

WORKBOOK TITLE: 5USC6323b ONLINE PAY 4 DAILY EMPL

WORKBOOK TYPE: ONLINE (within 26 pay periods) FOR "DAILY" EMPLOYEES

This Excel workbook is used for processing the 22 days of Contingency Leave entitlement as authorized in 5 U.S.C. 6323(b) for **FULL-TIME TITLE 38 PHYSICIANS/DENTISTS ONLY** (also referred to as "DAILY" employees due to their work schedule). 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>).

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

There are 5 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-VA ONLINE ADJUSTMENT WORKSHEET
- 5-DFAS-ZPV ONLINE LEL

If a full-time, Title 38 Physician/Dentist is entitled to pay for non-duty days during the 22 days of Contingency Leave, local payroll MUST include the following statement on the remedy ticket in the remarks section: "NOTE: **Please notify DFAS-IN Civilian Pay Operations** -- Coordination will be required to issue manual payment for non-duty days when the 5 USC 6323(b) contingency pay is processed (VA workaround #61). Payment is due for amount of VA pay that is greater than employee's military pay and allowances for XX (number) non-duty days."

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 DAILY RATE OF PAY CALCULATION WORKSHEET**

FOR DAILY (full-time Title 38 physicians/dentists) EMPLOYEES ONLY

NOTE: CREATE A NEW WORKSHEET FOR EACH MONTH

Enter Employee Name (Last, First):	GI, JOE (DAILY)		
Select Month & Year Military LESs are for:	JANUARY 2012		
Select Military Branch of Service:	ARMY RESERVE		
Select Activation Authority Stated on Orders ¹ :	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	
ENTER THE FOLLOWING MILITARY PAY AMOUNTS:			
a. Monthly Military Basic Pay Amount:	3544.05	3544.05	
b. Monthly Subsistence Allowance:	119.98	119.98	
c. Monthly Basic Allowance for Housing (BAH):	916.50	916.50	
d. Monthly Other Pay ² OTHER PAY TOTAL:	1037.49	812.49	0.00
· 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	325.00	325.00	
· Medical Specialty Pay	312.49	312.49	
· Monthly Medical Pay			
· Sea Duty Pay			
· Other Pay not listed above ²			
Total Monthly military pay³ (sum of a through d):	5618.02	5393.02	0.00
ENTER # of days for the military pay ⁴ :	15	15	
MILITARY DAILY RATE OF PAY:	374.53	359.53	#DIV/0!
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 ⁵ :	0	0	

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

GRAND TOTAL FOR MONTH:

\$7,088.10

\$239.96

\$1,833.00

\$1,849.98

\$250.00

\$225.00

\$100.00

\$0.00

\$0.00

\$650.00

\$624.98

\$0.00

\$0.00

\$0.00

\$11,011.04

30

\$367.03

THIS IS THE AVERAGE MDR FOR THIS MONTH

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

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

³ 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).

⁴ 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.

⁵ 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 DAILY RATE OF PAY CALCULATION WORKSHEET**

FOR DAILY (full-time Title 38 physicians/dentists) EMPLOYEES ONLY

NOTE: CREATE A NEW WORKSHEET FOR EACH MONTH

Enter Employee Name (Last, First):	GI, JOE (DAILY)		
Select Month & Year Military LESs are for:	FEBRUARY 2012		
Select Military Branch of Service:	ARMY RESERVE		
Select Activation Authority Stated on Orders ¹ :	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:	02/15/12	03/01/12	
ENTER THE FOLLOWING MILITARY PAY AMOUNTS:			
a. Monthly Military Basic Pay Amount:	3544.05	2362.70	
b. Monthly Subsistence Allowance:	119.98	79.99	
c. Monthly Basic Allowance for Housing (BAH):	916.50	611.00	
d. Monthly Other Pay ² OTHER PAY TOTAL:	1037.49	433.33	0.00
· Family Separation Allowance	125.00	8.33	
· Imminent Danger Pay (Hostile Fire)	225.00		
· Hardship Duty Pay	50.00		
· Flight Pay			
· Hazardous Duty Incentive Pay			
· Incentive Pay	325.00	216.67	
· Medical Specialty Pay	312.49	208.33	
· Monthly Medical Pay			
· Sea Duty Pay			
· Other Pay not listed above ²			
Total Monthly military pay³ (sum of a through d):	5618.02	3487.02	0.00
ENTER # of days for the military pay ⁴ :	15	10	
MILITARY DAILY RATE OF PAY:	374.53	348.70	#DIV/0!
Enter Civilian (VA) Pay Period End Dates for covered period:	PPE021112		
Enter the number of days that the employee was in non-pay status for conduct-related reasons ⁵ :	0	0	

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

GRAND TOTAL FOR MONTH:

\$5,906.75

\$199.97

\$1,527.50

\$1,470.82

\$133.33

\$225.00

\$50.00

\$0.00

\$0.00

\$541.67

\$520.82

\$0.00

\$0.00

\$0.00

\$9,105.04

25

\$364.20

THIS IS THE AVERAGE MDR FOR THIS MONTH

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

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

³ 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).

⁴ 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.

⁵ 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.

5 USC 6323(b) Contingency Leave: VA CIVILIAN BASIC PAY DAILY RATE OF PAY CALCULATION WORKSHEET

FOR DAILY (full-time Title 38 physicians/dentists) EMPLOYEES ONLY

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

LINE

1 Employee Name (Last Name, First) **GI, JOE (DAILY)**

2 Enter VA Salary Effective Date: **1/1/2012**

ENTER CIVILIAN PAY:

3 Annual Base Pay: **97,987.00**

4 Market Pay: **132,013.00**

5 Additional Pay (i.e., retention rate): **Enter annual dollar figure (do not enter percentage)**

6 Total Annual Basic Pay: **230,000.00**

7 Annual divisor for Daily employees: **364**

8 **CIVILIAN (VA) DAILY RATE OF PAY: **631.87****

THIS IS THE AVERAGE CDR FOR THIS SALARY EFFECTIVE DATE

9 Normal days per PP for Daily employees: **14**

10 NORMAL BIWEEKLY PAY: **8,846.18** Daily rate of pay x 14 days per PP

11 ENTER NUMBER OF **DUTY DAYS** PER PAY PERIOD: **10**

12 ENTER NUMBER OF **NON-DUTY DAYS** PER PAY PERIOD: **4**

13 **TOTAL NUMBER OF DUTY PLUS NON-DUTY DAYS MUST EQUAL 14: **OKAY****

FULL TIME TITLE 38 'DAILY' PHYSICIANS & DENTISTS WORKSHEET FOR 5 USC 6323(b)

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

EMPLOYEE NAME: **GI, JOE (DAILY)**

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

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

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

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Enter Wkly Total
REGULAR ETA SCHEDULE:								
Week 1	OFF (Non-Duty)	DUTY (Daily Tour)	OFF (Non-Duty)	5 DUTY DAYS				
Week 2	OFF (Non-Duty)	DUTY (Daily Tour)	OFF (Non-Duty)	5 DUTY DAYS				
ORIGINAL DCPS TIMECARD POSTINGS:								
Week 1	RG	RG	LM	LM	LA	LA	RG	
Week 2	RG	LA	KG	KG	KG	KG	KG*	
CORRECTED POSTINGS FOR DCPS TIMECARD - NOTE: DFAS WILL INSTRUCT VA PAYROLL <u>WHEN</u> TO MAKE THESE CHANGES VIA THE REMEDY TICKET RESPONSE								
Week 1	RG	LH	LM	LM	LA	LA	RG	0 DAYS LEL
Week 2	RG	LA	LL	LL	LL	LL	KG*	4 DAYS LEL

DUTY = DAILY TOUR

OFF = Administrative NON-DUTY DAY

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) Total number of Duty and Non-duty days for the pay period:	14
2) Enter the total number of <u>DUTY</u> days that LEL is charged to for pay period:	4
3) Enter the total number of <u>NON-DUTY</u> ¹ days affected by LEL for pay period:	1
4) Enter the total number of <u>DUTY</u> days that paid (accrued) leave ² is applied to for pay period:	6
5) Enter the total number of <u>NON-DUTY</u> days affected by paid (accrued) leave for pay period:	3
6) Enter the total number of <u>DUTY</u> days that LWOP-US ³ is applied to for pay period:	0
7) Enter the total number of <u>NON-DUTY</u> days affected by LWOP-US for pay period:	0
8) Enter the total number of <u>DUTY</u> days that employee WORKED ⁴ during pay period:	0
9) Enter the total number of <u>NON-DUTY</u> days affected by days WORKED during pay period:	0
10) Total number of days entered in 2-9 must equal 14:	OKAY

Cannot exceed 22 duty days per calendar year

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

¹ Non-Duty days: Remedy ticket must state that workaround must be done at time of corrected timecards to generate payment for non-duty days during pay status. If the non-duty days are surrounded by LWOP, there is no entitlement to pay. (DCPS timecard posting for non-duty days is KG until a new code is created for this purpose.)

² 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.

³ 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.

⁴ 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)

4 DUTY DAYS ARE APPLIED TO 2012 (BAL. 18); 1 NON-DUTY DAY

THIS WORKSHEET IS FOR DAILY VA EMPLOYEES ONLY (FULL TIME PHYSICIANS/DENTISTS)

FULL TIME TITLE 38 'DAILY' PHYSICIANS & DENTISTS WORKSHEET FOR 5 USC 6323(b)

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

EMPLOYEE NAME: **GI, JOE (DAILY)**

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

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

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

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Enter Wkly Total
REGULAR ETA SCHEDULE:								
Week 1	OFF (Non-Duty)	DUTY (Daily Tour)	OFF (Non-Duty)	5 DUTY DAYS				
Week 2	OFF (Non-Duty)	DUTY (Daily Tour)	OFF (Non-Duty)	5 DUTY DAYS				
ORIGINAL DCPS TIMECARD POSTINGS:								
Week 1	KG*	KG	KG	KG	KG	KG	KG*	
Week 2	KG*	KG	KG	KG	KG	KG	KG*	
CORRECTED POSTINGS FOR DCPS TIMECARD - NOTE: DFAS WILL INSTRUCT VA PAYROLL <u>WHEN</u> TO MAKE THESE CHANGES VIA THE REMEDY TICKET RESPONSE								
Week 1	KG*	LH	LL	LL	LL	LL	KG*	4 DAYS LEL
Week 2	KG*	LL	LL	LL	LL	LL	KG*	5 DAYS LEL

DUTY = DAILY TOUR

OFF = Administrative NON-DUTY DAY

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) Total number of Duty and Non-duty days for the pay period:	14
2) Enter the total number of <u>DUTY</u> days that LEL is charged to for pay period:	9
3) Enter the total number of <u>NON-DUTY</u> ¹ days affected by LEL for pay period:	4
4) Enter the total number of <u>DUTY</u> days that paid (accrued) leave ² is applied to for pay period:	1
5) Enter the total number of <u>NON-DUTY</u> days affected by paid (accrued) leave for pay period:	0
6) Enter the total number of <u>DUTY</u> days that LWOP-US ³ is applied to for pay period:	0
7) Enter the total number of <u>NON-DUTY</u> days affected by LWOP-US for pay period:	0
8) Enter the total number of <u>DUTY</u> days that employee WORKED ⁴ during pay period:	0
9) Enter the total number of <u>NON-DUTY</u> days affected by days WORKED during pay period:	0
10) Total number of days entered in 2-9 must equal 14:	OKAY

Cannot exceed 22 duty days per calendar year

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

¹ Non-Duty days: Remedy ticket must state that workaround must be done at time of corrected timecards to generate payment for non-duty days during pay status. If the non-duty days are surrounded by LWOP, there is no entitlement to pay. (DCPS timecard posting for non-duty days is KG until a new code is created for this purpose.)

² 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.

³ 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.

⁴ 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)

9 DUTY DAYS ARE APPLIED TO 2012 (BAL. 9); 4 NON-DUTY DAY; 1 HOLIDAY

THIS WORKSHEET IS FOR DAILY VA EMPLOYEES ONLY (FULL TIME PHYSICIANS/DENTISTS)

FULL TIME TITLE 38 'DAILY' PHYSICIANS & DENTISTS WORKSHEET FOR 5 USC 6323(b)

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

EMPLOYEE NAME: **GI, JOE (DAILY)**

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

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

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

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Enter Wkly Total
REGULAR ETA SCHEDULE:								
Week 1	OFF (Non-Duty)	DUTY (Daily Tour)	OFF (Non-Duty)	5 DUTY DAYS				
Week 2	OFF (Non-Duty)	DUTY (Daily Tour)	OFF (Non-Duty)	5 DUTY DAYS				
ORIGINAL DCPS TIMECARD POSTINGS:								
Week 1	KG*	KG	KG	KG	KG	KG	KG*	
Week 2	KG*	KG	KG	KG	KG	KG	KG*	
CORRECTED POSTINGS FOR DCPS TIMECARD - NOTE: DFAS WILL INSTRUCT VA PAYROLL <u>WHEN</u> TO MAKE THESE CHANGES VIA THE REMEDY TICKET RESPONSE								
Week 1	KG*	LL	LL	LL	LL	LL	KG*	5 DAYS LEL
Week 2	KG*	LL	LL	LL	LL	KG	KG*	4 DAYS LEL

DUTY = DAILY TOUR

OFF = Administrative NON-DUTY DAY

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) Total number of Duty and Non-duty days for the pay period:	14
2) Enter the total number of <u>DUTY</u> days that LEL is charged to for pay period:	9
3) Enter the total number of <u>NON-DUTY</u> ¹ days affected by LEL for pay period:	3
4) Enter the total number of <u>DUTY</u> days that paid (accrued) leave ² is applied to for pay period:	0
5) Enter the total number of <u>NON-DUTY</u> days affected by paid (accrued) leave for pay period:	0
6) Enter the total number of <u>DUTY</u> days that LWOP-US ³ is applied to for pay period:	1
7) Enter the total number of <u>NON-DUTY</u> days affected by LWOP-US for pay period:	1
8) Enter the total number of <u>DUTY</u> days that employee WORKED ⁴ during pay period:	0
9) Enter the total number of <u>NON-DUTY</u> days affected by days WORKED during pay period:	0
10) Total number of days entered in 2-9 must equal 14:	OKAY

Cannot exceed 22 duty days per calendar year

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

¹ Non-Duty days: Remedy ticket must state that workaround must be done at time of corrected timecards to generate payment for non-duty days during pay status. If the non-duty days are surrounded by LWOP, there is no entitlement to pay. (DCPS timecard posting for non-duty days is KG until a new code is created for this purpose.)

² 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.

³ 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.

⁴ 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)

9 DUTY DAYS OF PAY PERIOD ARE LEL (BAL. 0); 3 NON-DUTY DAYS

THIS WORKSHEET IS FOR DAILY VA EMPLOYEES ONLY (FULL TIME PHYSICIANS/DENTISTS)

****ONLINE ADJUSTMENT PERIOD****

DEPARTMENT OF VETERANS AFFAIRS (ZPV)

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

THIS ENTIRE WORKBOOK MUST BE SENT WITH THE "LAW ENFORCEMENT LEAVE" REMEDY TICKET. 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):	GI, JOE (DAILY)		Enter YEAR that Contingency Leave is used:	2012
2	EMPLOYEE FULL SSN:	000-00-0001			
3	ORGANIZATION:	ZPV (DEPT OF VETERANS AFFAIRS)			
4	DFAS ACTIVITY/ORG.:	065700	Cost Center:	8233	<small>(Act/Org is listed on page 1 of MER on the DCPS Pay Rates & Appointments screen)</small>
5	DFAS GLO (Geographic Location):	294039189			<small>(GLO is listed on page 2 of MER on the DCPS Pay Rates & Appointments screen)</small>
6	MOBILIZATION START DATE:	10/10/11			
7	MOBILIZATION END DATE:	02/25/12			
8	SELECT LENGTH OF DEPLOYMENT:	DEPLOYED MORE THAN 30 DAYS			
9	SELECT MILITARY BRANCH OF SERVICE:	ARMY RESERVE			Activation Authority Order if OTHER is selected:
10	SELECT ACTIVATION AUTHORITY STATED ON ORDERS:	10 U.S.C. 12302			0

TOTAL ESTIMATED AMOUNT OF PAY THE EMPLOYEE WILL BE ENTITLED TO RETAIN FOR THE 22 DAYS OF CONTINGENCY LEAVE:	\$5,851.95	<small>THIS TOTAL IS FOR THE 22 DAYS OF CONTINGENCY LEAVE ONLY - NON-DUTY DAYS &/OR HOLIDAYS ARE NOT INCLUDED IN THIS TOTAL</small>
TOTAL ESTIMATED MANUAL PAY AMOUNT THE EMPLOYEE WILL BE ENTITLED TO RETAIN FOR NON-DUTY DAYS:	\$2,127.21	<small>THIS TOTAL IS FOR THE NON-DUTY DAYS ONLY - VA PAYROLL MUST INCLUDE NOTE ON THE REMEDY TICKET FOR DFAS TO ISSUE A MANUAL PAYMENT FOR THE NON-DUTY DAYS WHICH ARE AFFECTED BY THE 22 DAYS OF CONTINGENCY LEAVE.</small>

13 SELECT VA PAY PERIOD IDENTIFIER:	12-01	12-02	12-03				
14 PAY PERIOD END DATE:	01/14/12	01/28/12	02/11/12	#N/A	#N/A	#N/A	#N/A
15 DID EMPLOYEE RECEIVE FULL VA PAY FOR ANY DAY(S) APPLIED TO 5 USC 6323(b)? <small><i>"If answer is YES, a statement of what occurred must be entered on Line 29"</i></small>	NO	NO	NO				
16 ENTER THE CIVILIAN (VA) DAILY RATE OF PAY:	\$631.87	\$631.87	\$631.87				
17 ENTER THE MILITARY DAILY RATE OF PAY:	\$367.03	\$367.03	\$364.20				
18 THIS FIELD INDICATES WHICH PAY IS HIGHER:	CIVILIAN (VA) IS HIGHER PAY	CIVILIAN (VA) IS HIGHER PAY	CIVILIAN (VA) IS HIGHER PAY	MILITARY IS HIGHER PAY			
19 ENTER THE TOTAL NUMBER OF DUTY DAYS APPLIED TO 5USC6323(b) FOR EACH PAY PERIOD:	4	9	9				
20 ENTER THE TOTAL NUMBER OF NON-DUTY DAYS THAT ARE APPLIED TO 5USC6323(b) FOR EACH PAY PERIOD:	1	4	3				
21 TOTAL # OF DUTY & NON-DUTY DAYS AFFECTED BY 5USC6323(b)	5	13	12	0	0	0	0
22 AMOUNT OF PAY TO BE OFFSET: <small>(if VA Pay is higher, then Line 21 x Military Daily Rate of Pay) (if Military Pay is higher, then Line 21 x VA Daily Rate of Pay)</small>	\$1,835.15	\$4,771.39	\$4,370.40	\$0.00	\$0.00	\$0.00	\$0.00
23 AMOUNT OF VA PAY EMPLOYEE IS ENTITLED TO RETAIN FOR 5USC6323(b) DUTY DAYS <small>(not including holidays):</small>	\$1,059.36	\$2,383.56	\$2,409.03	ZERO	ZERO	ZERO	ZERO
23 AMOUNT OF VA PAY EMPLOYEE IS ENTITLED TO RETAIN FOR 5USC6323(b) NON-DUTY DAYS <small>(not including holidays):</small>	\$264.84	\$1,059.36	\$803.01	ZERO	ZERO	ZERO	ZERO
24 ENTER THE NUMBER OF HOLIDAYS THAT ARE TO BE PAID DURING USE OF 5USC6323(b):	0	1	0				
25 AMOUNT OF PAY EMPLOYEE IS ENTITLED TO RETAIN FOR HOLIDAY(S) CONTAINED WITHIN THE CONTINGENCY LEAVE TIMEFRAME:	\$0.00	\$631.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: ANNUAL AND SICK LEAVE ACCRUALS SHOULD PROCESS AUTOMATICALLY AFTER RETRO PROCESSES; HOWEVER, VERIFICATION IS REQUIRED BY VA PAYROLL DUE TO NON-DUTY DAY POSTINGS REMAINING KG/LWOP.

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

28 All 22 days 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 days and amount of VA pay that the employee received for 5 USC 6323(b)).

29	
30	

SIGNATURE OF PREPARER (VA Pay Tech.)	DATE	SIGNATURE OF REVIEWING OFFICIAL	DATE
--------------------------------------	------	---------------------------------	------

THIS WORKSHEET IS FOR DAILY VA EMPLOYEES ONLY (FULL TIME PHYSICIANS/DENTISTS)

LINE Name: **GI, JOE (DAILY)**
 SSN: **000-00-0001**
 1 REMEDY #
 2
 3

2012
ZPV

ONLINE
 LEL DFAS
 Worksheet

VA LOCAL PAYROLL: A new 'ZPV OFFLINE LEL' worksheet must be used for each change to the Civilian (VA) Daily Rate (CDR) or Military Daily Rate (MDR) of pay.

1. Military Base Pay \$ 367.03
 2. Basic Allowance for Housing (BAS)
 3. Basic Allowance for Subsistence (BAH)
 4. Other Monthly Military Pay Entitlements
 5. Total Military Pay *(Lines 1 - 4) \$ 367.03

Formulas

4 Military Daily Rate (MDR) \$ 367.03
 5 Civilian Daily Rate (CDR) \$ 631.87
 6 Additional Daily Rate (ADR)
 7 Total # of duty and non-duty days paid for LL (civilian pay) 18
 8 Total # of duty and non-duty days paid for LL (military pay) 18
 9 Total # of days LL was coded (leave charged for duty days only) 13

NOTE: As VA Daily employees are paid 24/7, non-duty days are included in the Line 7 & Line 8 totals when applicable.

Civilian Pay:

10 CDR multiplied by # of LL Days Coded \$ 11,373.66
 11 ADR multiplied by # of LL Days Coded \$ -
 12 Gross Civilian Pay \$ 11,373.66

MILITARY PAY IS LOWER

Military Pay:

13 MDR multiplied by # of LL Days \$ 6,606.54
 14 Gross Military Pay \$ 6,606.54

MILITARY PAY IS LOWER

CDR AMOUNT TO PAY BY PPE DATE	Enter PP End Date	Total # of LEL DUTY days by PP	Total # of LEL NON-DUTY days by PP	Enter # of Holidays to be paid during LEL period	Amount to pay:		VA PAYROLL COMMENT RE: VA PAY:
					LL	LH	
15 PPE -	01/14/12	4	1	0	\$ 3,159.35	\$ -	
16 PPE -	01/28/12	9	4	1	\$ 8,214.31	\$ 631.87	
17 PPE -					\$ -	\$ -	
18 PPE -					\$ -	\$ -	
19 PPE -					\$ -	\$ -	
20 PPE -					\$ -	\$ -	
21 PPE -					\$ -	\$ -	
		13	5	1			

23 TOTAL CIVILIAN (VA) PAY THAT WILL PROCESS FOR LEL: \$ 11,373.66 \$ 631.87

24 For VA Payroll: This field MUST reflect "OKAY"; if "ERROR" is reflected, then the totals on Lines 12 & 15-21 must be reviewed. OKAY

VA PAYROLL COMMENT RE: OFFSET:

25 TOTAL AMOUNT OF PAY TO BE OFFSET: \$ 6,606.54

26 2012 RESTORED LEAVE CAT CODE: 0

TOTAL LEAVE DUE: ANNUAL SICK
 27 Enter Total Accrual Due (in DAYS)

(Leave should be added to employee's regular leave balance; if restored leave is applicable, it will be annotated in the comment section below.)

VA PAYROLL COMMENT:
 28 #1 OF 2 WORKSHEETS - MILITARY PAY RATE CHANGED BETWEEN JANUARY & FEBRUARY; ALSO A (VA #61) WORKAROUND REMEDY TICKET WILL BE ENTERED TO PROCESS PAY FOR 8 (total) NONDUTY DAYS
 NOTE TO DFAS: THE BOX BELOW WILL REFLECT COMMENTS IN THE EVENT THE VA EMPLOYEE RECEIVED FULL VA PAY FOR ANY DATES PRIOR TO THIS SPREADSHEET BEING SENT FOR PROCESSING.
 0

* For Official Use Only. This document may contain personal data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.

29 FOR VA REFERENCE ONLY:
 AMOUNT OF CDR (VA) PAY EMPLOYEE IS ALLOWED TO RETAIN (not including holidays): \$ 4,767.12

LINE Name: **GI, JOE (DAILY)**
 SSN: **000-00-0001**
 1 REMEDY #
 2
 3

2012
ZPV

ONLINE
 LEL DFAS
 Worksheet

VA LOCAL PAYROLL: A new 'ZPV OFFLINE LEL' worksheet must be used for each change to the Civilian (VA) Daily Rate (CDR) or Military Daily Rate (MDR) of pay.

1. Military Base Pay \$ 364.20
 2. Basic Allowance for Housing (BAS)
 3. Basic Allowance for Subsistence (BAH)
 4. Other Monthly Military Pay Entitlements
 5. Total Military Pay *(Lines 1 - 4) \$ 364.20

Formulas

4 Military Daily Rate (MDR) \$ 364.20
 5 Civilian Daily Rate (CDR) \$ 631.87
 6 Additional Daily Rate (ADR)
 7 Total # of duty and non-duty days paid for LL (civilian pay) 12
 8 Total # of duty and non-duty days paid for LL (military pay) 12
 9 Total # of days LL was coded (leave charged for duty days only) 9

NOTE: As VA Daily employees are paid 24/7, non-duty days are included in the Line 7 & Line 8 totals when applicable.

Civilian Pay:

10 CDR multiplied by # of LL Days Coded \$ 7,582.44
 11 ADR multiplied by # of LL Days Coded \$ -
 12 Gross Civilian Pay \$ 7,582.44 MILITARY PAY IS LOWER

Military Pay:

13 MDR multiplied by # of LL Days \$ 4,370.40
 14 Gross Military Pay \$ 4,370.40 MILITARY PAY IS LOWER

CDR AMOUNT TO PAY BY PPE DATE	Enter PP End Date	Total # of LEL DUTY days by PP	Total # of LEL NON-DUTY days by PP	Enter # of Holidays to be paid during LEL period	Amount to pay:		VA PAYROLL COMMENT RE: VA PAY:
					LL	LH	
15 PPE -	02/11/12	9	3	0	\$ 7,582.44	\$ -	
16 PPE -					\$ -	\$ -	
17 PPE -					\$ -	\$ -	
18 PPE -					\$ -	\$ -	
19 PPE -					\$ -	\$ -	
20 PPE -					\$ -	\$ -	
21 PPE -					\$ -	\$ -	
22		9	3	0			

23 TOTAL CIVILIAN (VA) PAY THAT WILL PROCESS FOR LEL: \$ 7,582.44 \$ -

24 For VA Payroll: This field MUST reflect "OKAY"; if "ERROR" is reflected, then the totals on Lines 12 & 15-21 must be reviewed. **OKAY**

25 TOTAL AMOUNT OF PAY TO BE OFFSET: \$ 4,370.40 VA PAYROLL COMMENT RE: OFFSET:

26 2012 RESTORED LEAVE CAT CODE: **0**

TOTAL LEAVE DUE: ANNUAL SICK
 27 Enter Total Accrual Due (in DAYS)

(Leave should be added to employee's regular leave balance; if restored leave is applicable, it will be annotated in the comment section below.)

VA PAYROLL COMMENT:
 28 #2 OF 2 WORKSHEETS - MILITARY PAY RATE CHANGED BETWEEN JANUARY & FEBRUARY; ALSO A (VA #61) WORKAROUND REMEDY TICKET WILL BE ENTERED TO PROCESS PAY FOR 8 (total) NONDUTY DAYS
 NOTE TO DFAS: THE BOX BELOW WILL REFLECT COMMENTS IN THE EVENT THE VA EMPLOYEE RECEIVED FULL VA PAY FOR ANY DATES PRIOR TO THIS SPREADSHEET BEING SENT FOR PROCESSING.
 0

* For Official Use Only. This document may contain personal data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.

29 FOR VA REFERENCE ONLY:
 AMOUNT OF CDR (VA) PAY EMPLOYEE IS ALLOWED TO RETAIN (not including holidays): \$ 3,212.04