

## Supplemental Pay Calculations

### I. Definition

Supplemental Pay is defined as “Gross Military Pay” received for the period of military service subtracted from the employee’s “Regular Base City Pay” for the same period

### II. Process

The employee must submit, to his/her timekeeper, a “Military Leave and Earnings Statement” (pay stub) detailing total military pay and the period covered. If a Military Leave and Earnings Statement is not available a letter from the commanding officer on official letterhead detailing gross wages and the period covered may be substituted. If none of the above is available, any other documentation must be approved by the Human Resources/Organizational Development Department.

#### A. The timekeeper will verify:

1. The employee is a regular City employee;
2. The employee was called to active duty (i.e., the employee presented official military orders or acceptable equivalent);
3. The employee was placed on Military Leave of Absence, using the appropriate Employee Status Maintenance Transaction (ESMT) coding; and
4. The employee is past his/her initial 30 days of full pay.

#### B. The timekeeper will compute the Supplemental Pay by:

1. Determining the number of City workdays (Mon – Fri) in the Military pay period;
2. Multiplying the number of City workdays by eight (8) hours per workday = total hours payable; and
3. Multiplying total hours payable by the employee’s regular **base wage** per hour (i.e., no overtime, certification pay, educational incentive pay, special duty pay, or any other type of special pay).

C. If the Gross Military Pay is less than the employee’s regular base wage, Supplemental Pay is due.

D. If the Gross Military Pay is more than the employee’s regular base wage, **NO** Supplemental Pay is due.

E. The timekeeper will generate an ESMT entry to initiate any Supplemental Pay due the employee and attach an acceptable form of verification for

gross military pay as described in paragraph II above. Failure to provide acceptable documentation of military gross pay will result in rejection of supplemental payment.

III. Deductions from Supplemental Pay

Supplemental Pay is subject to all normal deductions.

IV. Example of Supplemental Pay calculation:

Employee deployed on Active Military Duty for the entire month of April 2011

22 City working days in April 2011 X 8 hours = 176 hours

176 hours X City pay rate of \$13.5403/hour = \$2,383.09

Less amount paid by Army – 2,059.19

Supplemental Pay due for April 2011 = \$ 323.90

NOTE: The number of working days per month and hours per workday was originally approved by City Commission action on February 11, 1991, and has not been changed.

- V. Examples of official military information:  
A. Letter from the Commanding Officer:



DEPARTMENT OF THE ARMY  
410<sup>th</sup> Quartermaster detachment (Water Purification)  
1125 NE 8<sup>th</sup> Avenue  
Gainesville, Florida 32601-4599

March 16, 2011

City Of Gainesville  
ATTN: Human Resources Department  
P.O. Box 490  
Gainesville, FL 32601-0490

Sergeant John Q. Doe, 123-45-6789, a member of this command, was mobilized for service in Saudi Arabia during the period 1 April 2011 to 30 April 2011. Service was performed in the Kingdom of Saudi Arabia from 7 April 2011 to 28 April 2011.

Sergeant Doe's Leave and Earning Statement for the month of April 2011 was lost in Saudi Arabia and is not available to this unit. However, records available show that the following compensation was received for the month of April 2011:

Basic Pay	\$1448.70
Overseas Pay	16.00
Danger pay	110.00
Family Separation	60.00
Basic Allowance for Quarters	376.20
Variable Housing Allowance	48.29
Total Pay for April 2011	<u>\$2059.19</u>

Should you desire further information, please feel free to contact the undersigned at work 555-5263 or home 555-7218.

*John J. Smith*

John J. Smith  
First Lieutenant, Engineers  
Commanding Officer

B. Leave and Earnings Statement (Partial Form)

I D	1. Name (Last, First, MI) Doe, John Q.		2. Unit ID Code YF1AA0		TNG CAT CODE	3. Pay Grade E5	4. Period Covered 01 - 30 April 2011	
	5. Soc. Sec. No. 123-45-6789		NET PAY DUE →			1895.00		Summary 9. AMT BROT. FWD  88
6. ENTITLEMENTS			7. ALLOTMENT COLLECTIONS			8. OTHER COLLECTIONS		10. TOTAL ENT
TYPE		AMOUNT		TYPE		AMOUNT		2059 19
A	BASIC PAY	1448	70			SGLI	4 00	11. ALLOT COLLS
B	OVERSEA PAY	16	00			CASUAL PAY	50 00	.
C	DANGER PAY	110	00			FICA TAX	110 83	12. OTHER COLLS
D	FAMILY SEP	60	00					164 83
E	BAQPD	376	20					13. NET EARN
F	VHA	48	29					1895 24
G								14. MID MO PMT
H								NONE
I								15. END MO PMT
J								1895 00
K								16. AMT TO BE BROT FWD
								24
TOTALS		2059	19				164 83	
TAX INFORMATION								

Adopted: 02/11/1991  
Re-Issued: 04/05/2012