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	Chapter 11.A of the 3PM 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: • Pay Calculation Results • One Time Positive Input (OTPI) • Element Assignment by Payee (EABP)

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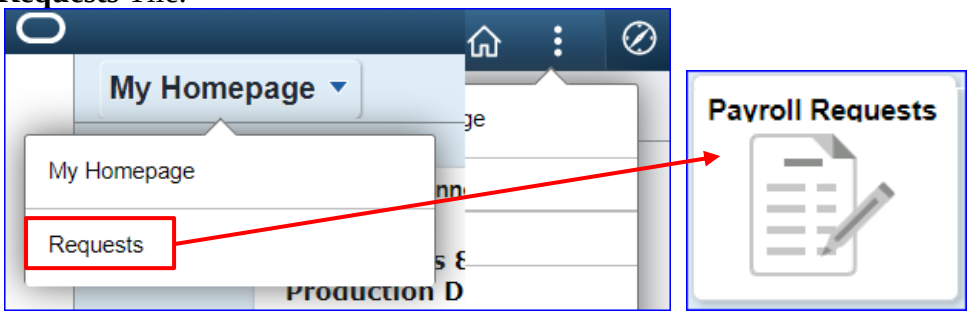
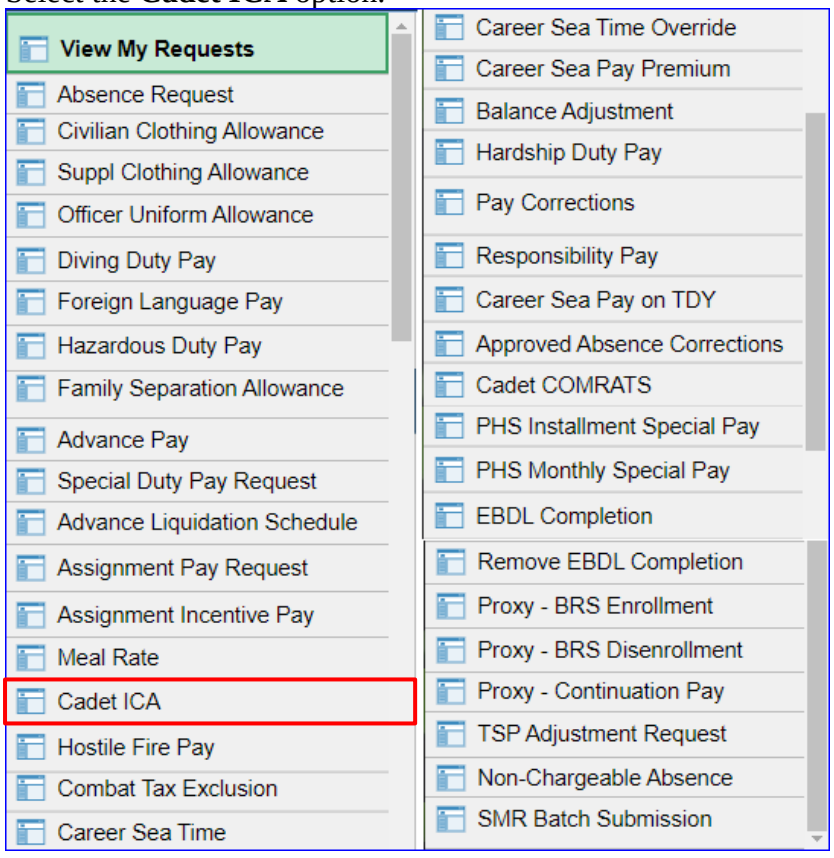
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures See below.

Step	Action
1	Select **Requests** from the My Homepage drop-down. Click on the **Payroll Requests** Tile. 
1.5	Select the **Cadet ICA** option. 

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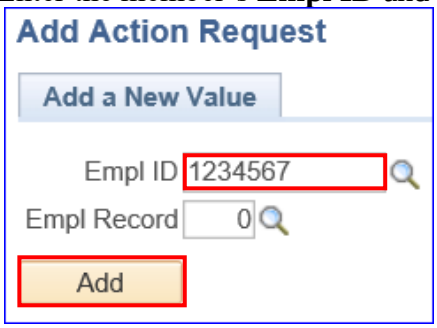
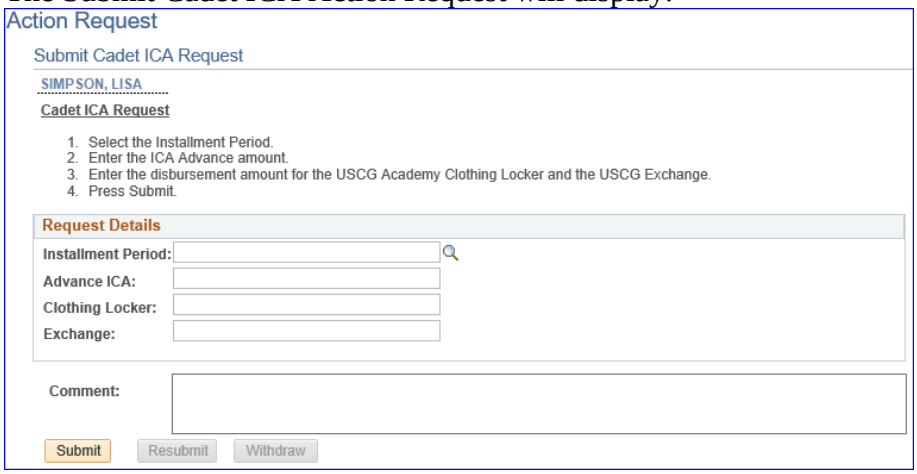
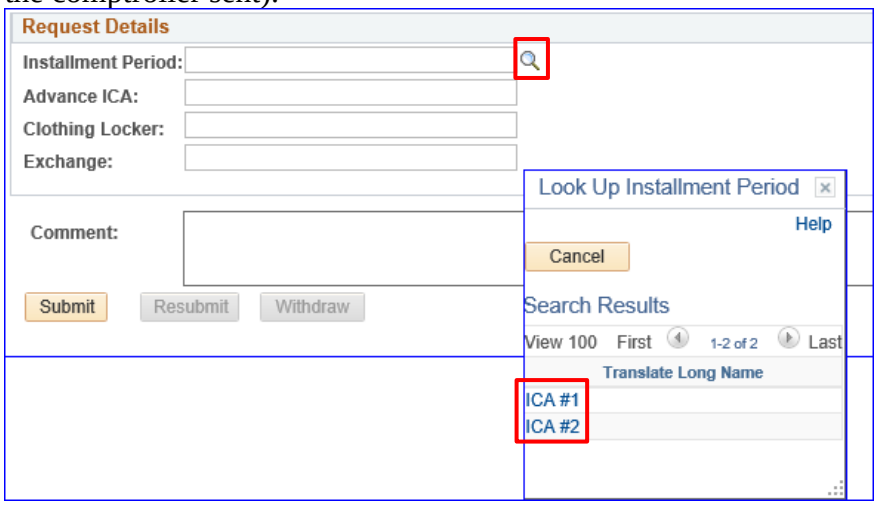
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID** and click **Add**. 
3	The Submit Cadet ICA Action Request will display. 
4	Click the **Lookup** icon and select either ICA 1 or ICA 2 (depending on what the comptroller sent). 

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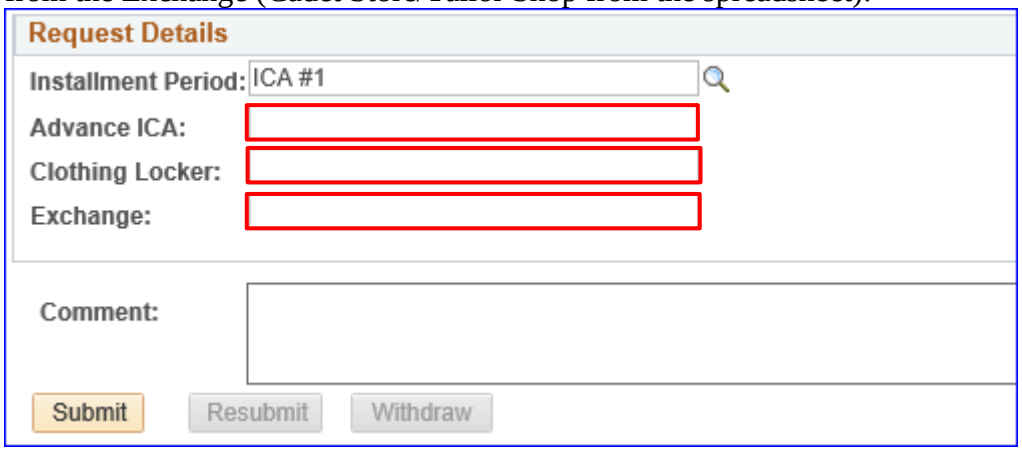
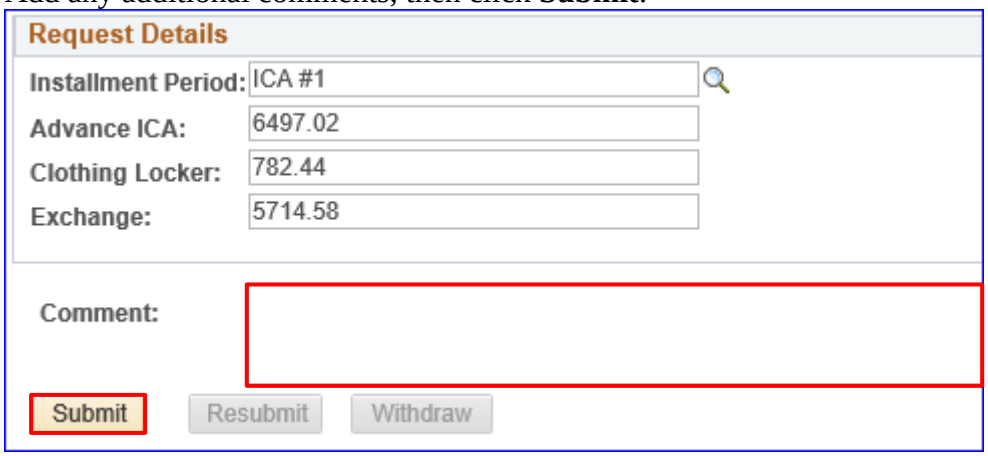
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
5	Enter the **Total Amount Issued** in the Advance ICA field (total of the clothing locker and exchange amounts from the spreadsheet). Enter the **Amount Issued** from the Clothing Locker (from the spreadsheet). Enter the **Amount Issued** from the Exchange (Cadet Store/Tailor Shop from the spreadsheet). 
6	Add any additional comments, then click **Submit**. 

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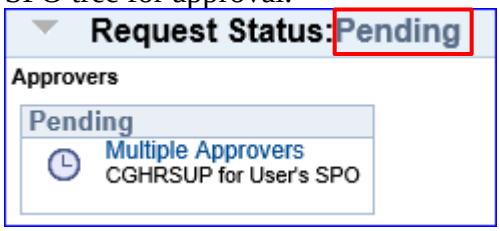
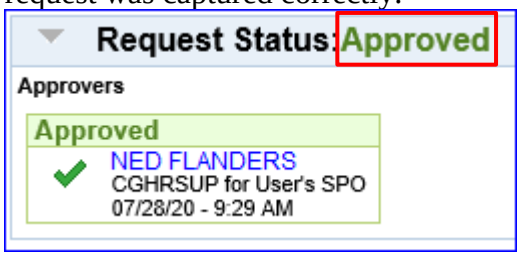
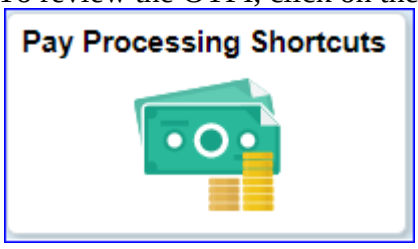
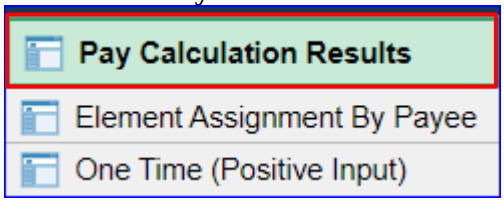
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
7	The Request Status will update to **Pending** and the request will be routed to the SPO tree for approval. 
8	Once the Cadet ICA action request has been approved, it is important to review the member's One Time (Positive Input) (OTPI) as well as their Element Assignment By Payee (EABP) to ensure the information from the action request was captured correctly.  To review the OTPI, click on the **Pay Processing Shortcuts** Tile. 
8.5	The default **Pay Calculation Results** option will automatically display. 

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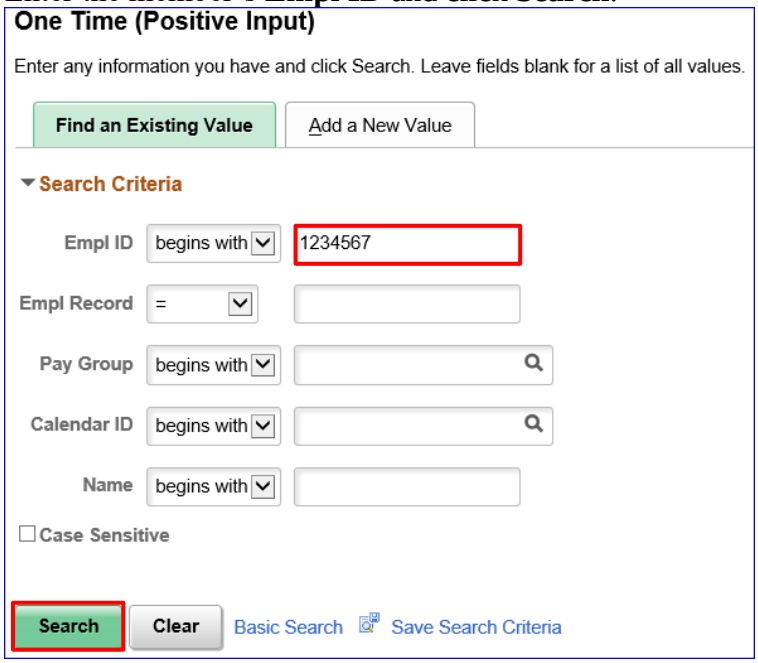
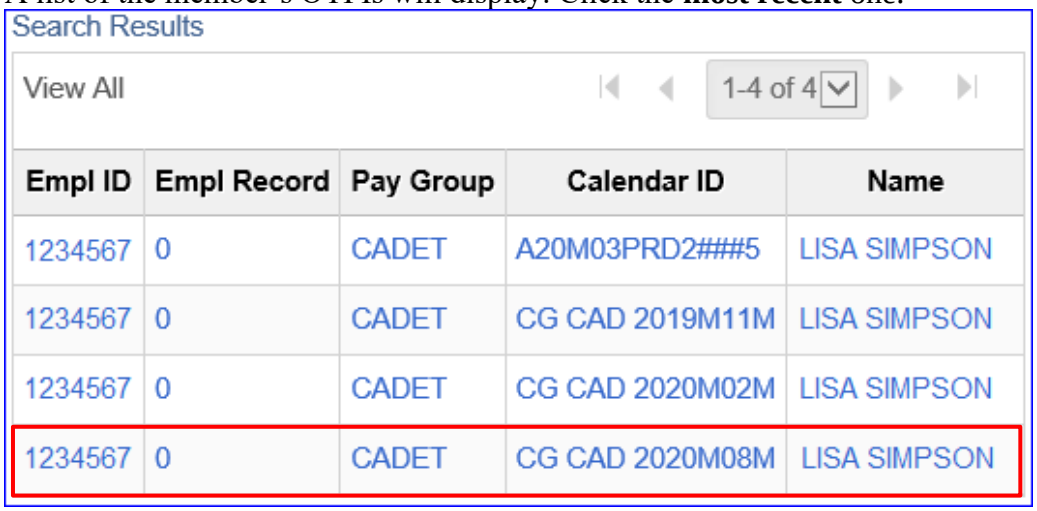
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
9	Enter the member's **Empl ID** and click **Search**. 
10	A list of the member's OTPIs will display. Click the **most recent** one. 

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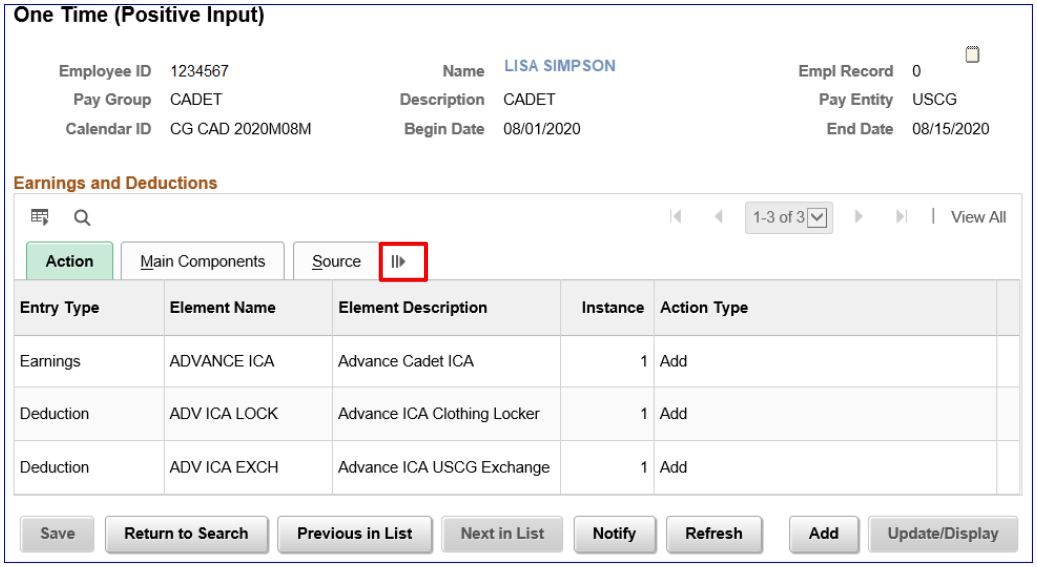
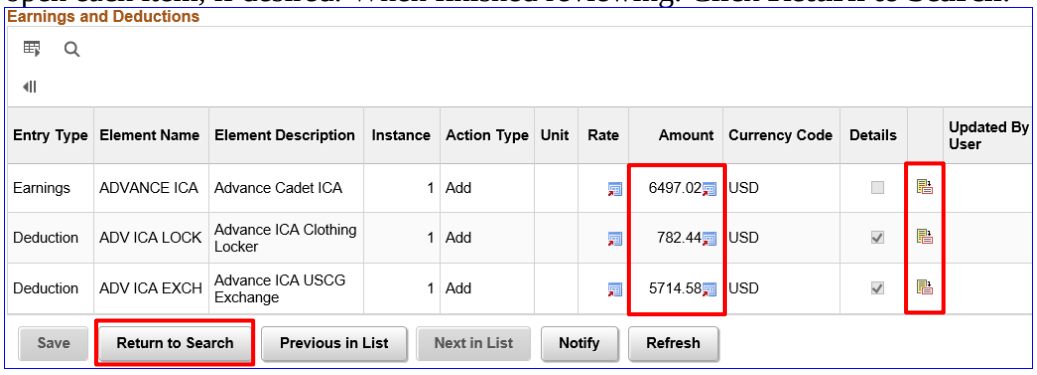
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
11	Each item entered in the Action Request will display. Click the **Expand All** icon.  One Time (Positive Input) Employee ID 1234567 Name LISA SIMPSON Empl Record 0 Pay Group CADET Description CADET Pay Entity USCG Calendar ID CG CAD 2020M08M Begin Date 08/01/2020 End Date 08/15/2020 Earnings and Deductions 1-3 of 3 View All Action Main Components Source Entry Type / Element Name / Element Description / Instance / Action Type Earnings / ADVANCE ICA / Advance Cadet ICA / 1 / Add Deduction / ADV ICA LOCK / Advance ICA Clothing Locker / 1 / Add Deduction / ADV ICA EXCH / Advance ICA USCG Exchange / 1 / Add Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display
12	The amounts entered in the action request will display. Click the **details** icon to open each item, if desired. When finished reviewing. Click **Return to Search**.  Earnings and Deductions Entry Type / Element Name / Element Description / Instance / Action Type / Unit / Rate / Amount / Currency Code / Details / Updated By User Earnings / ADVANCE ICA / Advance Cadet ICA / 1 / Add / 6497.02 / USD Deduction / ADV ICA LOCK / Advance ICA Clothing Locker / 1 / Add / 782.44 / USD Deduction / ADV ICA EXCH / Advance ICA USCG Exchange / 1 / Add / 5714.58 / USD Save Return to Search Previous in List Next in List Notify Refresh

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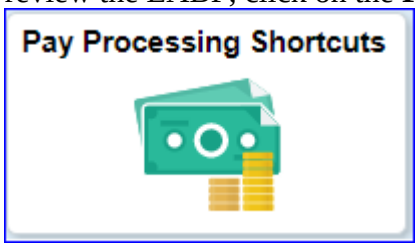
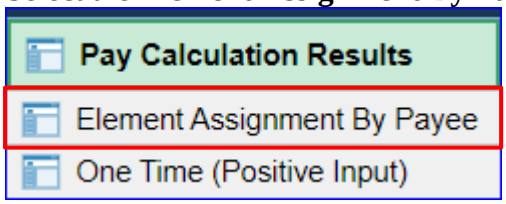
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
13	Now take a look at the member's Element Assignment by Payee (EABP). To review the EABP, click on the **Pay Processing Shortcuts** Tile. 
13.5	Select the **Element Assignment By Payee** option. 

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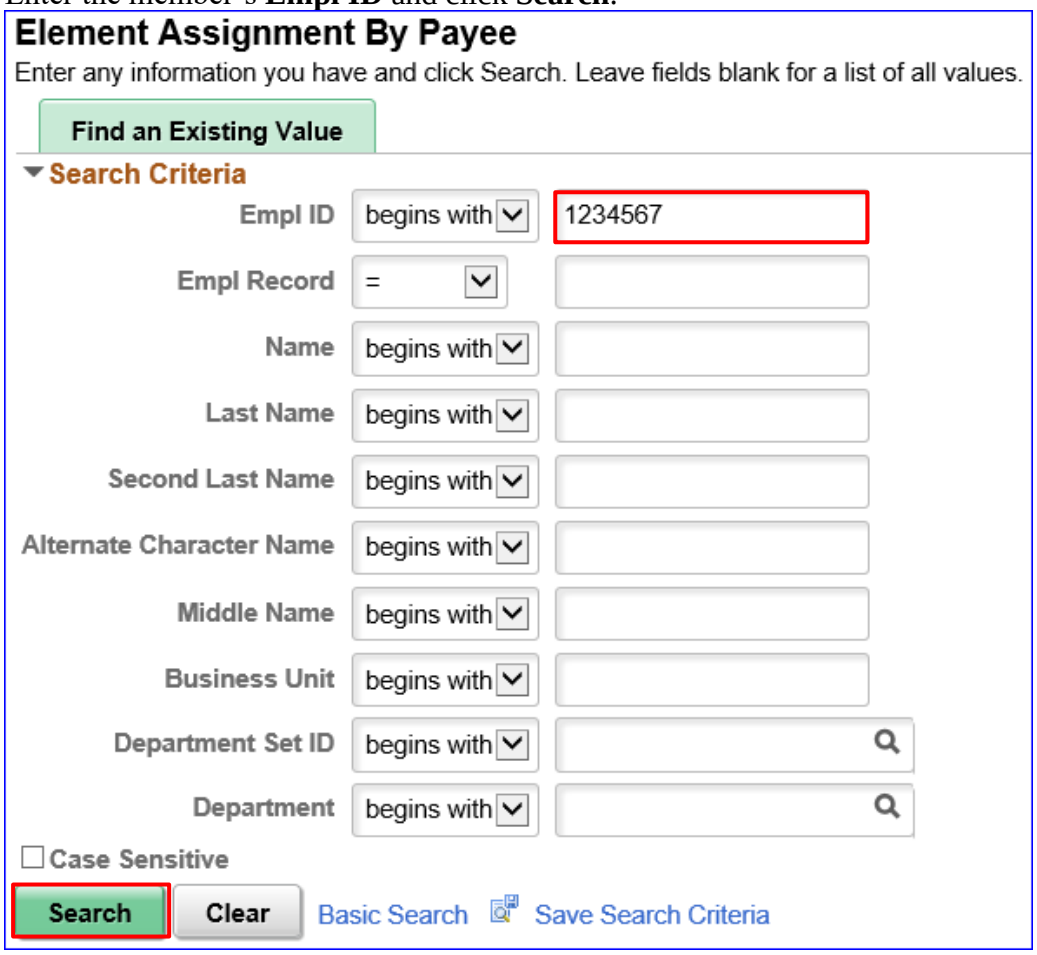
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
14	Enter the member's **Empl ID** and click **Search**. 

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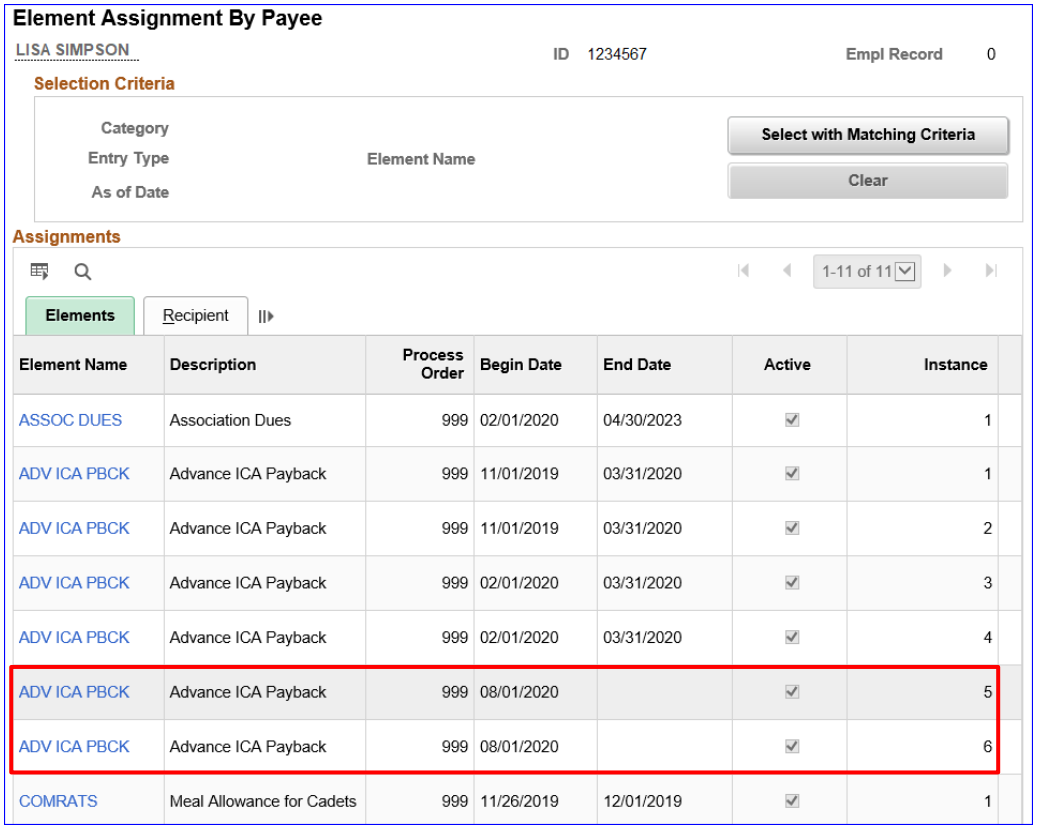
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
15	A list of the member's EABPs will display. Scroll through the list and locate the Element **ADV ICA PBCK**. Notice this member has already paid back previous ICA debts. Two new elements have been created to start collecting on 08/01/2020. Click each **Instance** for additional information.



Element Assignment By Payee

LISA SIMPSON ID 1234567 Empl Record 0

Selection Criteria

Category
Entry Type
As of Date
Element Name

Select with Matching Criteria
Clear

Assignments

1-11 of 11

Elements | Recipient

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	☑	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	☑	3
ADV ICA PBCK	Advance ICA Payback	999	02/01/2020	03/31/2020	☑	4
ADV ICA PBCK	Advance ICA Payback	999	08/01/2020		☑	5
ADV ICA PBCK	Advance ICA Payback	999	08/01/2020		☑	6
COMRATS	Meal Allowance for Cadets	999	11/26/2019	12/01/2019	☑	1

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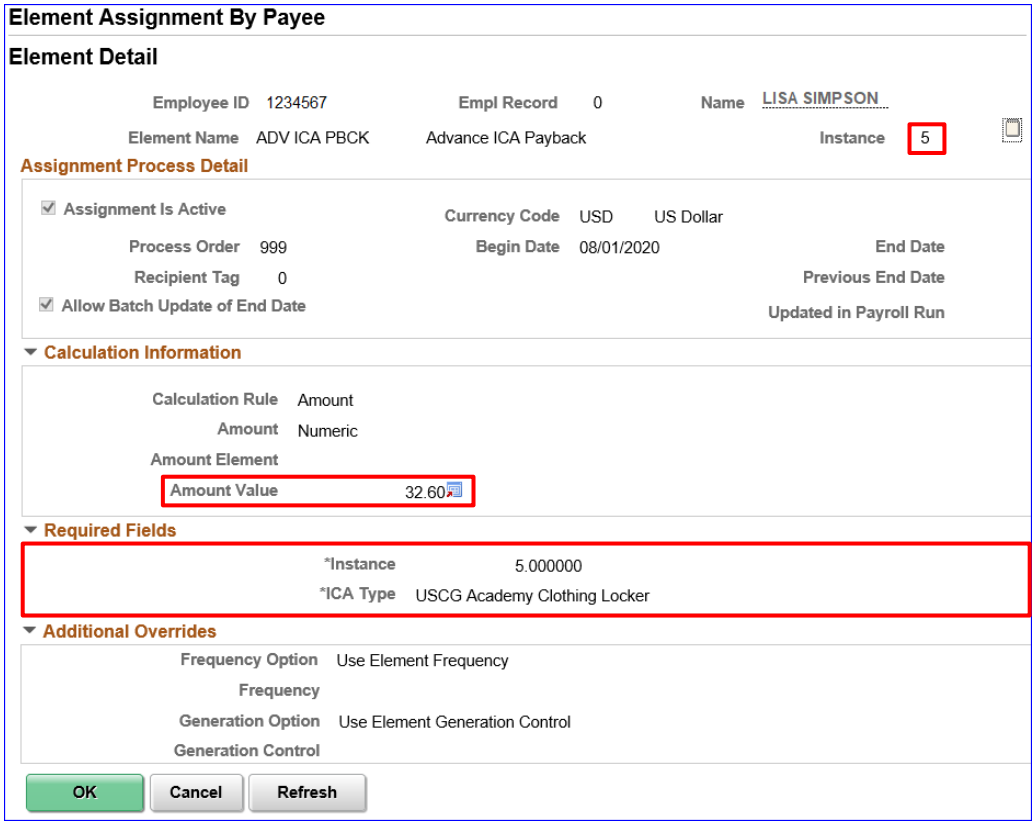
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
16	Instance #5 shows the installment amount the Clothing Locker will be paid back.



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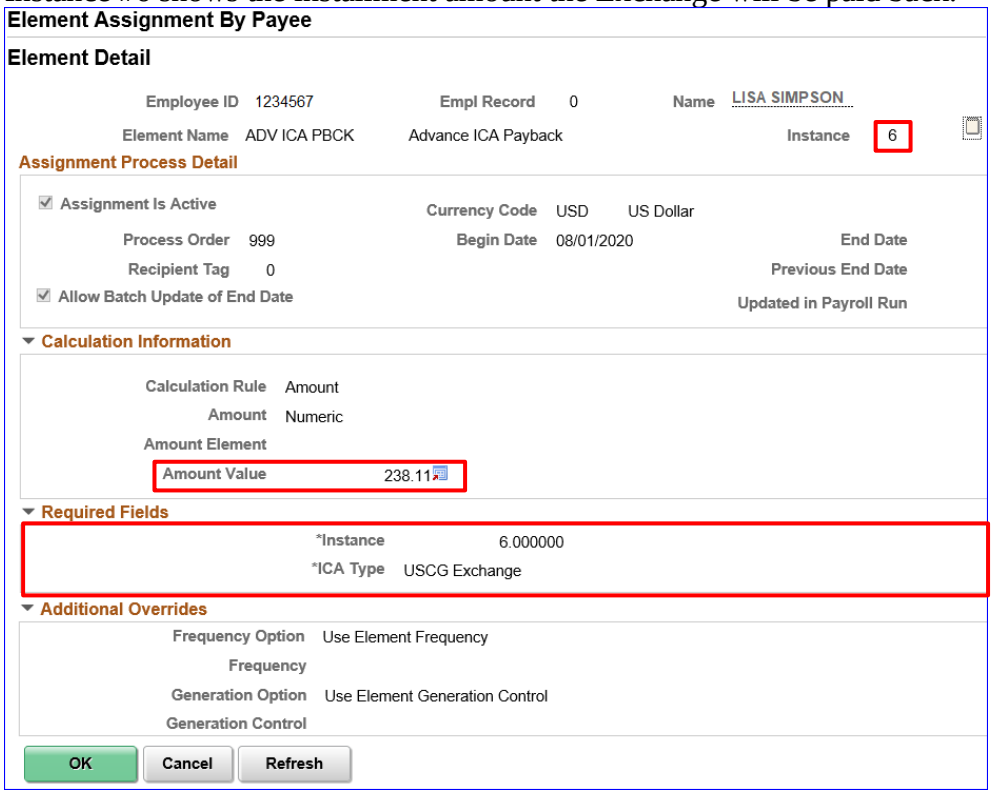
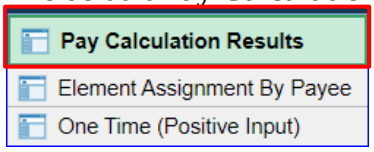
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
16 (cont.)	Instance #6 shows the installment amount the Exchange will be paid back. 
17	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. To review the Pay Calculation Results, click on the **Pay Processing Shortcuts** Tile.
17.5	The default **Pay Calculation Results** option will automatically display. 

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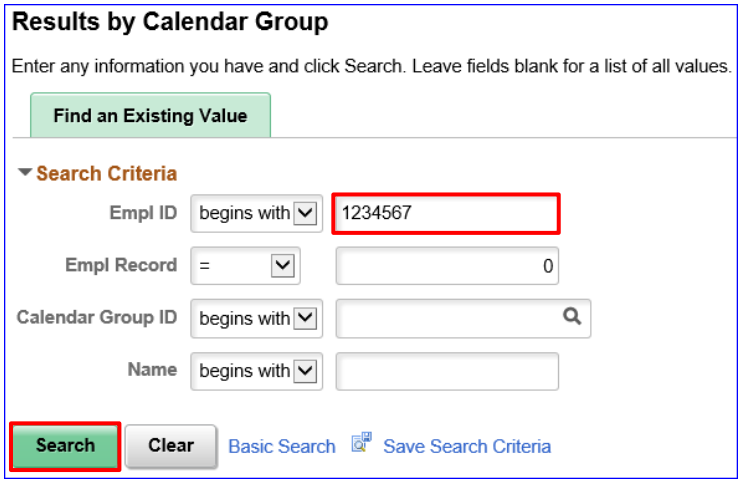
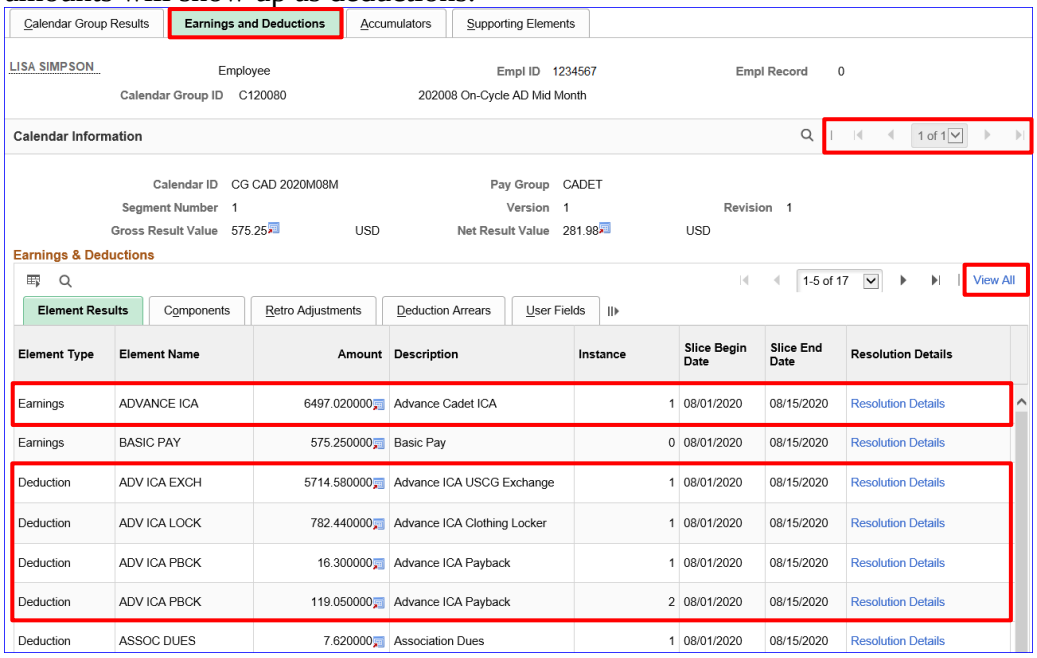
Starting Cadet Initial Clothing Allowance (ICA), Continued

Procedures, continued

Step	Action
18	Enter the member's **Empl ID** and click **Search**. Select the most recent pay calendar from the Search Results. 
19	Under the **Earnings and Deductions** tab, scroll to the most recent **Calendar Information** and then select **View All**. The **ADVANCE ICA** will display as an Earning, and the **ADV ICA EXCH**, **ADV ICA LOCK**, **ADV ICA PBCK** amounts will show up as deductions.