
Military Science Pay Procedure (HR-P018)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to determine military science pay for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1 HR – Human Resources at SLPS
4.2 SLPS – Saint Louis Public Schools
4.3 SAP – Information system used at SLPS

5.0 PROCEDURE:

- 5.1 Twice per year, HR receives salary documents from the military branches (Army, Air Force, Marines, & Navy)
5.2 HR calculates the salary on the internal HR form.
5.3 The employee is found in SAP and salary is adjusted with an effective date.
5.4 A letter is sent to the employee regarding the salary adjustment and a copy of the letter and salary form is filed in employee file.
5.5 If there is no adjustment, it is noted on the form and filed in the employee file.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Military salary documents
6.2 Salary calculation form (HR-F???)
6.3 Salary adjustment letter

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Military salary documents	HR files	99 years	Discard as desired	Secured office
Salary calculation form & adjustment letter	HR files	99 years	Discard as desired	Secured office

Military Pay Procedure Manual

**United States. Bureau of Naval
Personnel**



Military Pay Procedure Manual:

DFAS Pay/personnel Procedures Manual (Navy) United States. Defense Finance and Accounting Service. Cleveland Center,1995 *Navy Pay and Personnel Procedures Manual* United States. Naval Military Personnel Command,1989

Military Pay Gregory D. Kutz,2004-12 In light of the GAO Nov 2003 report highlighting significant pay problems experienced by Army Nat Guard soldiers mobilized to active duty in support of the global war on terrorism John Ryan Office of Special Investigations GAO **N.R.O.T.C. Office Procedures Manual** United States. Bureau of Naval Personnel,1958

Department of the Navy Source Data System Procedures Manual United States Navy Department. Office of the Comptroller,1995 *Department of the Navy Source Data System Procedures Manual* United States. Navy Dept. Office of the Comptroller,1988 *Military Pay* United States. Government Accountability Office,2004 **Privacy Act Issuances ...**

Compilation United States. Office of the Federal Register,1981 Contains systems of records maintained on individuals by Federal agencies which were published in the Federal Register and rules of each agency concerning the procedures the agency will use in helping individuals who request information about their records *Federal Register* ,1983-06-06

Manual of Enlisted Navy Job Classifications United States. Bureau of Naval Personnel,1973 **Military Personnel** Derek B. Stewart (au),2005-09 The financial conditions of servicemembers SM their families are of great concern SM with severe financial problems risk losing security clearances incurring admin or criminal penalties or in some cases face discharges Despite DoD programs on personal financial mgmt PFM studies show that SM particularly jr enlisted personnel continue to report financial difficulties This report assessed 1 the extent to which deployment impacts the financial condition of active duty SM their families 2 whether DoD has an oversight framework for evaluating mil programs designed to assist deployed non deployed SM in managing their finances 3 the extent to which jr enlisted SM receive required PFM training Tables Monthly Catalog of United States Government Publications , **Monthly Catalog of United States**

Government Publications United States. Superintendent of Documents,1990 **Monthly Catalog of United States**

Government Publications, Cumulative Index United States. Superintendent of Documents,1976 **NavCivGuide**

Thomas J Cutler,2008-09-01 The success of the U S Navy in its more than two centuries of existence is due not only to the essential contributions of Sailors on active duty and in the reserve but to the civilians who have worked as part of the Navy since its earliest days But active and reserve Sailors go to boot camp or officer candidate school to prepare them for their new unique occupation And the Navy has long provided The Bluejacket s Manual to incoming Sailors to serve as an introduction and as a continuing reference so that they will feel more comfortable in a new and otherwise alien world where floors suddenly become decks where 1337 is a time in the here and now instead of a date from ancient history and where uniforms are anything but While it is impractical to send all civilian workers to a centralized indoctrination course it is possible to provide a common reference specially designed to acquaint civilians with this very special world they have

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