

Combat Tax Exclusion (CTE)

Overview

Introduction This guide provided the procedures for starting, stopping, deleting, and approving Combat Tax Exclusion (CTE) in Direct Access (DA).

- References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Coast Guard Personal & Pay Manual \(3PM\), PPCINST M1000.2 \(series\)](#)
 - (c) [DoD Financial Management Regulation \(FMR\) Vol. 7-A, Chap 44](#)
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- Start and Stop Information**
- Income earned by members while in a combat zone designated by the President is not subject to withholding of Federal income tax.
 - Members qualify for combat zone tax exclusion for any month during any part of time present in a combat zone.
 - If starting CTE in DA without a known End Date entered, **then CTE must be manually stopped at the end of the tour.** See: [Stop Combat Tax Exclusion](#)
 - If an End Date is entered during the start process, it is good practice to verify that it did stop once the member has reported to the next Permanent Duty Station (PDS) to prevent year-end tax issues.
 - Combat Tax Exclusion (CTE) was initially programmed as an auto-stop with a PCS departure but is now a manual process.

NOTE: Retroactive start or stop entries in a finalized pay calendar which **crosses calendar years** must be followed up with a Customer Care Ticket requesting manual adjustments to the member's tax balances.

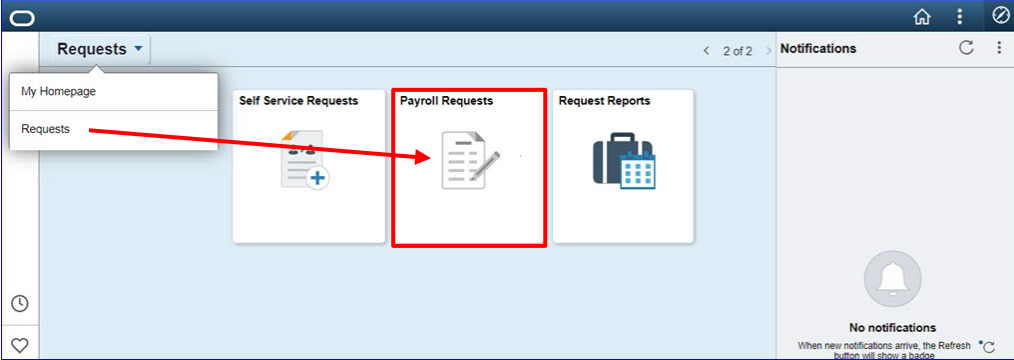
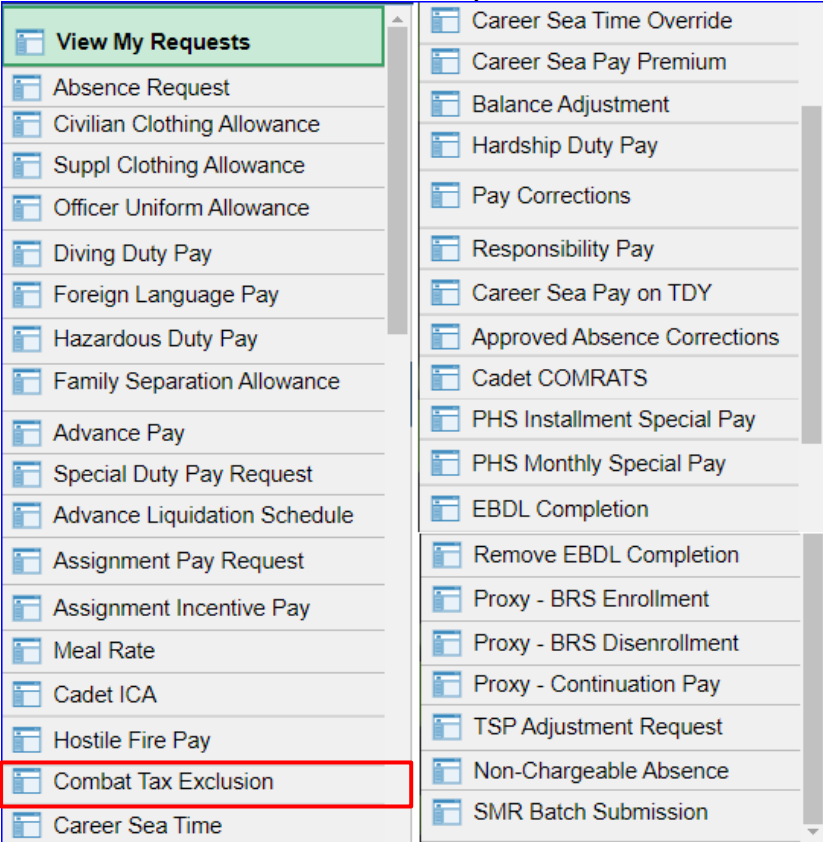
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Start Combat Tax Exclusion

Introduction This section provides the procedures for starting CTE in DA.

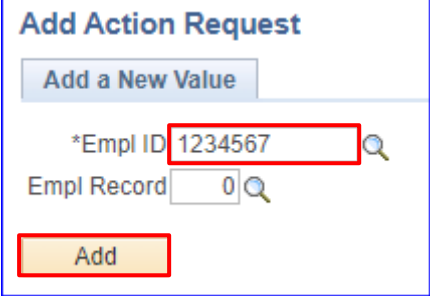
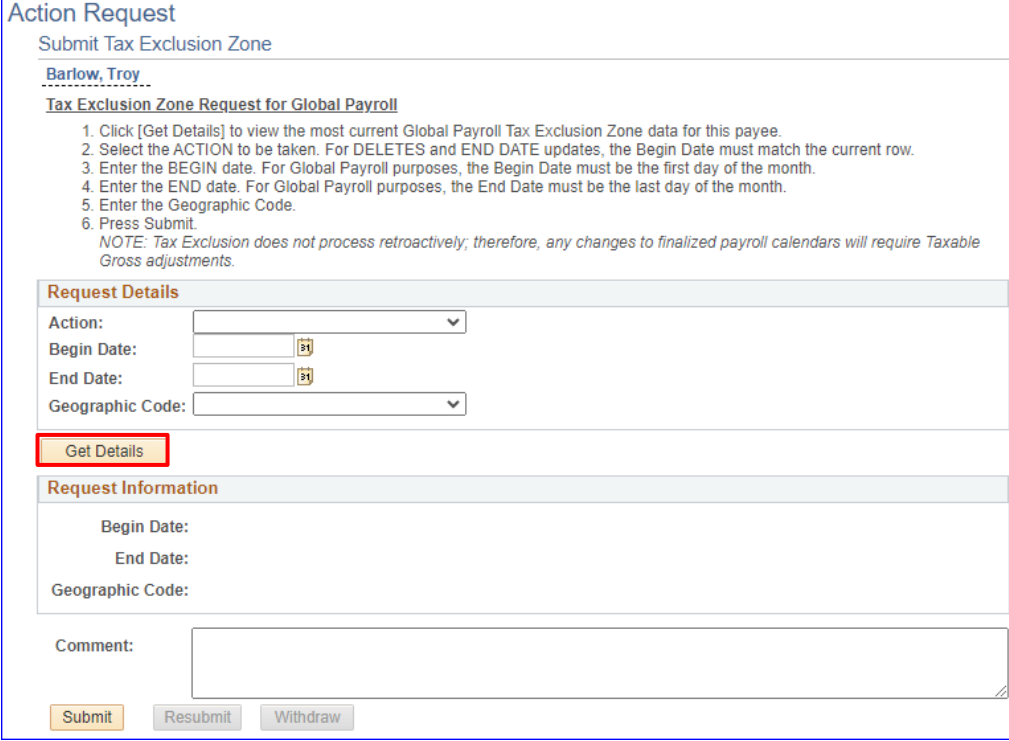
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
2	<p>Select the Combat Tax Exclusion option.</p> 

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Start Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Click Add.</p> 
4	<p>The Submit Tax Exclusion Zone action request will display. Click Get Details. This will populate the Request Information section with the most current Tax Exclusion Zone data for the member.</p> 

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Start Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
5	<p>Action – Select Add new Request from the drop-down.</p> <div data-bbox="352 524 1369 1267" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Tax Exclusion Zone</p> <p><u>Barlow, Troy</u></p> <p><u>Tax Exclusion Zone Request for Global Payroll</u></p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><small>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Request Details</p> <p>Action: Add new Request ▼</p> <p>Begin Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Geographic Code: <input type="text"/></p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Request Information</p> <p>Begin Date: 2022-06-01</p> <p>End Date: 2023-06-30</p> <p>Geographic Code: BHR</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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Start Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
6	<p>Enter the following data:</p> <ul style="list-style-type: none"> • Begin Date – Enter the first day of the month that the member is eligible for CTE. • End Date – If the CTE period is known, enter an end date. This must be the last day of the month. If the CTE period is unknown, leave blank. NOTE: See Start and Stop Information for more details. • Geographic Code – Select the appropriate geographic location from the drop-down. <div data-bbox="352 786 1369 1532" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Tax Exclusion Zone</p> <p><u>Barlow, Troy</u></p> <p>Tax Exclusion Zone Request for Global Payroll</p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><i>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</i></p> <div data-bbox="389 1077 1361 1223" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Action: Add new Request</p> <p>Begin Date: 07/01/2023</p> <p>End Date:</p> <p>Geographic Code: Bahrain</p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="389 1267 1361 1406" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Begin Date: 2022-06-01</p> <p>End Date: 2023-06-30</p> <p>Geographic Code: BHR</p> </div> <p>Comment:</p> <div data-bbox="400 1496 703 1525" style="display: flex; justify-content: space-between;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </div> </div>

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Start Combat Tax Exclusion, Continued

Procedures,
continued

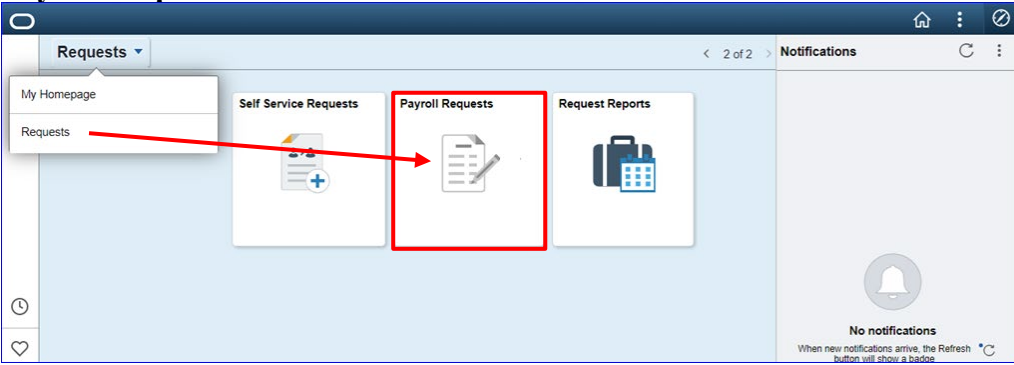
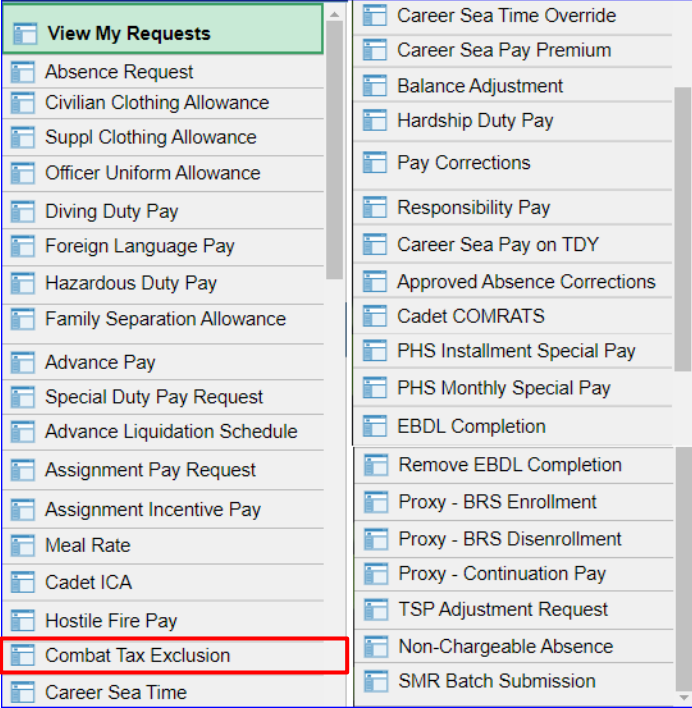
Step	Action
7	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="352 524 1369 1272" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Tax Exclusion Zone</p> <p><u>Barlow, Troy</u></p> <p><u>Tax Exclusion Zone Request for Global Payroll</u></p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><small>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</small></p> <div data-bbox="384 813 1366 965" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Action: Add new Request</p> <p>Begin Date: 07/01/2023</p> <p>End Date: </p> <p>Geographic Code: Bahrain</p> </div> <p style="text-align: center;">Get Details</p> <div data-bbox="384 1010 1366 1144" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Begin Date: 2022-06-01</p> <p>End Date: 2023-06-30</p> <p>Geographic Code: BHR</p> </div> <p>Comment: </p> <p style="text-align: center;"> Submit Resubmit Withdraw </p> </div>
8	<p>The action request is now in a Pending status and will be routed to the SPO tree for approval.</p> <div data-bbox="352 1379 1339 1776" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <div data-bbox="373 1480 727 1592" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="background-color: #e0e0e0; padding: 2px;">Pending</p> <p style="font-size: small;">Multiple Approvers</p> <p style="font-size: x-small;">CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div data-bbox="373 1653 1326 1753" style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Troy Barlow at 06/28/23 - 2:19 PM</p> <p>Enter Comments supporting why this member is authorized Combat Tax Exclusion.</p> </div> </div>

Stop Combat Tax Exclusion

Introduction This section provides the procedures for stopping CTE in DA.

Important Initially, CTE was programmed to automatically stop with the processing of a PCS departure, **but this entitlement is now a manual process**. See [Start and Stop Information](#) for more information.

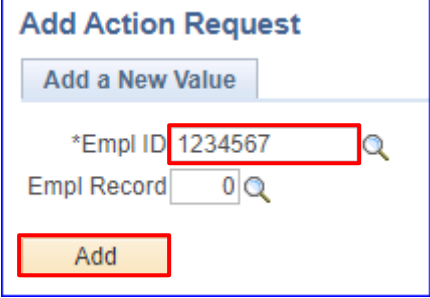
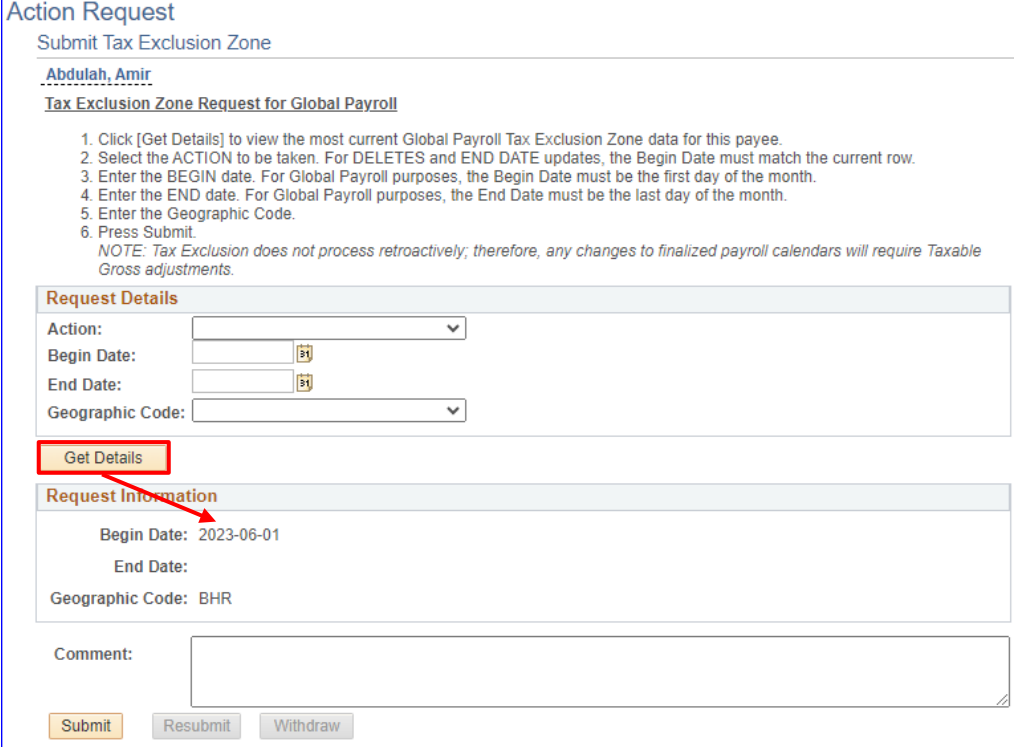
Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
<p>2</p>	<p>Select the Combat Tax Exclusion option.</p> 

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Stop Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Click Add.</p> 
4	<p>The Submit Tax Exclusion Zone action request will display. Click Get Details. This will populate the Request Information section with the most current Tax Exclusion Zone data for the member.</p> 

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Stop Combat Tax Exclusion, Continued

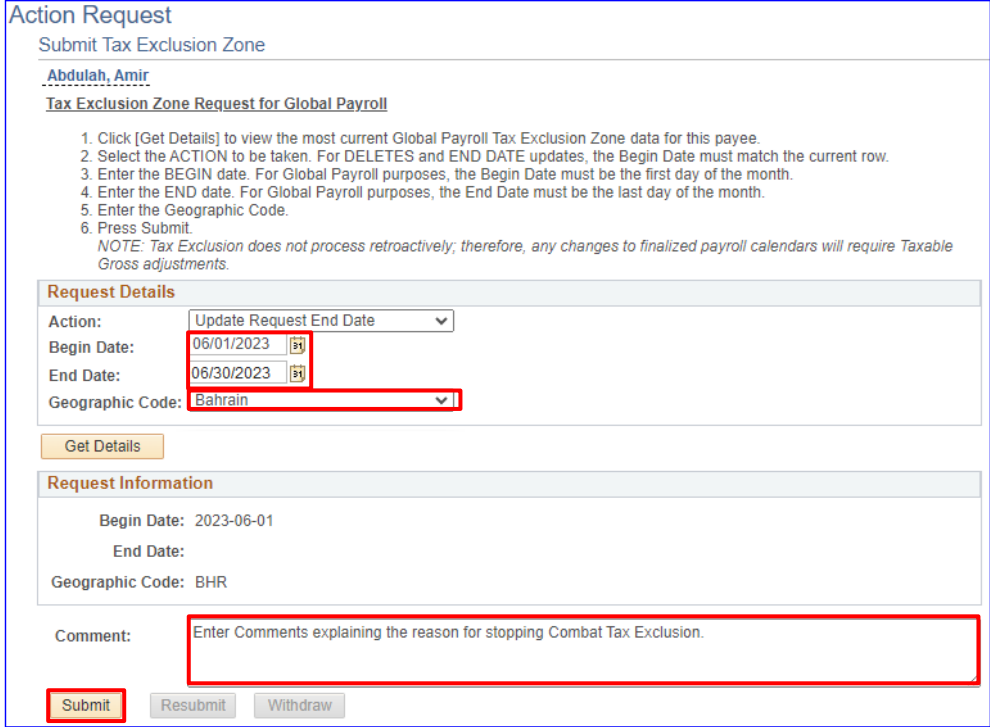
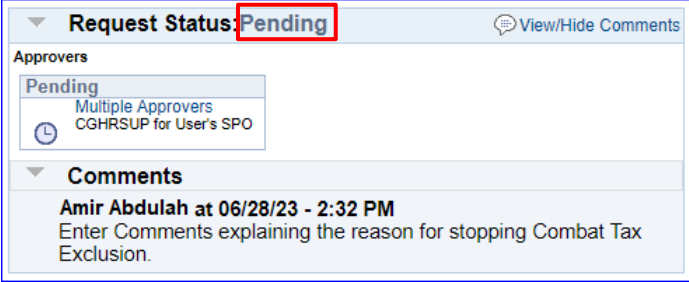
Procedures,
continued

Step	Action
5	<p>Action – Select Update Request End Date from the drop-down.</p> <div data-bbox="352 524 1369 1272" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Tax Exclusion Zone</p> <p><u>Abdulah, Amir</u></p> <p><u>Tax Exclusion Zone Request for Global Payroll</u></p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><i>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</i></p> <div data-bbox="389 808 1362 958" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Action: Update Request End Date ▼</p> <p>Begin Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Geographic Code: <input type="text"/></p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="389 1010 1362 1146" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Begin Date: 2023-06-01</p> <p>End Date: <input type="text"/></p> <p>Geographic Code: BHR</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

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Stop Combat Tax Exclusion, Continued

Procedures,
continued

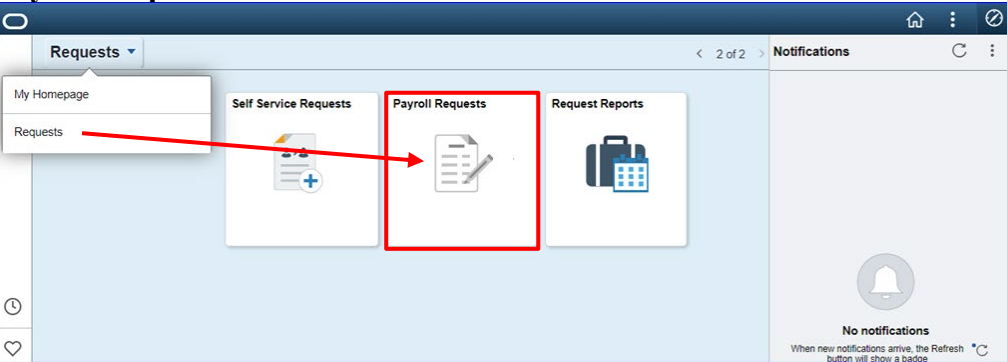
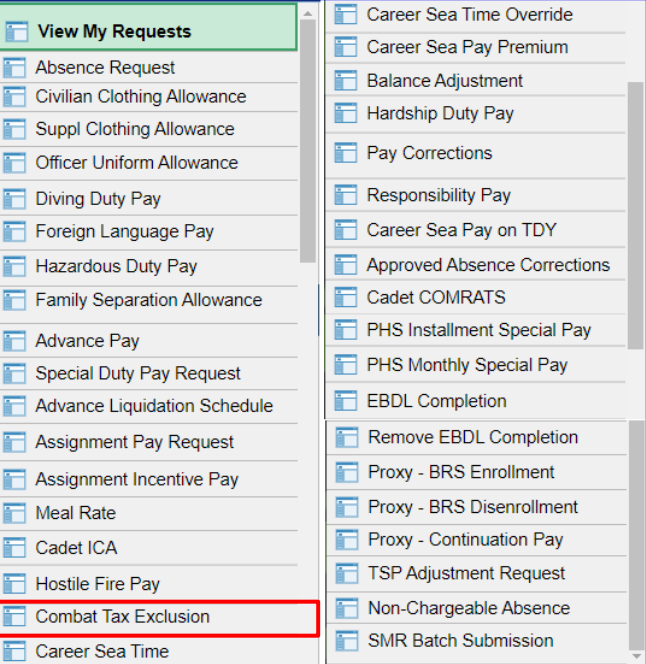
Step	Action
6	<p>Enter the following data:</p> <ul style="list-style-type: none"> • Begin Date – Enter the begin date listed in the Request Information section (in this example, 06/01/2023). • End Date – Enter the end date of the CTE. This must be the last day of the month. • Geographic Code – Select the appropriate geographic name listed in the Request Information section (in this example, BHR = Bahrain) from the drop-down. <p>Enter Comments as appropriate and click Submit.</p> 
7	<p>The action request is now in a Pending status and will be routed to the SPO tree for approval.</p> 

Delete Combat Tax Exclusion

Introduction This section provides the procedures for deleting CTE in DA.

When to Use The delete function should only be used if CTE was erroneously entered into DA (i.e., incorrect Empl ID used, or member was never authorized CTE).

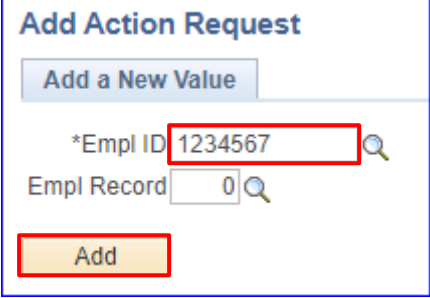
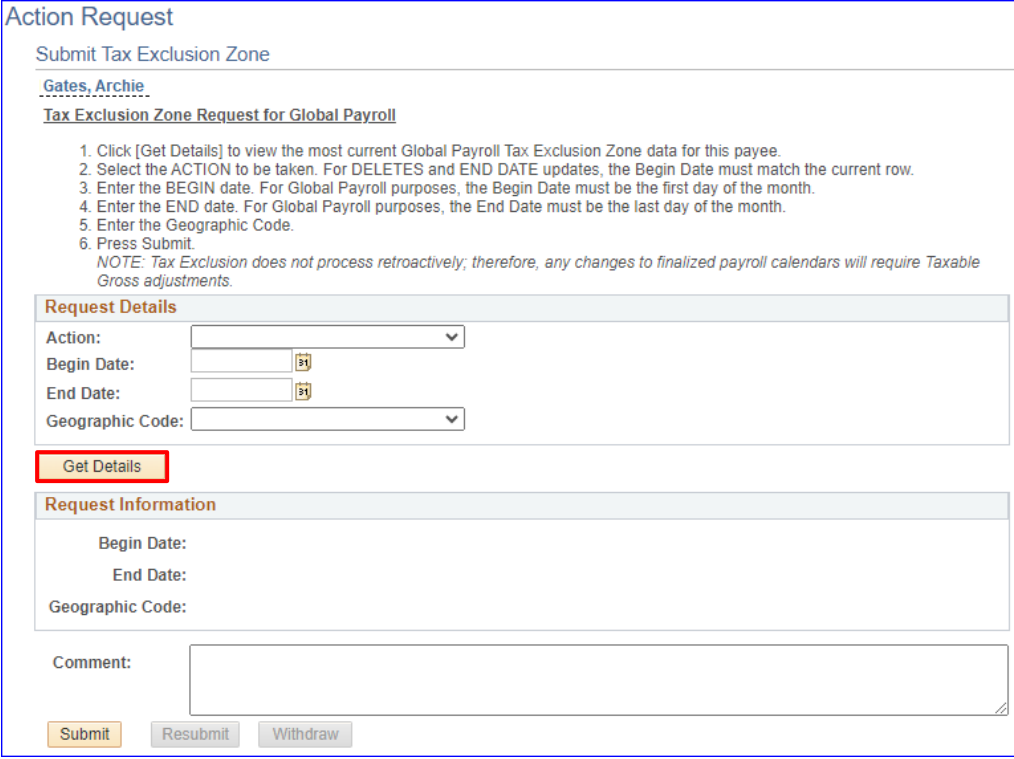
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 
2	<p>Select the Combat Tax Exclusion option.</p> 

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Delete Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
3	<p>Enter the member's Empl ID. Click Add.</p> 
4	<p>The Submit Tax Exclusion Zone action request will display. Click Get Details.</p> 

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Delete Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
5	<p>The Request Information section will populate with the member’s most current Global Payroll Tax Exclusion Zone data.</p> <div data-bbox="352 562 1259 1227" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Tax Exclusion Zone</p> <p><u>Gates, Archie</u></p> <p><u>Tax Exclusion Zone Request for Global Payroll</u></p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><i>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</i></p> <div data-bbox="384 819 1251 954" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Action: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/> <input type="button" value="B"/></p> <p>End Date: <input type="text" value=""/> <input type="button" value="E"/></p> <p>Geographic Code: <input type="text" value=""/></p> <p><input type="button" value="Get Details"/></p> </div> <div data-bbox="384 994 1251 1128" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Begin Date: 2023-04-01</p> <p>End Date:</p> <p>Geographic Code: BHR</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>
6	<p>Action – Select Delete Existing Request from the drop-down.</p> <div data-bbox="352 1290 1227 1939" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Tax Exclusion Zone</p> <p><u>Gates, Archie</u></p> <p><u>Tax Exclusion Zone Request for Global Payroll</u></p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><i>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</i></p> <div data-bbox="384 1541 1222 1675" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Action: <input type="text" value="Delete Existing Request"/></p> <p>Begin Date: <input type="text" value=""/></p> <p>End Date: <input type="text" value=""/></p> <p>Geographic Code: <input type="text" value=""/></p> <p><input type="button" value="Get Details"/></p> </div> <div data-bbox="384 1715 1222 1850" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Begin Date: 2023-04-01</p> <p>End Date:</p> <p>Geographic Code: BHR</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>

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Delete Combat Tax Exclusion, Continued

Procedures,
continued

Step	Action
7	<p>Enter the following data:</p> <ul style="list-style-type: none"> • Begin Date – Enter the begin date listed in the Request Information section (in this example, 04/01/2023). • End Date – Enter the last day of the month for the month requested. • Geographic Code – Select the appropriate geographic name listed in the Request Information section (in this example, BHR = Bahrain) from the drop-down. <div data-bbox="352 750 1369 1507" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Tax Exclusion Zone</p> <p><u>Gates, Archie</u></p> <p>Tax Exclusion Zone Request for Global Payroll</p> <p>1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit.</p> <p><small>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</small></p> <div data-bbox="384 1043 1361 1193" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Action: Delete Existing Request</p> <p>Begin Date: 04/01/2023</p> <p>End Date: 04/30/2023</p> <p>Geographic Code: Bahrain</p> <p>Get Details</p> </div> <div data-bbox="384 1240 1361 1377" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Begin Date: 2023-04-01</p> <p>End Date:</p> <p>Geographic Code: BHR</p> </div> <p>Comment: <input style="width: 100%; height: 20px;" type="text"/></p> <p>Submit Resubmit Withdraw</p> </div>

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Delete Combat Tax Exclusion, Continued

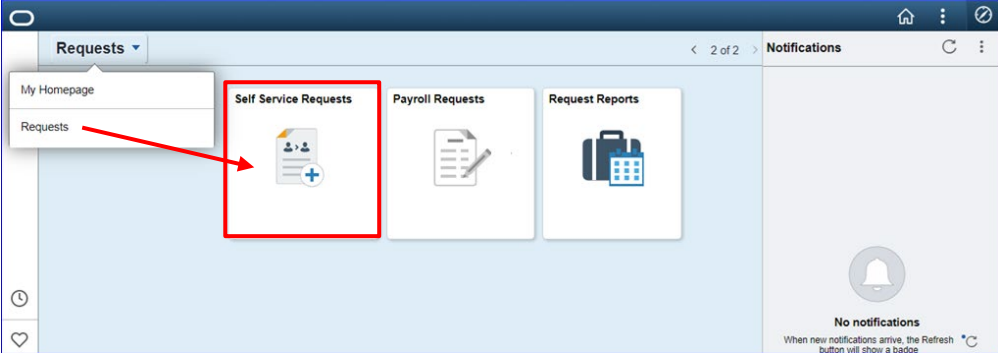
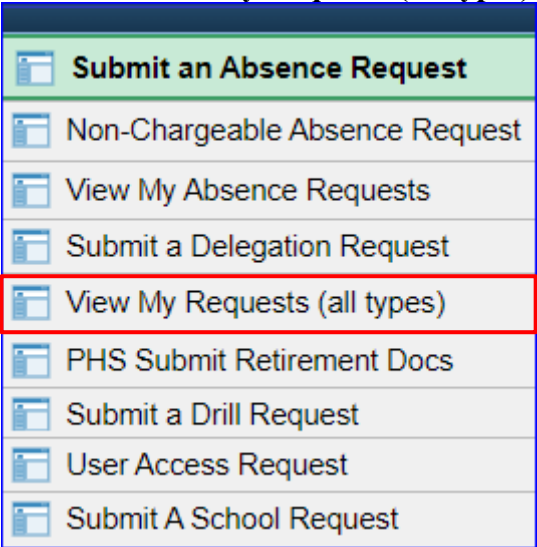
Procedures,
continued

Step	Action
8	<p>Enter Comments describing the reason for the deletion and click Submit.</p> <div data-bbox="352 521 1369 1279" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Tax Exclusion Zone</p> <p>Gates, Archie</p> <p>Tax Exclusion Zone Request for Global Payroll</p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><i>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</i></p> <div data-bbox="384 815 1361 965" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Action: Delete Existing Request</p> <p>Begin Date: 04/01/2023</p> <p>End Date: 04/30/2023</p> <p>Geographic Code: Bahrain</p> </div> <p style="text-align: center;">Get Details</p> <div data-bbox="384 1014 1361 1151" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Begin Date: 2023-04-01</p> <p>End Date:</p> <p>Geographic Code: BHR</p> </div> <p>Comment: Enter Comments explaining the reason for deleting the Combat Tax Exclusion.</p> <p style="text-align: center;"> Submit Resubmit Withdraw </p> </div>
9	<p>The action request is now in a Pending status and will be routed to the SPO tree for approval.</p> <div data-bbox="352 1391 1339 1794" style="border: 1px solid black; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <div data-bbox="376 1496 727 1603" style="border: 1px solid #ccc; padding: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div data-bbox="376 1671 1318 1771" style="border: 1px solid #ccc; padding: 5px;"> <p>Archie Gates at 06/28/23 - 2:43 PM</p> <p>Enter Comments explaining the reason for deleting the Combat Tax Exclusion.</p> </div> </div>

Approve a Combat Tax Exclusion Request

Introduction This section provides the procedures for

Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 
2	<p>Select the View My Requests (all types) option.</p> 

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Approve a Combat Tax Exclusion Request, Continued

Procedures,
continued

Step	Action																																								
3	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button.</p> <ul style="list-style-type: none"> • Transaction Name – Select Tax Exclusion Zone from the drop-down. • Transaction Status – Leave as Pending. <p>Click Populate Grid.</p> <div data-bbox="352 712 1370 1290" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <p>CHIEF ELGIN</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </div> <p>Transaction Name: Tax Exclusion Zone ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Populate Grid Refresh </div> </div>																																								
4	<p>A list of pending transactions will be listed. Locate the appropriate CTE transaction request and click Approve/Deny.</p> <div data-bbox="352 1402 1370 1541" style="border: 1px solid blue; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Tax Exclusion Zone Request</td> <td>Pending</td> <td>Archie Gates</td> <td>Gates</td> <td>1234567</td> <td>007006</td> <td>Conrad Vig</td> <td>CHIEF ELGIN</td> <td>2023/06/28</td> <td style="border: 1px solid red;">Approve/Deny</td> </tr> <tr> <td>Tax Exclusion Zone Request</td> <td>Pending</td> <td>Amir Abdulah</td> <td>Abdulah</td> <td>1234567</td> <td>007006</td> <td>Conrad Vig</td> <td>CHIEF ELGIN</td> <td>2023/06/28</td> <td>Approve/Deny</td> </tr> <tr> <td>Tax Exclusion Zone Request</td> <td>Pending</td> <td>Troy Barlow</td> <td>Barlow</td> <td>1234567</td> <td>007006</td> <td>Conrad Vig</td> <td>CHIEF ELGIN</td> <td>2023/06/28</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Tax Exclusion Zone Request	Pending	Archie Gates	Gates	1234567	007006	Conrad Vig	CHIEF ELGIN	2023/06/28	Approve/Deny	Tax Exclusion Zone Request	Pending	Amir Abdulah	Abdulah	1234567	007006	Conrad Vig	CHIEF ELGIN	2023/06/28	Approve/Deny	Tax Exclusion Zone Request	Pending	Troy Barlow	Barlow	1234567	007006	Conrad Vig	CHIEF ELGIN	2023/06/28	Approve/Deny
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Approve a Combat Tax Exclusion Request, Continued

Procedures,
continued

Step	Action
5	<p>The Action Request will display. Review the transaction details. Enter Comments for why the request is being deleted (comments also required if denying the request). Click Approve or Deny.</p> <div data-bbox="352 595 1369 1547" style="border: 1px solid #0000FF; padding: 5px;"> <p>Action Request</p> <p>Tax Exclusion Zone</p> <p><u>Gates, Archie</u></p> <p>Tax Exclusion Zone Request for Global Payroll</p> <ol style="list-style-type: none"> 1. Click [Get Details] to view the most current Global Payroll Tax Exclusion Zone data for this payee. 2. Select the ACTION to be taken. For DELETES and END DATE updates, the Begin Date must match the current row. 3. Enter the BEGIN date. For Global Payroll purposes, the Begin Date must be the first day of the month. 4. Enter the END date. For Global Payroll purposes, the End Date must be the last day of the month. 5. Enter the Geographic Code. 6. Press Submit. <p><small>NOTE: Tax Exclusion does not process retroactively; therefore, any changes to finalized payroll calendars will require Taxable Gross adjustments.</small></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Request Details</p> <p>Action: Delete Existing Request</p> <p>Begin Date: 04/01/2023</p> <p>End Date: 04/30/2023</p> <p>Geographic Code: Bahrain</p> <p style="text-align: center;">Get Details</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Request Information</p> <p>Begin Date: 2023-04-01</p> <p>End Date:</p> <p>Geographic Code: BHR</p> </div> <p>Comment: Comments are REQUIRED if deleting the request. Member never reported for duty.</p> <p style="text-align: center;"> Approve Deny </p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Archie Gates at 06/28/23 - 2:43 PM</p> <p>Enter Comments explaining the reason for deleting the Combat Tax Exclusion.</p> </div> </div>

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Approve a Combat Tax Exclusion Request, Continued

Procedures,
continued

Step	Action
6	<p>The request will update to Approved or Denied.</p> <div data-bbox="352 524 1342 1081" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Approved View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p>CHIEF ELGIN CGHRSUP for User's SPO 06/28/23 - 2:50 PM</p> </div> <p>Comments</p> <p>CHIEF ELGIN at 06/28/23 - 2:50 PM Comments are REQUIRED if deleting the request. Member never reported for duty.</p> <hr/> <p>Archie Gates at 06/28/23 - 2:43 PM Enter Comments explaining the reason for deleting the Combat Tax Exclusion.</p> </div> <div data-bbox="352 1122 1342 1666" style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p>Request Status: Denied View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> <p>Denied</p> <p>CHIEF ELGIN CGHRSUP for User's SPO 06/28/23 - 2:52 PM</p> </div> <p>Comments</p> <p>CHIEF ELGIN at 06/28/23 - 2:52 PM Comments are REQUIRED if denying the request. Member is still eligible for CTE.</p> <hr/> <p>Amir Abdulah at 06/28/23 - 2:32 PM Enter Comments explaining the reason for stopping Combat Tax Exclusion.</p> </div>