END MILITARY TRAINING LEAVE

JOB AID TM-18 | Q85

The purpose of this job aid is to explain how to end military training leave in the Integrated HR/Payroll System.

Military Training Leave may be granted to employees of the State for certain periods of service in the uniformed services. Leave with pay, up to a maximum of 120 hours each Federal fiscal year (Oct.-Sept.) [pro-rated for part-time employees] shall be granted to members of the uniformed services. When an EE is no longer eligible for Military Training leave, a Leave Admin or HR Data Maintainer can create an IT2012-ZMLE to stop the automatic accruals that take place in October of each year.

Use PA61 or PA30 depending on security access.

Select IT2012 – ZMLE and create button [ ] .

Enter Effective date in **Start** field and 12/31/9999 in **To** field.

Enter '1' in Number of hours.

On the toolbar at the top of the screen, click Edit > Maintain text.

Type an appropriate message for the record.

Infotype Text

Type appropriate message here.

Click the Save (Ctrl+S) button to save the text to the record.

Create Time Transfer Specifications (2012)

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No			Name		
EE group	A	SPA Employees	Personnel ar	2001	Health Human Services
WS rule	D01N086N	MTWHF-8,SaS-O		Status	Active
Start	01/16/2014	To	12/31/9999		

Time transfer specification
Time transfer type   ZMLE   End Military Eligibility
Number of hours   1.00   Hours

The Maintain Text icon will display on the infotype

Click the Save (Ctrl+S) button to save the record.

The system task is complete.