

WORKSHEET FOR COMPUTING PAY DIFFERENCE BETWEEN STATE AND MILITARY BASE PAY

Agency: _____
Employee Name: _____
Time Period: _____

| LINE DESCRIPTION | EXAMPLE | ACTUAL |
|--|-------------|--------|
| 1. Base Military Pay (month). | \$ 2,000.00 | _____ |
| 2. Gross pay for days in the third full month* prior to leaving for active military duty (excluding overtime). | \$ 2,250.03 | _____ |
| 3. Gross pay for days in the second full month* prior to leaving for active military duty (excluding overtime). | \$ 2,175.75 | _____ |
| 4. Gross pay for days in the last full month* prior to leaving for active military duty (excluding overtime). | \$ 2,310.15 | _____ |
| 5. Average Monthly Gross State Pay* (add Employee's Gross Pay from steps 2, 3, and 4 and divide by 3). | \$ 2,245.31 | _____ |
| 6. Percent increase/s (if any) employee would have received if working (leave blank if no increase would have been granted). | 2% | _____ |
| 7. Average Monthly Gross State Pay After Increase. | \$ 2,290.22 | _____ |
| 8. Line 7 minus Line 1. | \$ 290.22 | _____ |

* If Line 1 is greater than Line 7, stop here, the employee is not eligible for the payment.

* If Line 1 is less than Line 7, the employee is eligible for the payment.

| | | |
|--|-------------|-------|
| 9. Annualized Difference Between State and Military Base Pay (Step 8, if greater than zero, multiplied by 12). | \$ 3,482.64 | _____ |
| 10. Lump sum amount to be paid biweekly (step 9 divided by 26). | \$ 133.95 | _____ |

* Note: When calculating the Average Monthly Gross State Pay, you may find that the last three full months worked are not consecutive months.