



# END MILITARY TRAINING LEAVE

JOB AID TM-18 | Q85

TM

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.

**Maintain HR Master Data**

Personnel no. [REDACTED]  
Name [REDACTED]

EEGroup **A** SPA Employees PersA **2001** Health Human Services  
EESubgroup **A1** FT N-FLSAOT Perm CostC **2X99999999** DHHS-MAIN

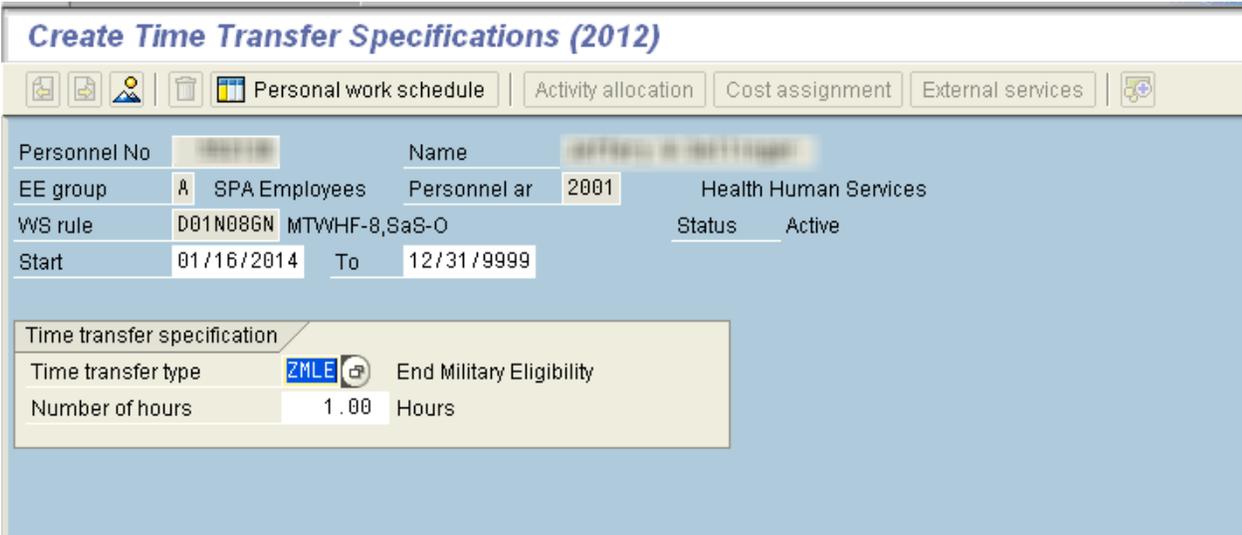
Basic Personal Data Payroll Benefits Time Addtl. Personal Data P

Infotype text [S...]  
Actions [✓]  
Organizational Assignment [✓]  
Personal Data [✓]  
Addresses [✓]  
Planned Working Time [✓]  
Basic Pay [✓]  
Family Member/Dependents [✓]  
I-9 Residence Status [✓]  
Additional Personal Data [✓]

Period  
 Period  
From [REDACTED] To [REDACTED]  
 Today  Curr.week  
 All  Current month  
 From curr.date  Last week  
 To Current Date  Last month  
 Current Period  Current Year  
Choose

Direct selection  
Infotype **2012** STy **zmle**

Select IT2012 – ZMLE and create button .



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

Time transfer specification

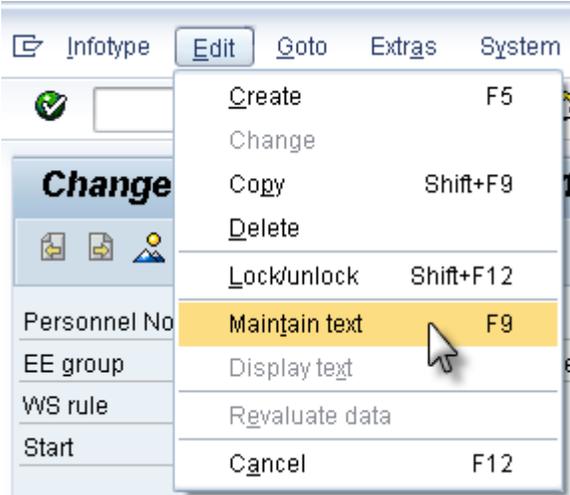
Time transfer type: **ZMLE**  End Military Eligibility

Number of hours: 1.00 Hours

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.



Infotype	<b>Edit</b>	Goto	Extras	System
				
<b>Change</b>				
				
Personnel No	<b>Maintain text</b>			F9
EE group	Display text			
WS rule	Reevaluate data			
Start	Cancel			F12

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	<input type="text" value="20018"/>	Name	<input type="text" value="MARTIN W. HESTERMAN"/>	
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  End Military Eligibility

Number of hours  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.