Overview

Introduction

This guide provides the procedures for SPOs to enter, approve, modify, correct, and delete disciplinary actions in Direct Access (DA).

Information

The Disciplinary Actions component is used to submit Non Judicial Punishment (NJP) results from a Captain’s Mast or Courts-Martial conviction of a member. This component is also used to affirm, modify, correct, delete, or vacate a punishment if it is being unsuspended. The Disciplinary Actions component should NOT be used if the charges are dismissed or dismissed with warning. Approved Disciplinary Actions will be integrated with the Job Data record and Global Payroll elements to implement the changes to the HR and Pay records as appropriate.

References

(a) Military Justice Manual, COMDTINST M5810.1 (series)
(b) Discipline and Conduct, COMDTINST M1600.2 (series)
(d) Personal & Pay Procedures Manual, PPCINST M1000.2 (series)

Calculating Forfeitures

If a Disciplinary Action includes both reduction in grade and forfeiture of pay, the forfeiture must be based on the grade to which the member has been reduced. This is true even if the reduction is suspended. When calculating forfeitures, do not include any future pay raises. All punishments awarded are based on the pay entitlements that are in effect on the date of the Disciplinary Action.

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Entering a New Disciplinary Action

Introduction
This section provides the procedures for a SPO to enter a Disciplinary Action in Direct Access (DA).

Incorrect or Missing Offense Codes
If a UCMJ code is incorrect or missing in Direct Access, email the incorrect or missing code along with supporting information to HQ Legal at HQS-DG-LST-CG-LMJ@uscg.mil.

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Disciplinary Actions</strong> located in the Core HR pagelet.</td>
</tr>
</tbody>
</table>

**Core HIR**

<table>
<thead>
<tr>
<th>Job Data</th>
<th>Person Profiles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact</td>
<td>PHS Member Info Report</td>
</tr>
<tr>
<td>Personal Data</td>
<td>Statement of Creditable Svc</td>
</tr>
<tr>
<td>Identification Data</td>
<td>Disciplinary Actions</td>
</tr>
<tr>
<td>Disciplinary Action Report</td>
<td></td>
</tr>
</tbody>
</table>

| 2    | To enter a new Disciplinary Action, click the **Add a New Value** tab. |

**Disciplinary Action**

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

**Search Criteria**

- Empl ID
- Name begins with
- Last Name begins with
- First Name begins with
- Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]
Enter the member’s **Empl ID**. Enter the **Reported Date** (this date will be the Initial Mast/Court date for this action and cannot be modified inside the component). Using the lookup, select the appropriate **Disciplinary Type**. Click **Add**.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>Disciplinary Action</strong></td>
</tr>
</tbody>
</table>

- **Empl ID**: 1234567
- **Reported Date**: 06/03/2019
- **Disciplinary Type**: F

**Look Up Disciplinary Type**

- **Disciplinary Type**
  - begins with
- **Description**
  - begins with

**Search Results**

- **Disciplinary Type**
- **Description**

<table>
<thead>
<tr>
<th>Disciplinary Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>General Courts-Martial</td>
</tr>
<tr>
<td>B</td>
<td>Gen Courts Martial-Mil Judge</td>
</tr>
<tr>
<td>C</td>
<td>Special Courts-Martial</td>
</tr>
<tr>
<td>D</td>
<td>Sp Crt Martial-Mil Judge</td>
</tr>
<tr>
<td>E</td>
<td>Summary Courts-Martial</td>
</tr>
<tr>
<td>F</td>
<td>Non-Judicial Punishment</td>
</tr>
</tbody>
</table>

**Continued on next page**
Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A new Disciplinary Action will open. The Type, Reported Date, and Status will auto-populate with the selections made in Step 3.</td>
</tr>
</tbody>
</table>

In the **Details of Offense** field, provide a full description of the offense(s) in which the member was found **GUilty** of (even if they were suspended), including the time(s) and date(s) as stated on the CG-4910 for NJP (located under Details of Offenses and Commanding Officer finds) or the Statement of Trial Results for Courts-Martial. **NOTE:** The offenses will display under the Offense Narrative of the Disciplinary Action Report (Court Memorandum) when printed.

Ensure the appropriate sub-article(s) are included within this field (this is **VITAL** especially when the member is charged under Articles 92 and 134. The specific sub-articles have differing levels of offense and therefore could impact the member’s eligibility for reenlistment).

![Disciplinary Action Information](image)

Continued on next page
Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Enter the <strong>Offense Date</strong> (this will be the day the offense occurred). <strong>NOTE:</strong> When there is a range of months, enter the 1st day of the first month stated. For example, if the range of months is January – March, enter 1 Jan 2020 as the Date of Offense. Using the lookup under Article of UCMJ, select the appropriate <strong>Articles of the UCMJ</strong>. To add multiple offense codes, click the (+) button and search for each offense code. If a code is erroneously selected, click the (-) button for that offense code row. <strong>REMEMBER:</strong> <strong>ONLY</strong> select those articles the member was found <strong>GUILTY</strong> of (even if they were suspended).</td>
</tr>
</tbody>
</table>

---

[Disciplinary Action Information]

- **Type:** F
- **Reported Date:** 06/03/2019
- **Status:** Active
- **Details of Offense:** Give a full description of the offense(s) including times and dates as specified in the CG-4910. Ensure appropriate sub-article(s) are included in this block, as many have differing levels of offense and therefore, could impact the member’s eligibility for reenlistment.

[Offenses]

<table>
<thead>
<tr>
<th>Offense Date</th>
<th>Article of UCMJ</th>
<th>Narrative of Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/03/2021</td>
<td>114C</td>
<td>Firearm discharge, endangering human life</td>
</tr>
</tbody>
</table>

[Save] [Notify] [Add] [Update/Display]
Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Once all the Offenses have been entered, click the <strong>Action Taken</strong> tab.</td>
</tr>
</tbody>
</table>

![Disciplinary Action Information]

**Type:** Non-Judicial Punishment  
**Reported Date:** 06/03/2019  
**Status:** Active  

*Details of Offense:* Give a full description of the offense(s) including times and dates as specified on the CG-4010. Ensure appropriate sub-article(s) are included in this block, as many have differing levels of offense and therefore, could impact the member’s eligibility for reenlistment.

![Offenses]

[Continued on next page]
Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The Disciplinary Step will default to <strong>Initial (INT)</strong> for first time entries. The <strong>Action Date</strong> defaults to the Reported Date:</td>
</tr>
</tbody>
</table>

- For **General and Special Courts-Martial**, the Action Date shall be 14 days after the Reported Date **IF** there was a reduction in grade and/or forfeitures.

- For **Summary Courts-Martial and NJP**, if reduction in grade or forfeitures are awarded, the Action Date shall be the date on which the sentence is approved by the Convening Authority. **NOTE:** See COMDTINST M5810.1 (series), Chapter 2 for exceptions.

![Disciplinary Action Information](image)

Continued on next page
Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>In the Comments field, provide the date and a complete description of the punishment awarded (see Notes 1 &amp; 2). If any of the punishment is suspended, state the terms of the suspension (this field will print on the Disciplinary Action Report (Court Memorandum) under Sentence Narrative). <strong>Ensure the results are detailed in the comments field. If a vacation of the suspended action is processed at a later date and the length of the suspension was not entered here, it becomes a legal issue.</strong></td>
</tr>
</tbody>
</table>

**NOTE 1:** If there are multiple suspensions (ex: forfeiture of pay suspended for 6 months and reduction to E3 suspended for 12 months), spell it out in the comments and enter the lesser of the months (in this example: 6) in the Months Punishment Suspended field (see step 9).

**NOTE 2:** If the punishments are being served CONCURRENTLY, it is only necessary to enter the LONGEST term and specify concurrent. For example, when entering a Courts-Martial and the member was sentenced to 2 months for article 82, 4 months for article 92, and 1 month for violation of article 94 to be served concurrently, enter “4 months of confinement/extra duty/restriction to be served concurrently”; if the punishments are to be served NON-CONCURRENTLY, then enter the TOTAL amount of time. In this example, the total amount of time is 7 months, therefore you would enter “7 months of confinement/extra duty/restriction to be served”.

![Disciplinary Action Information](image-url)

**Disciplinary Action Information**

- **Disciplinary Type:** F - Non-Judicial Punishment
- **Reported Date:** 06/03/2019

**Action Taken**

- **Disciplinary Step:** INT
- **Action Date:** 06/03/2019
- **Approval Status:**
- **Comments:**

  Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension. If there are multiple suspensions, each needs to be detailed.

  **ENSURE THE COMMENTS ARE DETAILED.** If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue.

- **Months Punishment Suspended:**
- **Pay Grade of Officer Conducting Mast:**
- **Initial Court/Mast Date:** 06/03/2019

---

Continued on next page
### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9    | If the punishment was **suspended**, enter the number of month(s) in the **Months Punishment Suspended** field (if multiple suspensions, see note in step 8) and select the **Pay Grade of Officer Conducting Mast**. **Check** the boxes that are applicable to the Disciplinary Action.  

**NOTE:** The Represented by Counsel and Punitive Discharge Awarded fields are only used for Courts-Martial. |
Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Click the <strong>DisciplinaryResult</strong> tab.</td>
</tr>
</tbody>
</table>

![Disciplinary Action Information](image)

**Disciplinary Action Information**
- Disciplinary Type: F (Non-Judicial Punishment)
- Reported Date: 06/03/2019

**Action Taken**
- Disciplinary Step: INT (Initial)
- Action Date: 06/03/2019
- Approval Status:
- Comments:
  - Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension.
  - If there are multiple suspensions, each needs to be detailed.
  - **ENSURE THE COMMENTS ARE DETAILED**. If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue.

- Months Punishment Suspended: 6
- Pay Grade of Officer Conducting Mast: O4
- Initial Court/Mast Date: 06/03/2019

**Options**
- Save
- Notify
- Add
- Update/Display

---

*Continued on next page*
### Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Under the <strong>Punishment</strong> section, enter the number of days awarded for each punishment (even if it was suspended). If none, leave blank. <strong>IMPORTANT:</strong> If a member (Enlisted or Officer) is awarded Confinement as part of their punishment, <strong>Days of Confinement at Hard Labor</strong> should be used when there is <strong>ANY</strong> confinement. Days Arrest in Quarters <strong>ONLY</strong> applies to Officers – if an officer is awarded Arrest in Quarters, then use <strong>Days Arrest in Quarters</strong>.</td>
</tr>
</tbody>
</table>
$\textbf{Procedures, continued}$

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 12   | **Fines are for a Courts-Martial only.** If a fine was imposed on the member:  
  • **Total Fine Amount** – enter the total fine amount (rounded down to the nearest whole dollar). If only a portion of the fine is suspended and the remaining portion is to be collected, **ONLY** enter the amount that is to be executed.  
  • **Execute this Fine** – check this box if the fine is to be executed. Do **NOT** check the Execute this Fine box if the entire fine is suspended.  
  • **Begin Date** – will auto-populate with the Action Date if/when the Execute this Fine box is checked (the Begin Date cannot be later than the Action Date of the Disciplinary Step). |

<table>
<thead>
<tr>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fine Amount: <strong>500</strong></td>
</tr>
</tbody>
</table>

\textit{Continued on next page}
Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 13   | If a forfeiture was imposed on the member:  
|      | • **Forfeiture Per Month** – enter the amount (rounded down to the nearest whole dollar). If only a portion of the forfeiture is being executed, then enter **ONLY** that amount.  
|      | • **Forfeiture Months** – enter the number of months that was imposed in the punishment. Hit the tab key to populate the Total Forfeiture Amount and verify the amount shown is correct.  
|      | • **Execute this Forfeiture** – check this box if the forfeiture is to be executed. Do **NOT** check the Execute this Forfeiture box if the entire forfeiture is suspended.  
|      | • **Begin Date** – will auto-populate with the Action Date if/when the Execute this Forfeiture box is checked (the Begin Date cannot be later than the Action Date of the Disciplinary Step).  
|      | • **Check the appropriate Type of Forfeiture** –  
|      |   • **Automatic Forfeiture**  
|      |   • **Forfeit All Pay and Allowances** (submit a PPC Customer Care Ticket – PPC must manually enter the total forfeiture details)  
|      |   • **Adjudged Forfeiture**  
|      |   • **Waive & Pay to Dependents** (submit a PPC Customer Care Ticket – PPC must manually enter the payment to dependents) |

[Table showing forfeiture details]

*Continued on next page*
Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 14   | If the member was awarded a **Rate Adjustment**:  
  • **Changed Jobcode** – using the lookup, search and select the new job code (even if it was suspended).  
  • **Execute this Rate Adjustment** – check this box if the Rate Adjustment is to be executed. Do **NOT** check this box if the Rate Adjustment is suspended.  
  • **Begin Date** – will auto-populate with the Action Date if/when the Execute this Rate Adjustment is checked (the Begin Date cannot be later than the Action Date of the Disciplinary Step).  

Click the **Approval** tab.

```markdown
Jayne Cobb  
Person ID  1234567

**Disciplinary Action Information**
- **Disciplinary Type**: F  
  - Non-Judicial Punishment  
  - **Reported Date**: 00/03/2019

**Action Taken**
- **Disciplinary Step**: INT  
  - Initial  
  - **Action Date**: 06/03/2019  
  - **Approval Status**

**Punishment**
- **Number of Days Restricted**: 14  
  - Days Confinement at Hard Labor: 
  - Days Arrest in Quarters: 
  - Days of Hard Labor WO Confinement: 
  - **Number of Days Extra Duty**: 30

**Fines**
- **Total Fine Amount**: 
  - Execute this Fine  
  - **Begin Date**: 

**Forfeitures**
- **Forfeiture Per Month**: 
  - Automatic Forfeiture  
  - Forfeit All Pay and Allow  
  - Adjudged Forfeiture  
  - Waive & Pay to Dependents  
  - **Forfeiture Months**: 
  - Total Forfeiture Amount: 
  - Execute this Forfeiture  
  - **Begin Date**: 

**Rate Adjustment**
- **Current Jobcode**: 4200093  
  - First Class Machinery Technic  
  - **Changed Jobcode**: 4200004  
  - Second Class Machinery Technic  
  - **Begin Date**: 

[Additional content is not included in this snippet for brevity]

**Continued on next page**
Entering a New Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Ensure all the information displayed is correct and verify approval is intended for the Disciplinary Step. Click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>

**Disciplinary Action Information**
- **Disciplinary Type:** F
- **Non-Judicial Punishment**
- **Reported Date:** 06/03/2019

**Action Taken**
- **Disciplinary Step:** INT
- **Action Date:** 06/03/2019
- **Approval Status:**
- **Originator ID:**
- **Approver ID:**

Continued on next page
The Approval Status will update to Pending and the Originator ID will populate with the submitter’s Emplid and name. The disciplinary action will be routed to the SPO tree for approval.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>The Approval Status will update to Pending and the Originator ID will populate with the submitter’s Emplid and name. The disciplinary action will be routed to the SPO tree for approval.</td>
</tr>
</tbody>
</table>

![Image of disciplinary action form]

Disciplinary Action Information
- Disciplinary Type: F
- Non-Judicial Punishment
- Reported Date: 06/03/2019

Action Taken
- Disciplinary Step: INT
- Action Date: 06/03/2019
- Approval Status: Pending
- Originator ID: 7788992 Kaylee Frye
- Approver ID: [Submit button]
Approving Disciplinary Actions

Introduction
This section provides the procedures for a SPO to approve a Disciplinary Action in Direct Access (DA).

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>View My Requests (all types)</strong> from the Self Service Requests pagelet or select <strong>View My Requests</strong> from the Payroll Requests pagelet.</td>
</tr>
</tbody>
</table>

**Self Service Requests**
- Submit an Absence Request
- Non-Chargeable Absence Request
- View My Absence Requests
- Submit a Delegation Request
- **View My Requests (all types)**
- PHS Submit Retirement Docs
- Submit a Drill Request
- User Access Request

**Payroll Requests**
- View My Requests
- Absence Request
- Civilian Clothing Allowance
- Suppl Clothing Allowance
- Officer Uniform Allowance
- Diving Duty Pay
- Foreign Language Pay
- Hazardous Duty Pay
- Family Separation Allowance
- Advance Pay
- Advance Liquidation Schedule
- SDAP
- Meal Rate
- Cadet ICA
- Hostile Fire Pay
- Combat Tax Exclusion
- Career Sea Time
- Career Sea Time Override
- Career Sea Pay Premium
- Balance Adjustment
- Hardship Duty Pay
- Pay Corrections
- Responsibility Pay Override
- Career Sea Pay on TDY
- Approved Absence Corrections
- Cadet COMRATS
- PHS Installment Special Pay
- PHS Monthly Special Pay
- EBDL Completion
- Remove EBDL Completion
- Proxy - BRS Enrollment
- Proxy - BRS Disenrollment
- Proxy - Continuation Pay
- Non-Chargeable Absence

Continued on next page
# Approving Disciplinary Actions, Continued

## Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Select the <strong>Requests I am Approver For</strong> radio button. The <strong>Transaction Name</strong> may be left at All Transactions or using the drop-down, select Approve Disciplinary Action. Leave the <strong>Transaction Status</strong> as Pending. Click <strong>Populate Grid</strong>.</td>
</tr>
</tbody>
</table>

**View My Action Requests**

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.

<table>
<thead>
<tr>
<th>Transaction Name:</th>
<th>Approve Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Status:</td>
<td>Pending</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submission From Date:</th>
<th></th>
</tr>
</thead>
</table>

| Submission To Date: |  |

[Populate Grid]

<table>
<thead>
<tr>
<th>Approve/Deny</th>
</tr>
</thead>
</table>

3. Depending on the Transaction Name selection in Step 2, all pending transactions or just pending Disciplinary Action transactions will populate. Locate the Disciplinary Action transaction that requires approval and click **Approve/Deny**.

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Status</th>
<th>Member</th>
<th>Member's Last Name</th>
<th>Member's Emp ID</th>
<th>Member's Dept</th>
<th>Submitted By</th>
<th>Approver</th>
<th>Submission Date</th>
<th>Approve/Deny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary Action Approval</td>
<td>Pending</td>
<td>7716554</td>
<td>000196</td>
<td>Inara Serra</td>
<td>06/04/2019</td>
<td>Approve/Deny</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[continued on next page]
### Procedures, continued

**Step 4** The Disciplinary Action request will display. To review the details of the Disciplinary Action, **click the hyperlink** under Request URL.

#### Action Request

![Action Request](image)

#### Request Details

- **Reported Date:** 2019-06-03
- **Disciplinary Type:** F
- **Disciplinary Step:** INT
- **Action Date:** 2019-06-03

#### Request URL

**Click here to view additional request information.**

**Comment:**

[Approve] [Deny]

**Request Status:** Pending

**Approvers**

- **Pending**
  - [Multiple Approvers](#)
  - CGHRSUP for User's SPO

*Continued on next page*
## Approving Disciplinary Actions, Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>The Disciplinary Action will open in a new window. Review each of the <strong>tabs</strong> to ensure the information entered is correct. ‘X’ out of the new window to return to the Disciplinary Action request.</td>
</tr>
</tbody>
</table>

### Disciplinary Action Information

<table>
<thead>
<tr>
<th><strong>Type:</strong></th>
<th>F Non-Judicial Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reported Date:</strong></td>
<td>06/03/2019</td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Active</td>
</tr>
</tbody>
</table>

**Details of Offense:**

Give a full description of the offense(s) including times and dates as specified on the CG-4910. Ensure appropriate sub-article(s) are included in this block as many have differing levels of offense and therefore could impact the member's eligibility for reenlistment.

### Offenses

<table>
<thead>
<tr>
<th>Offense Date</th>
<th>Article of UCMJ</th>
<th>Narrative of Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/18/2019</td>
<td>108AD</td>
<td>Looting or pillaging</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>114C</td>
<td>Firearm discharge; endangering human life</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>122AB1</td>
<td>Stolen property; receiving - more than $1000</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>122AB3</td>
<td>Stolen property; concealing - more than $1000</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>134P1</td>
<td>Gambling with subordinate</td>
</tr>
</tbody>
</table>

*Continued on next page*
Once all the information has been verified, enter any **comments** as appropriate. Click **Approve** or **Deny**.

**Action Request**

**Approve Disciplinary Action**

<table>
<thead>
<tr>
<th>Jayne Cobb</th>
</tr>
</thead>
</table>

**Request Details**

<table>
<thead>
<tr>
<th>Reported Date:</th>
<th>2019-06-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary Type:</td>
<td>F</td>
</tr>
<tr>
<td>Disciplinary Step:</td>
<td>INT</td>
</tr>
<tr>
<td>Action Date:</td>
<td>2019-06-03</td>
</tr>
</tbody>
</table>

**Request URL**

[Click here to view additional request information.](#)

**Comment:** Include any comments as appropriate.

[Approve]  [Deny]

**Request Status:** Pending

**Approvers**

- Multipro Approvers
  - [CGMRSUP for User's SFO](#)

---

*Continued on next page*
Approving Disciplinary Actions, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The Request Status will update to <strong>Approved</strong> or <strong>Denied</strong> (depending on the selection in step 6).</td>
</tr>
</tbody>
</table>

If approved and the punishments were executed, the system performs an integration with Job Data (reduction in paygrade) and Global Payroll/EABP (Fines or Forfeitures).

If denied, the Disciplinary Action will be routed back to the submitter for further action/corrections.

**NOTE:** Once the Disciplinary Action is approved and a reduction in paygrade is executed, the system will insert a Job row with an Action code of Demotion and a Reason code of Disciplinary Actions. Verify DA successfully updated the pay entitlements that correspond with the new jobcode (see the Understanding Job Data guide for more information on Job Data). If DA did not successfully insert a Job row and/or update the pay entitlements to reflect the new paygrade, submit a PPC Customer Care Ticket.

![Request Status](image)

<table>
<thead>
<tr>
<th>Request Status</th>
<th>Approved</th>
</tr>
</thead>
</table>

**Approved**

**Inara Serra**

CGHRSUP for User's SPO

06/05/19 - 9:10 AM

**Comments**

**Inara Serra at 06/05/2019 - 9:10 AM**

Include any comments as appropriate.
Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action

Introduction

This section provides the procedures for a SPO to add a Disciplinary Step to an Initial Disciplinary Action in Direct Access (DA).

Adding Multiple Steps of the Same Type to the Same Disciplinary Action

More than one of the same disciplinary step types within the same Disciplinary Action may be entered, such as two modify disciplinary steps.

NOTE: A PPC Customer Care Ticket must be submitted to request a Disciplinary Action be removed from Direct Access ONLY if the Disciplinary Action was entered incorrectly and will need to be resubmitted correctly with the same Action Date; otherwise, the Deletion disciplinary step discussed in the table below is required.

Disciplinary Steps

Use the table below for guidance when adding a new Disciplinary Step.

<table>
<thead>
<tr>
<th>Step</th>
<th>When to Use</th>
</tr>
</thead>
</table>
| Affirm (AFM) | The Affirm disciplinary step is used for Courts-Martial only. It should be used when either of the following circumstances occur:  
|              |   • The officer exercising General Courts-Martial jurisdiction or an Article 69 UCMJ examination approves the findings and sentence without modification.  
|              |   • The member’s findings and sentence are affirmed without modification and the conviction becomes final and conclusive after review by the U.S. Coast Guard Court of Criminal Appeals and, if applicable, the U.S. Court of Appeals for the Armed Forces and/or the U.S. Supreme Court.  
|              | An Affirm step documents the judicial findings only. This updates the HR side only; the system does not make any further changes to data elsewhere in Direct Access.                                                   |
| Correction (COR) | The Correction disciplinary step is used when a transaction has been submitted with erroneous data or was incomplete.                                                                                       |

NOTE: Only one Correction can be made to a Disciplinary Action.
**Step**  |  **When to Use**  
---|---
**Deletion (DEL)**  | The Deletion disciplinary step is used when a higher reviewing authority sets aside the entire conviction or the transaction was erroneously submitted for the incorrect member (see Table below). A Deletion step may also be used if there has already been a Correction (COR) step submitted on the Disciplinary Action but additional information may be needed or changed (remember, only one Correction may be made for a Disciplinary Action).

<table>
<thead>
<tr>
<th><strong>If</strong></th>
<th><strong>Then</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Deletion is submitted due to an erroneous Action Date entered on the Initial disciplinary step,</td>
<td>Submit a new Disciplinary Action with the correct Action Date, Report Date, and Charges</td>
</tr>
<tr>
<td>The Deletion is submitted due to erroneous Charges and/or Report Date only,</td>
<td>After submitting the Deletion, submit a PPC Customer Care Ticket requesting the entire Disciplinary transaction be removed so it may be re-entered with the original Action Date</td>
</tr>
<tr>
<td>The Deletion is submitted because the Initial Disciplinary Action was entered for the incorrect member,</td>
<td>Submit a new Disciplinary Action for the correct member</td>
</tr>
</tbody>
</table>

**Initial (INT)**  | The Initial disciplinary step is the first time submission of a Disciplinary Action.  
**Modified (MOD)**  | The Modified disciplinary step is used when a superior officer acts favorably on an appeal and authorizes a change to the punishment originally awarded. Punishment modifications can include a remission of the remaining punishment, a reduction in the severity of the punishment through mitigation, or the punishment is set aside in whole or in part.  
**Vacation (VAC)**  | The Vacation disciplinary step is used when a previous punishment was suspended and now is to be executed.

*Continued on next page*
Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Disciplinary Actions</strong> in the Core HR pagelet.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Core HR Pagelet" /></td>
</tr>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong> and click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

**NOTE:** If member has only one Disciplinary Action, the Action Request will automatically open. If the member has more than one Disciplinary Action, select the appropriate request from the **Search Results**.

**Disciplinary Action**

Enter any information you have and click Search. Leave fields blank for a list of all values.

![Form](image)

---

*Continued on next page*
### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Disciplinary Action page will display. Changes cannot be made to the DisciplinaryAction tab. Select the <strong>Action Taken</strong> tab.</td>
</tr>
</tbody>
</table>

**Disciplinary Action Information**

- **Type:** F Non-Judicial Punishment
- **Reported Date:** 06/03/2019
- **Status:** Active

**Details of Offense:**

Give a full description of the offense(s) including times and dates as specified on the CO-4910. Ensure appropriate sub-article(s) are included in this block as many have differing levels of offense and therefore could impact the member’s eligibility for reenlistment.

**Offenses**

<table>
<thead>
<tr>
<th>Offense Date</th>
<th>Article of UCMJ</th>
<th>Narrative of Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/18/2019</td>
<td>108AD</td>
<td>Looting or pillaging</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>114C</td>
<td>Firearm discharge, endangering human life</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>122AB1</td>
<td>Stolen property; receiving - more than $1000</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>122AB3</td>
<td>Stolen property; concealing - more than $1000</td>
</tr>
<tr>
<td>05/18/2019</td>
<td>134P1</td>
<td>Gambling with subordinate</td>
</tr>
</tbody>
</table>

**Continued on next page**
Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>In the Action Taken section, click the (+) button to add a new Disciplinary Step.</td>
</tr>
</tbody>
</table>

**Disciplinary Action Information**
- Disciplinary Type: F (Non-Judicial Punishment)
- Reported Date: 06/03/2019

**Action Taken**  
- Disciplinary Step: INT (Initial)
- Action Date: 06/03/2019
- Approval Status: Approved
- Comments: Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension. If there are multiple suspensions, each needs to be detailed.

**Ensure the comments are detailed.** If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue.

- Months Punishment Suspended: 
- Pay Grade of Officer Conducting Mast: 04
- Initial Court/Mast Date: 06/03/2019

**Save** | **Return to Search** | **Notify** | **Add** | **Update/Display**

Continued on next page
Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Information from the Initial Step will auto-populate the new Disciplinary Step. Using the lookup, select the appropriate <strong>Disciplinary Step</strong>. Only make changes to the fields that are <strong>relevant</strong> to the new Disciplinary Step (VAC was selected for example purposes).</td>
</tr>
</tbody>
</table>

![Disciplinary Action Information](image)

**Disciplinary Action Information**
- **Disciplinary Type:** F (Non-Judicial Punishment)
- **Reported Date:** 06/03/2019

**Action Taken**
- **Disciplinary Step:** (Field available)
- **Action Date:** 06/04/2019
- **Approval Status:** (Field available)
- **Comments:**
  - Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension. If there are multiple suspensions, each needs to be detailed.
  - **ENSURE THE COMMENTS ARE DETAILED**. If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue.

- **Months Punishment Suspended:** (Field available)
- **Pay Grade of Officer Conducting Mast:** O4
- **Initial Court/Mast Date:** 06/03/2019

**Search Results**
- **Disciplinary Step**
- **Description**
  - AFM: Affirm
  - COR: Correction
  - DEL: Deletion
  - INT: Initial
  - MOD: Modified
  - VAC: Vacation

*Continued on next page*
Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 6    | Enter the **Action Date**. The type of Disciplinary Step will determine the Action Date to be entered:  
  * Affirmation: enter the date the punishment was affirmed  
  * Correction: enter the date of the Initial disciplinary step (this date should remain the same as the Initial step because you are correcting an error in the data of the original punishment or adding additional information)  
  * Deletion: enter the date of the Initial disciplinary step (this date should remain the same as the Initial step because you are deleting that specific Disciplinary event) (see Disciplinary Steps Table for additional guidance on the Deletion disciplinary step)  
  * Modified: enter the date of the modification  
  * Vacation: enter the date of the vacation  
  Enter any additional **Comments** appropriate to the Disciplinary Step selected. Click the **DisciplinaryResult** tab. |

---

**DisciplinaryAction Information**

**Disciplinary Type:** F  
**Non-Judicial Punishment**  
**Reported Date:** 06/03/2019

**Action Taken**

<table>
<thead>
<tr>
<th>Disciplinary Step</th>
<th>Action Taken</th>
<th>Disciplinary Result</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC</td>
<td>Vacation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:** 

ADD ADDITIONAL COMMENTS to explain the Disciplinary Step - this may include the reason for the vacation, correction, deletion, or modification or affirmation. Provide a complete description of the punishment awarded. If the punishment was suspended, provide the complete terms of the suspension. If there are multiple suspensions, each needs to be detailed.

**Months Punishment Suspended:**  
**Pay Grade of Officer Conducting Mast:** 04  
**Initial Court/Mast Date:** 06/03/2019

---

*Continued on next page*
### Step 7

In this example, a **Vacation** of the previous suspended punishment is being processed.

#### Disciplinary Action Information

- Disciplinary Type: F (Non-Judicial Punishment)
- Reported Date: 06/03/2019

#### Action Taken

- Disciplinary Step: **VAC** Vacation
- Action Date: 06/04/2019
- Approval Status: 

#### Punishment

- Number of Days Restricted: 14
- Days Confinement at Hard Labor: 
- Days Arrest in Quarters: 
- Days of Hard Labor WO Confinement: 
- Number of Days Extra Duty: 30

#### Fines

- Total Fine Amount: 
- Execute this Fine: 
- Begin Date: 

#### Forfeitures

- Forfeiture Per Month: 500
- Automatic Forfeiture: 
- Forfeit All Pay and Allow: 
- Adjused Forfeiture: 
- Waive & Pay to Dependents: 
- Forfeiture Months: 3
- Total Forfeiture Amount: 1500
- Execute this Forfeiture: 
- Begin Date: 

#### Rate Adjustment

- Current Jobcode: 420093 (First Class Machinery Technic
- Changed Jobcode: 420094 (Second Class Machinery Technic
- Execute this Rate Adjustment: 
- Begin Date: 

---

*Continued on next page*
### Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>To vacate a previous suspension, click the <strong>Execute this Forfeiture</strong> check box and/or <strong>Execute this Rate Adjustment</strong> as appropriate. The <strong>Begin Dates</strong> will auto-populate with the Action Date. Click the <strong>Approval</strong> tab.</td>
</tr>
</tbody>
</table>

![Disciplinary Action Information](image)

**Disciplinary Action Information**
- Disciplinary Type: F (Non-Judicial Punishment)
- Reported Date: 06/03/2019

**Action Taken**
- Disciplinary Step: VAC (Vacation)
- Action Date: 06/04/2019
- Approval Status:
  - Punishment:
    - Number of Days Restricted: 14
    - Days Confined at Hard Labor: [ ]
    - Days Arrest in Quarters: [ ]
    - Days of Hard Labor WO Confinement: [ ]
    - Number of Days Extra Duty: 30
  - Fines:
    - Total Fine Amount: [ ]
    - Execute this Fine: [ ]
    - Begin Date: [ ]
  - Forfeitures:
    - Forfeiture Per Month: 500
    - Automatic Forfeiture: [ ]
    - Forfeit All Pay and Allow: [ ]
    - Forfeiture Months: 3
    - Adjudged Forfeiture: [ ]
    - Waive & Pay to Dependents: [ ]
    - Total Forfeiture Amount: 1500
    - Execute this Forfeiture: [ ]
    - Begin Date: 06/04/2019
  - Rate Adjustment:
    - Current Jobcode: 4200993 (First Class Machinery Technic)
    - Changed Jobcode: 420094 (Second Class Machinery Technic)
    - Execute this Rate Adjustment: [ ]
    - Begin Date: 06/04/2019

---

*Continued on next page*
## Adding a Disciplinary Step (Affirm, Correction, Deletion, Modified, Vacation) to an Initial Disciplinary Action, Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9</strong></td>
<td>Ensure the information listed on the Approval tab is correct. Click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>

![Approval Tab Image]

- **Disciplinary Action Information**
  - Disciplinary Type: F (Non-Judicial Punishment)
  - Reported Date: 06/03/2019

- **Action Taken**
  - Disciplinary Step: VAC
  - Action Date: 06/04/2019
  - Approval Status: Pending

- **Originator ID**: 77889923 Kaylee Frye
- **Approver ID**: 

| **10** | The Disciplinary Action is now **Pending** and will be routed to the SPO tree for approval. |

![Approval Tab Image]

- **Disciplinary Action Information**
  - Disciplinary Type: F (Non-Judicial Punishment)
  - Reported Date: 06/03/2019

- **Action Taken**
  - Disciplinary Step: VAC
  - Action Date: 06/04/2019
  - Approval Status: Pending

- **Originator ID**: 77889923 Kaylee Frye
- **Approver ID**: 

---

**14 January 2021**
Introduction
This section provides the procedures for a SPO to view and/or print the Disciplinary Action Report in Direct Access (DA).

Before you Begin
The following information is required to run the report:
- Empl ID
- Reported Date
- Disciplinary Type
- Disciplinary Step(s)

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Disciplinary Action Report</strong> in the Core HR pagelet.</td>
</tr>
<tr>
<td>2</td>
<td>The Disciplinary Action Report page will display. Enter the member’s <strong>Empl ID</strong> and the <strong>Reported Date</strong> of the Disciplinary Action.</td>
</tr>
</tbody>
</table>

*Continued on next page*
Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Using the lookup, select the <strong>Disciplinary Type</strong>.</td>
</tr>
</tbody>
</table>

![Disciplinary Action Report](image)

Using the lookup, select the **Disciplinary Type**.

---

*Continued on next page*
Disciplinary Action Report (Court Memorandum), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Using the lookup, select the Disciplinary Step.</td>
</tr>
</tbody>
</table>

**NOTE:** If there is more than one step on a Disciplinary Action, a report will need to be run for each step (e.g. If the Disciplinary Action required a correction and a vacation, the report will need to be run for the initial, correction, and vacation disciplinary steps).

![Disciplinary Report](Disciplinary Report.png)

![Look Up Disciplinary Step](Look Up Disciplinary Step.png)

<table>
<thead>
<tr>
<th>Disciplinary Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFM</td>
<td>Affirm</td>
</tr>
<tr>
<td>COR</td>
<td>Correction</td>
</tr>
<tr>
<td>DEL</td>
<td>Deletion</td>
</tr>
<tr>
<td>INT</td>
<td>Initial</td>
</tr>
<tr>
<td>MOD</td>
<td>Modified</td>
</tr>
<tr>
<td>VAC</td>
<td>Vacation</td>
</tr>
</tbody>
</table>

Continued on next page
Disciplinary Action Report (Court Memorandum), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>When all fields have been populated, click <strong>Create Report</strong>.</td>
</tr>
</tbody>
</table>

![Disciplinary Report](image)

**Disciplinary Action Report**

- **Empl ID:** 1234567
- **Reported Date:** 06/03/2019
- **Disciplinary Type:** F Non-Judicial Punishment
- **Disciplinary Step:** INT Initial

---

*Continued on next page*
Disciplinary Action Report (Court Memorandum), Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>The <strong>Court Memorandum</strong> will open in a new tab as a .PDF.</td>
</tr>
</tbody>
</table>

### COURT MEMORANDUM

**Type of Proceeding:** F  
**Non-Judicial Punishment**  
**Effective Date:** 2019-06-03

**Employee ID:** 1234567  
**Jayne Cobb**  
**Entry Type:** INT

**Pay Grade:** E5  
**PERMANENT UNIT:** 000651 PORT SECURITY UNIT 311

**Date of Court/Mast:** 2019-06-03

**Pay Grade of Officer Conducting Mast:** O4  
**Mast Representative Waived:** Y

Member advised of right to confer with Counsel and voluntarily consented to this proceeding: Represented by Counsel.

**Coded Offenses:**
- 108AD Looting or pillaging
- 114C Firearms discharge; endangering human life
- 122AB1 Stolen property; receiving - more than $1000
- 122AB3 Stolen property; concealing - more than $1000
- 134P1 Gambling with subordinate

**Sentence Narrative:**
- Provide a complete description of the offense(s) including times and dates as specified on the CS-4910. Ensure appropriate sub-article(s) are included in this block as many have differing levels of offense and therefore could impact the member's eligibility for reinstatement.
- If the punishment was suspended, provide the complete term of the suspension. If there are multiple suspensions, each needs to be detailed. **ENSURE THE COMMENTS ARE DETAILED**. If later doing a vacation of the suspension and the length of the suspension is not entered, it becomes a legal issue.

<table>
<thead>
<tr>
<th>FINE</th>
<th>FORFEITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Amount: 0</td>
<td>Forfeiture per Month: 500</td>
</tr>
<tr>
<td>Fine Months: 0</td>
<td>Forfeiture Months: 3</td>
</tr>
<tr>
<td>Total Fine Amount: 0</td>
<td>Total Forfeiture Amount: 1500</td>
</tr>
</tbody>
</table>

**Execute this Fine:** Y  
**Forfeit All Pay and Allowance:**  
**Return Unexecuted Portion:**  
**Return All Forfeitures:** Y

**Changed Jobcode:** 420094  
**Execute Rate Adjustment:** Y

**Days Restricted:** 14  
**Days Extra Duty:** 30

**Correctional Custody:** 0  
**Days Confinement/w Hard Labor:** 0

**Arrest in Quarters:** 0  
**Hard Labor W/O Confinement:** 0
## Disciplinary Action Effects in Global Pay

**Introduction**

The chart below describes the effects that each Disciplinary Step has on Job data and EABP.

<table>
<thead>
<tr>
<th>Step</th>
<th>HR Entry in Discip Action</th>
<th>Rate Adjustment: Integration to JOB</th>
<th>Process: Integration with Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT - Initial</td>
<td>Create the Disciplinary Step 'INT' on the Action Taken page. Submit and approve the Disciplinary Action.</td>
<td>If a Changed Job Code/Begin Date is entered and executed, the system inserts a new JOB row with an Action/Reason of DEM/DAC. The Eff Dt = Begin Date.</td>
<td>FINE: EABP row created with FINE element details, to collect monthly.</td>
</tr>
<tr>
<td>AFM - Affirm</td>
<td>When an AFM step is added to the Action Taken page and is submitted and approved, it only effects HR.</td>
<td>There are no changes to JOB. Any rate adjustment to Job Code imposed on the Initial step is already in effect in JOB.</td>
<td>FORFEITURE: EABP row created with FORF element details, to collect monthly.</td>
</tr>
<tr>
<td>COR - Correction</td>
<td>When a COR step is added to the Action Taken page, only update the incorrect data. Then submit for approval.</td>
<td>A COR only records any updates to Rate Adjustment/Job Code in Disciplinary Action, but there is no integration to the JOB row. <strong>A trouble ticket must be submitted to PPC so they can manually update the EABP row.</strong></td>
<td>FINE: There is no integration to EABP for a Correction. <strong>A trouble ticket must be submitted to PPC so they can manually update the EABP row.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FORFEITURE: For a COR, the system sets the initial EABP row to 'Inactive.' Then the system creates a new, Active EABP row with updated information from the COR step.</td>
<td></td>
</tr>
</tbody>
</table>

Continued on next page
### Disciplinary Action Effects in Global Pay, Continued

<table>
<thead>
<tr>
<th>Step</th>
<th>HR Entry in Discip Action</th>
<th>Rate Adjustment: Integration to JOB</th>
<th>Process: Integration with Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEL - Delete</strong></td>
<td>When a DEL step is added to the Action Taken page, it must be submitted for approval.</td>
<td>There is no integration to JOB. A <strong>trouble ticket must be submitted to PPC so they can manually update the Job row.</strong></td>
<td><strong>FINE or FORFEITURE:</strong> For a DEL, the system sets the initial EABP row to 'Inactive.'</td>
</tr>
<tr>
<td><strong>MOD - Modification</strong></td>
<td>When a MOD step is added to the Action Taken page, the punishment data must be updated and submitted for approval.</td>
<td>If MOD results in a re-promote to a higher rate, enter the new Job Code in Disciplinary Action. There is no integration to JOB. A <strong>trouble ticket must be submitted to PPC so they can manually update the Job row.</strong></td>
<td>There is no integration to EABP for a MOD. A <strong>trouble ticket must be submitted to PPC so they can manually update the EABP row.</strong></td>
</tr>
<tr>
<td><strong>VAC - Vacation</strong></td>
<td>When a VAC step is added to the Action Taken page, review the punishment data which will now be imposed. Submit for approval.</td>
<td>If a Rate Adjustment will be applied with the VAC, the system inserts a new JOB row with an Action/Reason of DEM/DAC. The Eff Dt = Begin Date.</td>
<td><strong>FINE:</strong> EABP row created with FINE element details, to collect monthly. <strong>FORFEITURE:</strong> EABP row created with FORF element details, to collect monthly.</td>
</tr>
</tbody>
</table>