Starting Cadet Initial Clothing Allowance (ICA)

Introduction	This guide provides the procedures for the CG Academy SPO to start cadet ICA in Direct Access (DA).
Reference	(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
No Longer Date Driven	This allowance is no longer date driven. The August and October ICA payments have been replaced with ICA 1 and ICA 2. The payments will be issued the next available mid-month calendar after input.
Comptroller Provides Information	The comptroller for the Academy provides the SPO with the list of Cadets and their amounts for ICA 1 and ICA 2.
Auditing Standards	 <u>Chapter 11.A of the 3PM</u> implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions: <u>Pay Calculation Results</u> <u>One Time Positive Input (OTPI)</u> <u>Element Assignment by Payee (EABP)</u>
	Continued on next page

Procedures See below.

Step		Action
1	Click on the AD/RSV Payr	oll Workcenter tile.
	AD/RSV Payroll Workcenter	
2	Select the Cadet ICA optio	n.
	C 🔅	
	▼ Links	
	Payroll Requests	
	Advance Liquidation Schedule	
	Advance Pay	
	Approved Absence Corrections	
	Assignment Incentive Pay	
	Assignment Pay Request	
	Balance Adjustment	
	Cadet COMRATS	
	Cadet ICA	
	Career Sea Pay on TDY	
	Career Sea Pay Premium	
	Career Sea Time	
	Career Sea Time Override	
	Civilian Clothing Allowance	
	Combat Tax Exclusion	
	Diving Duty Pay	
	EBDL Completion	

Procedures,

continued

Step	Action
3	Enter the member's Empl ID and click Add .
	Add Action Request
	Add a New Value
	*Empl ID 1234567 Q
	Empl Record 0 Q
	Add
4	The Submit Cadet ICA Action Request will display.
	Action Request
	SIMPSON, LISA
	Cadet ICA Request
	 Select the Installment Period. Enter the ICA Advance amount.
	 Enter the disbursement amount for the USCG Academy Clothing Locker and the USCG Exchange. Press Submit.
	Request Details
	Installment Period:
	Advance ICA:
	Exchange:
	Comment:
	Submit Resubmit Withdraw
_	Click the Leeberg is a set of either ICA 1 or ICA 2 (denors line on whet
5	Click the Lookup icon and select either ICA 1 or ICA 2 (depending on what
	the comptroller sent).
	Request Details
	Advance ICA:
	Exchange:
	Look Up Installment Period 🗵
	Comment: Help
	Cancel
	Submit Resubmit Withdraw Search Results
	View 100 First 🕚 1-2 of 2 🕑 Last
	Translate Long Name
	ICA #1
	ICA #2

Procedures,

continued

Step		Action
6	Enter the Total An locker and exchan from the Clothing from the Exchange Request Details	nount Issued in the Advance ICA field (total of the clothing ge amounts from the spreadsheet). Enter the Amount Issued Locker (from the spreadsheet). Enter the Amount Issued e (Cadet Store/Tailor Shop from the spreadsheet).
	Installment Period Advance ICA: Clothing Locker: Exchange:	ICA #1
	Comment: Submit Re	submit Withdraw
7	Add any additiona	l comments, then click Submit .
	Request Details	
	Installment Period Advance ICA: Clothing Locker: Exchange:	ICA #1 Q 6497.02 782.44 5714.58
	Comment:	
	Submit Re	submit Withdraw

Procedures,

continued

Step	Action
8	The Request Status will update to Pending and the request will be routed to the
	SPO tree for approval.
	Request Status: Pending
	Approvers
	Pending
	CGHRSUP for User's SPO
9	Once the Cadet ICA action request has been approved, it is important to review
	Assignment By Payee (EABP) to ensure the information from the action
	request was captured correctly.
	Request Status Approved
	Approvers
	Approved
	NED FLANDERS
	CGHRSUP for User's SPO 07/28/20 - 9:29 AM
	To review the OTPI, click on the Pay Processing Shortcuts Tile.
	Pay Processing Shortcuts
10	Select the Pay Calculation Results option.
	Element Assignment By Payee
	Cone Time (Positive Input)
	E Dev Celevietien Desults

Procedures,

continued

Step			A	ction	
11	Enter the n	nember's Empl	ID and click	Search.	
	One Time	(Positive Inpu	ıt)		
	Enter any info	ormation you have ar	nd click Search. L	eave fields blank for a list of a	all values.
	Find an I	Existing Value	<u>A</u> dd a New Valu	e	
	Search C	riteria			
	Empl II	D begins with 🗸	1234567		
	Empl Record	d = 🗸			
	Pay Grou	p begins with v		Q	
	Calendar II	begins with v		Q	
	Nam	e begins with 🗸			
	Case Sen	sitive	_		
	Search	Clear Basic S	earch 🖾 Save	Search Criteria	
	Find an Existi	ng Value Add a N	New Value		
10	<u> </u>	1 1 07			
12	A list of th	e member's OT	PIs will disp	lay. Click the most re	ecent one.
	Ocarcinite	50115			
	View All			 ▲ 1-4 c 	of 4
	Empl ID	Empl Record	Pay Group	Calendar ID	Name
	1234567	0	CADET	A20M03PRD2###5	LISA SIMPSON
	1234567	0	CADET	CG CAD 2019M11M	LISA SIMPSON
	1234567	0	CADET	CG CAD 2020M02M	LISA SIMPSON
	1234567	0	CADET	CG CAD 2020M08M	LISA SIMPSON

Procedures,

continued

Step						Acti	on						
13	Each item entered in the Action Request will display. Click the Expand All												
	icon.												
	One Tim	ne (Positive	Input)										
	Emp	loyee ID 1234	567			Name LIS/	A SIMF	SON		Empl	Record	0	
	Pa	y Group CAD	ET		Desc	ription CAE	ET			Pa	y Entity	USC	G
	Cal	endar ID CG (CAD 2020M08	М	Begi	n Date 08/0	1/2020	D		E	nd Date	08/1	5/2020
	Earnings	and Deductio	ns										
	≣ , Q									1-3 of 3 🗸	•		View All
	Action	<u>M</u> ain Cor	mponents	<u>S</u> ource	⊪								
	Entry Typ	e Elen	nent Name	Eler	nent Desc	ription		Instand	ce Action	Гуре			
	Earnings	ADV	ANCE ICA	Adva	ance Cade	et ICA			1 Add				
	Deduction			ICA LOCK Advance ICA Clothing Locker					1 Add				
	Deduction	ADV	ICA EXCH	A EXCH Advance ICA USCG Exchange			ge	je 1 Add					
	Save	Return to S	Search	Previous	in List	Next in Li	st	Notify	/ Refr	esh Add	U	odate	Display
14	The an open es Earnings an I R Q	nounts er ach item	ntered in , if desin	n the a red. V	action When	reques	t wi l rev	ill di view	splay. ing. Cl	Click the ick Retu	detai rn to	ils i Se	con to arch.
	!</th <th></th>												
	Entry Type	Element Name	Element Des	scription	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details		Updated By User
	Earnings	ADVANCE ICA	Advance Cad	det ICA	1	Add		Ţ	6497.02	USD		.	
	Deduction	ADV ICA LOCK	Advance ICA Locker	Clothing	1	Add		Ţ	782.44	USD	\checkmark		
	Deduction	ADV ICA EXCH	Advance ICA Exchange	USCG	1	Add		F	5714.58	USD	1	P	
	Save	Return to Se	arch	evious in L	.ist I	Next in List	No	otify	Refresh				
]

Procedures,

continued

Step	Action					
15	Now take a look at the member's Element Assignment by Payee (EABP). To review the EABP, click on the Pay Processing Shortcuts tile.					
	Pay Processing Shortcuts					
16	The Element Assignment By Payee option will automatically display.					
	📄 Element Assignment By Payee					
	One Time (Positive Input)					
	Pay Calculation Results					

Procedures,

continued

Step		Actio	n	
17	Enter the member's Empl	ID and click Se	earch.	
	Element Assignment	By Payee		
	Enter any information you hav	e and click Searc	h. Leave fields blank for a li	st of all values.
	Find an Existing Value			
	Search Criteria			
	Empl ID	begins with \checkmark	1234567	
	Empl Record	= 🗸]
	Name	begins with \checkmark]
	Last Name	begins with v		
	Second Last Name	begins with 🗸		
	Alternate Character Name	begins with 🗸		
	Middle Name	begins with v		
	Business Unit	begins with 🗸		
	Department Set ID	begins with \checkmark		Q
	Department	begins with \checkmark		Q
	□ Case Sensitive			
	Search Clear Bas	ic Search 📓 S	ave Search Criteria	

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Procedures,

continued

Step				Action				
18	A list of the the Elemen previous IC 08/01/2020	e member's EAB at ADV ICA PBC CA debts. Two ne 0. Click each Inst a	Ps will d C K . Noti w eleme ance for	lisplay. ce this ments have addition	Scroll thro nember has been creat aal informa	ugh the list a s already pai ted to start c ttion.	and locate d back ollecting or	
	Element Assi	gnment By Payee						
	LISA SIMPSON			ID	1234567	Em	pl Record 0	
	Selection Crit	eria						
	Categ	ory				Select with Ma	tching Criteria	
	Entry Ty	ype	Element Name	÷		Cle	ear	
	As of D	ate						
	Assignments							
	■ Q					1-11 of	f 11 🗹 🕨 🕨	
	Elements Recipient III							
	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	
	ASSOC DUES	Association Dues	999	02/01/2020	04/30/2023	~	1	
	ADV ICA PBCK	Advance ICA Payback	999	11/01/2019	03/31/2020	V	1	
	ADV ICA PBCK	Advance ICA Payback	999	11/01/2019	03/31/2020	×	2	
	ADV ICA PBCK	Advance ICA Payback	999	02/01/2020	03/31/2020	V	3	
	ADV ICA PBCK	Advance ICA Payback	999	02/01/2020	03/31/2020	V	4	
	ADV ICA PBCK	Advance ICA Payback	999	08/01/2020		V	5	
	ADV ICA PBCK	Advance ICA Payback	999	08/01/2020		V	6	

Procedures,

continued

Action
Instance #5 shows the installment amount the Clothing Locker will be paid
back.
Element Assignment By Payee
Element Detail
Employee ID 1234567 Empl Record 0 Name LISA SIMPSON
Element Name ADV ICA PBCK Advance ICA Payback Instance 5 Assignment Process Detail
Assignment Is Active Currency Code USD US Dollar
Process Order 999 Begin Date 08/01/2020 End Date
Recipient lag 0 Previous End Date
Updated in Payroll Run
▼ Calculation Information
Calculation Rule Amount
Amount Numeric
Amount Element
Amount Value 32.60
▼ Required Fields
*Instance 5.000000
*ICA Type USCG Academy Clothing Locker
✓ Additional Overrides
Frequency Option Use Element Frequency
Frequency
Generation Option Use Element Generation Control
Generation Control
OK Cancel Refresh

Procedures,

continued

Step	Action
19	Instance #6 shows the installment amount the Exchange will be paid back.
(cont.)	Element Assignment By Payee
× ,	Element Detail
	Employee ID 1234567 Empl Record 0 Name LISA SIMPSON
	Element Name ADV ICA PBCK Advance ICA Payback Instance 6
	Assignment Process Detail
	Assignment Is Active Currency Code USD US Dollar
	Process Order 999 Begin Date 08/01/2020 End Date
	Recipient Tag 0 Previous End Date
	Allow Batch Update of End Date Updated in Payroll Run
	▼ Calculation Information
	Calculation Rule Amount
	Amount Numeric
	Amount Element
	Amount Value 238.11
	▼ Required Fields
	*Instance 6.000000
	Additional Overrides Frequency Ontion Like Element Frequency
	Frequency
	Generation Option Use Element Generation Control
	Generation Control
	OK Cancel Refresh
20	Once the action request has processed through a pay calculation (run nightly), it
	is important to review the member's Pay Calculation Results to ensure it
	processed for pay correctly.
	Click on the Pay Processing Shortcuts tile.
	Pay Processing Shortcuts
- 21	Salast the Day Calculation Degults action
21	Select the Pay Calculation Results option.
	Element Assignment By Pavee
	Pay Calculation Results

Procedures,

continued

ер				Action	-			
2	Enter th	e member	's Empl ID	and click Sea	rch. Sel	ect the	most	recent pay
	calendar from the Search Results.							
	Results by Calendar Group							
	Enter any	information	you have and	click Search. Leav	ve fields bla	ink for a	list of al	l values.
	Find	l an Existing	Value					
	Searc	h Criteria						
		Empl ID	begins with	✔ 1234567				
	Em	pl Record	= ~					
	Calenda	r Group ID	begins with	•		Q		
		Name	begins with	~				
	Search	n Clear	Basic Sea	irch 🖉 Save Se	arch Criteri	а		
	•							
3	Under th Informa an Earni	ne Earnin ation and thing, and th	gs and Dec then select e ADV IC	luctions tab, s View All. The A EXCH, AD	croll to the ADVA	he mos NCE I OCK,	t recent CA way ADV	nt Calendar ill display as ICA PBCK
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