

Allotments/Voluntary Deductions

Overview

Introduction

This guide provides the procedures to view, change, add, or stop a member's Voluntary deductions (Allotments). This is used for the following types of voluntary deductions:

- Association Dues
 - CG Exchange
 - Combined Federal Campaign
 - Commercial Insurance
 - Mutual Assistance Donation
 - Mutual Assistance Loan
 - Navy Mutual Aid Insurance
 - Private Venture Housing
 - Repay home loans, mortgages
 - Savings
 - Support of dependents
 - Treasury Direct Savings Bond
-

Important

- Allotments do not process retroactively.
- If you start an allotment late (after the mid-month finalization), there will be no allotment processed for that month
- If you STOP an allotment late, you will typically need to contact the allotment recipient and request the money be returned.

VERY IMPORTANT: Verify the correct PVH location and ACCT/RTN with the member's management company. Once you select the PVH location, double check the ACCT/RTN numbers correctly match the information provided by the management company.

FAILURE TO CORRECTLY SELECT THE PVH LOCATION WILL RESULT IN MISROUTING RENT AND A SERIOUS DELAY IN FUNDS RECOVERY.

Continued on next page

Overview, Continued

Allotment Rules

Keep the following rules in mind when processing allotments:

- Allotments for personal property loans (autos, furniture, electronics, etc.) are no longer authorized.
- A member may not allot more than the amount of pay he or she is entitled to. The system does not edit allotments against the member's available pay, it is up to the user to determine if there is sufficient net pay available to start or change an allotment amount. You may be able to start or increase an allotment that would exceed your available pay, but the system will not process that allotment if it exceeds your available pay.
- All allotment payments must be made by electronic funds transfer (EFT).
- A member is only permitted to have only one current allotment of the following types:
 - Mutual Assistance Donation
 - Navy Mutual Aid Insurance
 - Private Venture Housing*
 - Treasury Direct Savings Bonds
- Except for loans, only one allotment of any type to the same payee is authorized. Multiple loan allotments to the **same payee must have unique account numbers**.

A member can start, change, or stop the following allotments via self-service:

- **Association Dues**
- **Commercial Insurance**
- **Navy Mutual Aid Insurance**
- **Private Venture Housing**
- **Repay home loans/mortgages**
- **Savings**
- **Support of Dependents**
- **Treasury Direct Savings**

A member cannot start, change, or stop the following allotments via self-service.

- **Thrift Savings Plan (TSP)**, TSP contributions may be adjusted using the [Thrift Savings Plan](#) self-service page.
- **CG Mutual Assistance Loans and contributions.**
 - Allotments for CGMA contributions are entered by the member's Servicing Personnel Office. A CGMA pledge card may be submitted to start allotments for contributions to CGMA.
 - Commandant (ARL) enters allotments for loan repayment in the CGMA computer system.

Continued on next page

Overview, Continued

Allotment

Rules, continued

- **American Red Cross Loans.** Allotments for repayment of Red Cross loans are entered by the member's P&A Office. Complete an [Allotment Worksheet \(CG-2040\)](#) from the CG Forms web site and forward it to the SPO to start, stop, or change.
- **Armed Forces Relief Loans.** Allotments for repayment of AFRS loans are entered by the member's P&A. Complete an [Allotment Worksheet \(CG-2040\)](#) and forward it to the P&A to start, stop, or change.
- **Voluntary Payment of Government Debt.** Allotments for government debt are entered by PPC (MAS).
- **Combined Federal Campaign (CFC) donations.** CFC payroll contributions are managed via the self-service application provided by the Office of Personnel Management (OPM).
- **Montgomery GI Bill (MGBI).** MGBI pay reductions are started by the TRACEN Cape May Recruit Servicing Personnel Office or PPC.
- **MGBI Additional Amount.** Not handled via allotments/voluntary deductions. Increments of \$20. Total contributions not to exceed \$600.
 - Member needs to call PPC and pay via credit card or send check to pay by Credit Card: Contact PPC Customer Care, 866-772-8724 or 785-339-2200 (Do not submit credit card information via e-mail).
 - To pay by Check:
 - Make check out to US Coast Guard, enter the member's EMPLID in the notes section and include a memo or cover sheet describing the purpose of the payment.
 - Mail check to:
 - Commanding Officer
 - US Coast Guard
 - Pay & Personnel Center
 - ATTN: FAR
 - 444 SE Quincy St.
 - Topeka KS 66683
- **Tricare Dental Program (TDP) premiums** (Not updated in Direct Access, contact the contractor, at 1-855-638-8371 to start/stop/change TDP deductions).

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Adding a Voluntary Deduction

Introduction This section provides the procedures for adding a Voluntary deduction for a member in DA.

- Before you Begin**
- The start date for all allotments must always be the first of the month.
 - If starting an allotment during a mid-month calendar, the start date **SHOULD default to the first of the current month.**
 - If starting an allotment during an end-month calendar, the start date must be greater than or equal to **the first of the next month.**
 - Allotments will only pay out ONCE A MONTH on the first.
 - Inform your members to **NOT** expect a payment to go out until the first of the month.

Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Scroll down and select the Voluntary Deductions option from the Act/RSV Pay shortcuts.</p> 

Continued on next page

Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action										
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 495 1024 1265" style="border: 1px solid black; padding: 5px;"> <p>Earning/Deduction Override</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>										
4	<p>Click Add Deduction to add an allotment.</p> <div data-bbox="327 1317 1369 1742" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p>Evenstar Arwen Empl ID <u>1234567</u> Empl Record 0</p> <p>The payee's voluntary deductions are listed below:</p> <ul style="list-style-type: none"> To add a voluntary deduction, click the Add Deduction link. To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. <p>Deductions</p> <p><input type="button" value="Edit"/> 1-1 of 1 <input type="button" value="v"/></p> <table border="1"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> </tr> </thead> <tbody> <tr> <td>Tricare Dependent Dental</td> <td>\$12.360000</td> <td>10/01/2023</td> <td></td> <td>UCC</td> </tr> </tbody> </table> <p><input type="button" value="Add Deduction"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Element	Amount	Begin Date	End Date	Recipient	Tricare Dependent Dental	\$12.360000	10/01/2023		UCC
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Tricare Dependent Dental	\$12.360000	10/01/2023		UCC							

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Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
5	<p>Select the appropriate Deduction from the drop-down.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Evenstar Arwen Empl ID 1234567 Empl Record 0</p> <ul style="list-style-type: none"> • Deductions for current month can be started or changed prior to current mid-month payroll cut. • Deductions can be started or changed for future months. • If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. • If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. • Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. <p>Deduction: <input type="text" value="▼"/></p> <p>Amount: <input type="text"/></p> <p>Begin Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Who receives this deduction</p> <p>Recipient: <input type="checkbox"/></p> <p>Account Name: <input type="text"/></p> <p>Bank Routing #: <input type="text"/></p> <p>Account Nbr: <input type="text"/></p> <p>Account Type: <input type="text" value="▼"/> Payment Method: Bank Transfer</p> <p> <input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/> </p> </div>

Continued on next page

Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
6	<p>Once the deduction is selected, enter the following:</p> <ul style="list-style-type: none"> • Amount – Enter the amount in dollars and cents. Do not enter a dollar sign. Example: Ten dollars and fifty cents is entered as 10.50. Upon saving, the amount will change to 10.500000 (default format for fields holding monetary information). • Begin Date – This field is defaulted to the earliest month the member may start the allotment. This date can be changed to a future date but must always be the 1st of the month. • End Date – With the exception of CGMA Loan allotment, this field is not required to be completed. However, it may be completed if the member wants the allotment to automatically stop on a known date and must always be the last day of the month. • Type – Only available for Association Dues and Private Venture Housing. • Policy # - This field auto-populates for some deduction choices and can be entered for others. For Private Venture Housing, enter the member’s SSN here. <div data-bbox="327 1041 1364 1780" style="border: 1px solid black; padding: 5px;"> <p>Evenstar Arwen Empl ID 1234567 Empl Record 0</p> <ul style="list-style-type: none"> • Deductions for current month can be started or changed prior to current mid-month payroll cut. • Deductions can be started or changed for future months. • If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. • If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. • Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. <p>Deduction: <input type="text" value="Mutual Assistance Donation"/></p> <p>Amount: <input style="border: 2px solid red;" type="text" value="100.000000"/></p> <p>Begin Date: <input style="border: 2px solid red;" type="text" value="07/01/2024"/> <input type="text" value="Type:"/> <input style="border: 2px solid red;" type="text"/></p> <p>End Date: <input style="border: 2px solid red;" type="text" value="07/31/2024"/> <input type="text" value="Policy #:"/></p> <p>Who receives this deduction</p> <p>Recipient: 00400 Cg Mutual Assistance Campaign</p> <p>Account Name: Cg Mutual Assistance Campaign</p> <p>Bank Routing #: 054001204 Bank Of America, N.A.</p> <p>Account Nbr: 0123456789</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p><input type="button" value="Save Deduction"/> <input style="background-color: #ccc;" type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div>

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Adding a Voluntary Deduction, Continued








Procedures,
continued

Step	Action
7	<ul style="list-style-type: none"> • The Recipient and other fields will auto-populate for the following deductions: Mutual Assistance Donation, Mutual Assistance Loan, and Navy Mutual Aid Insurance. • If the Recipient field is not used, complete all the bank information fields. • When entering the Account Number, the number must start completely aligned to the left of the block (make sure there are no spaces before the number). It is recommended to not copy and paste into this block. <p>VERY IMPORTANT: Verify the correct PVH location and ACCT/RTN with the member’s management company. Once you select the PVH location, double check the ACCT/RTN numbers match the information provided by the management company. ***FAILURE TO CORRECTLY SELECT THE PVH LOCATION WILL RESULT IN MISROUTING RENT AND A SERIOUS DELAY IN FUNDS RECOVERY.</p> <p>Click Save Deduction.</p> <div data-bbox="327 1075 1369 1870" style="border: 1px solid black; padding: 5px;"> <p>Evenstar Arwen Empl ID 1234567 Empl Record 0</p> <ul style="list-style-type: none"> • Deductions for current month can be started or changed prior to current mid-month payroll cut. • Deductions can be started or changed for future months. • If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. • If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. • Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. <p>Deduction: <input type="text" value="Support of Dependents"/></p> <p>Amount: <input type="text" value="550.000000"/></p> <p>Begin Date: <input type="text" value="07/01/2024"/> <input type="text" value="Type:"/></p> <p>End Date: <input type="text"/> <input type="text" value="Policy #:"/></p> <p>Who receives this deduction</p> <p>Recipient: <input type="text" value="Elrond E"/></p> <p>Account Name: <input type="text" value="Elrond Savings"/></p> <p>Bank Routing #: <input type="text" value="054001204"/> <input type="text" value="Bank Of America, N.A."/></p> <p>Account Nbr: <input type="text" value="0123456789"/></p> <p>Account Type: <input type="text" value="Checking"/> <input type="text" value="Payment Method: Bank Transfer"/></p> <p><input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div>

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Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action																								
8	<p>After saving, the list of Deductions will be updated.</p> <div data-bbox="328 517 1366 1014" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p>Evenstar Arwen Empl ID <u>1234567</u> Empl Record 0</p> <p>The payee's voluntary deductions are listed below:</p> <ul style="list-style-type: none"> To add a voluntary deduction, click the Add Deduction link. To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. <p>Deductions</p> <p> 1-3 of 3 ▾</p> <table border="1" data-bbox="328 779 1358 931"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Support of Dependents</td> <td>\$550.000000</td> <td>07/01/2024</td> <td></td> <td>Elrond Checking</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$12.360000</td> <td>10/01/2023</td> <td></td> <td>UCC</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$100.000000</td> <td>07/01/2024</td> <td>07/31/2024</td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p><input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Element	Amount	Begin Date	End Date	Recipient	Edit	Support of Dependents	\$550.000000	07/01/2024		Elrond Checking		Tricare Dependent Dental	\$12.360000	10/01/2023		UCC		Mutual Assistance Donation	\$100.000000	07/01/2024	07/31/2024	Cg Mutual Assistance Campaign	
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Support of Dependents	\$550.000000	07/01/2024		Elrond Checking																					
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Mutual Assistance Donation	\$100.000000	07/01/2024	07/31/2024	Cg Mutual Assistance Campaign																					

Changing a Voluntary Deduction

Introduction This section provides the procedures for changing the Amount or End date of a Voluntary deduction for a member in DA.

Information Changes to **bank account name** and **account type** are NOT allowed on existing allotments. If one of these needs to be changed, stop the allotment, and restart it with the new information.

Summary

Evenstar Arwen Empl ID 1234567 Empl Record 0

The payee's voluntary deductions are listed below:

- To add a voluntary deduction, click the Add Deduction link.
- To edit a voluntary deduction, click the Edit icon beside the deduction you want to update.
- Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited.

Deductions

Element	Amount	Begin Date	End Date	Recipient	Edit
Support of Dependents	\$550.000000	07/01/2024		Elrond Checking	
Savings	\$250.000000	07/01/2024		Arwen Evenstar	
Tricare Dependent Dental	\$12.360000	10/01/2023		UCC	
Savings	\$250.000000	06/01/2024	06/30/2024	Arwen Evenstar	

Add Deduction

[Return to Search](#) [Notify](#)

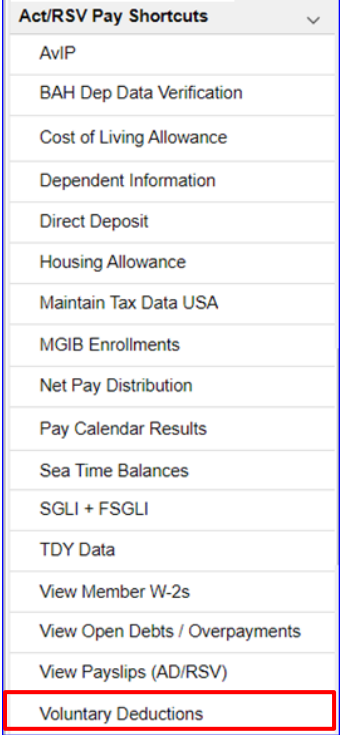
Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> </div>

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Changing a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
2	<p>Scroll down and select the Voluntary Deductions option from the Act/RSV Pay shortcuts.</p>  <p>The screenshot shows a dropdown menu titled "Act/RSV Pay Shortcuts" with a downward arrow. The menu contains the following items: AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Direct Deposit, Housing Allowance, Maintain Tax Data USA, MGB Enrollments, Net Pay Distribution, Pay Calendar Results, Sea Time Balances, SGLI + FSGLI, TDY Data, View Member W-2s, View Open Debts / Overpayments, View Payslips (AD/RSV), and Voluntary Deductions. The "Voluntary Deductions" option at the bottom is highlighted with a red rectangular border.</p>

Continued on next page

Changing a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 517 1026 1290"> <p>Earning/Deduction Override</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

Continued on next page

Changing a Voluntary Deduction, Continued








Procedures,
continued

Step	Action
5	<p>The details for the allotment will display. Enter new information (as applicable):</p> <ul style="list-style-type: none"> • Amount – If changing the amount during a mid-month calendar, the date will default to the first day of the current month. If changing the amount during the end-month calendar, the date must be greater than or equal to the first of the next month. Enter the amount in dollars and cents. Do NOT enter a dollar sign. Example: Ten dollars and fifty cents are entered as 10.50. Upon saving, the amount will change to 10.500000 (default format for fields holding monetary information). • Change this deduction on – Defaults to first of the month for the affected month. If future dating, the date must always be the first day of the month. • End Date – The date must be the last day of the month. <p>Click Save Deduction.</p> <div data-bbox="327 965 1370 1688" style="border: 1px solid black; padding: 5px;"> <p>Evenstar Arwen Empl ID 1234567 Empl Record 0</p> <ul style="list-style-type: none"> • Deductions for current month can be started or changed prior to current mid-month payroll cut. • Deductions can be started or changed for future months. • If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. • If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. • Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. <p>Deduction: Mutual Assistance Donation</p> <p>Amount: <input style="border: 2px solid red;" type="text" value="5.000000"/></p> <p>Change this deduction on: <input style="border: 2px solid red;" type="text" value="07/01/2024"/> Type:</p> <p>End Date: <input style="border: 2px solid red;" type="text"/> Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: 00400 Cg Mutual Assistance Campaign</p> <p>Account Name: Cg Mutual Assistance Campaign</p> <p>Bank Routing #: 054001204 Bank Of America, N.A.</p> <p>Account Nbr: 0123456789</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p><input style="border: 2px solid red;" type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div>

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Changing a Voluntary Deduction, Continued


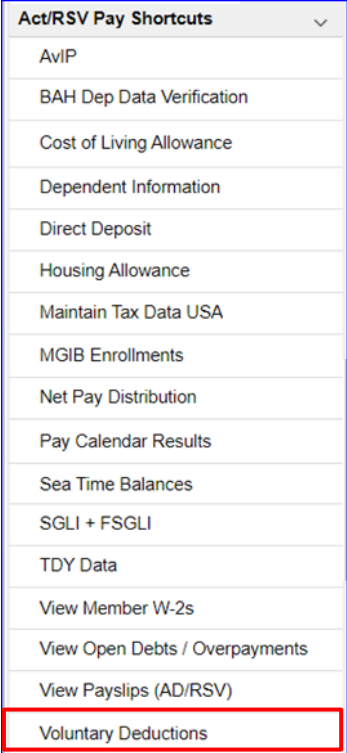
Procedures,
continued

Step	Action																								
6	<p>Verify the updated changes display correctly. If there is an error, click the Edit pencil, correct it, and save the deduction again.</p> <div data-bbox="327 555 1369 864" style="border: 1px solid #ccc; padding: 5px;"> <p>Deductions</p> <p> 1-3 of 3 ▾</p> <table border="1" data-bbox="331 622 1361 779"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Support of Dependents</td> <td>\$550.000000</td> <td>07/01/2024</td> <td></td> <td>Elrond Checking</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Mutual Assistance Donation</td> <td>\$5.000000</td> <td>07/01/2024</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$12.360000</td> <td>10/01/2023</td> <td></td> <td>UCC</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p>Return to Search Notify</p> </div>	Element	Amount	Begin Date	End Date	Recipient	Edit	Support of Dependents	\$550.000000	07/01/2024		Elrond Checking		Mutual Assistance Donation	\$5.000000	07/01/2024		Cg Mutual Assistance Campaign		Tricare Dependent Dental	\$12.360000	10/01/2023		UCC	
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Stopping a Voluntary Deduction

Introduction This section provides the procedures for stopping a Voluntary deduction for a member in DA.

Procedures See below.

Step	Action
<p>1</p>	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
<p>2</p>	<p>Scroll down and select the Voluntary Deductions option from the Act/RSV Pay shortcuts.</p> 

Continued on next page

Stopping a Voluntary Deduction, Continued

Procedures,
continued

Step	Action																								
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="325 517 1026 1290" style="border: 1px solid black; padding: 5px;"> <p>Earning/Deduction Override</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>National ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>																								
4	<p>Select the Edit pencil for the appropriate allotment.</p> <div data-bbox="325 1361 1370 1883" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p>Evenstar Arwen Empl ID 1234567 Empl Record 0</p> <p>The payee's voluntary deductions are listed below:</p> <ul style="list-style-type: none"> To add a voluntary deduction, click the Add Deduction link. To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. <p>Deductions</p> <p><input type="button" value="List"/> 1-3 of 3</p> <table border="1" data-bbox="325 1608 1370 1794"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Support of Dependents</td> <td>\$550.000000</td> <td>07/01/2024</td> <td></td> <td>Elrond Checking</td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$5.000000</td> <td>07/01/2024</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$12.360000</td> <td>10/01/2023</td> <td></td> <td>UCC</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p><input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Element	Amount	Begin Date	End Date	Recipient	Edit	Support of Dependents	\$550.000000	07/01/2024		Elrond Checking	<input type="button" value="Edit"/>	Mutual Assistance Donation	\$5.000000	07/01/2024		Cg Mutual Assistance Campaign	<input type="button" value="Edit"/>	Tricare Dependent Dental	\$12.360000	10/01/2023		UCC	
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Stopping a Voluntary Deduction, Continued

Procedures,
continued

Step	Action																								
5	<p>There are two ways to stop an allotment (shown in 2 steps):</p> <ol style="list-style-type: none"> To stop an Allotment for a future date, enter a date in the End Date field (last day of the month) and click Save Deduction. For example, if the member wants the last allotment payment to be made on 1 December 2024 payday, enter 11/30/2024 as the End Date and click Save Deduction. Verify the allotment stop date appears in the End Date column correctly. If there is an error, click the Edit icon (pencil), correct it, and save the deduction again. <p>NOTE: The Change this deduction on field auto-populates to the first day of the affected month and CANNOT be changed to an earlier date.</p> <div data-bbox="327 801 1232 1429" style="border: 1px solid black; padding: 5px;"> <p><u>Evenstar Arwen</u> Empl ID 1234567 Empl Record 0</p> <ul style="list-style-type: none"> Deductions for current month can be started or changed prior to current mid-month payroll cut. Deductions can be started or changed for future months. If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. <p>Deduction: Mutual Assistance Donation</p> <p>Amount: <input type="text" value="5.000000"/></p> <p>Change this deduction on: <input type="text" value="07/01/2024"/> Type:</p> <p>End Date: <input type="text" value="11/30/2024"/> Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: 00400 Cg Mutual Assistance Campaign</p> <p>Account Name: Cg Mutual Assistance Campaign</p> <p>Bank Routing #: 054001204 Bank Of America, N.A.</p> <p>Account Nbr: 0123456789</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p><input type="button" value="Save Deduction"/> <input type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/></p> </div> <div data-bbox="327 1462 1369 1921" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Summary</p> <p><u>Evenstar Arwen</u> Empl ID 1234567 Empl Record 0</p> <p>The payee's voluntary deductions are listed below:</p> <ul style="list-style-type: none"> To add a voluntary deduction, click the Add Deduction link. To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. <p>Deductions 1-3 of 3</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Support of Dependents</td> <td>\$550.000000</td> <td>07/01/2024</td> <td></td> <td>Elrond Checking</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$12.360000</td> <td>10/01/2023</td> <td></td> <td>UCC</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$5.000000</td> <td>07/01/2024</td> <td><input type="text" value="11/30/2024"/></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p><input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Element	Amount	Begin Date	End Date	Recipient	Edit	Support of Dependents	\$550.000000	07/01/2024		Elrond Checking		Tricare Dependent Dental	\$12.360000	10/01/2023		UCC		Mutual Assistance Donation	\$5.000000	07/01/2024	<input type="text" value="11/30/2024"/>	Cg Mutual Assistance Campaign	
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Stopping a Voluntary Deduction, Continued

Procedures,
continued

Step	Action																		
6	<p>2. To stop an allotment immediately, click Stop Deduction. If stopping during the mid-month calendar, the stop date will default to the last day of the previous month. If stopping during the end-month calendar, the stop date will default to the last day of the current month (11/30) and will pay out for the last time on the first of the next month (12/1).</p> <p>NOTE: The Stop Deduction can also be used to “Delete/Undo” a pending allotment. For example, if an allotment is input with a Start Date of 11/01/2024, and then prior to the end-month October payroll finalize date, the member decides not to start the allotment, click the Stop Deduction button.</p> <div data-bbox="327 801 1259 1442" style="border: 1px solid black; padding: 5px;"> <p>Evenstar Arwen Empl ID 1234567 Empl Record 0</p> <ul style="list-style-type: none"> • Deductions for current month can be started or changed prior to current mid-month payroll cut. • Deductions can be started or changed for future months. • If you want to stop your deduction immediately, press the Stop Deduction button below. If pressed prior to mid-month cutoff, your stop will be effective at the end of the prior month. If pressed after mid-month cutoff, your stop will be effective at the end of the current month. • If you want to stop your deduction during a future month, or at the end of the current month, you can stop the deduction by entering an End Date below and then pressing the Save Deduction button. • Voluntary Deductions must be set up for payment by direct deposit / electronic funds transfer. <p>Deduction: Mutual Assistance Donation</p> <p>Amount: <input type="text" value="5.000000"/></p> <p>Change this deduction on: <input type="text" value="07/01/2024"/> <input type="text" value="11/30/2024"/> Type: <input type="text"/></p> <p>End Date: <input type="text" value="11/30/2024"/> Policy #: <input type="text"/></p> <p>Who receives this deduction</p> <p>Recipient: 00400 Cg Mutual Assistance Campaign</p> <p>Account Name: Cg Mutual Assistance Campaign</p> <p>Bank Routing #: 054001204 Bank Of America, N.A.</p> <p>Account Nbr: 0123456789</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p> <input type="button" value="Save Deduction"/> <input style="border: 2px solid red;" type="button" value="Stop Deduction"/> <input type="button" value="Return to Summary"/> </p> </div> <p>Warning: When the Stop deduction button is used on an existing allotment it will be removed from the Summary page, as shown below.</p> <div data-bbox="327 1518 1370 1924" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p>Evenstar Arwen Empl ID 1234567 Empl Record 0</p> <p>The payee's voluntary deductions are listed below:</p> <ul style="list-style-type: none"> • To add a voluntary deduction, click the Add Deduction link. • To edit a voluntary deduction, click the Edit icon beside the deduction you want to update. • Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) deductions cannot be edited. <p>Deductions</p> <p><input type="button" value="Edit"/> 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Element</th> <th>Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Recipient</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Support of Dependents</td> <td>\$550.000000</td> <td>07/01/2024</td> <td></td> <td>Elrond Checking</td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$12.360000</td> <td>10/01/2023</td> <td></td> <td>UCC</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> </p> </div>	Element	Amount	Begin Date	End Date	Recipient	Edit	Support of Dependents	\$550.000000	07/01/2024		Elrond Checking	<input type="button" value="Edit"/>	Tricare Dependent Dental	\$12.360000	10/01/2023		UCC	
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