



Department of Administration  
Division of Human Resource  
Management

**FACT SHEET:**

**Explanation of the payroll process for Military Pay Adjustment for Weekend Training**

(Timesheet leave event code: UMILT)

NRS 281.145

An employee, who is a member of the Armed Forces Reserves or National Guard, whose regular work schedule includes any part of Saturday or Sunday is provided up to 24 days to serve under orders for training which is scheduled on a Saturday and/or Sunday (payroll code UMILT). ***The employee's State pay will be reduced by the lesser amount of his or her State hourly pay and his or her military base pay for that period (see example below).*** This calculation is not on an hour to hour basis; the calculation is a comparison of wages (State versus military) for an entire day.

UMILT may be used for crossover shifts (e.g., swing, graveyard) and travel time.

An employee (whose regular work schedule includes any part of Saturday or Sunday), on a Saturday and/or Sunday the employee is scheduled to have weekend drill duty, may not use annual leave or compensatory time, if he or she has not exhausted his or her 24 days Weekend Military Training (payroll code UMILT). Since the employee is allowed to receive his or her full leave accruals and retirement as if the employee had worked for the State on the day he or she performs drill duty and the employee receives the difference between his or her State pay and his or her military pay if the State pay is higher, the result is that the employee receives the benefits of his or her civilian compensation while performing drill duty; therefore, the intent of keeping the employee whole has been met. The employee must exhaust 24 days Weekend Military Training (payroll code UMILT) prior to being allowed to use other forms of paid leave.

An employee, who is a member of the Armed Forces Reserves or National Guard, who is not eligible for (or has exhausted) paid military leave (i.e., UMIL, UMILT) uses unpaid military leave (payroll code UMLWP) or may choose to use his or her accrued paid leave (e.g., annual, compensatory time).

***EXAMPLE CALCULATION:***

Employees' shift is Tuesday through Saturday; 8AM to 5PM.

Reports for military weekend drill training (2 drills) and reports 8:00 hours of UMILT on timesheet for Saturday.

Employees' normal rate of State pay is \$20.00/hour and receives State pay of \$160.00 for 8:00 hours of UMILT ( $\$20.00 \times 8 \text{ hours} = \$160.00$ ).

Employee is a military Pay Grade E-5 with over 2 cumulative years of service and receives Military base pay of \$166.00 ( $\$83.00 \text{ per drill} \times 2 \text{ drills} = \$166.00$ )

State pay (\$160.00) is less than Military Pay (\$166.00); ***State pay is reduced by \$160.00.***

***Employee retains Military pay of \$166.00.***

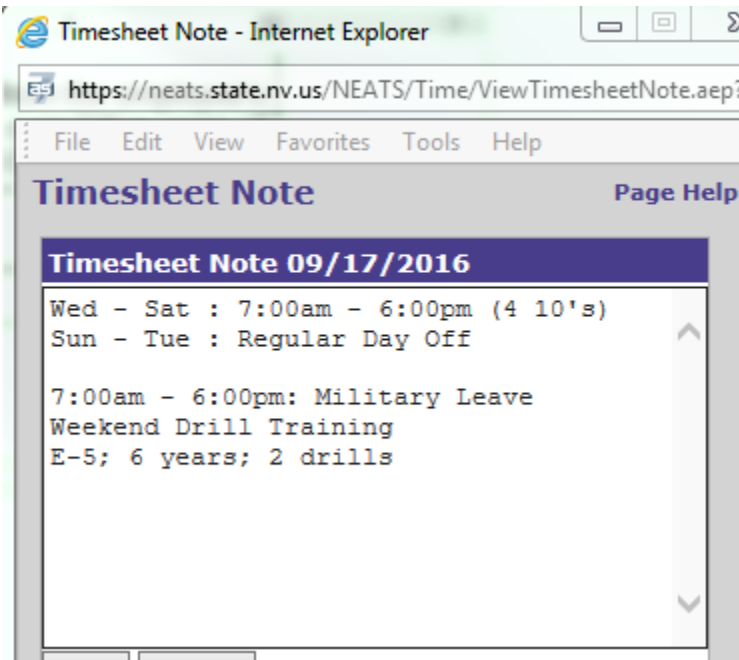
**EMPLOYEE REQUIREMENT:**

Submit one of the following types of information with your timesheet:

1. Your military leave and earnings statement (LES);

***OR***

2. Each day you list UMILT as a leave event code on your NEATS timesheet, in the Timesheet Note for each day list your military pay grade and drill information so that your agency payroll clerk can identify your base pay on the Defense Finance and Accounting Services (DFAS) drill pay chart.



**AGENCY PAYROLL PROCESS (based on State of Nevada Procedure 01.08.08):**

IF A COPY OF THE MILITARY LEAVE AND EARNINGS STATEMENT (LES) OR THE MILITARY PAY GRADE INFORMATION AND NUMBER OF DRILLS **IS PROVIDED:**

Your agency processes the adjustment in the pay period following the receipt of the military leave and earnings statement or military pay grade and drill information.

Your agency prepares and sends to Central Payroll:

1. **Worksheet for Calculation of Weekend Military Training Pay Adjustment** (<http://hr.intra.nv.gov/uploadedFiles/hrintranetnv.gov/Content/Payroll-Records/Payroll/2016MilitaryWeekendTrainingPayAdjustmentWorksheet.xls>);
2. Special Pay/Time Adjustment Sheet;
3. Copy of LES or NEATS timesheet reflecting military pay grade and drill information; and
4. Payroll Register Report for the time period being adjusted.

IF A COPY OF THE MILITARY LEAVE AND EARNINGS STATEMENT (LES) OR THE MILITARY PAY GRADE INFORMATION AND NUMBER OF DRILLS **IS NOT PROVIDED:**

Your agency processes the adjustment no later than three (3) pay periods following the reporting of military weekend drill training.

Your agency prepares and sends to Central Payroll:

1. **Worksheet for Calculation of Weekend Military Training Pay Adjustment** (<http://hr.intra.nv.gov/uploadedFiles/hrintranetnv.gov/Content/Payroll-Records/Payroll/2016MilitaryWeekendTrainingPayAdjustmentWorksheet.xls>):
  - a. On the worksheet, enter \$0.00 for the dollar amount of Military Training Pay;
2. Special Pay/Time Adjustment Sheet;
3. Payroll Register Report for the time period being adjusted;
4. NEATS Timesheet for dates being adjusted; and
5. QRTE screen (in Advantage HR system) showing employee rate of pay for the time period being adjusted.

For additional information, contact your agency's human resources or the Division of Human Resource Management's Employee and Management Services Consultation & Accountability Section at (775) 684-0111 or [cphughes@admin.nv.gov](mailto:cphughes@admin.nv.gov).

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