12 July 2023

Assignment Incentive Pay

Overview

Introduction

This guide provides the procedures for entering Assignment Incentive Pay (AIP) in Direct Access (DA).

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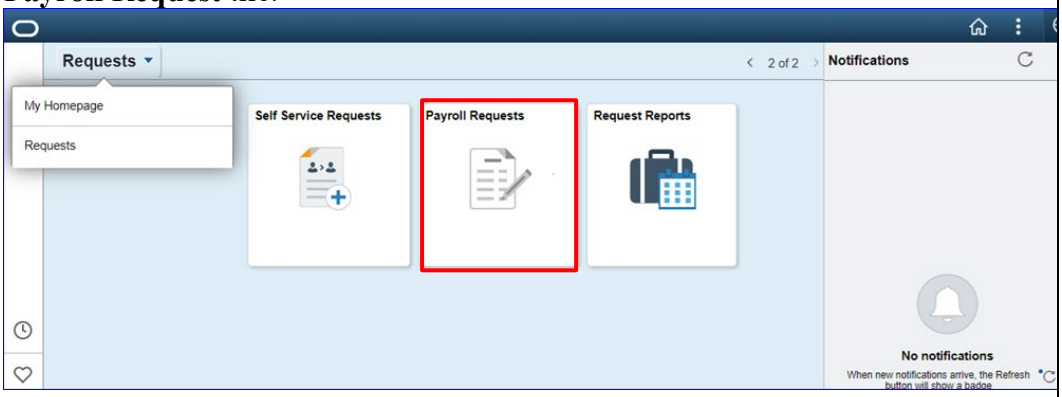
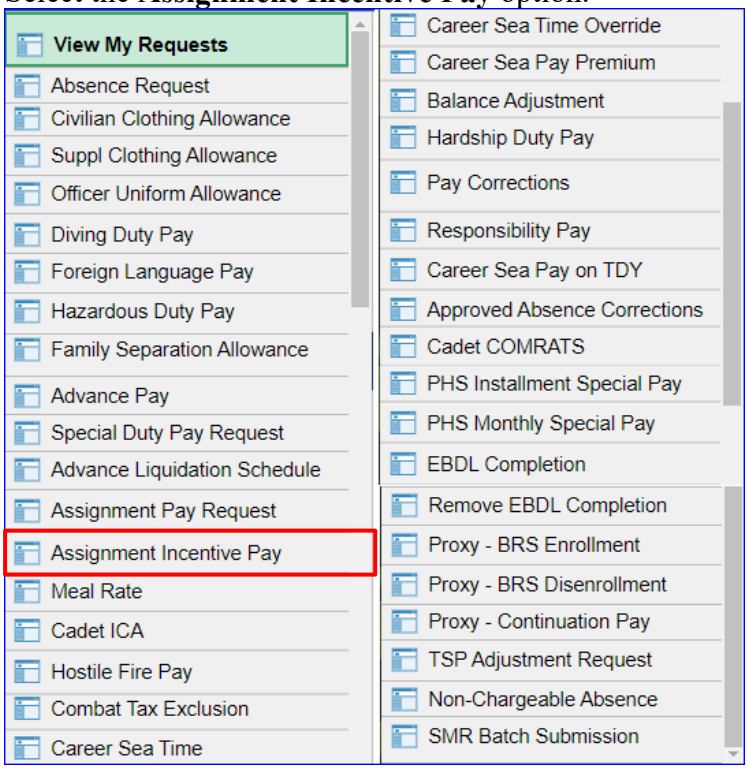
AIP – Remote & Austere Conditions

Introduction This section provides the procedures for entering Assignment Incentive Pay for Remote and Austere Conditions (AIP – RAC) in DA.

Procedures See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile. 
1.5	Select the **Assignment Incentive Pay** option. 

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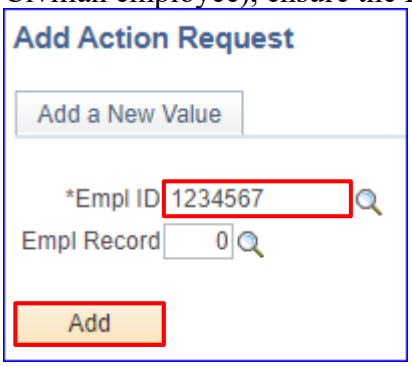
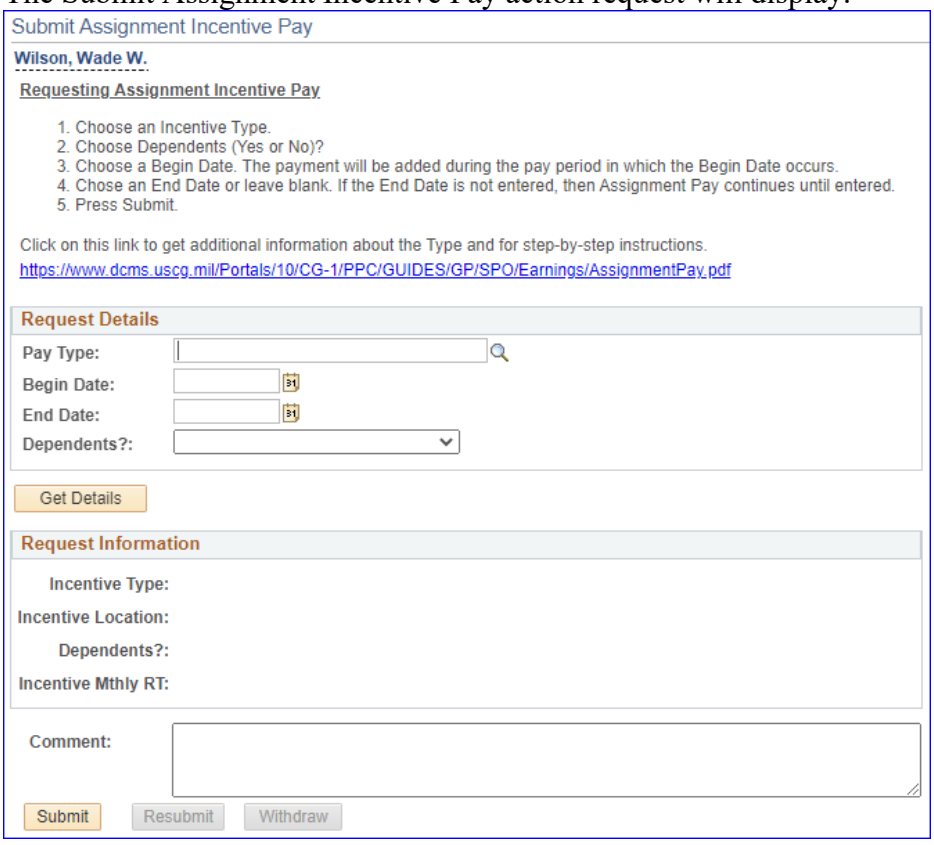
AIP – Remote & Austere Conditions, Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID** and click **Add**. **NOTE:** If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record. 
3	The Submit Assignment Incentive Pay action request will display. 

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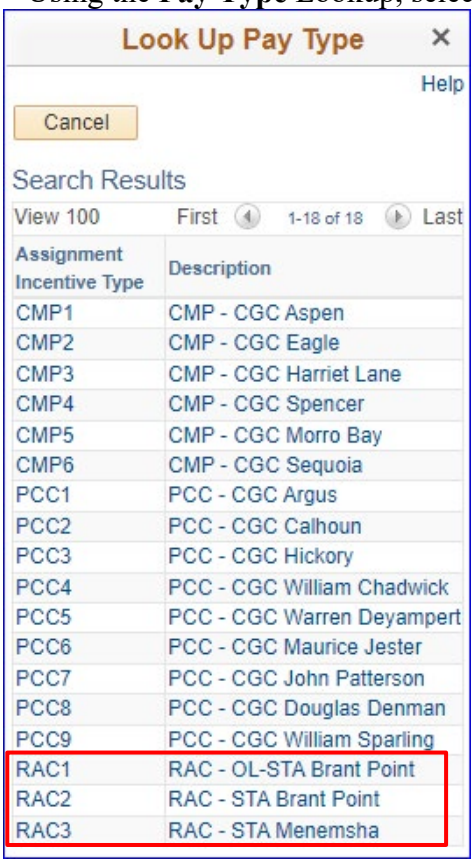
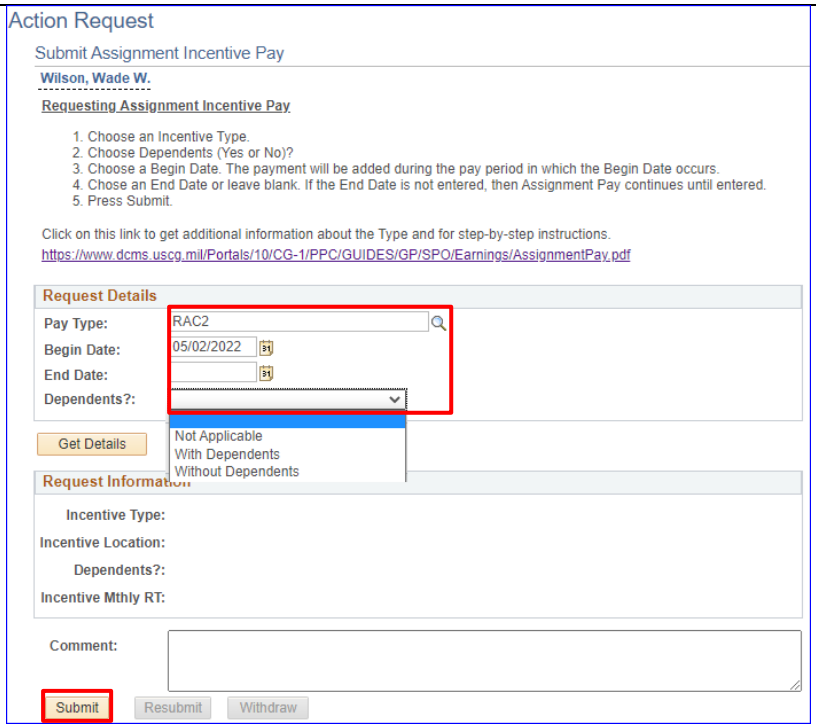
AIP – Remote & Austere Conditions, Continued

Procedures,
continued

Step	Action
4	• Using the **Pay Type** Lookup, select the appropriate Pay Type.  • Enter a **Begin Date**. • Enter an **End Date** or leave it blank. • Using the **Dependents?** drop-down, select Not Applicable. Click **Get Details**.



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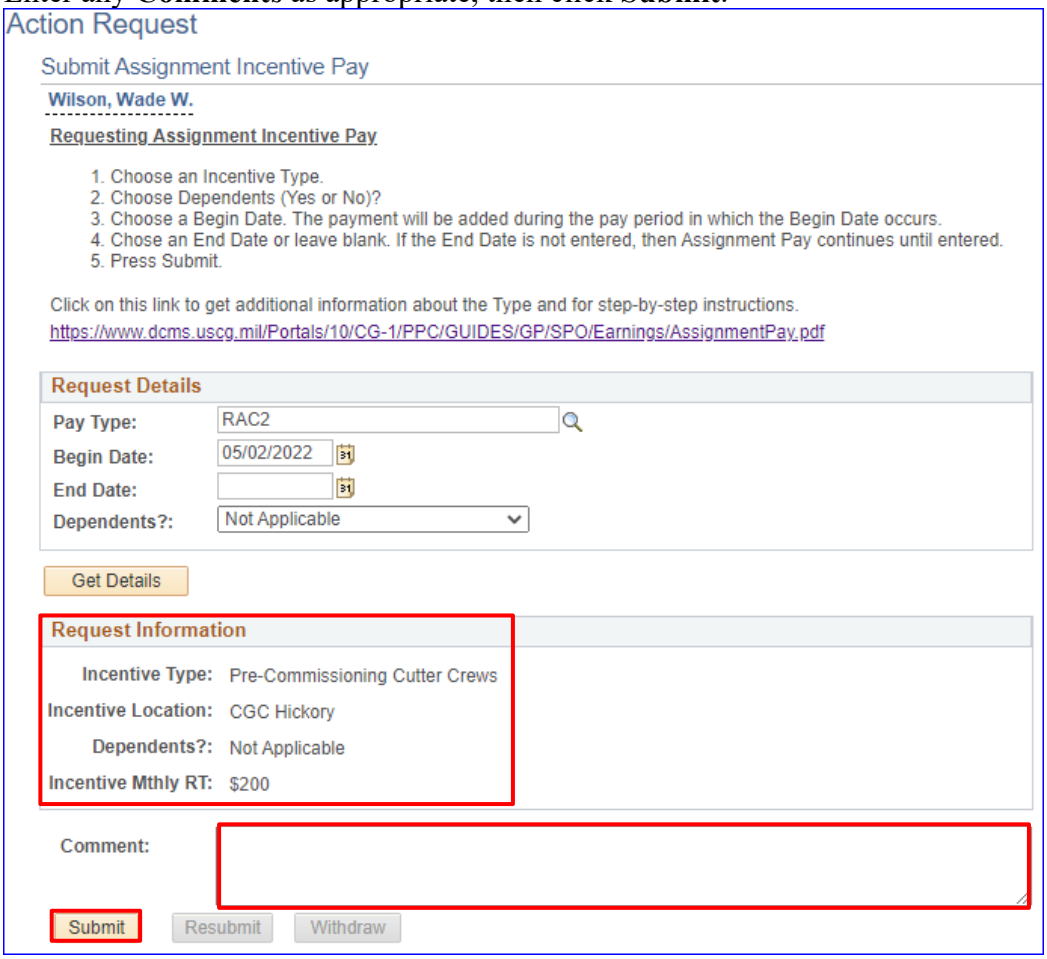
AIP – Remote & Austere Conditions, Continued

Procedures, continued

Step	Action
5	The **Request Information** section will populate with the Incentive Type, Incentive Location, Dependents?, and Incentive Monthly Rate. Enter any **Comments** as appropriate, then click **Submit**. 

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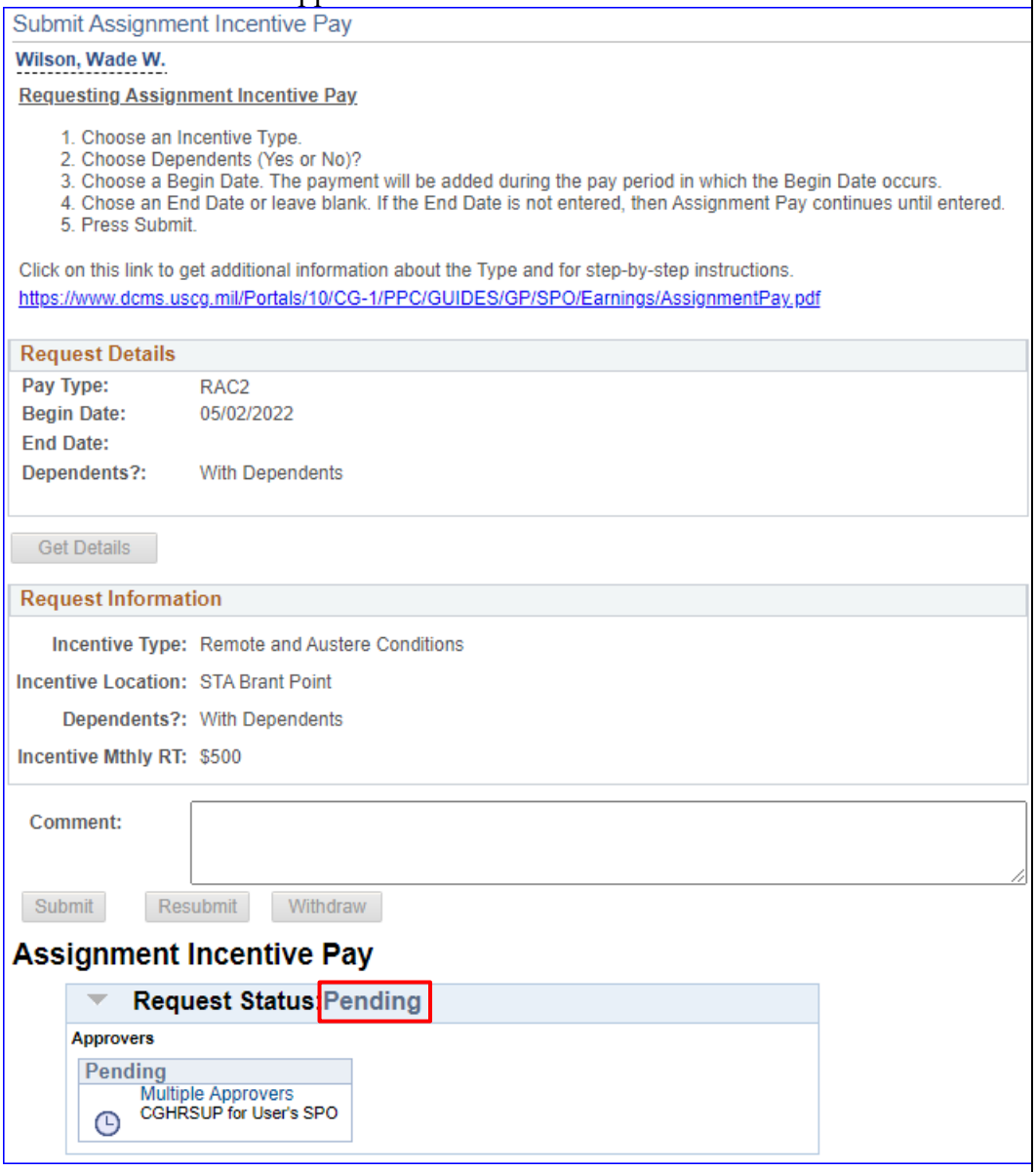
AIP – Remote & Austere Conditions, Continued

Procedures, continued

Step	Action
6	The Request Status will update to **Pending** and the action request will be routed to the SPO for review/approval.



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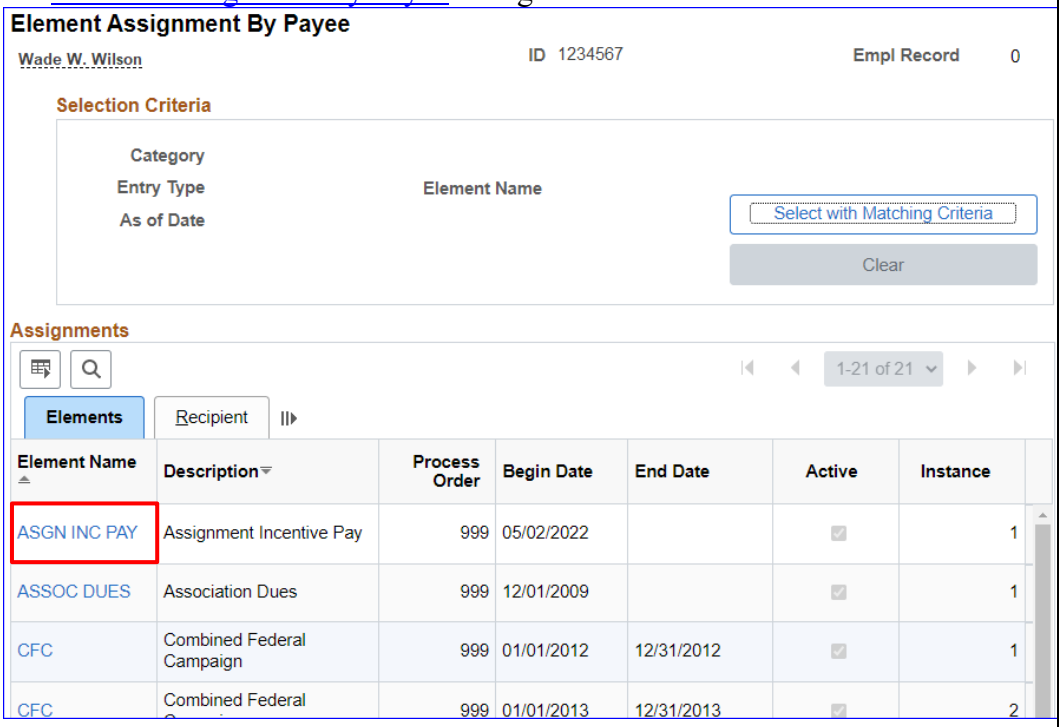
AIP – Remote & Austere Conditions, Continued

Procedures, continued

Step	Action
7	Upon **approval** of the Assignment Incentive Pay action request, review the member's EABPs to ensure the action request processed. Click **ASGN INC PAY** Element Name to view the details of the EABP. **NOTE:** For more information on navigating and researching EABPs, review the Element Assignment By Payee user guide.



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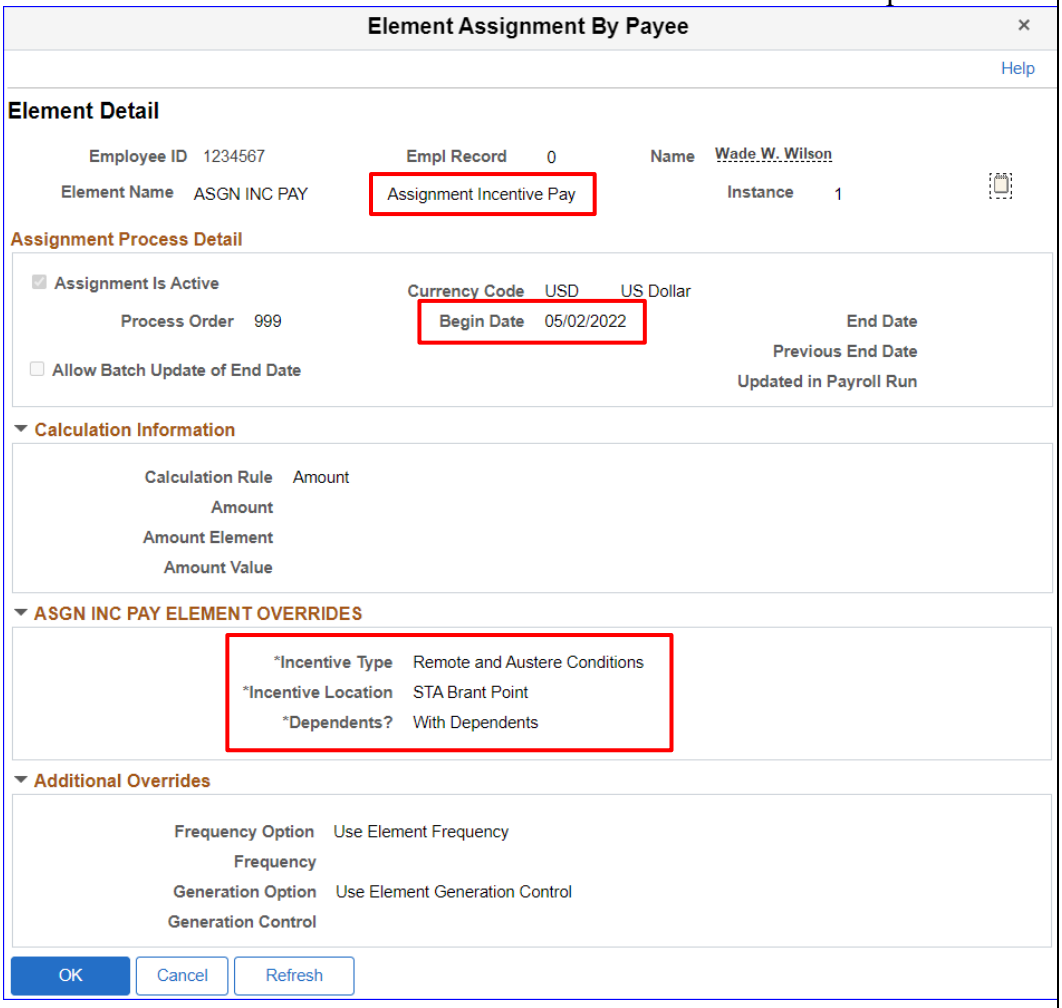
AIP – Remote & Austere Conditions, Continued

Procedures, continued

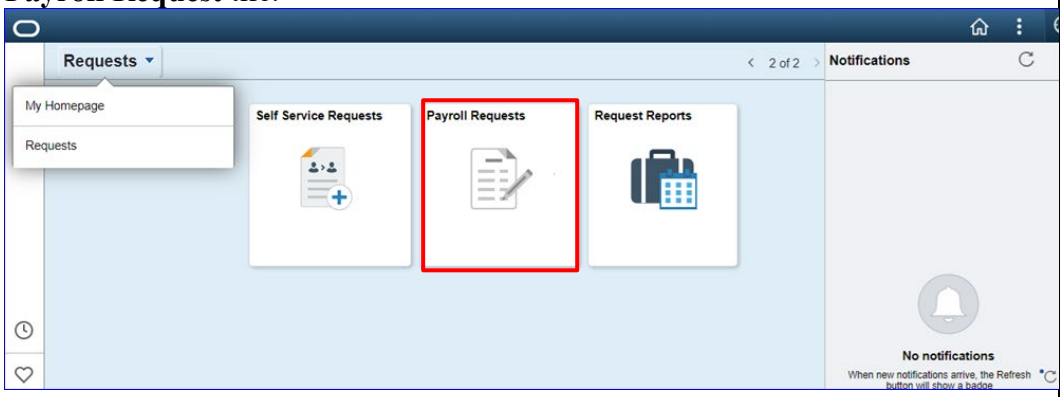
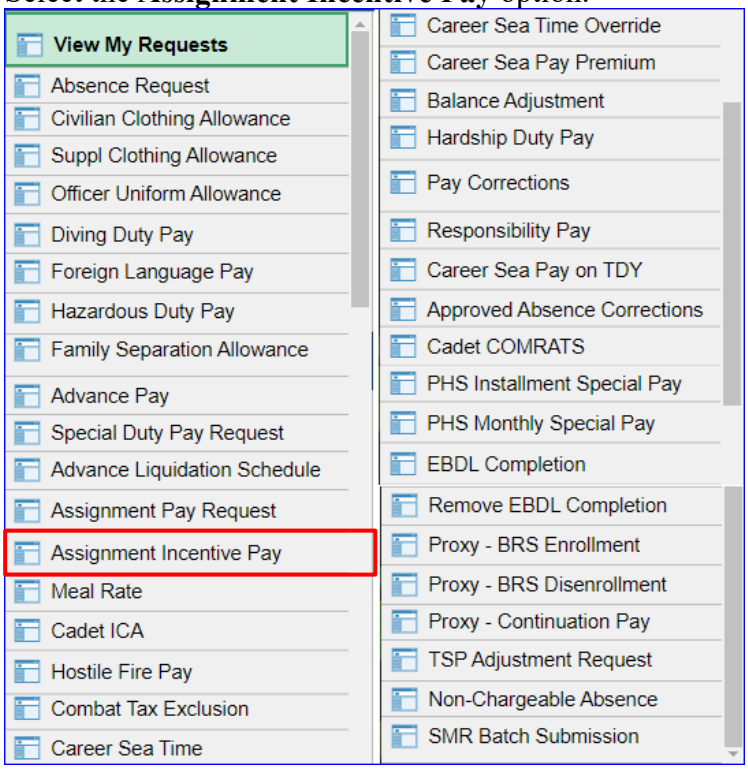
Step	Action
8	The details of the EABP should match the information entered in Steps 4 & 5.



AIP – Pre-commissioning Cutter Crews

Introductions This section provides the procedures for entering Assignment Incentive Pay for Pre-commissioning Cutter Crews (AIP-PCC).

Procedures See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile. 
1.5	Select the **Assignment Incentive Pay** option. 

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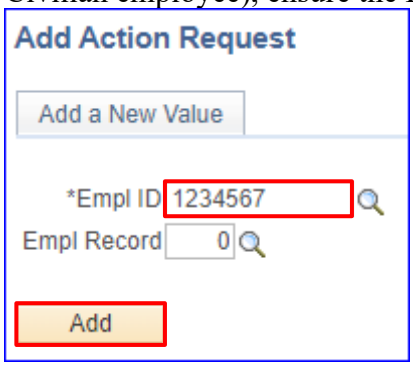
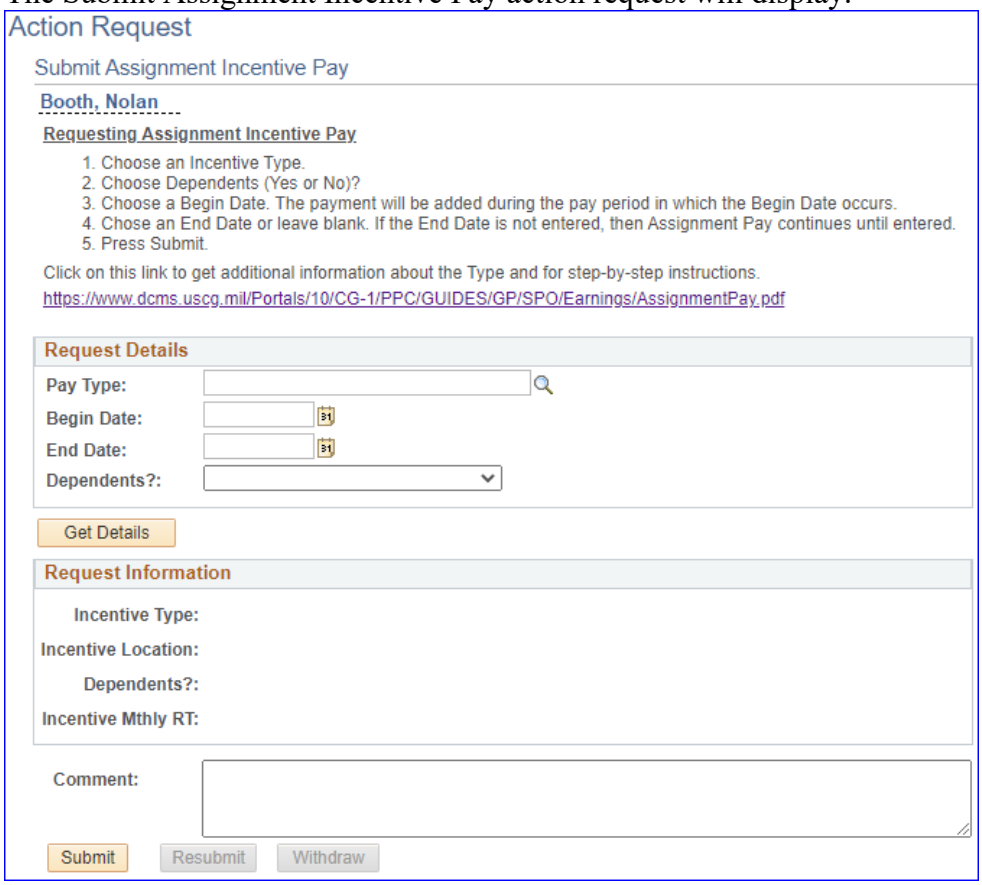
AIP – Pre-commissioning Cutter Crews, Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID** and click **Add**. **NOTE:** If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record. 
3	The Submit Assignment Incentive Pay action request will display. 

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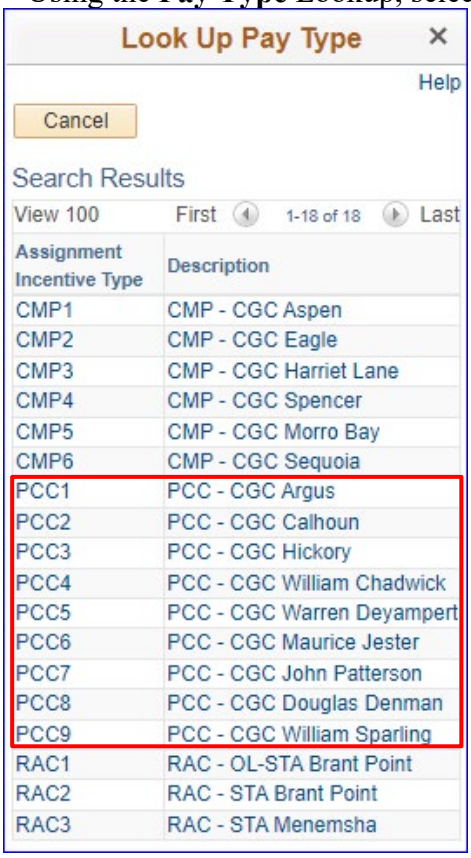
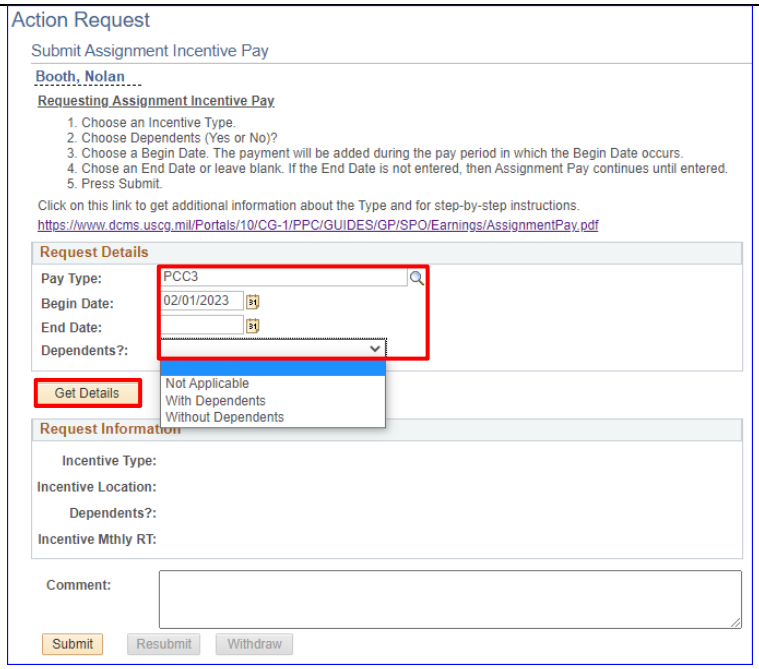
AIP – Pre-commissioning Cutter Crews, Continued

Procedures,
continued

Step	Action
4	• Using the **Pay Type** Lookup, select the appropriate Pay Type.  • Enter a **Begin Date**. • Enter an **End Date** or leave it blank. • Using the **Dependents?** drop-down, select Not Applicable. Click **Get Details**.



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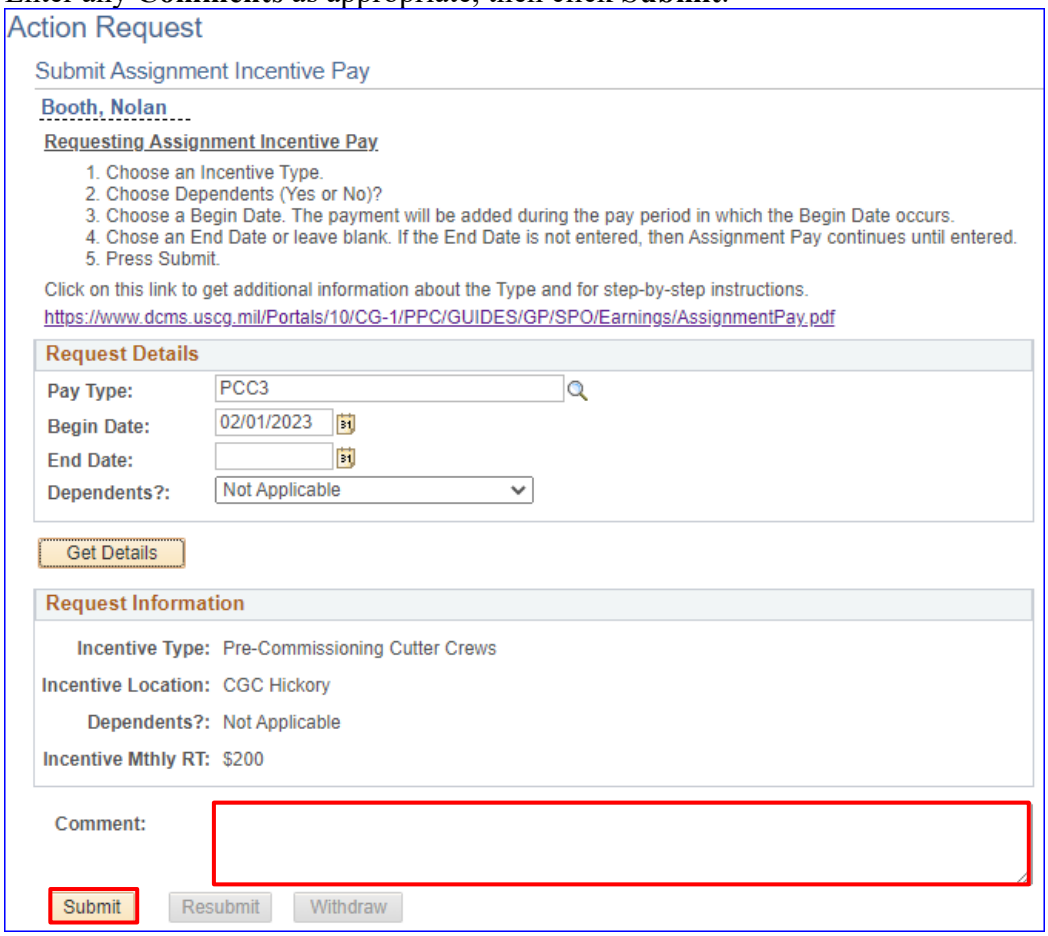
AIP – Pre-commissioning Cutter Crews, Continued

Procedures, continued

Step	Action
5	The **Request Information** section will populate with the Incentive Type, Incentive Location, Dependents?, and Incentive Monthly Rate. Enter any **Comments** as appropriate, then click **Submit**. 

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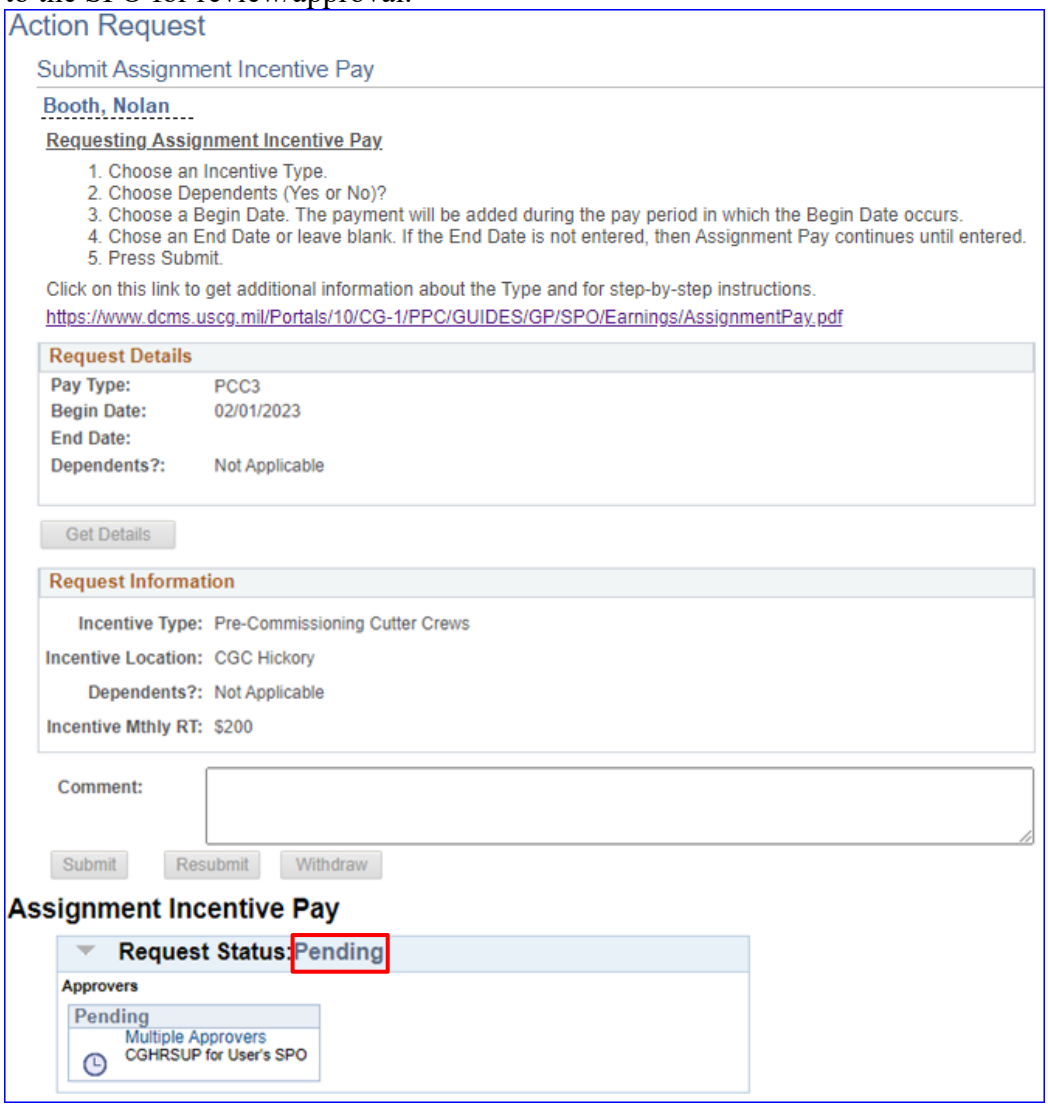
AIP – Pre-commissioning Cutter Crews, Continued

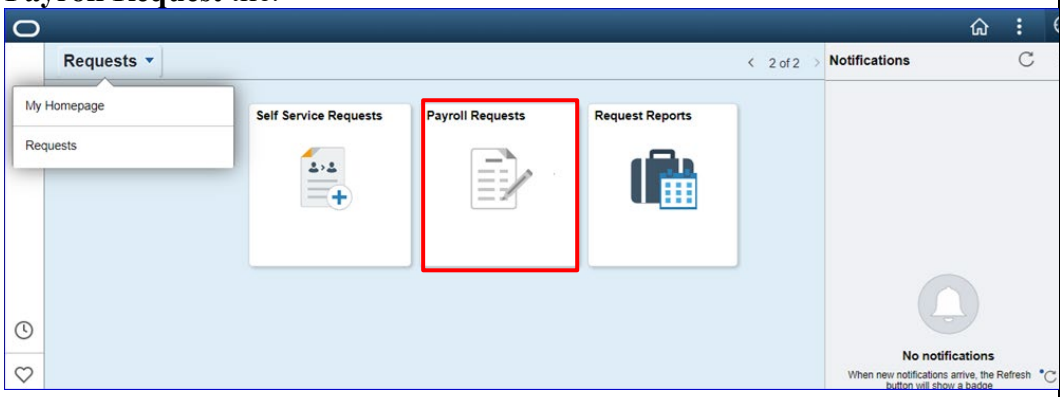
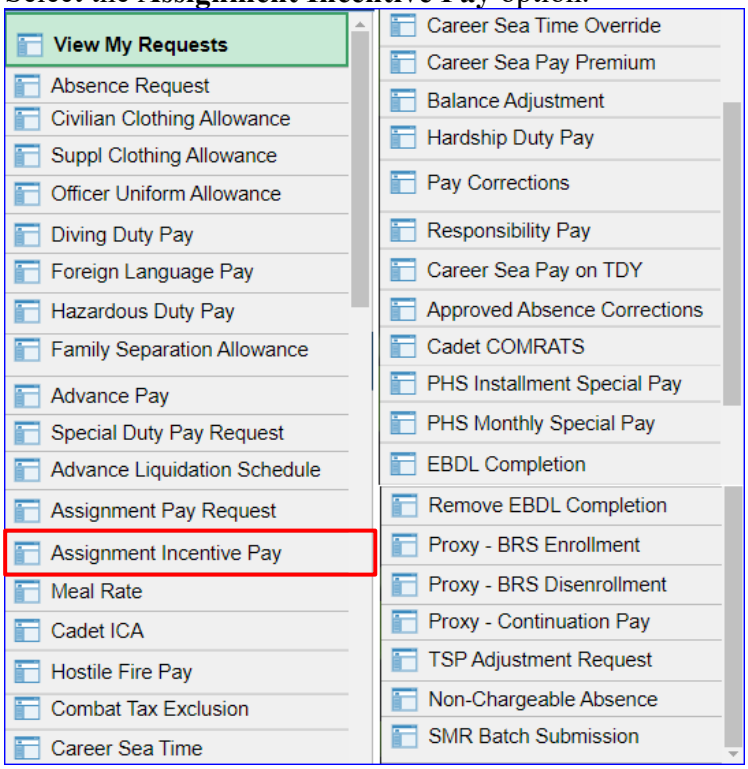
Procedures, continued

Step	Action
6	The Request Status will update to **Pending** and the action request will be routed to the SPO for review/approval. 
7	Upon approval of the Assignment Incentive Pay action request, review the member's EABPs to ensure the action request processed.

AIP – Cutters Undergoing Maintenance Periods

Introduction This section provides the procedures for entering Assignment Incentive Pay for Cutters Undergoing Maintenance Periods (AIP-CMP).

Procedures See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile. 
1.5	Select the **Assignment Incentive Pay** option. 

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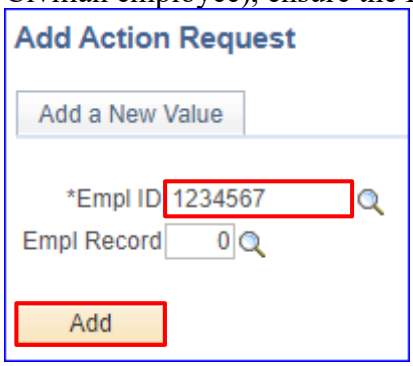
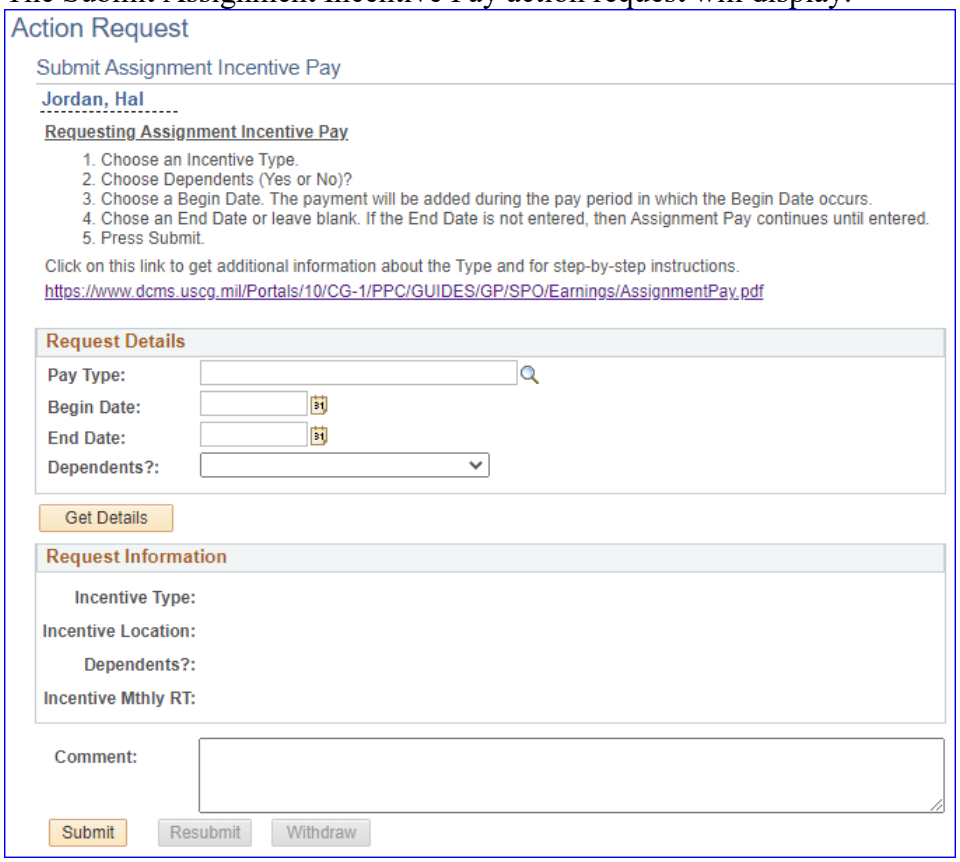
AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID** and click **Add**. **NOTE:** If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record. 
3	The Submit Assignment Incentive Pay action request will display. 

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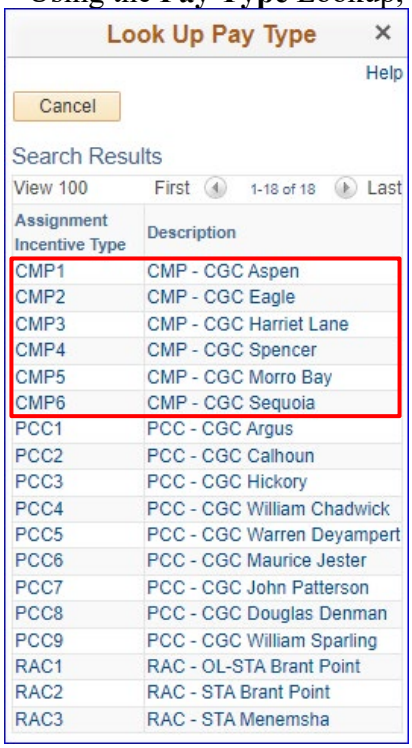
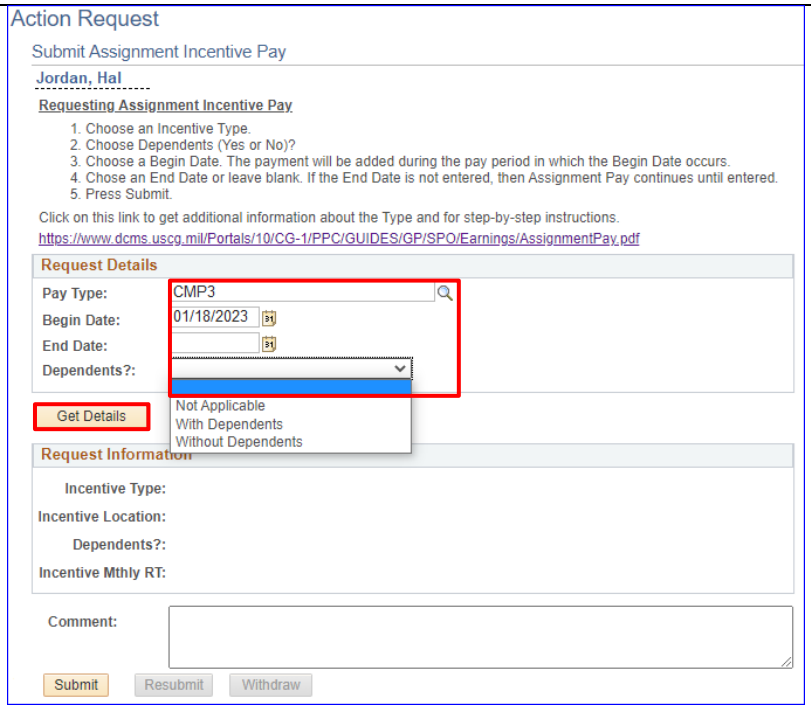
AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,
continued

Step	Action
4	• Using the **Pay Type** Lookup, select the appropriate Pay Type.  • Enter a **Begin Date**. • Enter an **End Date** or leave it blank. • Using the **Dependents?** drop-down, select Not Applicable. Click **Get Details**.



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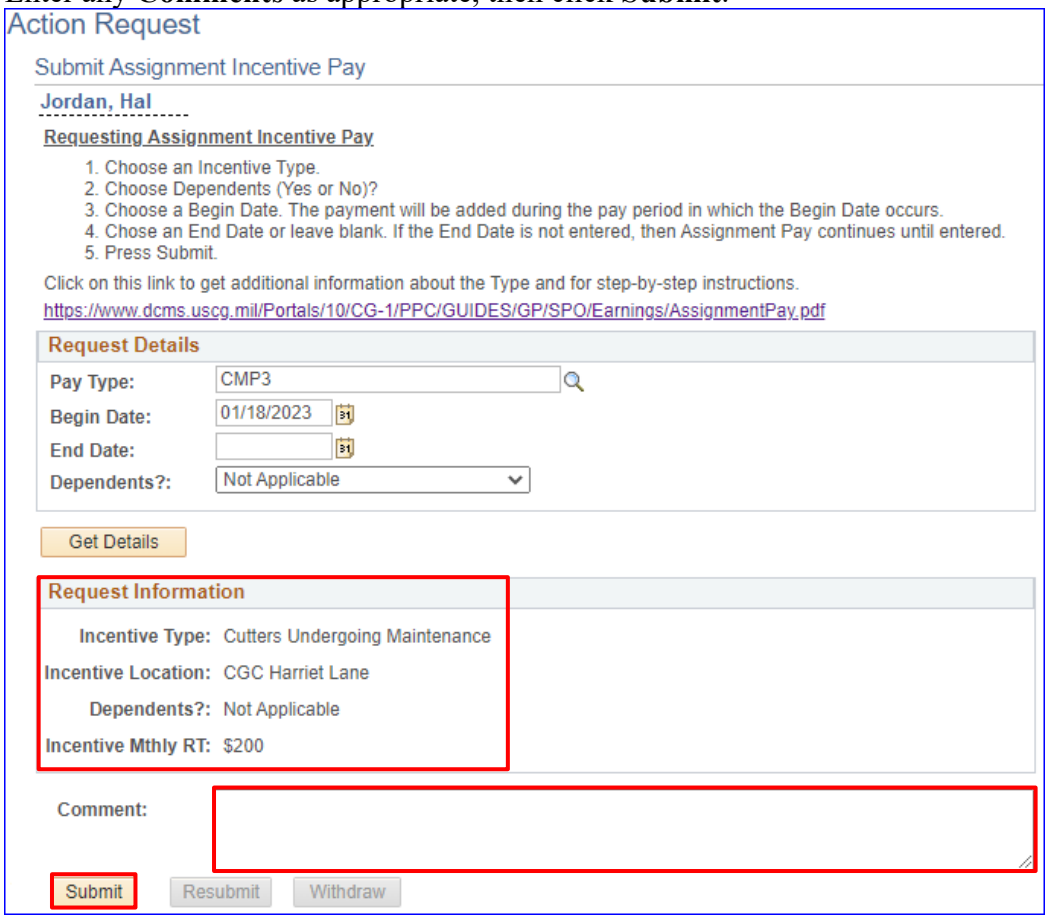
AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures, continued

Step	Action
5	The **Request Information** section will populate with the Incentive Type, Incentive Location, Dependents?, and Incentive Monthly Rate. Enter any **Comments** as appropriate, then click **Submit**. 

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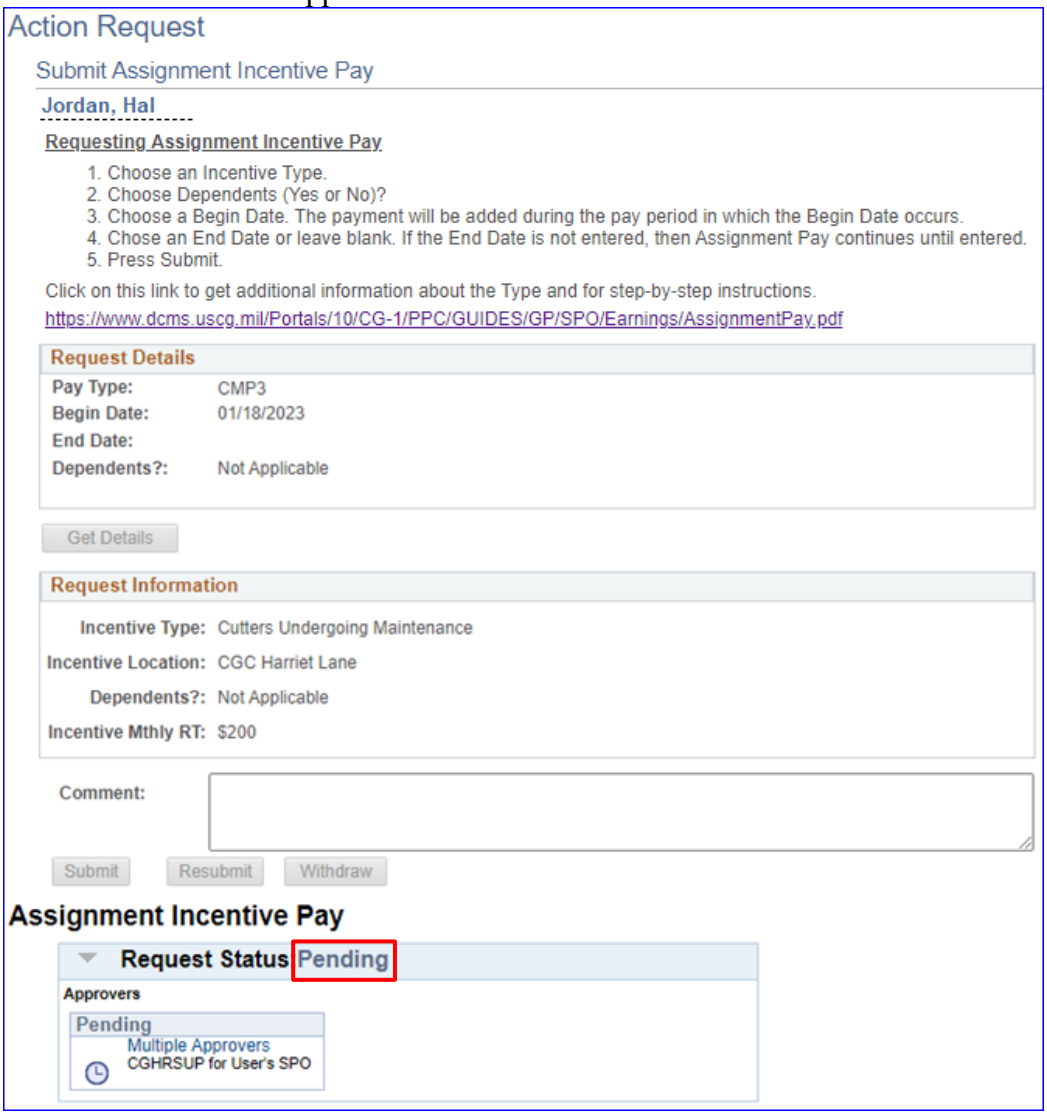
AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures, continued

Step	Action
6	The Request Status will update to **Pending** and the action request will be routed to the SPO for review/approval. 
7	Upon approval of the Assignment Incentive Pay action request, review the member's EABPs to ensure the action request processed.