THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

## HUMAN RESOURCES DIVISION

ONE ASHBURTON PLACE, BOSTON, MA 02108

KRISTEN LEPORE

Secretary

PAUL DIETL

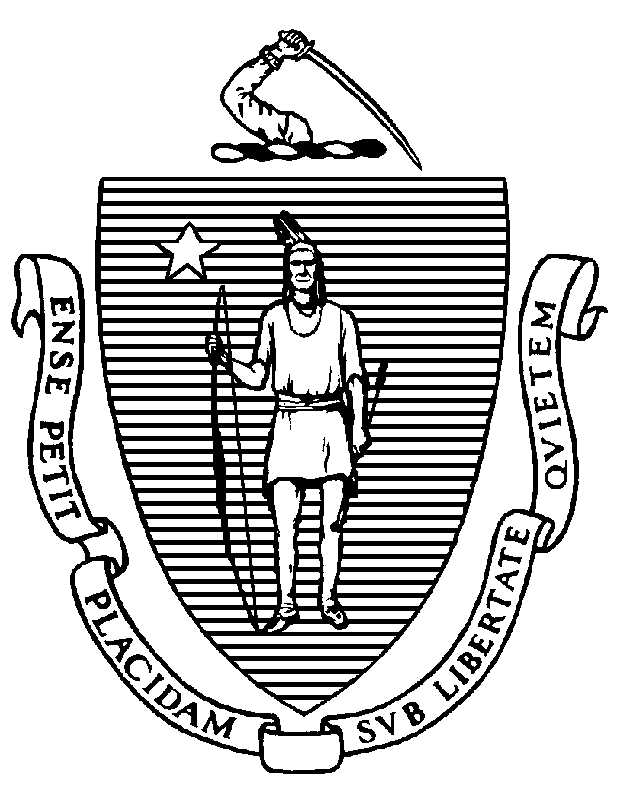
Chief Human Resources Officer

CHARLES D. BAKER

Governor

KARYN E. POLITO

Lieutenant Governor



**Military Pay: Questions and Answers**

July 15, 2016

1. Does the new law impact only members of the Massachusetts National Guard? What about members of the New Hampshire or Rhode Island National Guard?

**Ans.** Yes, it applies only to the Massachusetts National Guard. (Armed Forces of the Commonwealth)

1. Are employees ever entitled to receive their regular base pay without reducing their regular base pay by any amount received from the Federal Government or the armed forces of the Commonwealth?

**Ans.** Yes, if the employee is called to service under sections 38, 40 or 41 of Chapter 33 of the General Laws, he/she is entitled to receive regular base pay for the first 30 consecutive days of any mission. After the first 30 days the employee’s pay is reduced by any amount received from the Federal Government or the armed forces of the Commonwealth.

1. Does the 30 day period refer to calendar days or business days?

**Ans.** Calendar days.

1. When will the Commonwealth be implementing the changes in the law?

**Ans.** July 24th.

1. If an employee is activated under Title 32 how are they paid?

**Ans.** Employees activated under Title 32 receive their regular base pay reduced by any amount received by the Federal Government or the armed forces of the Commonwealth.

1. If an employee’s salary is increased while on full-time National Guard duty, should the department manually adjust the difference in pay in HR/CMS?

**Ans.** Yes.

1. What if an employee’s federal pay is increased, should departments manually adjust the difference in pay in HR/CMS?

**Ans.** Yes.

1. What payroll codes should HR use to document military leave?

**Ans.** The type of leave will determine which codes should be used. Employees on military leave should also be placed on a military leave in Job Data in HR/CMS.

* Annual Tour of Duty, Annual Training or MA National Guard Members weekend drills should be coded in Timesheet with ATD – Annual Tour of Duty.

The first 30 consecutive days of regular base pay can be coded in Timesheet with LWP – Leave with Pay. A comment should be added to reference the leave. Employees receiving the difference in pay should be coded in Additional Pay with MLP – Military Pay Leave. There should be no hours reported in Timesheet to avoid overpayments. Please refer to the job aid located on the HR/CMS Knowledge Center under the HR-Leave of Absences (ACA Reporting Hours for IPOP, ILD and MLP Pay)

1. Are payments for weekend drills under G.L. c. 33, §59 only for members of the National Guard?

**Ans.** Yes

1. Are there any changes to the annual tour of duty?

**Ans.** Employees may choose to use time for drills & parades towards the allotment of paid days for annual tour of duty.  Employees can substitute time spent at drills and parades as part of the allotment for annual training.

1. What does “Armed Forces of the Commonwealth” mean?

**Ans.** Air National Guard & Army National Guard

1. Does the “30 consecutive days” allotment mean that employees are permitted

paid days for the entire year or for each mission?

**Ans.** It applies to each mission for which the employee is called to serve.  At the start of each mission, the employee is entitled to his/her regular base pay for the first 30 calendar days.

1. How should HR track the “30 consecutive days” considering that it is based on calendar days and employees enter their own time?

**Ans.** The HR/Payroll offices will be responsible for keeping track of the 30 days. Use LWP – Leave With Pay with a comment in the employee’s timesheet.

1. If a member of the National Guard receives orders under Title 10 or Title 32 are they eligible to receive their regular base pay for the first 30 days?

**Ans.** No, if an employee is performing service under Title 10 or 32, he/she does not receive regular base pay for the first 30 days. The employee receives his/her regular base salary reduced by any amount received from the United States or the armed forces of the Commonwealth from the first day of the mission.