

**Local payroll may use this workbook as a guide for estimating the amount of pay an HOURLY employee is allowed to retain during use of the entitlement under 5 U.S.C. 6323(b). This workbook may be used for ONLINE or OFFLINE pay processing. FOR VA USE ONLY; DO NOT FORWARD THIS WORKBOOK TO DFAS.**

**WORKBOOK TITLE: 5USC6323b PAY 4 HOURLY EMPL**

This Excel workbook is used for processing the 22 days of Contingency Leave entitlement as authorized in 5 U.S.C. 6323(b) for "HOURLY" employees. This workbook is to be used in conjunction with the Payroll Policy guidance stated in the 5 U.S.C. 6323(b) sections contained in the Office of Financial Policy, Volume XV Payroll, Chapter 5 Hours of Duty and Leave, Appendix C-5 Military Leave (<http://www.va.gov/finance/policy/pubs/volumeXV.asp>). *NOTE: If the employee is a full-time Title 38 physician/dentist, the "DAILY" workbook must be used.*

**A SEPARATE WORKBOOK MUST BE COMPLETED IN ITS ENTIRETY FOR EACH CALENDAR YEAR REQUESTED.**

There are 4 different worksheets within this workbook which must be completed; each worksheet has instructions at the top for local VA payroll staff to review. The worksheets titles are as follows:

- 1-MILITARY PAY CAL - XXXXX (MONTH/YEAR)
- 1a-MILITARY PAY DEFINITION
- 2-CIVILIAN (VA) PAY CALCULATION
- 3-TIMECARD REVIEW FOR PPXX-XX
- 4-SUMMARY WORKSHEET

**An "ONLINE" period is defined as within the last 26 pay periods (the DCPS timecard can be viewed and/or updated). An "OFFLINE" period is defined as more than 25 pay periods old (the DCPS timecard can no longer be viewed or updated by VA Payroll). If the time frame being processed is for an OFFLINE period, VA Payroll must enter a remark on the remedy ticket indicating such.**

NOTE: "LL" & "LEL" are abbreviations for "Law Enforcement Leave"; both abbreviations are used by DFAS when referencing the 22 days of Contingency Leave as authorized by 5 U.S.C. 6323(b).

# 5 USC 6323(b) Contingency Leave: MILITARY HOURLY RATE OF PAY CALCULATION WORKSHEET

## FOR HOURLY EMPLOYEES ONLY

NOTE: CREATE A NEW WORKSHEET FOR EACH MONTH

Enter Employee Name (Last, First):	GI, JANE (HOURLY)		
Select Month & Year Military LESs are for:	JANUARY 2012		
Select Military Branch of Service:	ARMY RESERVE		
Select Activation Authority Stated on Orders <sup>1</sup> :	10 U.S.C. 12302		
Enter Military LES Begin Date(s):	01/01/12	01/16/12	
Enter Military LES End Date(s):	01/15/12	01/31/12	
Enter Military LES PAY DATE:	01/13/12	02/01/12	
<b>ENTER THE FOLLOWING MILITARY PAY AMOUNTS:</b>			
<b>a. Monthly Military Basic Pay Amount:</b>	<b>1295.06</b>	<b>1295.06</b>	
<b>b. Monthly Subsistence Allowance:</b>	<b>103.25</b>	<b>103.25</b>	
<b>c. Monthly Basic Allowance for Housing (BAH):</b>	<b>639.10</b>	<b>639.10</b>	
<b>d. Monthly Other Pay<sup>2</sup> OTHER PAY TOTAL:</b>	<b>525.00</b>	<b>300.00</b>	<b>0.00</b>
· Family Separation Allowance	125.00	125.00	
· Imminent Danger Pay (Hostile Fire)	225.00		
· Hardship Duty Pay	50.00	50.00	
· Flight Pay			
· Hazardous Duty Incentive Pay			
· Incentive Pay	125.00	125.00	
· Medical Specialty Pay			
· Monthly Medical Pay			
· Sea Duty Pay			
· Other Pay not listed above <sup>2</sup>			
<b>Total Monthly military pay<sup>3</sup> (sum of a through d):</b>	2562.41	2337.41	0.00
<b>ENTER # of days for the military pay<sup>4</sup>:</b>	15	15	
<b>MILITARY DAILY RATE OF PAY:</b>	170.83	155.83	#DIV/0!
<b>MILITARY HOURLY RATE OF PAY:</b>	To obtain the average military hourly rate (MHR) of pay: Divide the average military daily rate by 8 (based on 8 hours in one 'regular' day)		
Enter Civilian (VA) Pay Period End Dates for covered period:	PPE011412, 012812, 021112		
Enter the number of days that the employee was in non-pay status for conduct-related reasons <sup>5</sup> :	0	0	

Type in Activation Authority Order if **OTHER** is selected:

**GRAND TOTAL FOR MONTH:**

<b>\$2,590.12</b>
<b>\$206.50</b>
<b>\$1,278.20</b>
<b>\$825.00</b>
<b>\$250.00</b>
<b>\$225.00</b>
<b>\$100.00</b>
<b>\$0.00</b>
<b>\$0.00</b>
<b>\$250.00</b>
<b>\$0.00</b>
<b>\$0.00</b>
<b>\$0.00</b>
<b>\$0.00</b>
<b>\$4,899.82</b>

**30**

**\$163.33**

**\$20.42**

↑ ↑ ↑ ↑

**THIS IS THE AVERAGE HOURLY RATE OF PAY FOR THIS MONTH**

<sup>1</sup> Qualifying Military Order Number is the official authority the employee is called up upon, i.e., 10 USC 12302.

<sup>2</sup> The above list may not be all-inclusive. Other special pays or incentive pays may apply and should be included in "Other Pay".

<sup>3</sup> The Total Monthly Military Pay should be inclusive of all pay received with the following exceptions: per diem (related to travel), transportation allowances, travel allowances, credits received (i.e., tax refund, life insurance refund), and one time annual payments (i.e., clothing allowances, reenlistment bonuses).

<sup>4</sup> Military reservists generally receive two leave and earning statements (LES) each month; each LES will indicate the time period the military pay is for (active duty pay timeframe is listed in the Remarks section). The following divisors will be used when calculating the military daily rate of pay:

- If LES covers the 1st of month thru the 15th, divisor is 15 days
- If LES covers the 16th of month thru the last day of the month, divisor is 15 days
- If LES is for a partial period, divisor is the actual number of days listed, i.e., LES pay is for 1st thru 10th of month, divisor is 10 days;
- If the LESs cover the entire month, the divisor is always 30 days (note exception below);

**e. Divisor Exception:** If the LES(s) cover a partial, 15 day, or monthly period and contains days which were non-pay due to conduct-related reasons, an adjusted divisor will need to be obtained: take the appropriate divisor and subtract the number of non-pay days to obtain the adjusted divisor for that period. In example: 2 military LESs are submitted which cover an entire month (normal divisor is 30); in the remarks section of the LES, there are 5 days stated as non-pay due to conduct; to obtain the new divisor take the normal divisor (30) and subtract the non-pay days (5) to equal the adjusted divisor for that month (25). The employee is not entitled to receive the 22 days contingency leave from VA for any days which were military non-pay for conduct-related reasons.

**NOTE:** If a payment is made on the LES for a prior month, that payment will have to be added to the pay calculation for the appropriate month (the third column may be used to include this type of payment). If a payment for the 22 days of contingency leave for that month was already processed, a pay adjustment must be completed.

<sup>5</sup> If the employee is placed in military non-pay status for conduct-related reasons, e.g., AWOL, confinement or desertion, those non-pay days must not be considered when computing payment for the 22 days contingency leave. Military non-pay status dates should be listed in the Remarks section of the Military LES.

5 USC 6323(b) Contingency Leave: **MILITARY HOURLY RATE OF PAY CALCULATION WORKSHEET**

**FOR HOURLY EMPLOYEES ONLY**

**NOTE: CREATE A NEW WORKSHEET FOR EACH MONTH**

Enter Employee Name (Last, First): **GI, JANE (HOURLY)**

Select Month & Year Military LESs are for: **FEBRUARY 2012**

Select Military Branch of Service: **ARMY RESERVE**

Select Activation Authority Stated on Orders<sup>1</sup>: **10 U.S.C. 12302**

Enter Military LES Begin Date(s): **02/01/12** **02/16/12**

Enter Military LES End Date(s): **02/15/12** **02/25/12**

Enter Military LES **PAY DATE**: **02/16/12** **02/26/12**

Type in Activation Authority Order if **OTHER** is selected:

**GRAND TOTAL FOR MONTH:**

**ENTER THE FOLLOWING MILITARY PAY AMOUNTS:**

a. Monthly Military Basic Pay Amount:

**1295.06** **932.53**

**\$2,227.59**

b. Monthly Subsistence Allowance:

**103.25** **79.36**

**\$182.61**

c. Monthly Basic Allowance for Housing (BAH):

**639.10** **462.36**

**\$1,101.46**

d. Monthly Other Pay<sup>2</sup> **OTHER PAY TOTAL:**

**525.00** **217.25** **0.00**

**\$742.25**

· Family Separation Allowance

125.00 100.00

**\$225.00**

· Imminent Danger Pay (Hostile Fire)

225.00

**\$225.00**

· Hardship Duty Pay

50.00 33.50

**\$83.50**

· Flight Pay

**\$0.00**

· Hazardous Duty Incentive Pay

**\$0.00**

· Incentive Pay

125.00 83.75

**\$208.75**

· Medical Specialty Pay

**\$0.00**

· Monthly Medical Pay

**\$0.00**

· Sea Duty Pay

**\$0.00**

· Other Pay not listed above<sup>2</sup>

**\$0.00**

**Total Monthly military pay<sup>3</sup> (sum of a through d):**

2562.41 1691.50 0.00

**\$4,253.91**

**ENTER # of days for the military pay<sup>4</sup>:**

15 10

**25**

**MILITARY DAILY RATE OF PAY:**

170.83 169.15 #DIV/0!

**\$170.16**

**MILITARY HOURLY RATE OF PAY:**

To obtain the average military hourly rate (MHR) of pay: Divide the average military daily rate by 8 (based on 8 hours in one 'regular' day)

**\$21.27**

**Enter Civilian (VA) Pay Period End Dates for covered period:** 02/11/12

**Enter the number of days that the employee was in non-pay status for conduct-related reasons<sup>5</sup>:** 0 0



**THIS IS THE AVERAGE HOURLY RATE OF PAY FOR THIS MONTH**

<sup>1</sup> Qualifying Military Order Number is the official authority the employee is called up upon, i.e., 10 USC 12302.

<sup>2</sup> The above list may not be all-inclusive. Other special pays or incentive pays may apply and should be included in "Other Pay".

<sup>3</sup> The Total Monthly Military Pay should be inclusive of all pay received with the following exceptions: per diem (related to travel), transportation allowances, travel allowances, credits received (i.e., tax refund, life insurance refund), and one time annual payments (i.e., clothing allowances, reenlistment bonuses).

<sup>4</sup> Military reservists generally receive two leave and earning statements (LES) each month; each LES will indicate the time period the military pay is for (active duty pay timeframe is listed in the Remarks section). The following divisors will be used when calculating the military daily rate of pay:

- a. If LES covers the 1st of month thru the 15th, divisor is 15 days
- b. If LES covers the 16th of month thru the last day of the month, divisor is 15 days
- c. If LES is for a partial period, divisor is the actual number of days listed, i.e., LES pay is for 1st thru 10th of month, divisor is 10 days;
- d. If the LESs cover the entire month, the divisor is always 30 days (note exception below);

**e. Divisor Exception:** If the LES(s) cover a partial, 15 day, or monthly period and contains days which were non-pay due to conduct-related reasons, an adjusted divisor will need to be obtained: take the appropriate divisor and subtract the number of non-pay days to obtain the adjusted divisor for that period. In example: 2 military LESs are submitted which cover an entire month (normal divisor is 30); in the remarks section of the LES, there are 5 days stated as non-pay due to conduct; to obtain the new divisor take the normal divisor (30) and subtract the non-pay days (5) to equal the adjusted divisor for that month (25). The employee is not entitled to receive the 22 days contingency leave from VA for any days which were military non-pay for conduct-related reasons.

**NOTE:** If a payment is made on the LES for a prior month, that payment will have to be added to the pay calculation for the appropriate month (the third column may be used to include this type of payment). If a payment for the 22 days of contingency leave for that month was already processed, a pay adjustment must be completed.

<sup>5</sup> If the employee is placed in military non-pay status for conduct-related reasons, e.g., AWOL, confinement or desertion, those non-pay days must not be considered when computing payment for the 22 days contingency leave. Military non-pay status dates should be listed in the Remarks section of the Military LES.

# MILITARY PAY TABLE

**NOTE: THE PAY TABLE BELOW WAS ISSUED BY OPM FOR RESERVIST DIFFERENTIAL POLICY GUIDANCE (04/13/11) (APPENDIX D); THIS ALSO APPLIES TO MILITARY PAY OFFSET REQUIREMENTS UNDER 5 U.S.C. 6323(b) & 5 U.S.C. 6323(c).**

Statutory Authority (37 Short Name U.S.C.)	Military Pay & Allowance Description
Sec. 204 BASE PAY	Basic Pay
Sec. 301 HDIP	Hazardous Duty Incentive Pay
Sec. 301a ACIP	Aviation Career Incentive Pay
Sec. 301c SDIP	Submarine Duty Incentive Pay
Sec. 302 VSP/ASP/BCP	Special Pay for Medical Officers (Variable, Additional & Board Certified)
Sec. 302a BCP	Special Pay for Optometrists
Sec. 302b VSP/ASP/BCP	Special Pay for Dental Officers (Variable, Additional & Board Certified)
Sec. 302c PSYCHOLOGIST DIPL PAY	Special Pay for Psychologists and Nonphysician Health Care Providers
Sec. 302e NURSES' MEDICAL BNS	Nurse Anesthetists
Sec. 302f <NONE>	Reserve Recalled or Retained Health Care Officers
Sec. 302g <NONE>	Selected Reserve Health Care Professionals in Critically Short Wartime Specialties
Sec. 302i <NONE>	Special Pay for Pharmacy Officers
Sec. 303 VETERINARIAN SPECIAL PAY	Special Pay for Veterinarians
Sec. 304 DVDY	Diving Duty Special Pay
Sec. 305 HDP	Hardship Duty Pay
Sec. 305a CSP	Career Sea Pay
Sec. 305b SPEC DUTY ASSIGN	Special Pay for Service as Member of Weapons of Mass Destruction Civil Support Team
Sec. 306 <NONE>	Special Pay for Officers Holding Positions of Unusual Responsibility and of Critical Nature
Sec. 307a AIP	Assignment Incentive Pay
Sec. 308d <NONE>	Designated Unit Pay for Enlisted Members
Sec. 310 HFP/IDP	Hostile Fire/Imminent Danger Pay
Sec. 314 NONE	Qualified Members Extending Duty at Designated Locations Overseas (see Note 1)
Sec. 319 SWO	Surface Warfare Officer Continuation Pay
Sec. 320 CEFIP	Career Enlisted Flyers Incentive Pay
Sec. 321 JACP	Judge Advocate Continuation Pay
Sec. 402 BAS	Basic Allowance for Subsistence
Sec. 402a FSSA	Family Subsistence Supplemental Allowance
Sec. 403 BAH	Basic Allowance for Housing
Sec. 403b CONUS COLA	Cost of Living Allowance (within the continental United States)
Sec. 405 COLA	Overseas Cost of Living Allowance
Sec. 427 FSH	Family Separation Allowance

## OPM NOTES:

1. A payment under section 314 (Qualified Members Extending Duty at Designated Locations Overseas) may be paid in monthly installments or as a lump-sum bonus. If it is paid as a lump-sum bonus, then the payment will not be included in military pay and allowances for the purpose of calculating the reservist differential.
2. In accordance with NDAA 2008, Military Compensation is consolidating special and incentive pays under these authorities: 334 (Aviation Pays), 335 (Medical), 351 (Hazardous Duty), 352 (Assignment/Special Duty Pay), and 353 (Skill Incentive Pay). As these authorities are implemented, DoD will notify OPM of any impact on the reservist differential program.
3. For members serving in Combat Zone Tax Exclusion (CZTE) areas, the Incidental Expense (IE) of \$3.50 per day is not included since it is intended as a reimbursement.
4. The payments under section 403b (CONUS COLA and section 405 (Overseas or OCONUS COLA) were inadvertently omitted from the original guidance. They are "allowances" that, by law, must be included in military pay and allowances. This corrected guidance applies retroactive to the initial effective date of the reservist differential program.
5. Agencies may contact DOD's Defense Finance and Accounting Service if they have specific questions about entries on a military leave and earning statement. Send the question via email to the following address: DFAS-IN-MPTGRESDF@DFAS.MIL.

## VA NOTES:

A. VA's Worklife & Benefits confirmed with OPM that 'SAVE PAY' is also to be used in figuring the military pay calculation. 'SAVE PAY' is a pay code used when there is no existing pay code available.

**B. The total Military Pay calculation should be inclusive of all pay received with the following exceptions: per diem (related to travel), transportation allowances, travel allowances, credits received (i.e., tax refund, life insurance refund), one time annual lump sum payments (i.e., clothing allowances, reenlistment bonuses), and as stated in the above OPM and VA notes.**

**FOR HOURLY EMPLOYEES ONLY**

**NOTE: CREATE A NEW WORKSHEET FOR EACH PAY CHANGE (i.e., annual salary increase)**

LINE

1	Employee Name (Last Name, First)	GI, JANE (HOURLY)
2	Enter VA Salary Effective Date:	1/1/2012
<b>ENTER CIVILIAN PAY:</b>		
3	Annual Base Pay:	72,398.20 <small>Includes base plus locality, if applicable</small>
4	Market Pay:	<small>Applicable to part-time physicians only</small>
5	Additional Pay (i.e., retention rate):	7,239.82 <small>Enter annual dollar figure (do not enter percentage)</small>
6	Total Annual Basic Pay:	79,638.02
7	Select Annual Divisor <sup>1</sup> for this employee:	2,080
8	<b>CIVILIAN (VA) HOURLY RATE OF PAY:</b>	<b>38.29</b>
<b>THIS IS THE <u>AVERAGE CHR</u> FOR THIS SALARY EFFECTIVE DATE</b>		
9	Enter <u>NORMAL HOURS</u> per PP for this employee:	80
10	NORMAL BIWEEKLY PAY:	3,063.20 <small>HOURLY rate of pay x normal hours per PP</small>

<sup>1</sup>The Annual Divisor number is based on the employee's type of position and/or schedule:

- 2080 for Title 38
- 2087 for Title 5
- 1872 for Title 38 nurses approved to work the 72/80 alternative work schedule
- 2756 for firefighters with an uncommon tour of duty
- 1248 for Baylor Plan

# HOURLY EMPLOYEE TIMECARD WORKSHEET FOR 5 USC 6323(b)

## EMPLOYEE SCHEDULE & TIMECARD POSTINGS FOR 5 USC 6323(b) - also referred to as LEL (Law Enforcement Leave)

EMPLOYEE NAME: **GI, JANE (HOURLY)**

NORMAL HOURS

NOTE: A new worksheet must be completed for each pay period

VA Pay Period Identifier: **12-01**

Pay Period End Date: **01/14/12**

80

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Enter Wkly Total
<b>REGULAR ETA SCHEDULE:</b> (enter # of regularly scheduled hours for each day)								
Week 1	OFF	8	8	12	12	OFF	OFF	40 hours
Week 2	OFF	8	8	12	12	OFF	OFF	40 hours
<b>ENTER THE NUMBER OF HOURS AND CORRESPONDING DCPS TIME CODE THAT WILL BE REFLECTED ON THE DCPS TIMECARD, i.e., 8.0 LM, 8.0 LL</b> <span style="color: red; font-weight: bold;">NOTE: DFAS WILL INSTRUCT VA PAYROLL <u>WHEN</u> TO MAKE THE DCPS TIMECARD CHANGES VIA THE REMEDY TICKET RESPONSE</span>								
Week 1	n/a	8.0 LH	8.0 LM	12.0 LM	6.0 LM / 6.0 LL	n/a	n/a	6.0 hours LEL
Week 2	n/a	8.0 LL	8.0 LL	12.0 LL	12.0 LL	n/a	n/a	40 hours LEL

NORMAL  
HOURS  
CHECK  
  
**OKAY**

**DCPS TIME CODE KEY:**

- KG Military Furlough (LWOP) - Called to Active Duty
- KG\* Military Furlough (LWOP) - Non-duty day
- LA Annual Leave
- LH Holiday Leave (Excused)
- LL Law Enforcement Leave
- LM Military Leave
- LN Authorized Absence (5 days for return to duty) -LN is not a valid time code during military furlough status
- LP Restored Annual Leave
- LS Sick Leave
- RG Regular Hours (non-duty day) -RG is not a valid time code during military furlough status

1) Normal Hours for the pay period:	<b>80.00</b>
2) Enter the total number of hours that LEL is charged to for pay period:	<b>46.00</b>
3) Enter the total number of hours that paid (accrued) leave <sup>1</sup> is applied to for pay period:	<b>34.00</b>
4) Enter the total number of hours that LWOP-US <sup>2</sup> is applied to for pay period:	<b>0.00</b>
5) Enter the total number of hours that employee WORKED <sup>3</sup> during pay period:	<b>0.00</b>
<b>6) Total number of hours entered in 2-5 must equal normal hours:</b>	<b>OKAY</b>

*Cannot exceed 22 days (176 hours) per calendar year for full-time employees.*

NOTE: ANNUAL & SICK LEAVE ACCRUALS WILL PROCESS AUTOMATICALLY DURING RETRO PROCESS

<sup>1</sup> *Accrued Leave: includes annual leave, military leave (5 USC 6323(a)), sick leave (if applicable), comp. time for travel, time off awards, etc.; for the purpose of this worksheet, this category also includes holiday-excused.*

<sup>2</sup> *Leave Without Pay - Uniformed Service (LWOP-US): includes LWOP posted for reservist differential policy, for non-pay status during military service (i.e., desertion, confinement), requested LWOP by employee, etc.*

<sup>3</sup> *Work Hours: an employee is not permitted to work during periods that he or she is under military orders.*

NOTES: (This section is a free text area for comment)

46 HOURS OF LEL USED FOR 2012 (BAL. 130 HOURS)

THIS WORKSHEET IS FOR HOURLY VA EMPLOYEES ONLY

# HOURLY EMPLOYEE TIMECARD WORKSHEET FOR 5 USC 6323(b)

## EMPLOYEE SCHEDULE & TIMECARD POSTINGS FOR 5 USC 6323(b) - also referred to as LEL (Law Enforcement Leave)

EMPLOYEE NAME: **GI, JANE (HOURLY)**

NORMAL HOURS

NOTE: A new worksheet must be completed for each pay period

VA Pay Period Identifier: **12-02**

Pay Period End Date: **01/28/12**

80

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Enter Wkly Total
<b>REGULAR ETA SCHEDULE:</b> (enter # of regularly scheduled hours for each day)								
Week 1	OFF	8	8	12	12	OFF	OFF	40 hours
Week 2	OFF	8	8	12	12	OFF	OFF	40 hours
<b>ENTER THE NUMBER OF HOURS AND CORRESPONDING DCPS TIME CODE THAT WILL BE REFLECTED ON THE DCPS TIMECARD, i.e., 8.0 LM, 8.0 LL</b> <span style="color: red; font-weight: bold;">NOTE: DFAS WILL INSTRUCT VA PAYROLL <u>WHEN</u> TO MAKE THE DCPS TIMECARD CHANGES VIA THE REMEDY TICKET RESPONSE</span>								
Week 1	n/a	8.0 LH	8.0 LL	12.0 LL	12.0 LL	n/a	n/a	32 hours LEL
Week 2	n/a	8.0 LL	8.0 LL	12.0 LL	12.0 LL	n/a	n/a	40 hours LEL

NORMAL  
HOURS  
CHECK  
  
OKAY

**DCPS TIME CODE KEY:**

- KG Military Furlough (LWOP) - Called to Active Duty
- KG\* Military Furlough (LWOP) - Non-duty day
- LA Annual Leave
- LH Holiday Leave (Excused)
- LL Law Enforcement Leave
- LM Military Leave
- LN Authorized Absence (5 days for return to duty) -LN is not a valid time code during military furlough status
- LP Restored Annual Leave
- LS Sick Leave
- RG Regular Hours (non-duty day) -RG is not a valid time code during military furlough status

1) Normal Hours for the pay period:	<b>80.00</b>
2) Enter the total number of hours that LEL is charged to for pay period:	<b>72.00</b>
3) Enter the total number of hours that paid (accrued) leave <sup>1</sup> is applied to for pay period:	<b>8.00</b>
4) Enter the total number of hours that LWOP-US <sup>2</sup> is applied to for pay period:	<b>0.00</b>
5) Enter the total number of hours that employee WORKED <sup>3</sup> during pay period:	<b>0.00</b>
<b>6) Total number of hours entered in 2-5 must equal normal hours:</b>	<b>OKAY</b>

*Cannot exceed 22 days (176 hours) per calendar year for full-time employees.*

NOTE: ANNUAL & SICK LEAVE ACCRUALS WILL PROCESS AUTOMATICALLY DURING RETRO PROCESS

<sup>1</sup> *Accrued Leave: includes annual leave, military leave (5 USC 6323(a)), sick leave (if applicable), comp. time for travel, time off awards, etc.; for the purpose of this worksheet, this category also includes holiday-excused.*

<sup>2</sup> *Leave Without Pay - Uniformed Service (LWOP-US): includes LWOP posted for reservist differential policy, for non-pay status during military service (i.e., desertion, confinement), requested LWOP by employee, etc.*

<sup>3</sup> *Work Hours: an employee is not permitted to work during periods that he or she is under military orders.*

NOTES: (This section is a free text area for comment)

72 HOURS OF LEL USED FOR 2012 (BAL. 58 HOURS)

THIS WORKSHEET IS FOR HOURLY VA EMPLOYEES ONLY

# HOURLY EMPLOYEE TIMECARD WORKSHEET FOR 5 USC 6323(b)

## EMPLOYEE SCHEDULE & TIMECARD POSTINGS FOR 5 USC 6323(b) - also referred to as LEL (Law Enforcement Leave)

EMPLOYEE NAME: **GI, JANE (HOURLY)**

NORMAL HOURS

NOTE: A new worksheet must be completed for each pay period

VA Pay Period Identifier: **12-03**

Pay Period End Date: **02/11/12**

80

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Enter Wkly Total
<b>REGULAR ETA SCHEDULE:</b> (enter # of regularly scheduled hours for each day)								
Week 1	OFF	8	8	12	12	OFF	OFF	40 hours
Week 2	OFF	8	8	12	12	OFF	OFF	40 hours
<b>ENTER THE NUMBER OF HOURS AND CORRESPONDING DCPS TIME CODE THAT WILL BE REFLECTED ON THE DCPS TIMECARD, i.e., 8.0 LM, 8.0 LL</b> <span style="color: red; font-weight: bold;">NOTE: DFAS WILL INSTRUCT VA PAYROLL <u>WHEN</u> TO MAKE THE DCPS TIMECARD CHANGES VIA THE REMEDY TICKET RESPONSE</span>								
Week 1	n/a	8.0 LL	8.0 LL	12.0 LL	12.0 LL	n/a	n/a	40 hours LEL
Week 2	n/a	8.0 LL	8.0 LL	2.0 LL / 10.0 KG	12.0 KG	n/a	n/a	18 hours LEL

NORMAL HOURS CHECK  
OKAY

**DCPS TIME CODE KEY:**

- KG Military Furlough (LWOP) - Called to Active Duty
- KG\* Military Furlough (LWOP) - Non-duty day
- LA Annual Leave
- LH Holiday Leave (Excused)
- LL Law Enforcement Leave
- LM Military Leave
- LN Authorized Absence (5 days for return to duty) -LN is not a valid time code during military furlough status
- LP Restored Annual Leave
- LS Sick Leave
- RG Regular Hours (non-duty day) -RG is not a valid time code during military furlough status

1) Normal Hours for the pay period:	<b>80.00</b>
2) Enter the total number of hours that LEL is charged to for pay period:	<b>58.00</b>
3) Enter the total number of hours that paid (accrued) leave <sup>1</sup> is applied to for pay period:	<b>0.00</b>
4) Enter the total number of hours that LWOP-US <sup>2</sup> is applied to for pay period:	<b>22.00</b>
5) Enter the total number of hours that employee WORKED <sup>3</sup> during pay period:	<b>0.00</b>
6) Total number of hours entered in 2-5 must equal normal hours:	<b>OKAY</b>

*Cannot exceed 22 days (176 hours) per calendar year for full-time employees.*

NOTE: ANNUAL & SICK LEAVE ACCRUALS WILL PROCESS AUTOMATICALLY DURING RETRO PROCESS

<sup>1</sup> *Accrued Leave: includes annual leave, military leave (5 USC 6323(a)), sick leave (if applicable), comp. time for travel, time off awards, etc.; for the purpose of this worksheet, this category also includes holiday-excused.*

<sup>2</sup> *Leave Without Pay - Uniformed Service (LWOP-US): includes LWOP posted for reservist differential policy, for non-pay status during military service (i.e., desertion, confinement), requested LWOP by employee, etc.*

<sup>3</sup> *Work Hours: an employee is not permitted to work during periods that he or she is under military orders.*

NOTES: (This section is a free text area for comment)

58 HOURS OF LEL USED FOR 2012 (BAL. 0 HOURS)

THIS WORKSHEET IS FOR HOURLY VA EMPLOYEES ONLY

# \*\*5 U.S.C. 6323(b) SUMMARY WORKSHEET\*\*

DEPARTMENT OF VETERANS AFFAIRS (ZPV)

## 5USC6323(b) CONTINGENCY LEAVE ESTIMATED PAY WORKSHEET FOR HOURLY EMPLOYEE

LINE

*This worksheet may contain up to 7 pay periods; however, a note must be written in the "Remarks" section below any time the employee's pay rate changes, etc.*

1	EMPLOYEE NAME (Last, First) <b>GI, JANE (HOURLY)</b>	Enter YEAR that Contingency Leave is used: <b>2012</b>
2	EMPLOYEE FULL SSN: <b>000-00-0001</b>	
3	ORGANIZATION: <b>ZPV (DEPT OF VETERANS AFFAIRS)</b>	
4	DFAS ACTIVITY/ORG.: <b>065700</b> Cost Center: <b>8233</b>	<small>(Act/Org is listed on page 1 of MER on the DCPS Pay Rates &amp; Appointments screen)</small>
5	DFAS GLO (Geographic Location): <b>294039189</b>	<small>(GLO is listed on page 2 of MER on the DCPS Pay Rates &amp; Appointments screen)</small>
6	MOBILIZATION START DATE: <b>10/10/11</b>	
7	MOBILIZATION END DATE: <b>02/25/12</b>	
8	SELECT LENGTH OF DEPLOYMENT: <b>DEPLOYED MORE THAN 30 DAYS</b>	Activation Authority Order if <b>OTHER</b> is selected:
9	SELECT MILITARY BRANCH OF SERVICE: <b>ARMY RESERVE</b>	
10	SELECT ACTIVATION AUTHORITY STATED ON ORDERS: <b>10 U.S.C. 12302</b>	

<b>TOTAL ESTIMATED AMOUNT OF PAY THE EMPLOYEE WILL BE ENTITLED TO RETAIN FOR THE 22 DAYS OF CONTINGENCY LEAVE:</b>	<b>\$3,095.82</b>	<i>THIS TOTAL IS FOR THE 22 DAYS OF CONTINGENCY LEAVE PAY ONLY - HOLIDAYS ARE NOT INCLUDED IN THIS TOTAL</i>
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SELECT VA PAY PERIOD IDENTIFIER:	12-01	12-02	12-03				
PAY PERIOD END DATE:	01/14/12	01/28/12	02/11/12	#N/A	#N/A	#N/A	#N/A
<b>DID EMPLOYEE RECEIVE FULL VA PAY FOR ANY DAY(S) APPLIED TO 5 USC 6323(b)? *If answer is YES, a statement of what occurred must be entered on Line 29*</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>				
ENTER THE CIVILIAN (VA) HOURLY RATE OF PAY:	\$38.29	\$38.29	\$38.29				
ENTER THE MILITARY HOURLY RATE OF PAY:	\$20.42	\$20.42	\$21.27				
THIS FIELD INDICATES WHICH PAY IS HIGHER:	<small>CIVILIAN (VA) IS HIGHER PAY</small>	<small>CIVILIAN (VA) IS HIGHER PAY</small>	<small>CIVILIAN (VA) IS HIGHER PAY</small>	<small>MILITARY IS HIGHER PAY</small>			
ENTER THE TOTAL NUMBER OF HOURS APPLIED TO 5USC6323(b) FOR EACH PAY PERIOD:	46	72	58				
ESTIMATED AMOUNT OF PAY TO BE OFFSET: <small>(If VA Pay is higher, then Line 21 x Military HOURLY Rate of Pay) (If Military Pay is higher, then Line 21 x VA HOURLY Rate of Pay)</small>	\$939.32	\$1,470.24	\$1,233.66	\$0.00	\$0.00	\$0.00	\$0.00
ESTIMATED AMOUNT OF VA PAY EMPLOYEE IS ENTITLED TO RETAIN FOR 5USC6323(b) DUTY DAYS (not including holidays):	\$822.02	\$1,286.64	\$987.16	ZERO	ZERO	ZERO	ZERO
ENTER THE NUMBER OF HOLIDAYS HOURS THAT ARE TO BE PAID DURING USE OF 5USC6323(b):	0	8	0				
AMOUNT OF PAY EMPLOYEE IS ENTITLED TO RETAIN FOR HOLIDAY(S) CONTAINED WITHIN THE CONTINGENCY LEAVE TIMEFRAME:	\$0.00	\$306.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTES: *(This section is a free text area for comment)*

**All 22 days (176 hours) of contingency leave used for 2012.**

IF THE ANSWER ON LINE 15 FOR ANY PAY PERIOD (PP) IS "YES", THE REASON FOR EACH PP MUST BE EXPLAINED BELOW *(to include the number of hours/days and amount of VA pay that the employee received for 5 USC 6323(b)). THIS STATEMENT MUST ALSO BE INCLUDED ON THE REMEDY TICKET SO DFAS CAN PROCESS ACCORDINGLY.*

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SIGNATURE OF PREPARER (VA Pay Tech.)	DATE	SIGNATURE OF REVIEWING OFFICIAL	DATE
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**THIS WORKSHEET IS FOR HOURLY VA EMPLOYEES**