

Allotments/Voluntary Deductions

Overview

Introduction

This guide provides the procedures for how to view, change, add or stop members' Voluntary Deductions (Allotments). This component is used for the following types of voluntary deductions:

- Association Dues
 - CG Exchange
 - 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
-

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.**

Contents


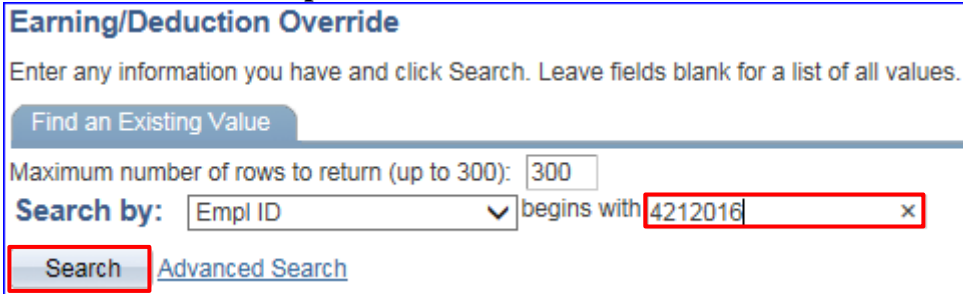
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Adding a Voluntary Deduction

Introduction This section provides the procedures for adding a Voluntary Deduction for a member in Direct Access.

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 will 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.






Procedures See below.

Step	Action
1	<p>Select the Voluntary Deductions link from the Active & Reserve Pay Shortcuts Pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "Voluntary Deductions" is highlighted with a red rectangular box. Other visible links include Direct Deposit, Proxy - Submit Absence Request, Maintain Tax Data USA, SGLI + FSGLI, Dependent Information, Housing Allowance, ACIP, Cost of Living Allowance, MGI B Enrollments, BAH Depndnt/EmergencyData Emplid, View Payslips (AD/RSV), Sea Time Balances, Pay Calendar Results, and View Member W-2s.</p>
2	<p>Enter the member's Empl ID. Then click Search.</p>  <p>The screenshot shows the "Earning/Deduction Override" form. It includes a "Find an Existing Value" button, a text input for "Maximum number of rows to return (up to 300):" with the value "300", a "Search by:" dropdown menu set to "Empl ID", and a search criteria input field containing "begins with 4212016". A red box highlights the "Search" button.</p>

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Adding a Voluntary Deduction, Continued

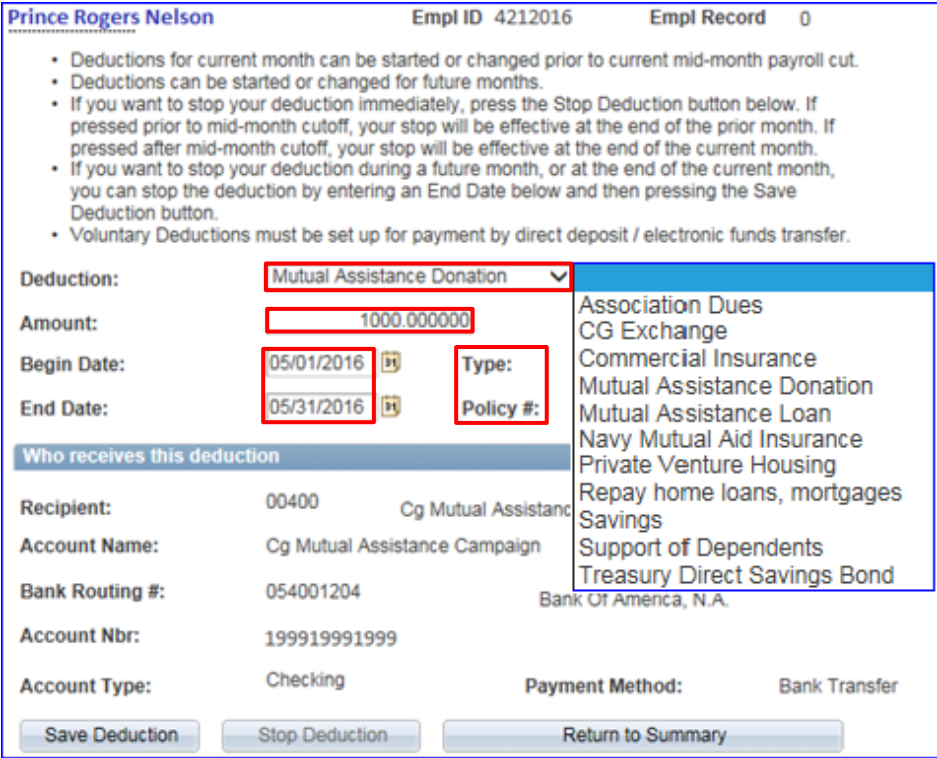
Procedures,
continued

Step	Action																		
3	<p>The member's current allotments (if any) will be listed. Select the Add Deduction link to add an allotment.</p> <div data-bbox="359 560 1396 1030" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p>Prince Rogers Nelson Empl ID 4212016 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. <table border="1" data-bbox="375 817 1380 896"> <thead> <tr> <th colspan="6">Deductions</th> </tr> <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>Savings</td> <td>\$200.000000</td> <td>04/01/2014</td> <td></td> <td>REWARDS</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p> Return to Search  Notify</p> </div>	Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	Savings	\$200.000000	04/01/2014		REWARDS	
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Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
4	<p>Click the drop-down for Deduction and make a selection. Once the deduction is selected, enter the following:</p> <ul style="list-style-type: none"> • Amount: This field is required for all allotment types. 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. This is the default format for fields holding monetary information. • Begin Date: This field is required for all allotment types and is automatically defaulted to the earliest month the member may start the allotment. This date can be changed to a future date. The Begin Date must always be the 1st of the month. • End Date: With the exception of CGMA Loan allotments, 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. The End Date must always be the last day of the month. • Type: Only available when Association Dues and Private Venture Housing are chosen. • 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. 

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Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
5	<p>The Recipient and other fields will auto-populate (as seen above) for the following deductions: Mutual Assistance Donation, Mutual Assistance Loan, and Navy Mutual Aid Insurance.</p> <p>If the Recipient field is not used, complete the remaining bank information fields.</p> <p>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 that the Account Number is not copied and then pasted into the block.</p> <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 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.</p> <p>Now click the Save Deduction button.</p> <div data-bbox="363 1182 1396 1776" style="border: 1px solid black; padding: 5px;"> <p>Deduction: <input type="text" value="Support of Dependents"/></p> <p>Amount: <input type="text" value="500.000000"/></p> <p>Begin Date: <input type="text" value="05/01/2016"/> <input type="button" value="B1"/> Type:</p> <p>End Date: <input type="text"/> <input type="button" value="B1"/> Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: <input style="border: 2px solid red;" type="text"/></p> <p>Account Name: <input type="text" value="Apollonia Kotero"/></p> <p>Bank Routing #: <input style="border: 2px solid red;" type="text" value="054001204"/> Bank Of America, N.A.</p> <p>Account Nbr: <input style="border: 2px solid red;" type="text" value="08021959"/></p> <p>Account Type: <input type="text" value="Savings"/> <input type="button" value="v"/> 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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Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action																														
6	<p>After saving, the list of allotments will be updated.</p> <div data-bbox="363 524 1390 992" style="border: 1px solid black; padding: 5px;"> <p>Prince Rogers Nelson Empl ID 4212016 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. <table border="1" data-bbox="363 712 1374 882"> <thead> <tr> <th colspan="6">Deductions</th> </tr> <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>\$500.000000</td> <td>05/01/2016</td> <td></td> <td>Apollonia Kotero</td> <td></td> </tr> <tr> <td>Savings</td> <td>\$200.000000</td> <td>04/01/2014</td> <td></td> <td>REWARDS</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$1000.000000</td> <td>05/01/2016</td> <td>05/31/2016</td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p> Return to Search Notify</p> </div>	Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	Support of Dependents	\$500.000000	05/01/2016		Apollonia Kotero		Savings	\$200.000000	04/01/2014		REWARDS		Mutual Assistance Donation	\$1000.000000	05/01/2016	05/31/2016	Cg Mutual Assistance Campaign	
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Changing a Voluntary Deduction

Introduction This section provides the procedures for how to change the Amount or End Date of a Voluntary Deduction for a member. Changes to account names and account types are not allowed on existing allotments. If one of these need to be changed, stop the allotment and restart it with the new information.
















Procedures See below.

Step	Action
1	<p>Select the Voluntary Deductions link from the Active & Reserve Pay Shortcuts Pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The link "Voluntary Deductions" is highlighted with a red rectangular box. Other links include Direct Deposit, Proxy - Submit Absence Request, Maintain Tax Data USA, SGLI + FSGLI, Dependent Information, Housing Allowance, ACIP, Cost of Living Allowance, MGIB Enrollments, BAH Depndnt/EmrgncyData Emplid, View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, and View Member W-2s.</p>
2	<p>Enter the member's Empl ID. Then click Search.</p>  <p>The screenshot shows the "Earning/Deduction Override" search interface. It includes a "Find an Existing Value" button, a text input for "Maximum number of rows to return (up to 300):" with the value "300", a "Search by:" dropdown menu set to "Empl ID", and a search criteria input field containing "begins with 4062016". The "Search" button is highlighted with a red rectangular box. There is also an "Advanced Search" link.</p>

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Changing a Voluntary Deduction, Continued

Procedures,
continued

Step	Action																																										
3	<p>The member's current allotments will be listed. Select the Pencil under Edit, to edit the allotment.</p> <div data-bbox="363 555 1396 1070" style="border: 1px solid black; padding: 5px;"> <p>Merle Haggard Empl ID 4062016 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. <table border="1" data-bbox="363 728 1396 967"> <thead> <tr> <th colspan="6" style="background-color: #e0e0e0;">Deductions</th> </tr> <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>Mutual Assistance Donation</td> <td>\$2.000000</td> <td>06/01/2006</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Savings</td> <td>\$203.570000</td> <td>04/01/2016</td> <td></td> <td>AFL</td> <td></td> </tr> <tr> <td>Savings</td> <td>\$163.570000</td> <td>05/01/2016</td> <td></td> <td>Just Military Loans</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$11.680000</td> <td>01/01/2016</td> <td></td> <td>METLIFE DENTAL PROGRAM</td> <td></td> </tr> <tr> <td>Mutual Assistance Loan</td> <td>\$78.580000</td> <td>02/01/2016</td> <td>05/31/2018</td> <td>Commandant (G-Zma)</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>	Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	Mutual Assistance Donation	\$2.000000	06/01/2006		Cg Mutual Assistance Campaign		Savings	\$203.570000	04/01/2016		AFL		Savings	\$163.570000	05/01/2016		Just Military Loans		Tricare Dependent Dental	\$11.680000	01/01/2016		METLIFE DENTAL PROGRAM		Mutual Assistance Loan	\$78.580000	02/01/2016	05/31/2018	Commandant (G-Zma)	
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Changing a Voluntary Deduction, Continued


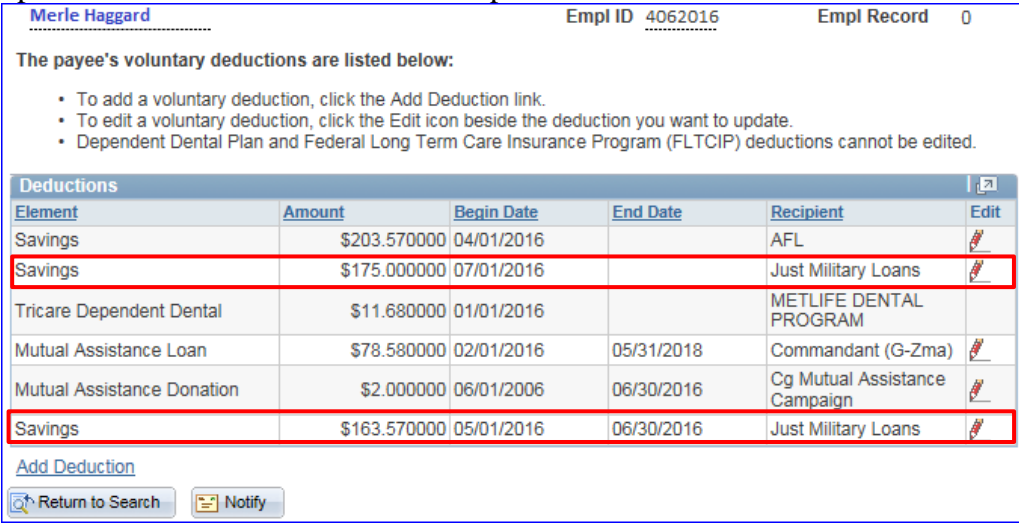
Procedures,
continued

Step	Action
4	<p>The details for the allotment will display.</p> <div data-bbox="363 524 1378 1339" style="border: 1px solid black; padding: 5px;"> <p>Merle Haggard Empl ID 4062016 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: Savings</p> <p>Amount: <input style="border: 1px solid red;" type="text" value="163.570000"/></p> <p>Change this deduction on: <input style="border: 1px solid red;" type="text" value="05/01/2016"/> <small>31</small> Type:</p> <p>End Date: <input style="border: 1px solid red;" type="text" value=""/> <small>31</small> Policy #:</p> <p style="background-color: #e0e0e0; padding: 2px;">Who receives this deduction</p> <p>Recipient: <input type="text" value="4062016"/> Merle Haggard</p> <p>Account Name: <input type="text" value="Just Military Loans"/></p> <p>Bank Routing #: <input style="border: 1px solid red;" type="text" value="55555555"/> Bank Of The West</p> <p>Account Nbr: <input style="border: 1px solid red;" type="text" value="7979797979"/></p> <p>Account Type: <input type="text" value="Checking"/> <small>▼</small> 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> <p>Enter new information (as applicable):</p> <ul style="list-style-type: none"> Amount: This field is required for all allotment types. If changing the amount during a mid-month calendar, the change date will default to the first day of the current month. If changing the amount during the end-month calendar, the change 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 is entered as 10.50. Upon saving, the amount will change to 10.500000. This is the default format for fields holding monetary information. Change this deduction on: Defaults to first of following month. If future dating, the begin date must always be the first day of the month. End Date: The date must be the last day of the month. Routing/Account #: The Account number must start completely aligned to the left of the block (make sure no spaces before the number).

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Changing a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
5	<p>Click the Save Deduction button at the bottom of the page.</p> 
6	<p>The allotment summary will display. Verify the allotment change appears on the list correctly. If there is an error, click the Edit icon (pencil), correct it and save the deduction again.</p> <p>Notice the original Savings allotment automatically has an End Date and the updated amount is listed toward the top.</p> 

Stopping a Voluntary Deduction

Introduction This section provides the procedures for how to stop a Voluntary Deduction for a member.















Procedures See below.

Step	Action
<p>1</p>	<p>Select the Voluntary Deductions link from the Active & Reserve Pay Shortcuts Pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a list of links. The link "Voluntary Deductions" is highlighted with a red rectangular box. Other visible links include Direct Deposit, Maintain Tax Data USA, Dependent Information, ACIP, MGIB Enrollments, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Housing Allowance, Cost of Living Allowance, BAH Depndnt/EmrgncyData Emplid, Sea Time Balances, Net Distribution, and View Member W-2s.</p>
<p>2</p>	<p>Enter the member's Empl ID. Then click Search.</p>  <p>The screenshot shows the "Earning/Deduction Override" form. It includes a "Find an Existing Value" button, a text input for "Maximum number of rows to return (up to 300):" with the value "300", a "Search by:" dropdown menu set to "Empl ID", and a "begins with" text input containing "4062016". The "Search" button is highlighted with a red rectangular box. There is also a link for "Advanced Search".</p>

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Stopping a Voluntary Deduction, Continued















Procedures,
continued

Step	Action																																										
3	<p>The member's current allotments (if any) will be listed. Select the Pencil under Edit, to edit the allotment.</p> <div data-bbox="360 562 1394 1055" style="border: 1px solid black; padding: 5px;"> <p>Merle Haggard Empl ID <u>4062016</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. <table border="1" data-bbox="360 728 1394 974"> <thead> <tr> <th colspan="6" style="background-color: #e1eef6;">Deductions</th> </tr> <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>Savings</td> <td>\$203.570000</td> <td>04/01/2016</td> <td></td> <td>AFL</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$11.680000</td> <td>01/01/2016</td> <td></td> <td>METLIFE DENTAL PROGRAM</td> <td></td> </tr> <tr> <td>Mutual Assistance Loan</td> <td>\$78.580000</td> <td>02/01/2016</td> <td>05/31/2018</td> <td>Commandant (G-Zma)</td> <td></td> </tr> <tr> <td>Savings</td> <td>\$163.570000</td> <td>05/01/2016</td> <td></td> <td>Just Military Loans</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$2.000000</td> <td>06/01/2006</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> </tbody> </table> <p>Add Deduction</p> <p> Return to Search  Notify</p> </div>	Deductions						Element	Amount	Begin Date	End Date	Recipient	Edit	Savings	\$203.570000	04/01/2016		AFL		Tricare Dependent Dental	\$11.680000	01/01/2016		METLIFE DENTAL PROGRAM		Mutual Assistance Loan	\$78.580000	02/01/2016	05/31/2018	Commandant (G-Zma)		Savings	\$163.570000	05/01/2016		Just Military Loans		Mutual Assistance Donation	\$2.000000	06/01/2006		Cg Mutual Assistance Campaign	
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Stopping a Voluntary Deduction, Continued


Procedures,
continued

Step	Action																																				
4	<p>Details for the allotment will display. The Change this deduction on date auto-populates to the first day of the following month and CANNOT be changed to an earlier date.</p> <div data-bbox="368 595 1214 1223" style="border: 1px solid black; padding: 5px;"> <p>Merle Haggard Empl ID 4062016 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 Amount: <input type="text" value="2.000000 x"/> Change this deduction on: <input type="text" value="05/01/2016"/>  Type: End Date: <input type="text" value=""/>  Policy #: 55555555</p> <p>Who receives this deduction</p> <p>Recipient: 00400 Cg Mutual Assistance Campaign Account Name: Cg Mutual Assistance Campaign Bank Routing #: 054001204 Bank Of America, N.A. Account Nbr: 797979797979 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> <p>There are two ways to stop an allotment:</p> <ol style="list-style-type: none"> 1. To stop an allotment for a future date, enter an end date in the End Date field (last day of the month the allotment deduction shall be made) and click the Save Deduction button at the bottom of the page. For example, if the member wants the last allotment payment to be made on 1 June 2016 payday, enter 05/31/2016 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. <div data-bbox="368 1514 1246 1946" style="border: 1px solid black; padding: 5px;"> <p>Merle Haggard Empl ID 4062016 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. <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>Savings</td> <td>\$203.570000</td> <td>04/01/2016</td> <td></td> <td>AFL</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$11.680000</td> <td>01/01/2016</td> <td></td> <td>METLIFE DENTAL PROGRAM</td> <td></td> </tr> <tr> <td>Mutual Assistance Loan</td> <td>\$78.580000</td> <td>02/01/2016</td> <td>05/31/2018</td> <td>Commandant (G-Zma)</td> <td></td> </tr> <tr> <td>Savings</td> <td>\$163.570000</td> <td>05/01/2016</td> <td></td> <td>Just Military Loans</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$2.000000</td> <td>06/01/2006</td> <td><input type="text" value="05/31/2016"/></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> </tbody> </table> <p>Add Deduction <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> </div>	Element	Amount	Begin Date	End Date	Recipient	Edit	Savings	\$203.570000	04/01/2016		AFL		Tricare Dependent Dental	\$11.680000	01/01/2016		METLIFE DENTAL PROGRAM		Mutual Assistance Loan	\$78.580000	02/01/2016	05/31/2018	Commandant (G-Zma)		Savings	\$163.570000	05/01/2016		Just Military Loans		Mutual Assistance Donation	\$2.000000	06/01/2006	<input type="text" value="05/31/2016"/>	Cg Mutual Assistance Campaign	
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Continued on next page

Stopping a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
5	<p>2. To stop an allotment immediately, click Stop Deduction at the bottom of the page. If stopping an allotment during the mid-month calendar, the stop date will default to the last day of the previous month. If stopping an allotment during the end-month calendar, the stop date will default to the last day of the current month (5/31) and will pay out for the last time on the first of the next month (6/1).</p> <div data-bbox="363 712 1385 786" style="border: 1px solid blue; padding: 5px;">  </div> <p>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 05/01/2016, and then prior to the end-month April payroll finalize date, the member decides not to start the allotment, click the Stop Deduction button.</p> <p>Warning: When the Stop Deduction button is used on an existing allotment, it will be removed from the Allotment Summary page.</p>
