



HUMAN RESOURCES DEPLOYMENT INFORMATION – DEPLOYMENT OVERTIME AND PAY WORKSHEET

Instructions for a Deployment Overtime and Pay Worksheet

1. [Click here to download the Pay Worksheet](#) (this is a Microsoft Excel spreadsheet).
 - a. **Overtime Rate:** This rate is located in block 6 of your Leave and Earnings Statement (LES). The example on this sheet does not include locality pay. Enter the Annual Salary applicable to your grade and step.
 - b. **Base Salary:** This rate is located in block 7 of your Leave and Earnings Statement (LES). Enter the Annual Salary applicable to your grade and step.
 - c. **Maximum Annual Rate:** The maximum annual rate is the greater of the GS-15, Step 10 rate (plus locality pay) or Level V of the Executive Schedule.
 - d. **Aggregate Limit:** The Aggregate Limitation of Pay is based on the Level 1 Executive Schedule Salary. The amount for 2008 is \$191,300 per annum. This value has been entered into the spreadsheet as the default value.
 - e. **Post Differential Percent:** The Post Differential percentage is based on the specific duty location, and is subject to change. Post differential rates (as of 1/06/08) for selected locations are located on the worksheet titled “Post Diff”. However, these rates are subject to change. Current rates, and rates for other locations, are available online at <http://aoprals.state.gov/Web920/hardship.asp> or http://aoprals.state.gov/content.asp?content_id=277&menu_id=81 under the heading “Post Diff”. The rate of 35% has been entered into the spreadsheet as a default, but should be changed as appropriate. (See Note 2 for additional information regarding Post Differential.)
 - f. **Danger Pay Percent:** Either Imminent Danger Pay or Danger Pay may be authorized for locations designated by the Secretary of State. If Imminent Danger Pay is authorized, it will be the same amount as for the military. (It has recently ranged from \$150 to \$225 per month). If Danger Pay is authorized, it shall be at the rates of 15, 20, 25, or 35 percent. The amount of the danger pay cannot exceed 35 percent of basic compensation. Danger Pay rates (as of 1/06/08) are located on the worksheet titled “Danger Pay”. However, these rates are reviewed biweekly and are subject to change. Current rates can be verified at the website http://aoprals.state.gov/Web920/danger_pay_all.asp or http://aoprals.state.gov/content.asp?content_id=277&menu_id=81, “Other footnotes”,

footnote p. The rate of 35% has been entered into the spreadsheet as a default, but should be changed as appropriate.

2. Once rates in 1(a – f) above have been entered, the spreadsheet will automatically calculate your Standard Bi-weekly Pay, Post Differential, and Danger Pay.

Your standard bi-weekly pay will automatically populate the fields for each pay period.

NOTES:

(1) Normally, post differential begins on the date of arrival at post for employees on TCS (Temporary Change of Station) and on the 43rd day of duty for employees on TDY (Temporary Duty). However, effective 3/23/03, employees who are assigned to Afghanistan, Iraq, or Kuwait for 42 consecutive calendar days or more will receive post differential for the number of days served, beginning with the first day of detail. (This will be paid retroactively.) To estimate your post differential more accurately:

- If you are assigned to SWA on a TDY assignment for less than 42 consecutive calendar days (regardless of the date arrived), enter “0” in the post differential column for the first three pay periods.
- If you were assigned to SWA after 3/23/03 and were TDY for 42 consecutive calendar days or more, enter the appropriate post differential amount beginning with your arrival date.
- If you were assigned to SWA after 2/9/03, enter “0” in the post differential column as appropriate until 3/23/03, then enter the appropriate post differential amount for pay periods after 3/23/03. You will not receive post differential for your first 42 days if they are prior to 3/23/03.

(2) You are reminded that travel and duty at different posts in OCONUS may entitle you to different post differential and danger pay allowances. You will be responsible for keeping track of these changes in order to be compensated appropriately.