CG Exchange Allotment for Ditty Bag Bill

Introduction This guide provides the procedures for the Recruit TRACEN SPO **only** to start an allotment to recoup money owed for a Ditty Bag.

Procedures See below.

Step		Action
1	Click on the AD/RSV Payro	ll Workcenter tile.
	AD/RSV Payroll Workcenter	
2	Select the Voluntary Deduc	tions option.
	AviP	
	BAH Dep Data Verification	
	Cost of Living Allowance	
	Dependent Information	
	Direct Deposit	
	Housing Allowance	
	Maintain Tax Data USA	
	MGIB 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)	
	Voluntary Deductions	

Procedures,

continued

Step	Action							
3	The Earning/Deduction Override page will display. Enter the member's Empl II							
	and click Search.							
	Earning/Deduction Override							
	Enter any information you have and click Search. Leave fields blank for a list of all values.							
	Find an Existing Value							
	Search Criteria							
	Empl ID begins w	is with ✔ 1234567						
	Empl Record =	~						
	National ID begins w	is with 🗸						
	Name begins w	is with 🗸						
	Last Name begins w	is with 🗸						
	Second Last Name begins w	is with 🗸						
	Alternate Character Name begins w	is with 🗸						
	Middle Name begins w	is with 🗸						
	Business Unit begins w	is with 🗸						
	Department Set ID begins w	is with 🗸						
	Department begins w	is with 🗸						
	Case Sensitive							
	Search Clear Basic Sea	Search 🖾 Save Search Criteria						

Procedures,

continued

Step	Action								
4	The Summary page wi	ll display. Select the A	dd Dedi	iction link.					
	Summary								
	Louis Vuitton		Empl ID	1234567	Empl Record 0)			
	The payee's voluntary deduc	tions are listed below:							
	 To edit a voluntary ded 	uction, click the Add Deduction link uction, click the Edit icon beside the and Federal Long Term Care Insu	e deduction y		ons cannot be edited	I.			
	Add Deduction	lotify							
5	Select CG Exchange f	com the Deduction dro	p-down.						
	Louis Vuitton	Empl ID 123	•	Empl Record	0				
	 Deductions can be state If you want to stop you pressed prior to mid-meta pressed after mid-mon If you want to stop you you can stop the deduction button. 	month can be started or change ted or changed for future month r deduction immediately, press t onth cutoff, your stop will be effect th cutoff, your stop will be effect r deduction during a future mon ction by entering an End Date be nust be set up for payment by d	ns. the Stop De ective at the ive at the er th, or at the elow and the	duction button belo end of the prior m nd of the current m end of the current en pressing the Sa	ow. If onth. If onth. month, ve				
	Deduction:	CG Exchange	~						
	Amount:	Association Dues							
	Begin Date:	CG Exchange Combined Federal Campaign Commercial Insurance		1					
	End Date:	Mutual Assistance Donation		\$40745307					
	Who receives this dedu	Navy Mutual Ald Insurance							
	Recipient:	Private Venture Housing Repay home loans, mortgages	5						
	Account Name:	Savings Support of Dependents Treasury Direct Savings Bond							
	Bank Routing #:	111000012		⊥ .merica, N.A.					
	Account Nbr:	9876543210	Built Of	anonou, n.r.					
	Account Type:	Checking	Paymen	t Method:	Bank Transfer				
	Save Deduction	Stop Deduction	Ret	urn to Summary					

Procedures,

continued

Step		Action							
6	Recipient information auto-populates, as well as the Policy #. Enter the Amount								
	of the deduction (tabbing adds 4 zeros), the Begin Date, and the End Date (must								
	be last day of the month). Click Save Deduction.								
	Louis Vuitton	Empl ID 1234567 Empl Record 0							
	 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. 								
	Deduction:	CG Exchange 🗸							
	Amount:	100.00000							
	Begin Date:	06/01/2023 🛐 Type:							
	End Date:	11/30/2023 Policy #: 123456789							
	Who receives this ded	uction							
	Recipient:	00799 Coast Guard Exchange							
	Account Name:	Coast Guard Exchange (799)							
	Bank Routing #:	111000012 Bank Of America, N.A.							
	Account Nbr:	9876543210							
	Account Type:	Checking Payment Method: Bank Transfer							
	Save Deduction	Stop Deduction Return to Summary							
7	This error message w OK .	vill appear if the End Date is not the end of the month. Click							
	End Date must be the last day of the month The PeopleCode program executed an Error statement, which has produced this message.								

Procedures,

continued

			Acti	on				
The Summary page will display. The allotment can be edited using the Pencil								
i con and y	ou can	Notify the	member via	email from th	is page.	If comple	ete, clicl	
Return to S	Search.							
Summary								
Louis Vu	itton			Empl ID 123	4567	Empl Red	ord 0	
		deductions are	listed below	Chiprib 125		Empiritor	Jord U	
	_			E I-				
 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. 								
Deduction	S						2	
Element		Amount	Begin Date	End Date	Recipier		Edit	
CG Exchange	e	\$100.00	0000 06/01/2023	11/30/2023	Coast G (799)	Guard Exchange	e 🗶	
Add Deductio	ND.						1	
Return to	Search	🖃 Notify						
_								
•			e change, ente e or Apply to			in the To	: field	
and click (Ok to e		•	remain on th	e page.		: field	
•	Ok to e		e or Apply to	remain on th	e page.	in the To	: field	
Send Notif	Dk to e	s in the To, CC, or BC	e or Apply to Workflow Notifi	remain on th cation as a separator.	He page.		: field	
Send Notif Type names or of	Dk to ex fication	s in the To, CC, or BC	e or Apply to Workflow Notifi	remain on th cation as a separator.	He page.		: field	
Send Notif	Ok to e ication mail addresse RECIPIENT to Jetails	s in the To, CC, or BC	e or Apply to Workflow Notifi	remain on th cation as a separator. view or change the metho Lookup Recipien	He page.		: field	
Send Notif Type names or G Click LOOKUP f Notification D	Ok to e: "ication email addresse RECIPIENT to Octails :: Louis.Vuitto	xit the pag	e or Apply to Workflow Notifi	remain on th cation as a separator. view or change the metho	He page.		: field	
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nd click (Send Notifi Type names or of Click LOOKUP P Notification E To CCC BCC Priority Subject Template	Dk to e: fication email addresse RECIPIENT to Details :	xit the pag	e or Apply to Workflow Notifi	remain on th cation as a separator. view or change the metho Lookup Recipien Delivery Options	He page.		: field	
And click (Send Notification E Type names or a Click LOOKUP F Notification E To CCC BCC Priority Subject Template	Dk to e: fication email addresse RECIPIENT to Details Louis.Vuitto :: <td::< td=""> ::<td>xit the pag</td><td>e or Apply to Workflow Notifi</td><td>remain on th cation as a separator. view or change the metho Lookup Recipien Delivery Options RichText</td><td>H d of the send. t</td><td></td><td>: field</td></td::<>	xit the pag	e or Apply to Workflow Notifi	remain on th cation as a separator. view or change the metho Lookup Recipien Delivery Options RichText	H d of the send. t		: field	
And click (Send Notif Type names or G Click LOOKUP f Notification D To CC BCC Priority Subject Template Message Click OK to send th Click Apply to send	Dk to e: fication email addresse RECIPIENT to Details Could State <	xit the pag	e or Apply to Workflow Notifi	remain on th cation as a separator. view or change the metho Lookup Recipien Delivery Options RichText	H d of the send. t		: field	
And click (Send Notif Type names or G Click LOOKUP f Notification D To CC BCC Priority Subject Template Message Click OK to send th Click Apply to send	Dk to e: fication email addresse RECIPIENT to Details Could State <	xit the pag	e or Apply to Workflow Notifi	remain on th cation as a separator. view or change the metho Lookup Recipien Delivery Options RichText	H d of the send. t		: field	

Procedures,

continued

Step	Action									
10	To edit the information, the Amount can be updated. The deduction Begin Date									
	and the End Date can also be updated. The Stop Deduction button is also									
	available to cancel the deduction.									
	Louis Vuitton		Empl ID 12	234567	Empl Record 0					
	 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. 									
	Deduction:	CG Exchar	nge	~						
	Amount:		50.00							
	Begin Date:	06/01/2023	🛛 🗒 🛛 Type:	:						
	End Date:	11/30/2023	Polic	y #: 12	23456789					
	Who receives this	deduction								
	Recipient:	00799	Coast Guard	Exchange						
	Account Name:	Coast Guar	d Exchange (799))						
	Bank Routing #:	111000012		Bank Of America, N.A.						
	Account Nbr:	987654321	0							
	Account Type:	Checking Payment Method: Ban			Method: Bank Tr	ansfer				
	Save Deduction	Stop Deduc	tion	Retur	n to Summary					
				1 11 1 15 /						
11	Verify the inform	ation updated	correctly an	id click Ret	urn to Search.					
	Summary									
	Louis Vuitton			Empl ID 123	4567 Empl Recor	d 0				
	The payee's voluntary	deductions are liste	d 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 can be added and the second se									
	Deductions				l	Z				
	Element	Amount	Begin Date	End Date	Recipient	Edit				
	CG Exchange	\$50.000000	06/01/2023	11/30/2023	Coast Guard Exchange (799)	Ľ				
	Add Deduction									
	Return to Search E Notify									