

MANAGER'S CHECK LIST FOR EMPLOYEES ON ACTIVE MILITARY SERVICE

This checklist is an aid for a manager to understand procedures used when their employee is called to active duty and to be added to the employee's EPF. For complete information about the employee's benefits and eligibility entitlements, please refer to ERC Website at <http://erc.web.irs.gov> or email the Austin Payroll Center at [*Military Deployment Program](#).

Upon employee leaving for active military duty: (check as completed)

- Receive copy of military orders from employees showing dates of active duty service.
- Provide business unit timekeeper with a copy of military orders to be associated in employee's 3081file and advanced timesheets. Timekeeper should elevate unique issues related to posting of military time to Memphis Payroll Center Timekeeper.
- Fax copy of military orders to the Austin Payroll Center at fax (512) 460-2431.
- Ensure employee provides completed, dated, and signed copy of Military Benefits Election Check List (all 7 pages) to the Austin Payroll Center at fax 512-460-2431 to assist in completing PAR action.
- Ensure employee provides contact information on how he/she can be contacted (either directly or via point of contact identified on page 7 of the Military Benefits Election Check List sent to the Austin Payroll Center).
- Assist employee in determining leave he/she will use: (must receive written request for leave)
 - Military Leave = Number of days: _____ Must receive written request from employee
 - Emergency Military Leave = Number of days: _____ Must receive written request from employee
 - Provide copy of military orders to Memphis Payroll SETR Timekeeper when Emergency Military Leave is posted
 - Annual leave = Number of hours: _____ Must receive written request from employee
 - LWOP-US effective _____ NOA 473 PAR Action initiated*
 - Separation-US effective _____ NOA 353 PAR Action initiated*

*For specific information on appropriate PAR Action refer to Information Job Aid for Managers/Employees Relating to Benefits, Leave, and Restoration Entitlements for Employees Entering Active Military Service

- Discuss with employee how to use any compensatory time off (in lieu of overtime payment) that remains to their credit before they go on active duty. This will ensure these hours are not forfeited.
- Discuss employee's interest in being notified about competitive opportunities that might occur while they are deployed.
- Place a copy of this check list in employee's "drop file" to ensure information is available in the event the employee is reassigned to another manager prior to returning to duty from military service

Clearance on last day employee is at work: (check as completed)

- Employee has turned in badge, keys and other items/property deemed necessary. (See Information Job Aid for Managers/Employees as referenced above)
- Badge sent to the Security Office
- All access to employee's computer system suspended

Manager's Name (Please Print)

Date and Work Phone Number

Manager's Signature

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Page 2 of 3

While employee is on military duty: (check as completed)

- If RIF occurs, notify servicing personnel office. (See Information Job Aid for Managers/Employees as referenced above)
- Based on employee's interest, provide notification of competitive opportunities that occur while the employee is deployed
- Employee requests additional leave: (must receive written request for leave)
 - Military Leave = Number of days: _____ Received written request from employee
 - Emergency Military Leave = Number of days: _____ Received written request from employee
 - Annual Leave = Number of days: _____ Received written request from employee
- Provide business unit timekeeper with copy of written request.
- Employee is extended on active military duty: (must receive copy of extension orders)
 - Received copy of extension orders from employee showing dates of continued service
 - NOA 773 PAR action initiation to extend employee's military LWOP
 - Faxed copy of extension orders to business unit timekeeper **and** to the Military Deployment Team at (512) 460-2431.

Manager's Name (Print Name)

Date and Work Phone Number

Manager's Signature

MANAGER'S CHECK LIST FOR EMPLOYEES ON ACTIVE MILITARY SERVICE

Page 3 of 3

When employee returns to work: (check as completed)

- Initiate PAR action, NOA 292 - Return to Duty, after notice from employee on date returning to civilian duty.
NOTE: Include in remarks that employees is returning to duty from active military service.
- Determine if employee qualifies for Excused Absence for Returning employees. (See Information Job Aid for Managers/Employees as referenced above)
NOTE: RTD must be processed prior to granting "5 admin days" for qualified employees.
- Receive copy of DD-214 or discharge documents from employee and provide copy to business unit timekeeper.
- Ensure employee provides copy of DD-214 or discharge documents to the Austin Payroll Center Military Deployment Team at 512-460-2431 to ensure RTD PAR is processed timely.
- Notify Security Office of employee's return to work, including completion of OL5081 for Computer access
- Verify with employee that Form 12325, Military Status Questionnaire, has been completed and faxed to the Austin Payroll Center Military Deployment Team at 512-460-2431. This ensures current military status for your employee is updated correctly in the payroll databases.
- Determine what training was provided to other unit employees whether mandatory or optional while the employee was deployed. Provide the employee the opportunity to complete this training.

Manager's Name (Print Name)

Date and Work Phone Number

Manager's Signature