

LES WORKSHEET FOR SEPARATION

(PLEASE PRINT OR TYPE)

MEMBER'S NAME _____ SSN _____ PAY GRADE / RATE _____

(Last) (First) (M.I.)

Discharge loss codes

SPD DOD

D.O. Phone: () _____

Pay computed from: ____/____/____ to Sep Date: ____/____/____

Separation command: _____ DSSN: _____ DK/Pay Clerk: _____ Name _____

LEAVE

1. LSL is only payable under Honorable and General discharges:
2. List last two periods of inclusive leave:

From: ____/____/____ To: ____/____/____

From: ____/____/____ To: ____/____/____

LEAVE EARNED

Days	Earned
1-6	0.5
7-12	1.0
13-18	1.5
19-24	2.0
25-31	2.5

LEAVE COMPUTATION

1. Ending leave balance from prior LES: _____
2. Leave accrued (less UA/lost time) _____
- *3. Leave used _____
4. Leave balance on separation _____
5. Excess leave balance on separation _____

* Consider unposted periods of leave (separation leave) and time not served (excess leave/UA) when computing final leave balance. Verify LCN log.

CREDITS

	Month of _____	Month of _____	Month of Separation _____
BAL BF FROM LAST LES OR PREVIOUS MONTHS WORKSHEET (IF POSITIVE)	\$ _____	\$ _____	\$ _____
BASIC PAY	\$ _____	\$ _____	\$ _____
BAQ () IF GOV QTRS VACATED WAS DOC. FWD TO NFC	\$ _____	\$ _____	\$ _____
VHA/OHA ((ZIP CODE _____))	\$ _____	\$ _____	\$ _____
CMA THROUGH MONTH OF SEPARATION	\$ _____	\$ _____	\$ _____
BAS/RATS SEP TO 2400 HRS ON DATE OF SEPARATION	\$ _____	\$ _____	\$ _____
CSP/CSPP/FORDU	\$ _____	\$ _____	\$ _____
FSA	\$ _____	\$ _____	\$ _____
SUB PAY/FLIGHT PAY	\$ _____	\$ _____	\$ _____
LEAVE RATIONS	\$ _____	\$ _____	\$ _____
PRO PAY	\$ _____	\$ _____	\$ _____
CANCELED DOV _____ NPR _____ DSSN _____ DATE _____ CHECKS DOV _____ NPR _____ DSSN _____ DATE _____	\$ _____	\$ _____	\$ _____
MISC CREDITS: _____	\$ _____	\$ _____	\$ _____
LSL <input type="checkbox"/> (Description) DAYS BASIC PAY {Career Max: 60 days}	\$ _____	\$ _____	\$ _____
LSL <input type="checkbox"/> DAYS ALLOWANCES {Saved Leave Only}	\$ _____	\$ _____	\$ _____
TOTAL CREDITS	\$ _____	\$ _____	\$ _____

- 1. File copies of unposted documents and correspondence concerning unresolved problems in the PFR.
- 2. Ensure all documents have been annotated on the payroll LES and carried forward to the separation worksheet.
- 3. Ensure all documents have been forwarded to NAVFINCEN.

Transmittal No. 3067 LOSS

Transmittal No. Doc _____

Transmittal No. 3053 /ALLOT

Transmittal No. Doc _____

Transmittal No. 3060 / LEAVE

Transmittal No. Doc _____

DEDUCTIONS

	Month of _____	Month of _____	Month of Separation _____
BAL BF FROM LAST LES OR PREVIOUS MONTHS WORKSHEET (IF NEGATIVE)	\$ _____	\$ _____	\$ _____
SGLI THROUGH MONTH OF SEPARATION	\$ _____	\$ _____	\$ _____
FICA	\$ _____	\$ _____	\$ _____
SITW 4% (LSL, SEP PAY, SEV & CONTRACT CANCELLATION PAY)	\$ _____	\$ _____	\$ _____
SITW PAYPERSMAN Appdx H, SDSPROMAN Table 7-2-1 State Code(_____)	\$ _____	\$ _____	\$ _____
FITW 20%(LSL, SEP PAY, SEV & CONTRACT CANCELLATION PAY)	\$ _____	\$ _____	\$ _____
FITW PAYPERSMAN Appdx G, SDSPROMAN Table 7-1-7 Exmpt Stat(_____)	\$ _____	\$ _____	\$ _____
ADVANCED LEAVE RATINGS	\$ _____	\$ _____	\$ _____
INDEBTEDNESS (REMAINING BALANCE) (See item 1. below)	\$ _____	\$ _____	\$ _____
ADVANCE PAY (REMAINING BALANCE)	\$ _____	\$ _____	\$ _____
BONUS RECOUPMENT (TYPE: _____) (See item 2. below)	\$ _____	\$ _____	\$ _____
FORFEITURE OF PAY TO DISCHARGE DATE	\$ _____	\$ _____	\$ _____
UA CHECKAGE	\$ _____	\$ _____	\$ _____
EXCESS LEAVE (NO. OF DAYS CHECKED _____)	\$ _____	\$ _____	\$ _____
BAS OR RATS SEP CHECKAGE	\$ _____	\$ _____	\$ _____
DEPENDENTS DENTAL PLAN (STOPS MONTH PRIOR TO SEPARATION)	\$ _____	\$ _____	\$ _____
MISCELLANEOUS DEDUCTIONS _____ (description)	\$ _____	\$ _____	\$ _____
ALLOTMENTS: Indicate month of last deduction.	\$ _____	\$ _____	\$ _____
Ensure Navcompt 3053 has been forwarded to NAVFIN-CEN to stop ALLOTMENTS except those carried forward into retirement. If afloat, and in port CONUS and uncertain that allotments have been stopped contact nearest PSD or deduct the allotments. See item 3. below.	TYPE _____ \$ _____	\$ _____	\$ _____
	TYPE _____ \$ _____	\$ _____	\$ _____
	TYPE _____ \$ _____	\$ _____	\$ _____
	TYPE _____ \$ _____	\$ _____	\$ _____
	TYPE _____ \$ _____	\$ _____	\$ _____
UNCONSIDERED PAYMENTS BF FM LES ANNOTATIONS NPR _____ DSSN _____ DATE PD _____ DOV _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
TOTAL DEDUCTIONS	\$ _____	\$ _____	\$ _____
AMOUNT UNDERPAID/OVERPAID CF (CREDITS - DEDUCTIONS)	\$ _____	\$ _____	\$ _____

FINAL PAYMENT (IF UNDERPAID) NPR _____ DSSN _____ DATE PD _____ DOV _____ \$ _____

OR

TOTAL OVERPAID AT DISCHARGE (IF OVERPAID, NO ADDITIONAL PAYMENTS CAN BE MADE). \$ _____

- ITEM**
1. Ensure any suspended waiver checkage, court martial fines, and non-consent indebtedness checkages are deducted in full.
 2. If member is separated early and recoupment of bonus is required compute and enter type of recoupment.
 3. Does member owe remaining amount on "L" allotment, if so a QN type payment must be made or the member must make repayment arrangements with Navy Relief.

CHECKLIST

MEMBER'S SSN

— —

- 1. Delete from DDS, if applicable. Verify last DDS payment (DDS stop date) from MMPA Section JMPI, if available. If unknown, contact nearest PSD.
- 2. If member is in a disciplinary status, contact local NEX for any unpaid Health and Comfort issues or bad checks.
- 3. Provide the member with a blank travel claim and instruction sheet on how to complete the claim and where to mail for payment.
- 4. The original NAVCOMPT 2272 for retired / retained members should have been forwarded to NAVFINCEN Code 6316 at least 30 days prior to separation. If not, forward immediately under separate cover. **** DO NOT INCLUDE IN PFR! ****
- 5. Place a copy of the separation NAVCOMPT 3067 in the PFR. Send an additional copy of the NAVCOMPT 3067 to NAVFINCEN Code 6316 Retired Pay Department for Fleet Reservists/Retired members.
- 6. Ensure member's ATM account has been closed and the ATM card returned.
- 7. Does member have savings bonds held in safekeeping? To request savings bonds, see PAYPERSMAN Para. 60508, SDS PROMAN Para. B60508.
- 8. Using the following MMPA sections, SDS Commands with MMPA access should verify that transactions are reflected on the LES or annotated thereon.

Outstanding Transaction File (JMPO)	Payment Section (JMPC)	
Leave Section (JMPE)	Entitlement Section (JMPB)	Allotments (A195)
- 9. Ensure the separation worksheet has been filed in the PFR prior to forwarding the PFR to NAVFINCEN.

AUDIT

Ensure member has been deleted from the local payroll system.
Verify outstanding payments and/or documents on UMIDS/ SDS listings.

DK / PAY CLERK _____
(Signature)

AUDITOR/DATE _____
(Signature)

REASON FOR OVERPAYMENT

If member is being discharged in an overpaid status, provide the reason for overpayment _____

MEMBER CERTIFICATION

I have read, understand and received a copy of the computations shown above. I understand that they represent a field level analysis and not a final resolution. It has been explained to me that a final computation of my pay account will be conducted by the Navy Finance Center (Code 644). I understand that the totals shown on this worksheet could change due to information which was not known by the local DK/PSD/PSA at the time this worksheet was computed. I have been notified to keep the Navy Finance Center advised of my current address in order to facilitate timely correspondence regarding the status of my pay account. I have been advised that under authority of 5 U.S.C. 5514, if determined to be overpaid at separation, I will receive notification of my debt from the Navy Finance Center. I have been advised that payment in full is expected within 30 days of notification and can be made by check, money order, Visa or Mastercard.

(Signature) Date: ____ / ____ / ____