

TM-18 End Military Training Leave

Purpose

The purpose of this job aid is to explain how to end military training leave in the Integrated HR/Payroll System.

Military Training Leave may be granted to employees of the State for certain periods of service in the uniformed services. Leave with pay, up to a maximum of 120 hours each Federal fiscal year (Oct.-Sept.) [pro-rated for part-time employees] shall be granted to members of the uniformed services. When an EE is no longer eligible for Military Training leave, a Leave Admin or HR Data Maintainer can create an IT2012-ZMLE to stop the automatic accruals that take place in October of each year.

There are 8 steps in this process.

Use **PA61** or **PA30** depending on security access.

Step 1: Select **IT2012 - Subtype ZMLE**

Image

Maintain HR Master Data

Menu



Personnel no.

80000469

Name

Rita Henry20

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

B1

FT S-FLSAOT Perm

CostC

4699999999

CULTURE RESOURCES



Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data



Infotype Text

Statu

Actions



Organizational Assignment



Personal Data



Addresses



Planned Working Time



Basic Pay



Family Member/Dependents



I-9 Residence Status



Additional Personal Data



Period

☒ Period

From

To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

Time Transfer Specifications

STY

ZMLE

End Military Eligibility



Step 2. Click the **Create** button.

Step 3. Enter the **Effective date** in Start field and 12/31/9999 in To field.

Step 4. Enter '1' in **Number of hours**.

Image

Create Time Transfer Specifications (2012)

Menu          Persona

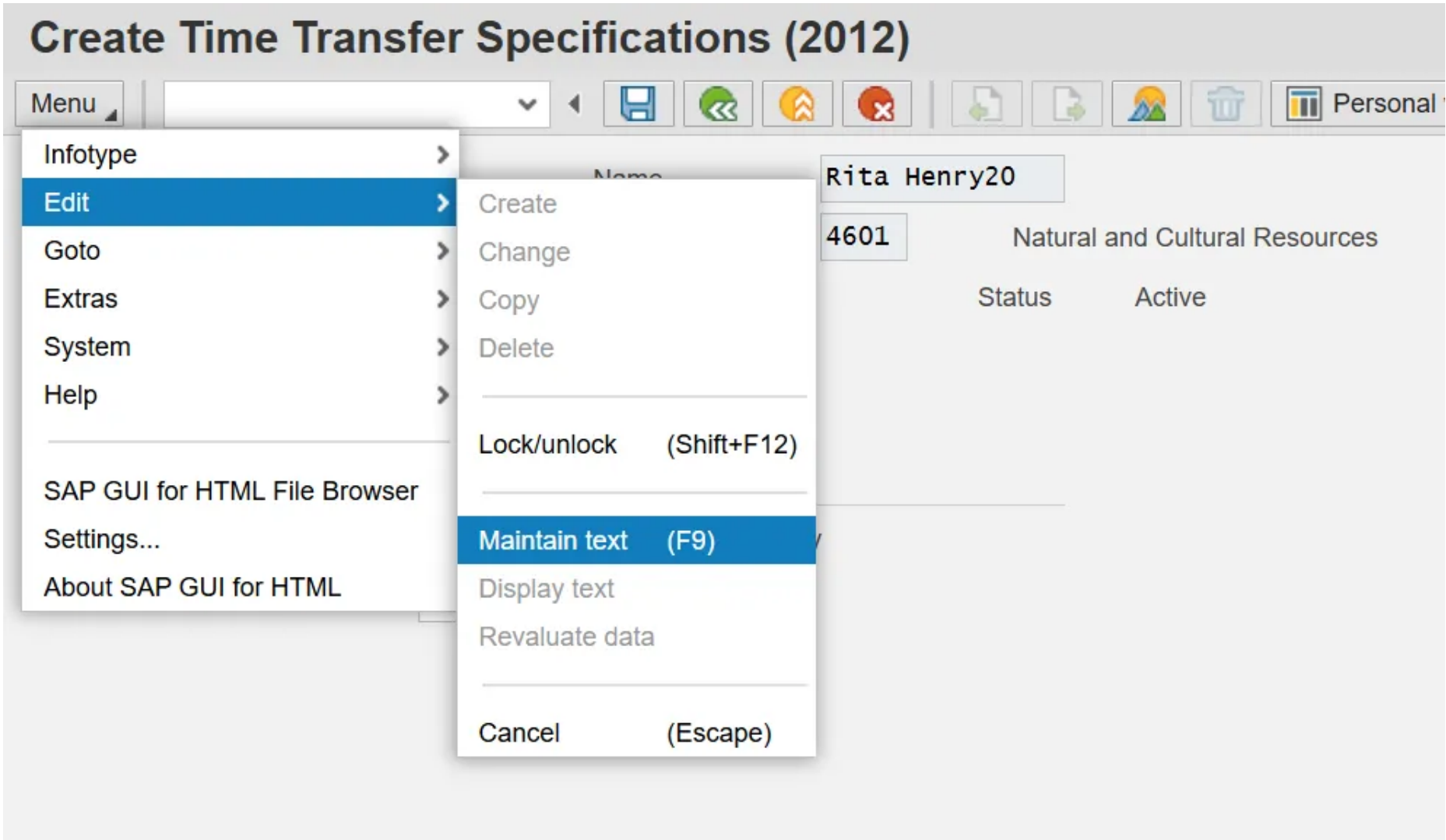
Personnel No	80000469	Name	Rita Henry20
EE group	A SPA Employees	Personnel ar	4601 Natural and Cultural Resources
WS rule	D02N10_F MTWH-10,FSaS-O	Status	Active
Start	09/08/2025	To	12/31/9999

Time transfer specification

Time transfer type	ZMLE	End Military Eligibility
Number of hours	1	Hours

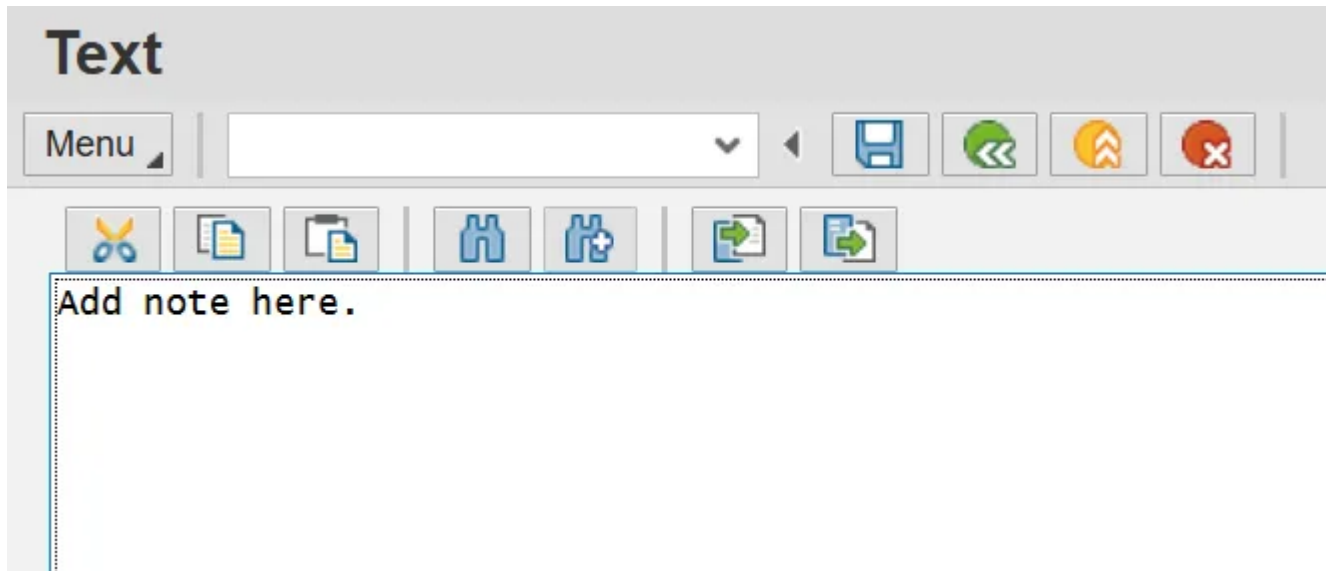
Step 5. On the toolbar at the top of the screen, click **Menu > Edit > Maintain text**.

Image



Step 6. Type an appropriate message for the record.

Image



Step 7. Click the **Save** to save the text to the record.

Image

Create Time Transfer Specifications (2012)

Menu | [Dropdown] | [Icons: Save, Undo, Redo, Cancel, Import, Export, Home, Trash, Personal work schedule]

Personnel No	80000469	Name	Rita Henry20
EE group	A SPA Employees	Personnel ar	4601 Natural and Cultural Resources
WS rule	D02N10_F MTWH-10,FSaS-O	Status	Active
Start	09/08/2025 To 12/31/9999		

Time transfer specification

Time transfer type	ZMLE	End Military Eligibility
Number of hours	1.00 Hours	

The Maintain Text icon will display on the infotype.

Step 8. Click the **Save** button to save the record.

The system task is complete.

First Published

Wed, 01/22/2014

Last Updated

Mon, 01/26/2026

[View PDF](#)