

Helpful Resources and Documents:

- [A.R.S. §26-168](#) – Absence from employment for military duty
- [A.R.S. §38-610](#) – Leave of absence for certain federal training; definition
- [A.R.S. §38-610.01](#) – Leave of absence and compensation for officers and employees during active military service
- [A.R.S. §38-610.02](#) – Leave of absence and compensation for national disaster medical system employment
- [ASPS/HRD-PA6.02](#) – Statewide Policy - National Disaster Medical System (NDMS) Leave
- GAO Technical Bulletin 05-09 – [Military Emergency Activation Differential Pay](#)
- GAO Technical Bulletin 10-06 – [National Disaster Medical System Differential Pay](#)
- [Personnel Rules R2-5A-403.B](#) – Supplemental Pay – Shift Differential
- [Personnel Rules R2-5A-B610](#) – Leave for National Disaster Medical System (NDMS) Training
- [Personnel Rules R2-5A-D603](#) – Military Leave
- [HRIS Paycode Listing](#)

Forms:

- [GAO-42](#) Military Emergency Activation Differential Pay Computation Worksheet
- [GAO-43](#) Reconciliation of Military Emergency Activation Differential Pay Upon Discharge or Death
- [GAO-44](#) National Disaster Medical System Differential Pay Computation Worksheet

Agency Payroll functions:

1. Verify employee is eligible to receive Differential Pay by reviewing State policy
 - a. For Military Differential Pay – Military Leave Balance must be exhausted
2. Complete applicable Differential Pay Computation Worksheet based on documentation provided by the employee
3. Enter time records into the HRIS to generate payment to the employee in compliance with GAO Technical Bulletins

Deadlines:
 Shift Differential will be paid based on the shift indicated on the time record at 2 pm on compute Tuesday.
 For Military Differential Pay: Within 60 calendar days after completion of the period of active military duty, provide proof of honorable service

SHIFT DIFFERENTIAL PAY

State employees who have been approved to receive shift differential are paid at the following rates:

<u>Assigned Shift</u>	<u>Differential Pay Rate</u>
1	None
2	5%
3	10%

1. The shift the employee is assigned to work should be indicated on the employee’s record in HRIS. This is reflected on the HR11 – Pay Tab.
2. Shift Differential will default into the time record based on the shift indicated on HR11 during ETE or HRIS time entry.
 - a. Updates to assigned shift on the employee’s HRIS record must be processed by Agency Human Resources
3. The HRIS Paycode Listing details which pay codes are eligible for shift differential pay.
 - a. Shift differential will be included in the daily rate under Earnings, it is not reflected as a separate line item.
 - b. Telecommuting is not eligible for shift differential pay.
 - c. ZR131 - Retro payment will exclude the shift differential pay, therefore, manual calculation adjustments must be made for shift.

MILITARY DIFFERENTIAL PAY

A.R.S. § 38-610.01 authorizes and directs State agencies to pay a State employee who is a reservist or guardsman the difference by which, during his period of activation, his State compensation pay exceeds the sum of his military pay and allowances when the employee has been ordered to active duty during a state of emergency and when his military leave balance has been exhausted. GAO Technical Bulletin 05-09 establishes the guidelines for paying the difference.

1. Military Differential Pay is calculated using Form GAO-42.
2. Payments are generated while the employee is absent from State work and on active duty in the Military.
 - a. Use pay code 385 with Attendance Code “MD”
3. Upon conclusion of active service and return to State service, a reconciliation of Military Differential Pay is calculated using GAO-43.
 - a. Use pay code 385 with Attendance Code “MD” to pay any balance due or collect overpayment of differential pay
 - i. Overpayments can only be collected through payroll in the year which they occur
 - ii. Prior year overpayments must be collected using the GAO-73A – Overpayment Worksheet

NATIONAL DISASTER MEDICAL SYSTEM (NDMS) DIFFERENTIAL PAY

The National Disaster Medical System manages people—civilian medical specialists—who enroll with the NDMS to provide certain types of relief assistance during national disasters. A civilian medical specialist may be engaged in training duty, during which time he is on paid leave, or on deployment, during which time he is on LWOP and may qualify for differential pay.

A.R.S. § 38-610.02 authorizes and directs State agencies to pay an employee who is a civilian medical specialist, while deployed, the amount by which his State compensation, had it been paid, would have exceeded his NDMS pay. GAO Technical Bulletin 10-06 establishes the guidelines for paying that difference.

Additional information concerning an employee’s status when on training duty or on deployment can be found in Statewide Policies and Procedures entitled *National Disaster Medical System(NDMS) Leave*, published by the Human Resources Division of the Arizona Department of Administration.

1. NDMS Pay is calculated using Form GAO-44.
2. Payments are generated while the employee is absent from State work and on NDMS Leave.
 - a. Use pay code 355 with Attendance Code “ND”
3. Upon conclusion of active service and return to State service, a reconciliation of Differential Pay is calculated using GAO-43.
 - a. Use pay code 355 with Attendance Code “ND” to pay any balance due or collect overpayment of differential pay
 - i. Overpayments can only be collected through payroll in the year which they occur
 - ii. Prior year overpayments must be collected using the GAO-73A – Overpayment Worksheet