



MILITARY WORKSHEET

HUMAN RESOURCES SERVICE GROUP

Employee Support Services | One Washington Square | San José, CA 95192-0046

408-924-2250 | 408-924-1701 (fax)

Instructions: *This worksheet must be completed prior to reporting for active duty. The employee completes Sections I, part of III and IV; Human Resources completes Section II and part of III. The employee will be apprised of any additional documentation if necessary for discretionary deduction changes.*

SECTION I. EMPLOYEE INFORMATION

Employee Name: _____		Employee ID: _____	
Department/College Name: _____	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	CBID: _____
Academic Year Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>MILITARY RANK: _____</p> <p>DATE MILITARY LEAVE BEGINS: _____ ENDS _____</p> <p>MILITARY GROSS PAY: \$ _____</p> <p> BASE PAY: \$ _____</p> <p> ALLOWANCES:</p> <p> BAQ: _____</p> <p> Hazardous Duty: _____</p> <p> Flight Pay: _____</p> <p> Foreign Duty: _____</p> <p> Diving Pay: _____</p> <p> Clothing Allowance: _____</p> <p> Foreign Language Proficiency: _____</p> <p> Medical/Dental Officers: _____</p> <p> Active Duty Reserved Medical Officers: _____</p> <p> Other: _____</p> <p> Other: _____</p> <p> Other: _____</p> <p style="text-align: right;">TOTAL GROSS MILITARY PAY: _____</p>			

SECTION II. PAYROLL SERVICES

CURRENT CSU GROSS SALARY:	\$ _____
ADJUSTED CSU GROSS SALARY: (CSU gross salary minus military gross pay)	\$ _____
ESTIMATED MANDATORY DEDUCTIONS:	
Estimated Federal Taxes (27.5%):	_____
Estimated State Taxes (6%):	_____
Estimated Social Security (6.2%):	_____
Estimated Medicare (1.45%):	_____
Total Mandatory Deductions:	_____
ADJUSTED NET CSU SALARY:	_____

