



# LOA CHECKLIST – MILITARY – RESERVE ACTIVE DUTY

PA

JOB AID PER-20

The purpose of this job aid is to provide a checklist of all the things that must be done for Active Duty Reserve Military on LOA.

	<h2>Items to be Completed for Employees</h2>
	View IT0000. Ensure that EE is not already on 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 “LOA - Military RAD Workflow Chart” for the order of multiple RAD Actions. Document located at: <a href="https://files.nc.gov/ncosc/documents/files/LOAMilitaryRADWorkflowChart_0.pdf">https://files.nc.gov/ncosc/documents/files/LOAMilitaryRADWorkflowChart_0.pdf</a>
	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 notes are entered 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 is needed to document the holiday itself. A follow-up PA30, IT2001 is needed 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.