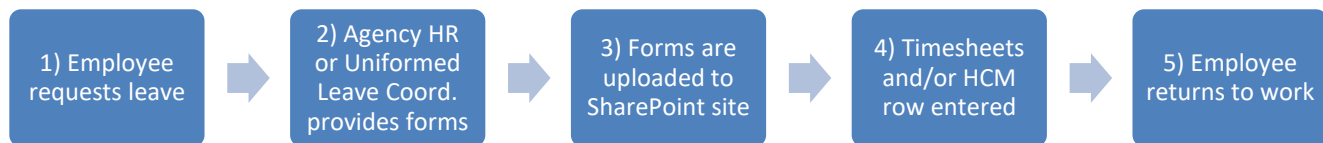




Uniformed Services Leave Procedure

Employees who are on leave related to covered military duty as defined under Washington State law and/or King County ordinance must complete and submit a Uniformed Services Leave Form and associated orders or training/drill schedules prior to the start of leave to receive associated pay and benefits.

- When requesting a leave of absence for deployment or training/drills, written or verbal notice is sufficient.
- If eligible for pay under Washington State law, receipt of payment may not be deferred or delayed.
- Leave of more than 30-calendar days – employees may be required to submit orders at the time the employee returns to work when exercising reemployment rights under USERRA.



Employee responsibilities:

1. Communicates need for uniformed services leave to supervisor
2. Completes the Uniformed Services Leave Form and leave request form (if agency requires)
3. Forwards form and copy of orders (if eligible for pay) to Uniformed Services Leave Coordinator
4. Leave begins
5. Employee provides discharge and projected return-to-work dates
6. Makes self-payments to Benefits office if paying for supplemental life or AD&D insurance
7. Provides request for time off form and DD-214 (or equivalent) to Military Leave Coordinator
8. Provides updated orders and a new Uniformed Services Leave Form annually
9. Returns to work

Employer responsibilities:

1. Supervisor or leave administrator provides Uniformed Services Leave Form to employee
2. Military Leave Coordinator
 - a. Overall responsibility for military leave
 - b. Reviews forms for completeness
 - c. Uploads to Military Leave Reporting SharePoint site
 - d. Forwards to agency payroll/timekeeper, HR and Central Payroll Operations
 - e. Communicate military leave details with supervisor, timekeepers and HR personnel
 - f. Overall responsibility for ensuring employees are not overpaid for 21 days of military leave
3. Agency Human Resources or Military Leave Coordinator
 - a. Enters HCM row in PeopleSoft at beginning of leave and upon return to work if leave is more than 30 days
 - b. Files documents in employee file and retains per Washington state records retention schedules
4. Agency payroll/timekeeper
 - a. Enters hours on timesheet for up to 21 days of paid military leave
 - b. Monitors to ensure not more than 21 days of paid military leave are provided
 - c. Enters unpaid military hours on employee's timesheet every pay period
5. Central Payroll Operations
 - a. Calculates any supplemental pay (if 21 days of paid military leave are exhausted)
 - b. Enters adjusted rate of pay into Payline every pay period if receiving supplemental pay



- c. Maintains a file for each employee who is receiving supplemental pay
- d. Adjusts supplemental hourly rate of pay each January for employees on active duty (as needed)

Orders and Training Schedules/Drills

- Employees who are eligible for paid leave under Washington State’s military leave law shall be paid their normal pay for up to 21 days during the military leave year (October 1 through September 30) and cannot defer payment.
- Employees must submit a completed Uniformed Services Leave Form (once every military fiscal year) AND their orders or training drills/schedules prior to their military leave commencing to receive:
 - 21-days of paid military leave per military fiscal year (Oct. 1 to Sept. 30) per RCW 38.40.060
 - Supplemental pay while on active duty per KCC 3.12.260
 - Medical, dental, vision and basic life insurance for a military leave of absence beyond 30-calendar days per KCC 3.12.260
 - Vacation and sick leave accruals while on military leave per KCC 3.12.260
- If the employee’s military leave period is more than 30-calendar days, the employee can be required to submit orders at the time the employee returns to work when exercising reemployment rights under USERRA.

Applicable PeopleSoft HCM Codes

- PLA/RPL (Reservist Paid Leave) – Use when employee qualifies for supplemental pay and benefits coverage should continue, including earning of SL/VL accruals
- PLA/MTW (Mil Serv w/Ben no supplmt) – Use when employee does not qualify for supplemental pay but benefit coverage should continue, including earning of SL/VL accruals
- LOA/MNO (Mil Srvc no orders) – Use when employee provides verbal notice of military leave but does not provide a copy of their orders. Employee does not qualify for supplemental pay, benefits and earning of SL/VL accruals

PeopleSoft TRC Codes

- TRC416 – Military supplemental pay, includes earning of SL/VL accruals
- TRC415 – 21-days of paid military leave per military fiscal year, includes earning of SL/VL accruals
- TRC420 – Unpaid military leave with continued earning of SL/VL accruals (typically only used when employee’s military pay is higher than their county pay or exhausted 21-days of paid uniformed services leave and employee elects leave without pay)
- TRC450: Reason code (Military leave w/out orders) – Unpaid military leave when employee does not provide orders, does not earn SL/VL accruals

Leave Administration Procedure | Uniformed Services Leave



King County

Department of Human Resources Leaves Administration Team

Examples:

#1) Bob is an Army reservist that is required to attend inactive duty annual training each fiscal military year that begins on October 1. He is eligible for the 21 days paid military leave.

Employee Actions:

- Submit a signed Uniformed Services Leave Form
- Submit a drill schedule, orders or other supporting documentation

ML Coordinator Actions:

- Set up in SharePoint and upload all documents
- No HCM code necessary in PS
- Training days should be coded as TRC 415, using the 21 days paid military days. If the 21 days is exhausted for the fiscal military year, use TRC 420 or he may elect to use vacation or comp time.

Timesheet
Bob Barker
Game Show Host
Actions ▾

Employee ID
Empl Record 0
Earliest Change Date 11/01/2019

Select Another Timesheet

*View By Week
*Date 10/12/2019 [calendar icon] [refresh icon]

Previous Week Next Week
Next Employee

Scheduled Hours 0.000 Reported Hours 0.000

From Saturday 10/12/2019 to Friday 10/18/2019 [help icon]

	Sat 10/12	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Total	Time Reporting Code
[+/-]	8			8	8	8	8		Military Leave Paid - 415
[+/-]									
[+/-]									

Submit

#2) Ellen is a Coast Guard reservist who was notified that she is being called to active duty on 09/15/19 for 100 days. In a review of her current military fiscal year, she has already used 19 days out of her 21 days paid military leave. In addition, she will qualify for the supplemental pay since she makes \$3.00 less per hour in the Coast Guard.

Employee Actions:

- Submit a signed Uniformed Services Leave Form
- Submit a drill schedule, orders or other supporting documentation
- Submit a recent military Leave & Earning Statement

ML Coordinator Actions:

- Set up in SharePoint and upload all documents
- Enter PS Row HCM Code PLA/RPL
- First 2 days should be coded as TRC 415, the 98 days remaining coded as TRC 416

Leave Administration Procedure | Uniformed Services Leave



King County

Department of Human Resources Leaves Administration Team

Timesheet

Ellen DeGeneres Employee ID
Talk Show Host Empl Record 0
Earliest Change Date 11/01/2019

Actions ▾

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 10/12/2019 Next Employee

Scheduled Hours 0.000 Reported Hours 0.000

From Saturday 10/12/2019 to Friday 10/18/2019

	Sat 10/12	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Total	Time Reporting Code
+ -	8.000	8.000							Military Leave Paid - 415
+ -			8.000	8.000	8.000				Military Leave wSupplement Pay - 416
+ -									

Submit

#3) James is an Army reservist who has been on active duty orders since 04/05/19. He was expected to be released from military duty on 08/01/19 but he was notified that his active duty orders would be extended for 300 additional days. James has already used his 21 days paid military in the current fiscal year but the new military fiscal year will begin on 10/01/19.

Employee Actions:

- Submit a signed Uniformed Services Leave Form
- Submit a drill schedule, orders or other supporting documentation
- Submit a recent military Leave & Earning Statement

ML Coordinator Actions:

- Set up in SharePoint and upload all documents
- Obtain a Uniformed Services Leave Form for the fiscal military year 2019
- If employee is unable to complete ML Coordinator should complete based upon prior form enter a PLA/RPL row into PeopleSoft HCM system (row from previous year should already be entered)
- As of 10/01/19, the first 21 days should be coded as TRC 415, the remaining coded as TRC 416

Timesheet

James Corden Employee ID
Late Night Talk Show Host Empl Record 0
Earliest Change Date 10/16/2019

Actions ▾

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 09/28/2019 Next Employee

Scheduled Hours 0.000 Reported Hours 40.000

From Saturday 09/28/2019 to Friday 10/04/2019

	Sat 9/28	Sun 9/29	Mon 9/30	Tue 10/1	Wed 10/2	Thu 10/3	Fri 10/4	Total	Time Reporting Code
+ -					8.000	8.000	8.000	24.000	Military Leave Paid - 415
+ -	8.000	8.000						16.000	Military Leave wSupplement Pay - 416

Submit

Leave Administration Procedure | Uniformed Services Leave



King County

Department of Human Resources Leaves Administration Team

#4) Drew is a reservist in the Air Force and is required to attend drills and annual training each year. Drew's unit is getting ready for a future deployment and requiring that he attend additional inactive duty training in preparation. In review of his current military fiscal year, he has already used all 21 days paid military leave. He is requesting 3 days of unpaid military leave to attend training.

Employee Actions:

- Provide advance notice of the need for leave. Notice is preferred in writing but verbal notification is acceptable
- Submit a request to either take Military LWOP or use leave accruals in any order (except sick leave)

ML Coordinator Actions:

- Set up in SharePoint
 - Document the request for unpaid leave even if given verbally so it can be tracked
 - No Supporting documentation necessary
- No HCM code necessary in PS

Timesheet

Drew Carey Employee ID [redacted]
Game Show Host Empl Record 0
Actions ▾ Earliest Change Date 11/01/2019

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 10/12/2019 [calendar icon] [refresh icon] Next Employee

Scheduled Hours 0.000 Reported Hours 0.000

From Saturday 10/12/2019 to Friday 10/18/2019

	Sat 10/12	Sun 10/13	Mon 10/14	Tue 10/15	Wed 10/16	Thu 10/17	Fri 10/18	Total	Time Reporting Code
[+]	8.000	8.000							Military Leave Paid - 415
[+]			8	8	8				Military Leave Unpaid - 420
[+]									

Submit

#5) Jimmy is an Army reservist who was called to active duty 09/30/19 for 15 days. In a review of his current military fiscal year, he has already used his 21 days paid military leave. For 09/30/19, he opted to take military leave without pay and he is eligible for 21 days paid military leave with the new fiscal year will begin on 10/01/19.

Employee Actions:

- Provide advance notice of the need for leave
 - Notice is preferred in writing but verbal notification is acceptable
- Submit a request to either take Military LWOP or use leave accruals in any order (except sick leave)

ML Coordinator Actions:

- Set up in SharePoint
 - Document the request for unpaid leave even if given verbally so it can be tracked
 - No Supporting documentation necessary
- No HCM code necessary in PS



Timesheet

Jimmy Fallon Employee ID
 Late Night Talk Show Host Empl Record 0
 Actions Earliest Change Date 10/16/2019

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 09/28/2019 Next Employee

Scheduled Hours 0.000 Reported Hours 40.000

From Saturday 09/28/2019 to Friday 10/04/2019 ?

	Sat 9/28	Sun 9/29	Mon 9/30	Tue 10/1	Wed 10/2	Thu 10/3	Fri 10/4	Total	Time Reporting Code
+ -				8.000	8.000	8.000	8.000	32.000	Military Leave Paid - 415
+ -			8.000					8.000	Military Leave Unpaid - 420

Submit

Using the Military Leave of Absence SharePoint Site

King County employees who are called to active duty or inactive annual training are required to have their orders and other relevant information entered into King County’s Military Reporting SharePoint site. The overall responsibility is assigned to each agency Military Leave Coordinator and can include assistance from agency timekeeping staff.

The SharePoint site is also used by Central Payroll staff to ensure that employees are not being overpaid when eligible for supplemental military pay.

Roles and Responsibilities

- **Agency Military Leave Coordinators:** Assigned overall responsibility to record and manage military leave within their agency. This includes:
 - Coordination of pay (i.e., order of paid leave accruals, and type of leave such as military training vs. supplemental pay)
 - Responding to questions from timekeeping staff or the employee
 - Attending training sessions
 - Accurate recordkeeping
 - Ensuring accurate time reporting codes are entered
 - Ensuring employees do not receive more than 21 days of paid military leave each military calendar year – Oct 1 to Sept 30 (WA State law)
 - Entering correct Human Capital Management (HCM) codes into PeopleSoft, as appropriate.
- **Agency Timekeeping Staff:** Responsible for coordination of pay for employees.
- **DHR Leave Administration Team:** Responsible for assisting agencies with administration of military leave, coordination of audits, military training and consultation.

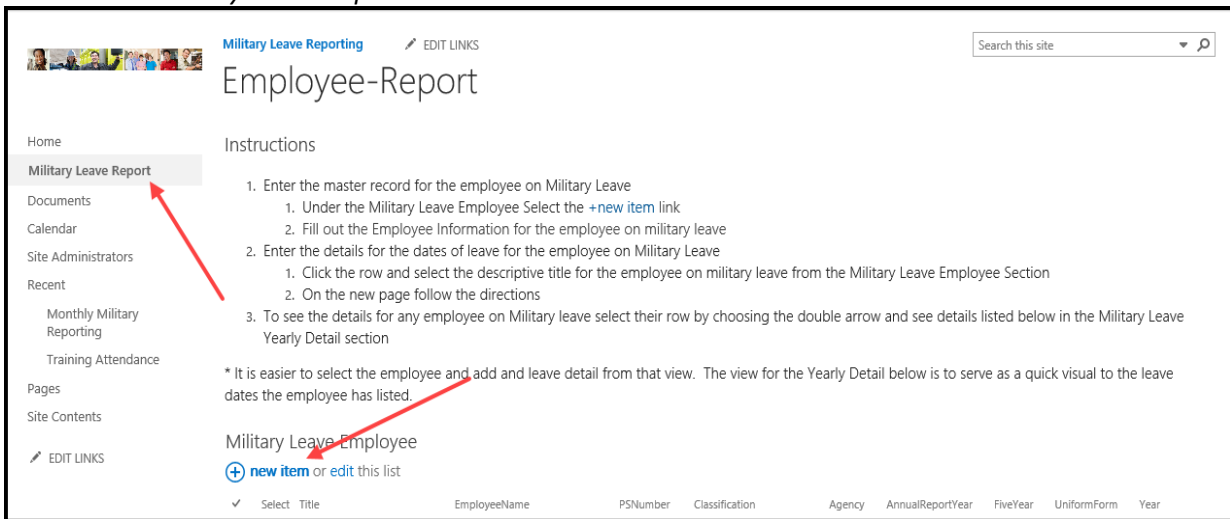


Recording Military Leaves of Absence

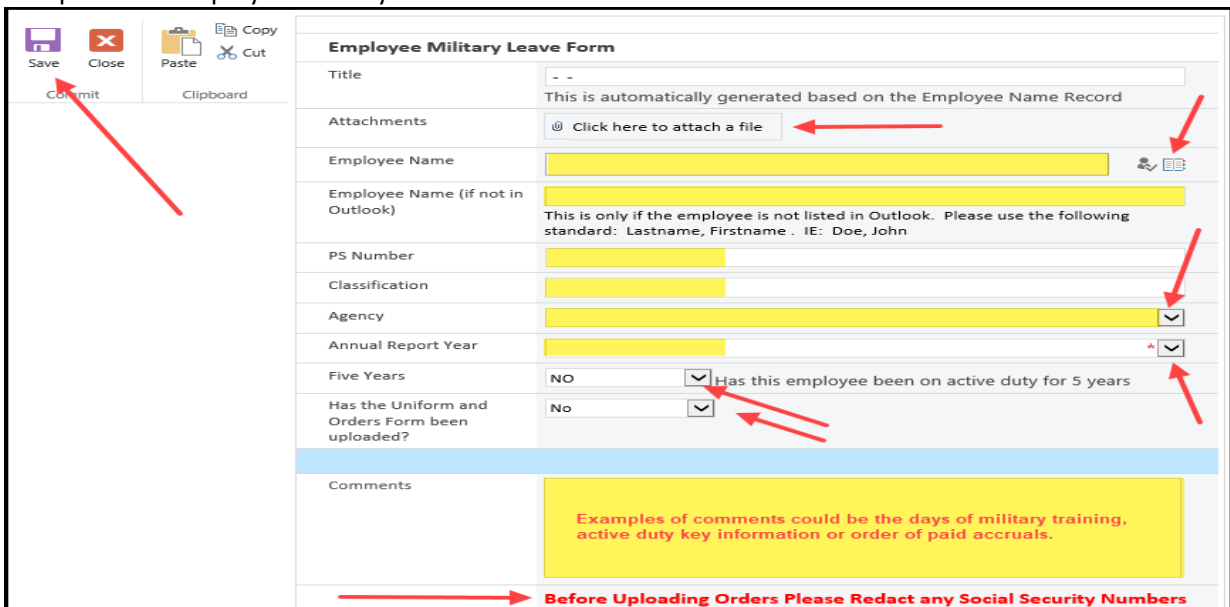
Agency Military Leave Coordinators are responsible for entering all military leaves of absence into the Military Reporting SharePoint site. The site was developed to store all military leaves in King County and create a repository of information that can be easily accessed for auditors as well as to ensure that all employees are treated fairly and equally.

1. Open the Military Reporting SharePoint site by clicking on the following link. To gain access to this secure SharePoint site you should contact the DHR Leave Administration team. This site is used to enter new military leaves of absence, edit an existing record, add new leave details during the military calendar year and overall tracking purposes.
<https://kc1.sharepoint.com/teams/DESa/CC/MLR/SitePages/Home.aspx>

2. Click on the *Military Leave Report* link and then click “new item”



3. Complete the Employee Military Leave Form on SharePoint





4. Enter details under *Military Leave Employee Yearly Detail*

The screenshot shows a web form titled "Military Leave Reporting" with a sub-header "Military Leave Employee Yearly Detail". The form contains several input fields and checkboxes. Red arrows point to the "Active Duty", "Diff Pay", and "Training" checkboxes, and the "Save" button. The "Employee Record" dropdown menu is set to "2019-2020".

Employee Detail Record Name	Employee Record-
Begin Service Date	<input type="text"/>
End Service Date	<input type="text"/>
Active Duty	<input type="checkbox"/>
Diff Pay	<input type="checkbox"/> Differential Pay
Training	<input type="checkbox"/>
Employee Record	- 2019-2020
<input type="button" value="Save"/>	

Uniformed Services Resources

- [USERRA](#)
- [King County Ordinance 17605](#)
- [WA Paid Military Leave \(RCW 38.40.060\)](#)
- [King County Leave Administration Website](#)
- Leave Administration Consultation:
 - Judy Hullett, (206) 477-3364, Judith.Hullett@kingcounty.gov
 - Brian Czerwinski, (206) 263-2501, Brian.Czerwinski@kingcounty.gov
- Central Payroll Consultation:
 - Nichole Garcia, (206) 477-9433, Nichole.Garcia@kingcounty.gov