

**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	_____
<p>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.</p>		
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.