

Approving Pay Transactions

Overview

Introduction This guide provides the procedures for approving pay transactions and Pay Correction action requests in Direct Access (DA).

Required User Roles The approver must have the CGHRSUP user role to approve pay transactions and pay corrections in DA.

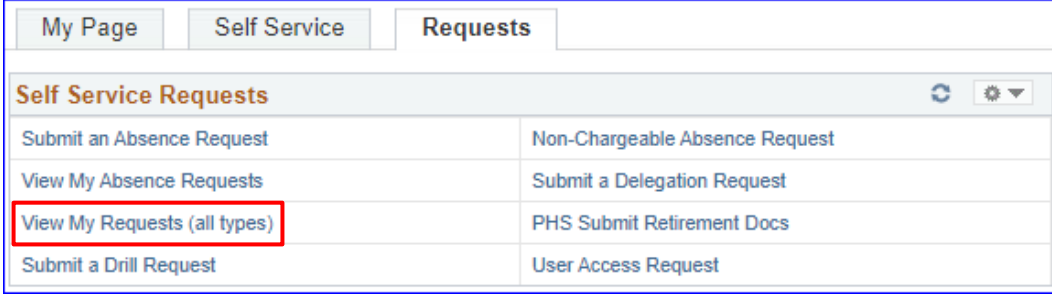
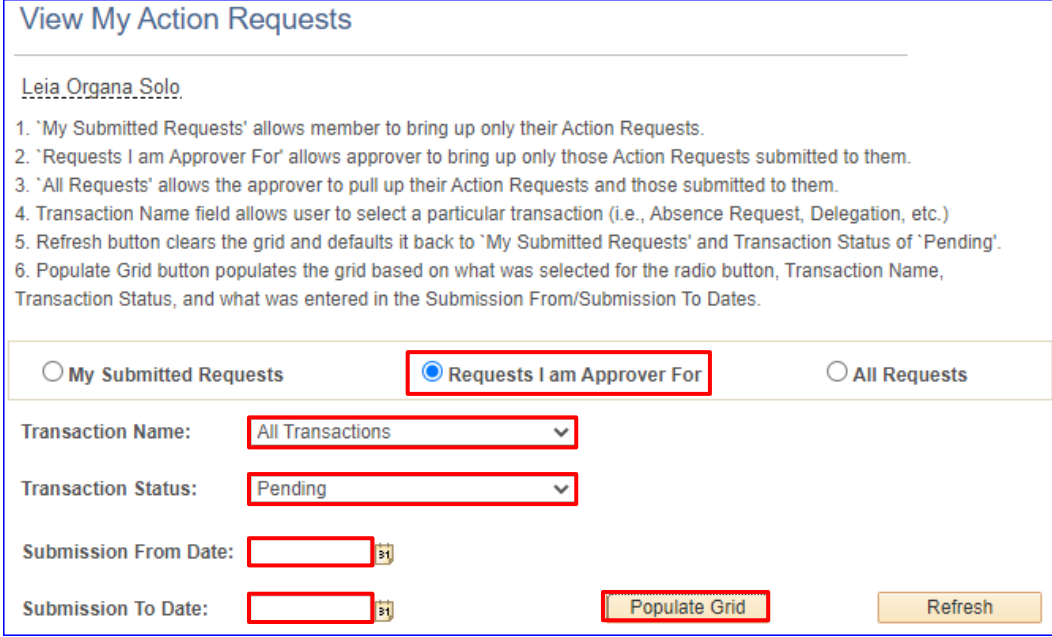
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Approving Pay Transactions

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Procedures See below.

Step	Action
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Approving Pay Transactions, Continued

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Approving Pay Correction Action Requests

Introduction This guide provides the procedures for approving Pay Correction Action Requests in Direct Access (DA).

Pay Correction The Pay Correction Action Request is used to update or correct previously entered Pay Action Requests:

• Assignment Pay	• Assignment Incentive Pay
• BAS II	• Board Certified Pay
• Career Sea Pay	• Career Sea Pay Premium
• COLA Unique	• Crew Flight Pay
• Discount Meal Rate (CGSMR) (See Stopping CGSMR)	• Discount Meal Rate Refund (RMM)
• Diving Duty Pay	• Flight Deck Hazardous Duty Pay
• Family Separation Allowance	• Foreign Language Proficiency Pay
• Hardship Duty Pay - Location	• HDIP (Visit Board Search & Seizure)
• Hostile Fire/Imminent Danger Pay	• Health Profession Incentive Pay
• Health Profession Board Cert IP	• HDIP (High Pressure Chamber)
• Meal Allowance for Cadets	• Non-Crew Flight Pay
• Optometrist / Veterinarian Pay	• Special Duty Pay
• Variable Special Pay	

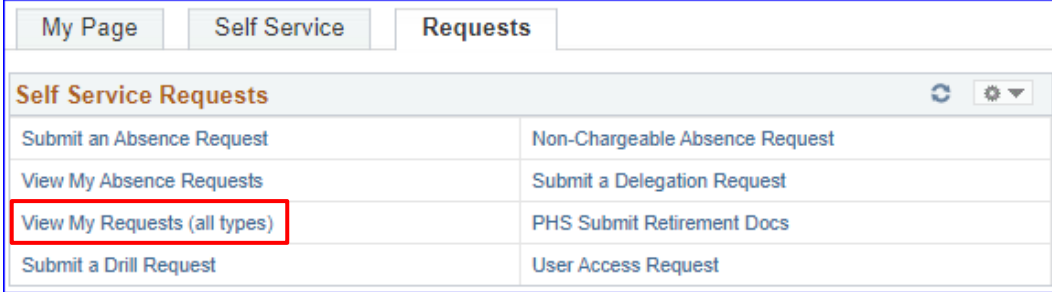
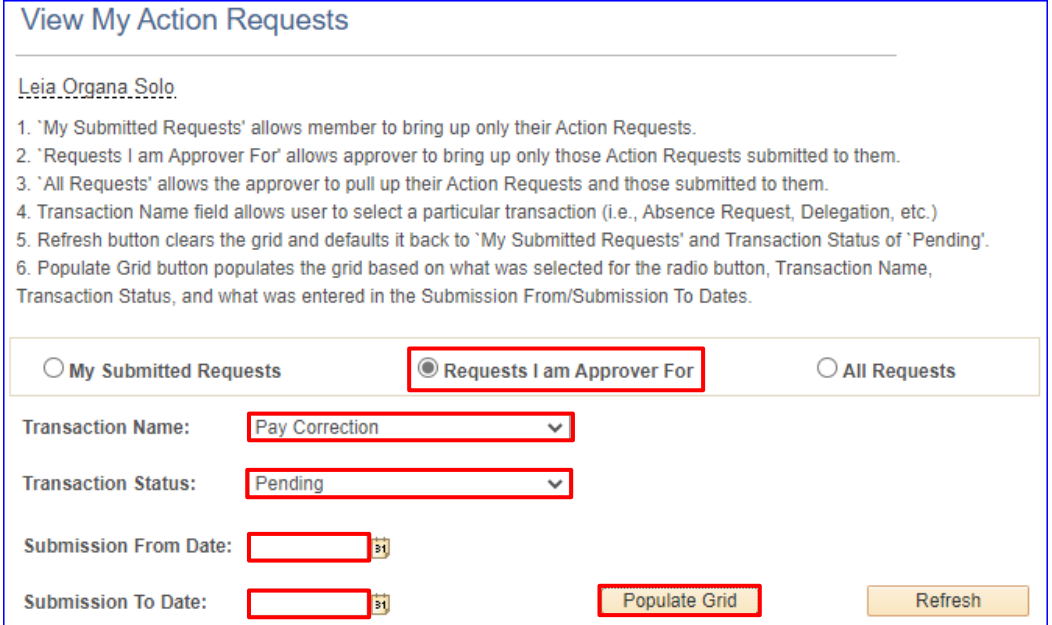
Stopping Coast Guard Standard Meal Rate (CGSMR) For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but **CGSMR MUST BE MANUALLY STOPPED:**

- The day prior to a Reservist departing an EUM/ESM unit.
- The day prior to a galley closure at an EUM/ESM unit (see [SMR Batch Process](#) user guide for stopping/starting SMR for multiple members).
- The day prior to departure on terminal leave, with no intention of returning to the unit.
- The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.
- During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel).
- During Inclusive dates of leave.
- During Inclusive dates of hospitalization.

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