




LOA CHECKLIST – MILITARY - RESERVE ACTIVE DUTY

	Items to be Completed for Employees
	View IT0000. Ensure that EE is not already on a LOA.
	View EE's eligibility for any requested leave.
	Check CATS_DA to ensure that all time has been entered, released, approved and that time eval has run to ensure correct quotas.
	If EE is using any type of leave, check PT50 to make sure they have the hours available in their quota. To ensure that quotas are correct for military, use 10/01 and the previous year as the "from" date and "to present" as the "to" date.
	Communicate with the Benefits Representative of the EE going on the LOA – they have additional responsibilities in communication with the EE.
	See document titled " <i>LOA - Military RAD Workflow Chart</i> " for the order of multiple RAD Actions. Document located at: http://www.osc.nc.gov/training/osctd/help/Personnel Administration > Job Aids folder
	If the EE is eligible for differential pay, coordinate with your Agency Payroll Office to ensure that you send them the appropriate paperwork. Differential pay is paid through Payroll.
	Make sure that you enter notes both on the PCR and on the Action.
	Do NOT enter "Last Day Worked" on Employee Action Request (PCR).
	For RAD 30 Days action, the 30 days is counted as 30 <i>calendar</i> days. Time entered: Time code 9630
	With all LOAs that include a holiday, IT2001 (Absences) include the first set of dates <i>up to the holiday</i> . A subsequent PA30 transaction for IT2001 would need to document the holiday itself. A follow-up PA30, IT2001 would need to document leave taken <i>after the holiday</i> . Repeat if multiple holidays.
	When reinstating an employee, make sure that IT0007, Planned Working Time, is readjusted so that the employee's original work schedule and time recording are entered.