

Allotments/Voluntary Deductions

Overview

Introduction

This guide provides the procedures for how to view, change, add or stop a members' Voluntary Deductions (Allotments). This component 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.**

Contents


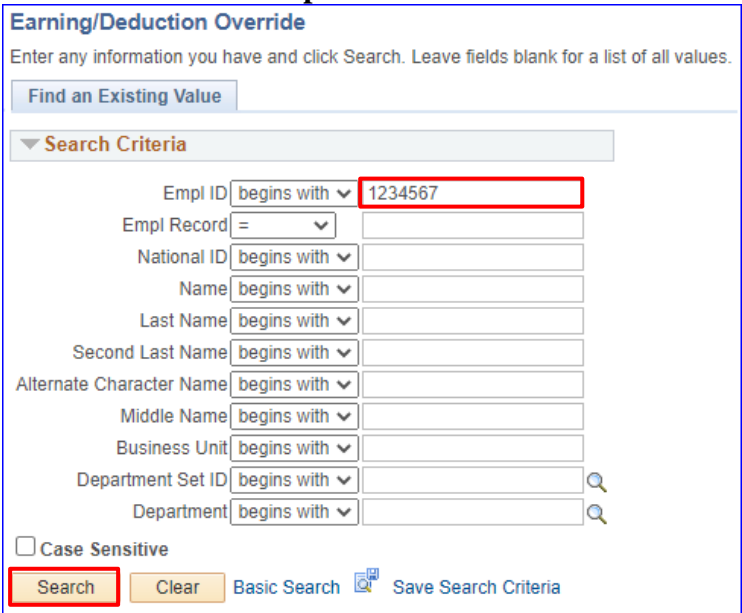
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Adding a Voluntary Deduction

Introduction This section provides the procedures for adding a Voluntary Deduction for a member in Direct Access (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 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 Voluntary Deductions from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts:</p> <table border="1"> <thead> <tr> <th colspan="2">Active & Reserve Pay Shortcuts</th> </tr> </thead> <tbody> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td>Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Dependent Information</td> <td>Cost of Living Allowance</td> </tr> <tr> <td>Generate BAH/Emergency Contact</td> <td>BAH Dependency Verification</td> </tr> <tr> <td>MGIB Enrollments</td> <td>Sea Time Balances</td> </tr> <tr> <td>AvIP</td> <td>View Payslips (AD/RSV)</td> </tr> <tr> <td>Net Distribution</td> <td>Pay Calendar Results</td> </tr> <tr> <td>View Member W-2s</td> <td>Proxy - Submit Non-Charge Abs</td> </tr> </tbody> </table>	Active & Reserve Pay Shortcuts		Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Dependent Information	Cost of Living Allowance	Generate BAH/Emergency Contact	BAH Dependency Verification	MGIB Enrollments	Sea Time Balances	AvIP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s	Proxy - Submit Non-Charge Abs
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2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'Earning/Deduction Override' form with the following fields:</p> <ul style="list-style-type: none"> Find an Existing Value (button) Search Criteria (dropdown) Empl ID: begins with <input type="text" value="1234567"/> (highlighted with a red box) Empl Record: = <input type="text"/> National ID: begins with <input type="text"/> Name: begins with <input type="text"/> Last Name: begins with <input type="text"/> Second Last Name: begins with <input type="text"/> Alternate Character Name: begins with <input type="text"/> Middle Name: begins with <input type="text"/> Business Unit: begins with <input type="text"/> Department Set ID: begins with <input type="text"/> (with search icon) Department: begins with <input type="text"/> (with search icon) <input type="checkbox"/> Case Sensitive Search (button, highlighted with a red box) Clear (button) Basic Search (button) Save Search Criteria (button) 																				

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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. Click Add Deduction to add an allotment.</p> <div data-bbox="327 560 1369 981" style="border: 1px solid blue; padding: 5px;"> <p>Summary</p> <p>Jim Hopper 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. <table border="1" data-bbox="347 795 1364 891"> <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>\$31.040000</td> <td>04/01/2022</td> <td></td> <td>UCC</td> </tr> </tbody> </table> <p>Add Deduction (highlighted in red)</p> <p>Return to Search Notify</p> </div>	Element	Amount	Begin Date	End Date	Recipient	Tricare Dependent Dental	\$31.040000	04/01/2022		UCC
Element	Amount	Begin Date	End Date	Recipient							
Tricare Dependent Dental	\$31.040000	04/01/2022		UCC							
4	<p>Select the appropriate Deduction from the drop-down.</p> <div data-bbox="327 1057 1369 1930" style="border: 1px solid blue; padding: 5px;"> <p>Jim Hopper 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 (highlighted in red)</p> <p>Amount:</p> <p>Begin Date:</p> <p>End Date:</p> <p>Who receives this deduction</p> <p>Recipient:</p> <p>Account Name:</p> <p>Bank Routing #: 054001204 Bank Of America, N.A.</p> <p>Account Nbr: 01234567890</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p>Save Deduction Stop Deduction Return to Summary</p> </div>										

Continued on next page

Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
5	<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 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 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 style="border: 1px solid black; padding: 5px;"> <p>Jim Hopper 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="11/01/2022"/> <input type="button" value="B1"/> Type: <input style="border: 2px solid red;" type="text"/></p> <p>End Date: <input style="border: 2px solid red;" type="text" value="11/30/2022"/> <input type="button" value="B1"/> Policy #: <input style="border: 2px solid red;" 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: 01234567890</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>

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Adding a Voluntary Deduction, Continued

Procedures,
continued

Step	Action
6	<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 of 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 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>Click Save Deduction.</p> <div data-bbox="327 1055 1369 1915" style="border: 1px solid black; padding: 5px;"> <p>Jim Hopper 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="100.000000"/></p> <p>Begin Date: <input type="text" value="11/01/2022"/> <input type="button" value="31"/> Type:</p> <p>End Date: <input type="text"/> <input type="button" value="31"/> Policy #:</p> <p>Who receives this deduction</p> <p>Recipient: <input type="text" value="11111"/> Eleven</p> <p>Account Name: <input type="text" value="Save Hawkins"/></p> <p>Bank Routing #: <input type="text" value="054001204"/> Bank Of America, N.A.</p> <p>Account Nbr: <input type="text" value="0123456789"/></p> <p>Account Type: <input type="text" value="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>

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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 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.

Summary

Lucas Sinclair 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
Savings	\$203.570000	04/01/2015	05/31/2016	Lucas Sinclair	✎
Association Dues	\$2.000000	09/01/2012		Chief Petty Officer Assn Uscg	✎
Mutual Assistance Donation	\$10.000000	06/01/2021		Cg Mutual Assistance Campaign	✎
Savings	\$500.000000	06/01/2016		Lucas Sinclair	✎

[Add Deduction](#)

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

Procedures See below.

Step	Action																		
1	<p>Select Voluntary Deductions from the Active & Reserve Pay Shortcuts pagelet.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Active & Reserve Pay Shortcuts</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td style="border: 2px solid red;">Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Dependent Information</td> <td>Cost of Living Allowance</td> </tr> <tr> <td>Generate BAH/Emergency Contact</td> <td>BAH Dependency Verification</td> </tr> <tr> <td>MGIB Enrollments</td> <td>Sea Time Balances</td> </tr> <tr> <td>AvIP</td> <td>View Payslips (AD/RSV)</td> </tr> <tr> <td>Net Distribution</td> <td>Pay Calendar Results</td> </tr> <tr> <td>View Member W-2s</td> <td>Proxy - Submit Non-Charge Abs</td> </tr> </table> </div>	Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Dependent Information	Cost of Living Allowance	Generate BAH/Emergency Contact	BAH Dependency Verification	MGIB Enrollments	Sea Time Balances	AvIP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s	Proxy - Submit Non-Charge Abs
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Changing a Voluntary Deduction, Continued

Procedures,
continued

Step	Action																								
2	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="336 524 1211 1245" style="border: 1px solid blue; 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 <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>National ID <input type="text" value="begins with"/></p> <p>Name <input type="text" value="begins with"/></p> <p>Last Name <input type="text" value="begins with"/></p> <p>Second Last Name <input type="text" value="begins with"/></p> <p>Alternate Character Name <input type="text" value="begins with"/></p> <p>Middle Name <input type="text" value="begins with"/></p> <p>Business Unit <input type="text" value="begins with"/></p> <p>Department Set ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Department <input type="text" value="begins with"/> <input type="text"/></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>																								
3	<p>The member's current allotments will be listed. Select the Edit pencil for the appropriate allotment.</p> <div data-bbox="328 1357 1370 1872" style="border: 1px solid blue; padding: 5px;"> <p>Summary</p> <p><u>Joyce Byers</u> 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. <table border="1" data-bbox="347 1581 1362 1776"> <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>Association Dues</td> <td>\$2.000000</td> <td>08/01/2012</td> <td></td> <td>Chief Petty Officer Assn Uscg</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$5.000000</td> <td>07/01/2016</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$31.040000</td> <td>04/01/2022</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	Association Dues	\$2.000000	08/01/2012		Chief Petty Officer Assn Uscg		Mutual Assistance Donation	\$5.000000	07/01/2016		Cg Mutual Assistance Campaign		Tricare Dependent Dental	\$31.040000	04/01/2022		UCC	
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Changing a Voluntary Deduction, Continued










Procedures,
continued

Step	Action
4	<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 is 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 1003 1364 1839" style="border: 1px solid black; padding: 5px;"> <p>Joyce Byers 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: 1px solid red;" type="text" value="10.000000"/></p> <p>Change this deduction on: <input style="border: 1px solid red;" type="text" value="11/01/2022"/> <input type="button" value="B1"/> Type:</p> <p>End Date: <input style="border: 1px solid red;" type="text"/> <input type="button" value="B1"/> 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: 01234567890</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p><input style="border: 1px 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

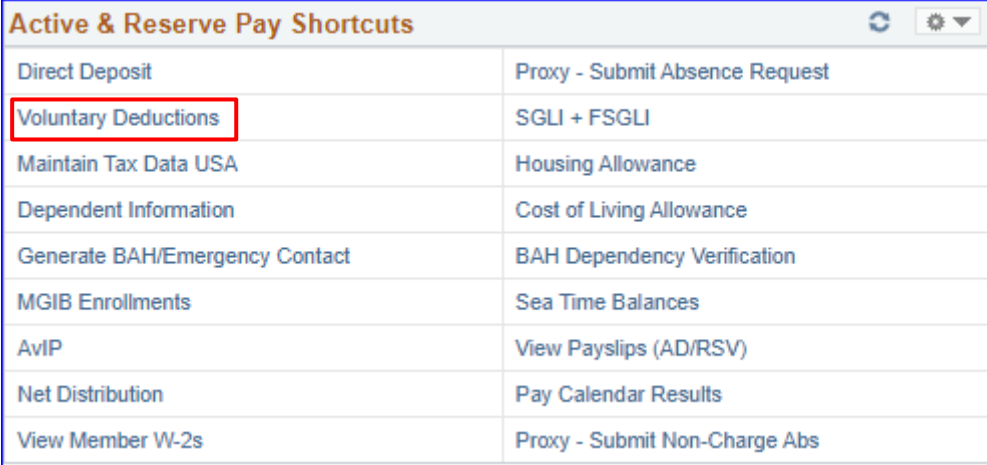
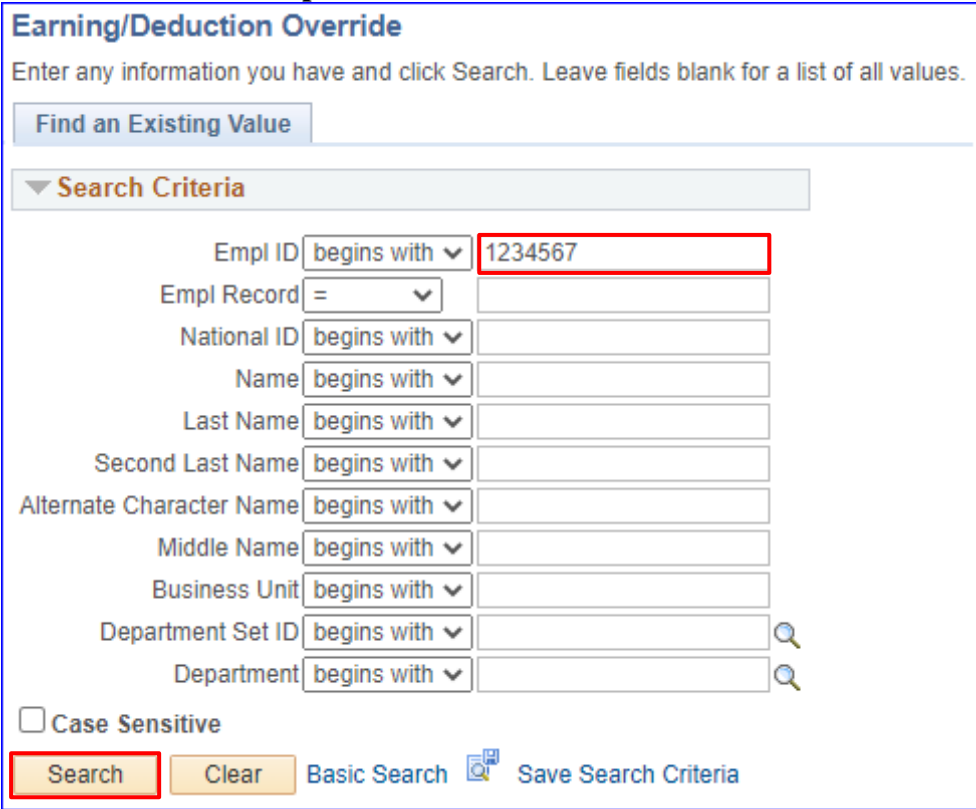
Procedures,
continued

Step	Action																														
5	<p>The allotment Summary will display. Verify the changes display correctly as updated. If there is an error, click the Edit pencil, correct it and save the deduction again.</p> <div data-bbox="327 595 1369 1106" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p><u>Joyce Byers</u> 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. <table border="1" data-bbox="347 824 1358 1016"> <thead> <tr> <th colspan="6" style="text-align: left;">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>Association Dues</td> <td>\$2.000000</td> <td>08/01/2012</td> <td></td> <td>Chief Petty Officer Assn Uscg</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Mutual Assistance Donation</td> <td>\$10.000000</td> <td>11/01/2022</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Tricare Dependent Dental</td> <td>\$31.040000</td> <td>04/01/2022</td> <td></td> <td>UCC</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	Association Dues	\$2.000000	08/01/2012		Chief Petty Officer Assn Uscg		Mutual Assistance Donation	\$10.000000	11/01/2022		Cg Mutual Assistance Campaign		Tricare Dependent Dental	\$31.040000	04/01/2022		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																		
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View Member W-2s	Proxy - Submit Non-Charge Abs																		
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'Earning/Deduction Override' form with the following fields:</p> <ul style="list-style-type: none"> Find an Existing Value (button) Search Criteria (dropdown) Empl ID: begins with [1234567] Empl Record: [=] National ID: begins with [] Name: begins with [] Last Name: begins with [] Second Last Name: begins with [] Alternate Character Name: begins with [] Middle Name: begins with [] Business Unit: begins with [] Department Set ID: begins with [] Department: begins with [] Case Sensitive (checkbox) Search (button) Clear (button) Basic Search (button) Save Search Criteria (button) 																		

Continued on next page

Stopping a Voluntary Deduction, Continued

Procedures,
continued

Step	Action																														
3	<p>The member's current allotments will be listed. Select the Edit pencil for the appropriate allotment.</p> <div data-bbox="327 562 1369 1059" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p><u>Lucas Sinclair</u> 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. <table border="1" data-bbox="347 772 1362 969"> <thead> <tr> <th colspan="6" style="text-align: left;">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>Association Dues</td> <td>\$2.000000</td> <td>09/01/2012</td> <td></td> <td>Chief Petty Officer Assn Uscg</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$10.000000</td> <td>06/01/2021</td> <td></td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Savings</td> <td>\$500.000000</td> <td>06/01/2016</td> <td></td> <td>Lucas Sinclair</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	Association Dues	\$2.000000	09/01/2012		Chief Petty Officer Assn Uscg		Mutual Assistance Donation	\$10.000000	06/01/2021		Cg Mutual Assistance Campaign		Savings	\$500.000000	06/01/2016		Lucas Sinclair	
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Continued on next page

Stopping a Voluntary Deduction, Continued








Procedures,
continued

Step	Action																								
4	<p>Details for the allotment will display.</p> <p>Change this deduction on – Auto-populates to the first day of the affected month and CANNOT be changed to an earlier date.</p> <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 2022 payday, enter 11/30/2022 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="327 878 1046 1467" style="border: 1px solid black; padding: 5px;"> <p>Lucas Sinclair 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: 10.000000</p> <p>Change this deduction on: 11/01/2022 Type:</p> <p>End Date: 11/30/2022 Policy #: 234567890</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: 01234567890</p> <p>Account Type: Checking Payment Method: Bank Transfer</p> <p>Save Deduction Stop Deduction Return to Summary</p> </div> <div data-bbox="327 1496 1230 1921" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p>Lucas Sinclair 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. <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>Association Dues</td> <td>\$2.000000</td> <td>09/01/2012</td> <td></td> <td>Chief Petty Officer Assn Uscg</td> <td></td> </tr> <tr> <td>Mutual Assistance Donation</td> <td>\$10.000000</td> <td>06/01/2021</td> <td>11/30/2022</td> <td>Cg Mutual Assistance Campaign</td> <td></td> </tr> <tr> <td>Savings</td> <td>\$500.000000</td> <td>06/01/2016</td> <td></td> <td>Lucas Sinclair</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	Association Dues	\$2.000000	09/01/2012		Chief Petty Officer Assn Uscg		Mutual Assistance Donation	\$10.000000	06/01/2021	11/30/2022	Cg Mutual Assistance Campaign		Savings	\$500.000000	06/01/2016		Lucas Sinclair	
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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. 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 11/01/2022, 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="325 842 1121 1487" style="border: 1px solid black; padding: 5px;"> <p>Lucas Sinclair 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="10.000000"/></p> <p>Change this deduction on: <input type="text" value="11/01/2022"/>  Type:</p> <p>End Date: <input type="text"/>  Policy #: 234567890</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: 01234567890</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="325 1563 1131 1917" style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p>Lucas Sinclair 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. <table border="1" data-bbox="341 1729 1131 1845"> <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>Association Dues</td> <td>\$2.000000</td> <td>09/01/2012</td> <td></td> <td>Chief Petty Officer Assn Uscg</td> <td></td> </tr> <tr> <td>Savings</td> <td>\$500.000000</td> <td>06/01/2016</td> <td></td> <td>Lucas Sinclair</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	Association Dues	\$2.000000	09/01/2012		Chief Petty Officer Assn Uscg		Savings	\$500.000000	06/01/2016		Lucas Sinclair	
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