



Office of the State Comptroller
PAYROLL BULLETIN

Subject Reporting cessation of Military Stipend payments when individuals do not return to Work Immediately following Discharge from Active Duty	Bulletin No. P-705
	Date July 25, 1991

Employees who were activated due to the Persian Gulf crisis and who are receiving the Military Stipend are only entitled to receive the Military Stipend up to the date of discharge, which includes reasonable travel time to return home.

Following discharge, employees have 90 days to reclaim their State position - see New York State Department of Civil Service Attendance and Leave Manual Advisory Memorandum No. 91-02. If an employee does not return to work upon discharge from active duty, you must prepare a PR-75 to stop the Military Stipend payment and place the employee on Military Leave without pay.

Group 2

- Block Requirements:
- 01 thru 06
 - 07 Transaction Code - enter MIL LV
 - 12 Trans. Effective Date - (B.O.B.) beginning of business date the Military Leave without pay is to begin
 - 13 Title Code & Title
 - 14 Jur Class
 - 15 Salary Grade
 - 18 Appt Code
 - 20 Trans Good Thru - enter the ending leave date, if known
 - 23 Gross (Add) - if any salary or Mil Stip is due for removal period
 - 24 Normal (Deduct) - if applicable
 - 26 Time Paid - if applicable

Remarks - enter "employee no longer entitled to Military Stipend - discharged from active duty".

Please inform your Personnel Office regarding this Bulletin.

Questions regarding this Bulletin should be directed to Margaret McClimans at (518) 486-3067.